West Midlands
Combined Authority

Skills Bootcamps:
Guidance Document
Learner Entry Tool guidance
Version 4.2

1	Learner reference number	Automatically generated by the Learner Entry Tool and is used to differentiate between learners
2	Unique Learner Number (ULN)	This is a mandatory field required by the WMCA. Where this number is not known the generic temporary ULN number 9999999999 can be used. The use of this ULN however, will cause a validation error and therefore appear on the no pay report. ULN's can be gained and created via the Learner Record Service.
3	Given name and Family name Date of birth / Sex	Are all mandatory fields and should reflect the information gained from the enrolment process

Learner tab - Learner information

National Insurance number : [ ]   Ethnicity : [▾]

Postcode Prior to Enrolment: [ ]

Address : [ ]

[ ]

Postcode : [ ]

Telephone : [ ]

Email : [ ]

1	National Insurance Number	The unique number for the learner should be entered in this field
2	Ethnicity	Should reflect the information recorded on the learner's enrolment form
3	Postcode prior to enrolment	Completed when the learner first enrols on a programme of learning. If the learner's postcode is unknown, providers must return a postcode of ZZ99 9ZZ - the number of these postcodes returned will be monitored by the WMCA.
4	Address field	Should reflect the address of the learner at the start of the learning aim
5	Telephone and Email	Should be completed from information gained from the learner

Learner tab - LLDD and Learning support

Long term disability, health problem or learning difficulty : [⌄]

Does the learner have any of the following (tick those that apply) :

Disabled students allowance : ☐

Education Health Care plan : ☐   Learning support cost (£): [   ]

High needs students : ☐   Special educational needs : ☐

Learner Support Reason (select up to 4 that apply)   LLDD and Health Problem Category

Learner Support Reason	LLDD and Health Problem Category
36 - Care to Learn	Primary is : [⌄]
55 - 16-19 Bursary Fund – learner is a member of a vulne	1 - Emotional/behavioural difficulties
56 - 16-19 Bursary Fund - learner has been awarded a di:	2 - Multiple disabilities
57 - Residential support	3 - Multiple learning difficulties
58 - 19+ Hardship (Adult Skills or Advanced Learner Loa	4 - Vision impairment
59 - 20+ Childcare (Adult Skills or Advanced Learner Loa	5 - Hearing impairment
60 - 19+ Residential Access Fund (Adult Skills or Advanc	6 - Disability affecting mobility

1	Long term disability, health problem or learning difficulty	This information should be taken from the enrolment application and reflect the learner's individual status
2	LLDD and Health Problem Category	Where the option 1 category has been completed then the categories should be competed with a primary reason selected from the drop-down menu

Learner tab - Funding and Monitoring

Planned learning hours :

Planned employability, enrichment and pastoral hours :

Free meals eligibility :

National learner monitoring :

17 - Learner migrated as part of provider merger

18 - Learner moved as a result of Minimum Contract Level

21 - Learner in receipt of 16-19 tuition fund

22 - Learner repeating up to one full final year of 16-19 funded provision

1	Planned learning hours	Should be completed to show the total number of hours the learner will be completing

Learner tab - Prior Attainment

Prior Level :

Date level applies from : Select a date

1	Prior Level	This field is mandatory for every learner and must show the highest level of learning the learner has achieved before the learning aim started ILR Specification 2022 to 2023: Field: Prior Level (submit-learner-data.service.gov.uk)
2	Date Level applies from	The Prior attainment start date must match the start date for the learning aim

Learning Delivery - Learning Information

Aim type : [1 ▾]

Learning start date : [Select a date 15] 2

Funding model : [3 ▾]

Framework code : [   ]

Apprenticeship Standard Code : [   ]

Learning start date postcode : [4]

Funding adjustment for prior learning : [   ]

Original learning start date : [Select a d 5 15]

Planned hours : [   ]

Additional delivery hours : [   ]

Contract Reference Number : [   ]

Learning aim ref : [7   ] 6

Planned end date : [Select 7 date 15]

