



**West Midlands**  
Combined Authority

# Skills Bootcamps - Wave 5: Learner Entry Tool Guidance Version 1.0

## Introduction

- The Learner Entry Tool (LET) allows users to manually create Individualised Learner Record (ILR) data, in XML files. It also allows the migration of data files from previous academic years. The software is free to users, without access to a data management system, who will submit ILR data to the Education & Skills Funding Agency (ESFA).
- This guidance document has been created to help Providers who have a Department for Education Skills Bootcamp contract with the West Midlands Combined Authority (WMCA), complete and submit their ILR data. It uses visuals from the ESFA LET for 2023/2024.
- This document mirrors the ESFA LET guidance document and applies WMCA data reporting and performance management requirements. Further information can be gained via the ESFA LET guidance document.
- The information included in this document can also be used as a guide for Providers who do not use the LET to generate an XML.
- The latest version of the Learner Entry Tool can be downloaded via this link: [ILR Learner entry tool](#).
  - New versions are released throughout the year and Providers need to ensure that they use the latest version to submit their data

- LET consists of three main tabs:
  - Home Page - Provides a summary of records imported, allow imports and exports of data
  - Learners - View, amend, delete and add details of all learners associated with the imported data or to create records
  - Learner Destination and Progression - View, amend, delete and add learner destination and progression details



The following pages will detail how data needs to be returned for Skills Bootcamps

**Key:**

- ✓ **MANDATORY FIELD** - This field must be completed for the data to be included in the XML
- ✓ **VALIDATION RULE** - This shows where the field has a specific WMCA validation rule applied to it. Where the data in the ILR fails the validation rule, it will appear in the “no pay” report and will generate no funding for that Return
- ✓ Fields highlighted in grey are not commonly used and will only need to be completed under certain conditions
- ✓ Not all fields in the Learner Entry Tool are relevant to Bootcamps
- ✓ **MILESTONE #** - used to indicate that this field is used to calculate a Milestone payment

## Homepage

The screenshot shows the homepage of the ILR Learner Entry Tool. At the top left is the Education & Skills Funding Agency logo. At the top right is the title 'ILR Learner Entry Tool' and version number '2324.1'. Below the header is a navigation bar with 'Home Page', 'Learners', and 'Learner Destination and Progression'. The main content area includes a 'UKPRN' input field (1), a table showing counts for 'Learner count', 'Learning delivery count', and 'Learners excluded from export count' (2), 'Export Data' and 'Import Data' buttons (3 and 4), and an 'Open Export Folder' button (5).

	Area	Notes
1	<b>UKPRN</b> <b>MANDATORY</b> <b>VALIDATION</b>	Input your UK Provider Reference Number (UKPRN) in the home screen. This will be used throughout the application and will also be the filename of the exported ILR file. <b>This UKPRN should match the UKPRN used in the signed contract with the WMCA.</b>
2	<b>Learner count</b> <b>Learning delivery count</b> <b>Learners excluded from export count</b>	Number of learners in the LET (will show as 0 until data is imported in or added manually) Number of learning aims being delivered Number of learners that will be excluded from the ILR
3	<b>Export data</b>	This will create the XML data and allows you to select where to save the data
4	<b>Import data</b>	Allows a 2022 to 2023 ILR data file to be imported into the LET for continuing learners. The data is converted to match the format for the funding year 2023/2024. Also used to import previous XML files into the latest version of the LET
5	<b>Open Export folder</b>	Allows you to select where to export and save the ILR file generated by the LET

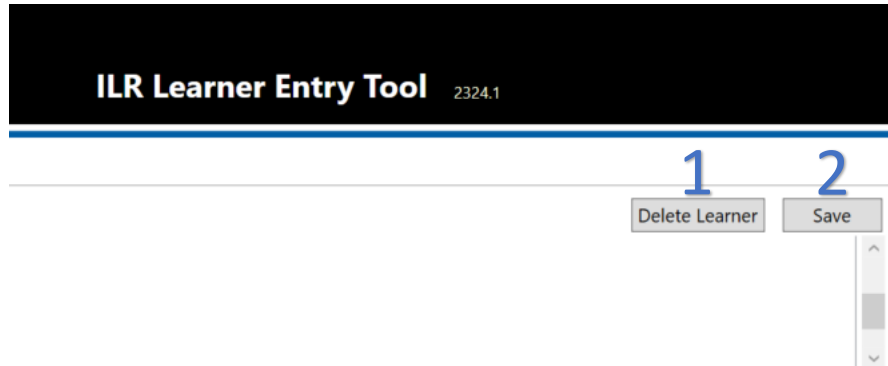
## Learner Homepage

The screenshot shows the 'Education & Skills Funding Agency' logo at the top. Below it is a navigation bar with three tabs: 'Home Page', 'Learners' (marked with a blue '1'), and 'Learner Destination and Progression' (marked with a blue '2'). Under the 'Learners' tab, there is a 'Filter' dropdown menu (marked with a blue '3') and an 'Add Learner' button (marked with a blue '4'). To the right of the 'Add Learner' button is a vertical list of fields: 'LEAF', 'Given', 'Famil', 'Sex -', 'ULN', 'Ethni', and 'Postc'. Below the 'Add Learner' button is a form for entering learner information, which is highlighted with a red background and marked with a blue '6'. The form contains fields for 'Ref : 0001', 'ULN :', 'Name :', 'DoB :', and a 'Don't Export' checkbox (marked with a blue '5').

	Area	Notes
1	<b>Learners tab</b>	This is where information on the learner and Bootcamps is entered
2	<b>Learner Destination and Progression</b> <b>VALIDATION</b>	<p>This is the section where Destination and Progression information for learners is entered once the learner completes or withdraws from a learning aim</p> <p><i>An ESFA validation rule will be generated if a destination and progression record is not reported for a learner within 2 months of being exited from a learning aim / programme</i></p> <p><b>To be used for all Bootcamps that start and end between April 2024 and July 2024 (see further detail in the WMCA Destination and Progression framework recording for Wave 5 Bootcamps)</b></p>
3	<b>Filter</b>	The filter option allows the user to search for a learner using a name, reference number, Unique Learner Number (ULN) etc.

	Area	Notes
<b>4</b>	<b>Add Learner</b>	This will add a new blank learner section (the right hand screen) The new learner will be added to the Learner list (6) The Ref number will be the next number in sequence
<b>5</b>	<b>Don't export tick-box</b>	If this box is ticked then it will not be exported in the ILR. It is automatically ticked where there are data errors in the information for that particular learner. Once these are fixed the tick in the Don't export box will disappear The box can be ticked so that the learner won't be included in the XML. This may be needed when there are known data quality issues which in the short term cannot be resolved
<b>6</b>	<b>Learner list</b>	This list details all the learners included in the Learner Entry tool

## Learner Homepage continued



This tab allows you to enter and update records

	Field	Notes
1	Delete Learner	Use this button to delete the currently open learner record. A prompt box will pop up asking you to confirm
2	Save	Saves all current data including the currently open learner record. The Learner Entry does not save data automatically as it is added but it will be saved automatically as the application is closed

## Learner tab, top section

### LEARNER :

Given Names - required  
 Family Name - required  
 Sex - required  
 ULN - required  
 Ethnicity - required  
 Postcode required

Learner reference number :  **1**      Previous reference number :

Unique learner number (ULN) :  **2**      Previous UKPRN :

Pre-merger UKPRN :       Campus Identifier :

Given names :  **3**      Family name :  **5**

Date of birth : Select a date  **4**      Sex :  **6**

	Field	Notes
1	<b>Learner reference number</b> <b>MANDATORY FIELD</b>	Automatically populated when a new learner is added to the Learner Entry tool with the next number in sequence. This ref can be changed with the field accepting numbers and letters
2	<b>Unique Learner Number (ULN)</b> <b>MANDATORY FIELD</b> <b>VALIDATION RULE</b>	This is a mandatory field required by the WMCA. Where this number is not known, a temporary ULN number 9999999999 can be used, <b>however, this will cause a validation error and the record will appear on the 'no pay' report.</b> ULN's can be gained and created via the Learner Record Service. <a href="#">Learner Record Service</a>
3	<b>Given names</b> <b>MANDATORY FIELD</b>	The forenames (first names) of the learner



	Field	Notes
4	<b>Date of birth</b> <b>MANDATORY FIELD</b> <b>VALIDATION RULE</b>	The date of birth of the learner. Under 19-year-olds are not routinely funded by Bootcamps. The date of birth is used to calculate the age group the learner falls into. <b>Under 19-year-old learners will appear on the no pay report</b>
5	<b>Family name</b> <b>MANDATORY FIELD</b>	The surname or family name of the learner
6	<b>Sex</b> <b>MANDATORY FIELD</b>	The legal sex of the learner