Programme type : [▾]

Pathway : [   ]

Delivery location postcode : [8]

Is the aim a restart ? [ ]

Other funding adjustment : [   ]

Subcontracted or partnership UKPRN : [   ]

Actual hours for off the job training : [   ]

End Point Assessment Organistion : [   ]

HHS :

1 - No household member is in employment and the household includes one or more dependent children

2 - No household member is in employment and the household does not include any dependent children

3 - Learner lives in a single adult household with dependent children

98 - Learner has withheld this information

99 - None of HHS1, HHS2 or HHS3 applies

9

1	Aim Type	Should be recorded as 4 - Learning aim that is not part of a programme
2	Learning start date	Should show the first day of learning of the learning aim
3	Funding model	Should be set to 35 - Adult Skills
4	Learning start date postcode	Should be set as the postcode of the learner's address
5	Original learning start date	Should only be completed when the learner has a break in learning
6	Learning aim ref	Will be the unique learning aims that have been created for your contract
7	Planned end date	The planned end date of the learning aim should be recorded here
8	Delivery location postcode	The postcode of where the learning will take place should be entered here, such as the campus postcode. Where provision is distance or e-learning, the following code should be entered: ZZ99 9ZZ.
9	HHS	This information will need to be returned and reflect the learner's situation. Where the information is not known, code 99 should be returned but this information should be updated wherever possible.

Learning Delivery – Funding and Monitoring

Learning support funding	Add	Advanced Learner Loans Bursary funding	Add	Apprenticeship contract type	Add

Is the learning aim financed by an Advanced Learner Loan ? : ☐

Source of funding : ▾

Full or co-funding indicator : ▾

Community Learning provision type : ▾

Family English, Maths and Language : ☐

Eligibility for enhanced apprenticeship funding : ▾

Learning Delivery Monitoring Codes :

1 : _____   2 : _____   3 : _____   4 : _____   5 : _____   6 : _____

Devolved Area Monitoring Codes :

1 : _____   2 : _____   3 : _____   4 : _____   5 : _____   6 : _____

1	Full or co-funding indicator	Should be set to 1 fully funded learning aim
2	Source of funding	Should be set to 112 - West Midlands Combined Authority
3	Devolved Area Monitoring Codes	1. **Should be set to 023** 2. *Should be set to 010 if the learner is employed and low waged* 3. *Should be set to 001 if the learner lives outside the WMCA area but are a West Midlands resident and/or intend to move into a role within the West Midlands*

Learning Delivery - End details   Completed when the learning aim is complete, or the learner withdraws before the planned end date

Employment outcome : [▾]

Completion status : [1 - The learner is continuing or intending to continue the learning activities leading to the learning aim ▾]

Actual end date : [Select a date 🗓] Achievement date : [Select a date 🗓]

Outcome : [▾]

Withdrawal reason : [▾]

Outcome grade : [   ]

Providers should ensure that the Completion status is updated for learners throughout the year

1	*Completion status*	*Is set to "The learner is continuing or intending to continue the learning activities leading to the learning aim" unless amended*
2	Actual end date	When the learning is complete then the last date of training should be entered here. Where the learner withdraws earlier than planned their last date of attendance should be entered
3	Outcome	This field should be completed when the learning has ended. One of these three options should be completed: 1 Achieved, 3 No achievement, 8 Learning activities are complete, but the outcome is not yet known ILR Specification 2022 to 2023: Field: Outcome (submit-learner-data.service.gov.uk)
4	Withdrawal reason	This field should only be completed if the learner exits the learning before the planned end date *The Completion status field should be updated when the learner withdraws before the course is complete*

Employment Status

Employment Status

Employment status : [_____ 1 ▾]

Date status applies : [Select a date 🗓 2] Employer Identifier : [_____]

Employment status monitoring types and codes

3 Is the learner self employed ? ☐   4 Length of unemployment : [_____▾]

Was the learner in full time education
or training prior to enrolment ? ☐   5 Benefit status indicator : [_____▾]