LEARNER :

Given Names - required  
 Family Name - required  
 Sex - required  
 ULN - required  
 Ethnicity - required  
 Postcode required

9

7 8

Previous reference number :   
 Unique learner number (ULN) :  Previous UKPRN :   
 Pre-merger UKPRN :  Campus Identifier :   
 Given names :  Family name :   
 Date of birth :   Sex :

	Field	Notes
7	<b>Delete learner</b>	This will delete the currently open learner record. Before you delete a learner, a prompt box will pop up asking you to confirm the action
8	<b>Save</b>	Saves all current data including the currently open learner record. The Learner Entry tool does not save data automatically as it is added but it will be saved automatically as the application is closed Partial records can be completed and saved so that further details can be added later
9	<b>Mandatory field guidance</b>	Incomplete mandatory records will display in Red. Learners with incomplete mandatory fields will not be included in the ILR export. (The 'Don't Export' field will be ticked) <i>Use the scroll bar on the right-hand side, to ensure that all missing mandatory fields can be viewed</i>

## Learner: Learner Information

Learner	Learning Delivery	Employment Status		
Learner Information	LLDD and Learning Support	Funding and Monitoring	Learner Provider Specified Monitoring	Lea
National Insurance number :	<input type="text"/>	Ethnicity :	<input type="text"/>	
Postcode Prior to Enrolment:	<input type="text"/>			
Address :	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
Postcode :	<input type="text"/>			
Telephone :	<input type="text"/>			
Email :	<input type="text"/>			
<input type="checkbox"/> : Check box if the learner is living away from home in accommodation owned or managed by the provider.				

	Field	Notes
1	<b>National Insurance number</b> <b>MANDATORY FIELD</b>	The National Insurance number for the learner, gained from the enrolment form
2	<b>Ethnicity</b> <b>MANDATORY FIELD</b>	The ethnic origin of the learner, based on the 2011 census criteria. This information should be gained from the learner via the enrolment form
3	<b>Postcode prior to enrolment</b> <b>MANDATORY FIELD</b>	The Postcode prior to enrolment is completed when the learner first enrolls on a Bootcamp. It should not be updated if the learner moves house.
4	<b>Address</b>	The details of the learner's current address

	Field	Notes
5	<b>Postcode</b> <b>MANDATORY FIELD</b>	<p>Current address postcode for the learner. If the learner's postcode is unknown, providers must return a postcode of ZZ99 9ZZ.</p> <p>The current postcode may differ from the Postcode prior to enrolment, where a learner has changed residence since enrolling, for example if they are living away from home</p>
6	<b>Telephone and Email</b>	The current telephone number and personal email address of the learner.

## Learner: LLDD Learning Support

Long term disability, health problem or learning difficulty :

1

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

- Education Health Care plan :       Disabled students allowance :   
High needs students :       Learning support cost (£):   
Special educational needs :

Learner Support Reason (select up to 4 that apply)

LLDD and Health Problem Category

- 36 - Care to Learn
- 55 - 16-19 Bursary Fund – learner is a member of a vulne
- 56 - 16-19 Bursary Fund - learner has been awarded a di:
- 57 - Residential support
- 58 - 19+ Hardship (Adult Skills or Advanced Learner Loa
- 59 - 20+ Childcare (Adult Skills or Advanced Learner Loa
- 60 - 19+ Residential Access Fund (Adult Skills or Advanc

Primary is :

2

- 1 - Emotional/behavioural difficulties
- 2 - Multiple disabilities
- 3 - Multiple learning difficulties
- 4 - Vision impairment
- 5 - Hearing impairment
- 6 - Disability affecting mobility
- 7 - Profound complex disabilities
- 8 - Social and emotional difficulties
- 9 - Mental health difficulty
- 10 - Moderate learning difficulty
- 11 - Severe learning difficulty
- 12 - Dyslexia
- 13 - Dyscalculia
- 14 - Autism spectrum disorder
- 15 - Asperger's syndrome

	Field	Notes
1	<b>Long term disability, health problem or learning disability</b> <b>MANDATORY FIELD</b>	Used to record whether the learner considers that they have a learning difficulty, disability or health problem. Completed on the basis of the learner's self-assessment at enrolment
2	<b>LLDD Health problem category</b>	<p>Used to record the nature of the learner's disability, learning difficulty and/or health problem. Must be completed if (1) Long term disability, health problem or learning disability field has been completed.</p> <p><a href="#">LLDD and health problem category</a>  (options 1 to 3 are no longer valid)</p> <p>The Primary LLDD and health problem field must be returned against one of the LLDD and health problem records. The Primary problem should be the most significant / the one that impacts on the learner's education. This indicator must only be returned against one of the LLDD and health problem records for each learner.</p>

## Learner: Funding and Monitoring

Learner	Learning Delivery	Employment Status
Learner Information	LLDD and Learning Support	Funding and Monitoring
Planned learning hours : <input type="text" value="1"/>		
Planned employability, enrichment and pastoral hours : <input type="text"/>		
Free meals eligibility : <input type="text"/>		
<b>National learner monitoring :</b>		
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		

	Field	Notes
1	<b>Planned learning hours</b> <b>MANDATORY FIELD</b>	This is an annual field: this field must be updated at the start of each Bootcamp. The hours collected in this field are the planned hours for the learner for the Bootcamp. This field is only collected where active learning is present during the year.

## Learner: Learner Provider Specified Monitoring

Learner	Learning Delivery	Employment Status	
Learner Information	LLDD and Learning Support	Funding and Monitoring	Learner Provider Specified Monitoring
A: <input type="text"/> B: <input type="text"/> <b>1</b>			

	Field	Notes
1	Fields A and B	These fields allow data to be recorded by a Provider for their own use and allows them to analyse ILR data to their own requirements. The use of this entity is optional, you can use it if you wish to do so to record additional data for your own business purposes

## Learner: Learner HE information

This tab is not used to record WMCA data



## Learner: Contact Preferences

Learner	Learning Delivery	Employment Status			
Learner Information	LLDD and Learning Support	Funding and Monitoring	Learner Provider Specified Monitoring	Learner HE Information	Contact Preferences

<p><u>For Learner starts before 25 May 2018</u></p> <p>Learner does not want to be contacted:</p> <p><input type="checkbox"/> : About course or learning opportunities</p> <p><input type="checkbox"/> : For surveys and research</p> <p>Learner does not want to be contacted by:</p> <p><input type="checkbox"/> : By Post</p> <p><input type="checkbox"/> : By Phone</p> <p><input type="checkbox"/> : By e-mail</p>	<p><u>For Learner starts on or after 25 May 2018</u></p> <p>Learner agrees to be contacted:</p> <p><input type="checkbox"/> : About course or learning opportunities</p> <p><input type="checkbox"/> : For surveys and research</p> <p>Learner agrees to be contacted by:</p> <p><input type="checkbox"/> : By Post</p> <p><input type="checkbox"/> : By Phone</p> <p><input type="checkbox"/> : By e-mail</p>
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Learner is not to be contacted as:

: Suffered severe illness or other circumstance

: Learner has died

1

	Field	Notes
<b>1</b>	Restricted Use Indicator	<p>Data collected in the Learner Contact Preference entity is used to record any restrictions on the use of the learner’s record to contact them about learning opportunities or for survey and research purposes</p> <p>This section only needs to be completed where one of the circumstances applies in the restricted use section</p>

## Learner: Prior Attainment

Allow user to supply details of any prior level of attainment and the date which this applies from.

	Field	Notes
1	<b>Add button</b> <b>Remove button</b>	Click on the “Add” button to populate the second screen at the bottom of the tab Clicking on the “Remove” button will delete the prior attainment recorded
2	<b>Prior Level</b> <b>MANDATORY FIELD</b>	Use to record the prior attainment level of the learner at the start of the learning <a href="#">Prior Level</a>
3	<b>Date level applies from</b> <b>MANDATORY FIELD</b>	Enter here the date the level of prior attainment applies from. The date needs to match or be before the Bootcamp learning start date

## Learning Delivery: Learning Information

Learner Learning Delivery Employment Status

Aim Seq : 1    Aim Type :    Aim Ref :    Start Date :    **1** Add Remove

Learning Information Funding and Monitoring Provider Specified Info Learning Delivery HE Financial Details Work Placement End Details