Is the employer a small employer?
(applicable programmes only) ☐ 6 Employment intensity indicator : [_____▾]

Has the learner been made
redundant? ☐   Length of employment : [_____▾]

1	Employment Status	The status should reflect the learner's situation at the start of the learning aim ILR Specification 2022 to 2023: Field: Employment Status (submit-learner-data.service.gov.uk) **Employment Status recording** Code Title 10 In paid employment 11 Not in paid employment, looking for work and available to start work 12 Not in paid employment, not looking for work and/or not available to start work 98 Not known / not provided
2	Date Status applies	The date must be before the start date of the learning aim
3	Is the learner self-employed?	This should be completed if applicable for learner's where the employment status is recorded as code 10, In paid employment
4	Length of unemployment	This must be completed on all records where the Employment status is recorded as code 11, Not in paid employment and looking for work ILR Specification 2022 to 2023: Attribute: Length of unemployment (submit-learner-data.service.gov.uk)
5	Benefit status indicator	Should be completed where the learner is in receipt of one of the stated benefits ILR Specification 2022 to 2023: Attribute: Benefit Status Indicator (submit-learner-data.service.gov.uk)
6	Employment intensity indicator	This should be completed if applicable for learners where the employment status is recorded as code 10, In paid employment. Use one of the options numbered from 5 to 8 ILR Specification 2022 to 2023: Attribute: Employment intensity indicator (submit-learner-data.service.gov.uk)

Learner Destination and Progression

This tab should only be completed once a learner completes or withdraws from a learning aim

The Learner reference number and the Unique Learner Number should be entered in the two highlighted fields for the learner whose destination information is being entered

Outcome Record

Type :
Code :
Start date : Select a date 🔟
End date : Select a date 🔟
Collection date : Select a date 🔟

Outcome Record

Type :
Code :
Start date :
End date :
Collection date :

- EDU - Education
- EMP - In Paid Employment
- GAP - Gap Year
- NPE - Not in Paid Employment
- OTH - Other
- SDE - Social Destination (High needs students only)
- VOL - Voluntary work

1	Type	The drop-down on the right-hand side (above) shows the options for the type drop-down
2	Code	Depending on what type has been entered the code entered will need to reflect ILR Specification 2022 to 2023: Field: Outcome Type (submit-learner-data.service.gov.uk)
3	Start date	The date that the learner commenced the destination that is being recorded
4	End date	The outcome end date only needs to be returned if the outcome that is being reported has finished
5	Collection date	The date that the outcome data was collected from the learner

Employee Contribution

1. One of the core aims of the Skills Bootcamps is to support Employers to upskill their workforce resulting in the employees having more responsibility or promotion within their existing workplace, categorised as a positive outcome.

2. For Digital Skills Bootcamps employed learners will only receive the final payment where they have a positive outcome after attendance on the Digital Skills bootcamp. A positive outcome is where a learner has gained more responsibility in the workplace or have been promoted.

3. Providers must also record any employer contributions where programmes are being delivered/led by an employer, we ask for a 30% contribution from large employers or a 10% contribution from SMEs.

4. This document has been created specifically for use with the Learner Entry Tool; but can be used as a guide by those Providers who use other Management Information Systems to record their ILR data.

   ➢ Open the Learner Entry Tool

   ➢ Navigate to the appropriate Learner's record

   ➢ Click on the Learning Delivery tab

> ➤ Click on the Provider Specified Info tab (as shown above)

➤ **To evidence promotion / more responsibility**.
  o In one of the four boxes titled A to D under Provider Specified Info, enter the text "PROGRESSION SB".

  Please ensure that there are no additional spaces before or after the text and that there are no other characters entered such as a full stop

➤ **To evidence where an Employer has contributed**.
  o In one of the four boxes titled A to D under Provider Specified Info, enter the text "Contribution 10" to reduce funding by 10% and "Contribution 30" to reduce funding by 30%

  Learners can have both additional reporting requirements on their record.

➤ Save the updated entry