Aim type : **2**  !    Learning aim ref : **3**  !  
 Learning start date :  **4**  15    Planned end date :  **5**  15  
 Funding model :  **6** !    Programme type :   
 Framework code :     Pathway :   
 Apprenticeship Standard Code :     Delivery location postcode :  **7** !  
 Learning start date postcode :  **8**    Is the aim a restart ?   
 Funding adjustment for prior learning :     Other funding adjustment :   
 Original learning start date :  **10**  15    Subcontracted or partnership UKPRN :   
 Planned hours :     Actual hours for off the job training :   
 Additional delivery hours :     End Point Assessment Organisation :   
 Contract Reference Number :

	Field	Notes
<b>1</b>	<b>Add button</b> <b>Remove button</b>	Clicking on this button will create a new blank learning aim which can then be updated Clicking on this button will delete the learning aim details
<b>2</b>	<b>Aim type</b> <b>MANDATORY FIELD</b>	For all Bootcamp learning aims use: <i>4 - Learning aim that is not part of a programme</i>
<b>3</b>	<b>Learning aim ref</b> <b>MANDATORY FIELD</b> <b>VALIDATION RULE</b> <b>MILESTONE 1/2/3</b>	The learning aim reference code for the Bootcamp, or the aim reference for the Milestone 2/3 payment trigger. This code is used to calculate funding. Bootcamp learning aims are contract specific, so you must only enter codes that have been specifically generated for you. <b>Use of an incorrect learning aim ref by a Provider will cause the learning aim to appear on the no pay report</b>

	Field	Notes
4	<b>Start date</b> <b>MANDATORY FIELD</b> <b>VALIDATION RULE</b> <b>MILESTONE 1/2/3</b>	<p>This field is used to record the date the learner started the Bootcamp. Dates in the future should not be returned.</p> <p><b>Validation rules will apply internally, where the recorded learning start date falls out of a specified date timeframe. This will be dependent on the contract and the Provider</b></p> <p><b>For Milestone 2 the start date must reflect the date when the formal offer of an interview or equivalent was made. For Milestone 3 the start date must reflect the date the job offer or equivalent was made</b></p>
5	<b>Planned end date</b> <b>MANDATORY FIELD</b> <b>VALIDATION RULE</b> <b>MILESTONE 2/3</b>	<p>The date by which the provider and learner plan to complete the Bootcamp.</p> <p>If a learner continues their study beyond the date planned at the start of the Bootcamp, this should be reflected in the learning actual end date field and the learning planned end date must remain unchanged. <b>Validation rules will apply internally within the WMCA, where the recorded planned end date falls out of the specified timeframe. These will appear on the no pay report.</b></p> <p><b>For Milestone 2 the planned end date must reflect the date when the formal offer of an interview or equivalent was made. For Milestone 3 the planned end date must reflect the date the job offer or equivalent was made</b></p>
6	<b>Funding model</b> <b>MANDATORY FIELD</b>	<p>This field is used to identify the funding model to be applied when calculating funding for this learning aim. WMCA Bootcamps are recorded using Adult Skills funding model 35</p>
7	<b>Delivery location postcode</b> <b>MANDATORY FIELD</b>	<p>Used to record the postcode of the address at which the Bootcamp is delivered. Where delivery is at more than one location, record the postcode of the location at which the majority of learning is delivered.</p> <p>Where provision is delivered away from a learning centre, for example distance or e-learning, the following code should be entered: ZZ99 9ZZ. This should be the delivery location at start.</p>

	Field	Notes
8	<b>Learning start date postcode</b> <b>MANDATORY FIELD</b> <b>VALIDATION RULE</b>	<p>The residency postcode of the learner to identify whether the learner is a West Midlands resident. If the learner's postcode is unknown, use postcode ZZ99 9ZZ. This should be updated to the correct postcode at the earliest opportunity.</p> <p>This postcode field is used to populate the learner's geography details such as Ward and Local Authority. There can be a delay with new build properties postcodes being recognised. The ZZ99 9ZZ postcode should be used in these instances.</p> <p>Validation rules are in place to ensure that Bootcamp participants that are not West Midlands residents are coded correctly.</p> <p><i>For non-West Midlands learner please refer to the Devolved Area Management code section on the following page</i></p>
9	<b>Is the aim a restart?</b>	This box should be ticked where the learner enrolled on a Bootcamp and then had to be temporarily withdrawn and is now restarting the Bootcamp.
10	<b>Original learning start date</b>	<p>This field should be used to record the original learning start date if the learner is restarting the learning aim at the same provider, e.g. if they are returning from an agreed break in learning.</p> <p>It should be completed on the new learning aim record that is added when the learner returns from the break in learning.</p>

## Learning Delivery: Funding and Monitoring

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
<b>Learning support funding</b> <input type="button" value="Add"/>	<b>Advanced Learner Loans Bursary funding</b> <input type="button" value="Add"/>					<b>Apprenticeship contract type</b> <input type="button" value="Add"/>
<input type="text"/>	<input type="text"/>					<input type="text"/>
Is the learning aim financed by an Advanced Learner Loan ? : <input type="checkbox"/>		Full or co-funding indicator : <input type="text" value="2"/>		Source of funding : <input type="text" value="1"/>		
Family English, Maths and Language : <input type="checkbox"/>		Community Learning provision type : <input type="text"/>		Eligibility for enhanced apprenticeship funding : <input type="text"/>		
		Community Learning purpose : <input type="text"/>		Community Learning which is Family Learning : <input type="text"/>		
<b>Learning Delivery Monitoring Codes :</b>						
1: <input type="text"/>	2: <input type="text"/>	3: <input type="text"/>	4: <input type="text"/>	5: <input type="text"/>	6: <input type="text"/>	
<b>Devolved Area Monitoring Codes :</b>						
1: <input type="text"/>	2: <input type="text"/>	3: <input type="text" value="3"/>	4: <input type="text"/>	5: <input type="text"/>	6: <input type="text"/>	

	Field	Notes
1	<b>Source of funding</b> <b>MANDATORY FIELD</b>	The organisation or source from which funding will be paid. <b>For Bootcamps this will be 112 - West Midlands Combined Authority</b>
2	<b>Full or co-funding indicator</b> <b>MANDATORY FIELD</b> <b>VALIDATION RULE</b>	This field is used to indicate whether the learning aim is fully funded or co-funded  For Bootcamps these should be set to: 1 – For fully funded (where there is no employer contribution) 2 – For co-funded (where there is an employer contribution).  <i>For co-funded learners please also refer to the next page for Provider specified info recording for these learners</i>
3	<b>Devolved Area Monitoring Codes</b> <b>VALIDATION RULE</b>	Commonly referred to as DAM codes, they indicate participation in programmes or initiatives as part of a devolved contract with a Combined Authority like the WMCA.  Contracts and programmes with the WMCA have set rules of which DAM codes need to be returned for specific learning aims/programmes. For Bootcamps, the following DAM codes are in operation:  <b>023 - should be returned for all Bootcamp learning aims</b> 010 - should be returned where the learner is <b>employed and low waged</b> . The low wage threshold is currently £30,000 per year 001 - should be returned 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: Provider Specified Info

Learner	Learning Delivery	Employment Status
Aim Seq : 1    Aim Type :		
Learning Information	Funding and Monitoring	Provider Specified Info
A: <input type="text"/>	B: <input type="text"/>	
C: <input type="text"/>	D: <input type="text"/>	

	Field	Notes
1	<p><b>Provider Specified information fields</b></p> <p><b>MANDATORY FIELD (upon the end of the Bootcamp)</b></p> <p><b>MILESTONE 2/3</b></p>	<p>These four fields are used for Employer contribution, Milestone 2 and 3 recording and Destination and Progression recording:</p> <p><b>Employer contribution:</b> Providers must 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 (see Section 6 – Wave 5 Bootcamp Guidance).</p> <p>In one of the four boxes (A through D) enter the text (exactly as shown below):  <i>Contribution 10</i>                      or  <i>Contribution 30</i>                      to reduce funding by 10% or 30%.</p> <p><b>Destination and Progression:</b> Providers must record the destination of the learner once they have either completed the Bootcamp or they withdraw from the Bootcamp.</p> <p>A Destination and Progression code, from the <b>Destinations 2023/2024 Guidance Document</b> needs to be entered in one of the four fields (A, B, C or D), which identifies the learner’s destination. <b>A Destination must also be recorded as described on page 32 of this document.</b></p>



Field	Notes
	<p><b>Milestone 2 / 3:</b> Providers must record the Bootcamp learning aim reference that the learner is enrolled on for the Milestone 2 and Milestone 3 aim claims:</p> <p><b>Z0010211, WMCA - Milestone 2: Course completion and interview offered</b>  <b>Z0010212, WMCA - Milestone 3: On job offer (or equivalent)</b></p> <p>These aim refs should be entered in one of the four Provider Specified Monitoring fields of Z0010211 and Z0010212 when they are entered.</p>

### Matrix for recording data in the Provider Specified Info fields

	Employer contribution	Destination and Progression	Bootcamp learning aim
Bootcamp learning aim	Enter data as appropriate	Enter data as appropriate	N/A
Z0010211, WMCA - Milestone 2: Course completion and interview offered	Enter data as appropriate	N/A	Enter the Bootcamp learning aim the learner attended
Z0010212, WMCA - Milestone 3: On job offer (or equivalent)	Enter data as appropriate	N/A	Enter the Bootcamp learning aim the learner attended

### Learning Delivery: Learning Delivery HE / Financial Details / Work Placement tabs

These tabs are not used to record WMCA data

## Learning Delivery: End details

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
Employment outcome: <input type="text"/>						
Completion status: <input type="text" value="1 - The learner is continuing or intending to continue the learning activities leading to the learning aim"/>						
Actual end date: <input type="text" value="Select a date 15"/> Achievement date: <input type="text" value="Select a date 15"/>						
Outcome: <input type="text"/>						
Withdrawal reason: <input type="text"/>						
Outcome grade: <input type="text"/>						

	Field	Notes
1	<b>Completion status</b> <b>MANDATORY FIELD</b> <b>MILESTONE 1/2/3</b>	<p>Used to record the degree of completion of the learning aim. This field is automatically set to option 1 - The learner is continuing or intending to continue the learning activities leading to the learning aim. <a href="#">Completion status</a></p> <p>When the learner has completed the Bootcamp, this status should be changed to <i>2 - The learner has completed the learning activities leading to the learning aim</i></p> <p>When the learner leaves the Bootcamp earlier than planned, this status should be changed to <i>3 - The learner has withdrawn from the learning activities leading to the learning aim</i></p> <p>For Milestone 2 and 3 claims, the completion status should be set to completed</p>

	Field	Notes
2	Actual end date MILESTONE 2/3	The last date of attendance on the Bootcamp should be entered here. Where the learner withdraws earlier than the planned date, the last date of attendance should be entered  <b>For Milestone 2 the actual end date must reflect the date when the formal offer of an interview or equivalent was made. For Milestone 3 the actual end date must reflect the date the job offer or equivalent was made</b>
3	Outcome MILESTONE 2/3	This field should be completed when the learning has ended (There is a date in the actual end date field.) One of these four options should be completed:  1 Achieved      3 No achievement 8 Learning activities are complete, but the outcome is not yet known  For Milestone 2 and 3 learning aims, the outcome name should be set to achieved
4	Withdrawal reason	This field should only be completed if the learner exits the learning before the planned end date and a date has been entered in the actual end date field  <b><i>The Completion status field should be updated when the learner withdraws before the course is complete</i></b>  <a href="#">Withdrawal Reason</a>

# Employment Status

Learner | Learning Delivery | Employment Status

Code : \_\_\_\_\_ Date : \_\_\_\_\_ Remove Add **1**

**Employment Status**  
 Employment status :  **2**  
 Date status applies :  **3**  Employer Identifier :

**Employment status monitoring types and codes**

Is the learner self employed?  **4** Length of unemployment :  **5**  
 Was the learner in full time education or training prior to enrolment?  Benefit status indicator :  **6**  
 Is the employer a small employer? (applicable programmes only)  Employment intensity indicator :  **7**  
 Has the learner been made redundant?  Length of employment :

Is the employer a small or medium employer? (Skills Bootcamps only)   
 Has the employer changed (from the previous employer)?

	Field	Notes
1	<b>Add button</b>	Clicking on this button will create a new blank Employment status record which then has to be updated.
2	<b>Employment Status</b> <b>MANDATORY FIELD</b> <b>VALIDATION RULE</b>	The status should reflect the learner’s situation at the start of the Bootcamp  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 - <b>any learner with this status will fail the WMCA validation rules and will not generate funding until the correct Employment status is recorded</b>

	Field	Notes
3	<b>Date status applies</b> <b>MANDATORY FIELD</b>	To identify when the employment status applies from. The date must be before the start date of the Bootcamp
4	<b>Is the learner self employed?</b>	This should be completed if applicable for learners where the employment status is recorded as code 10, In paid employment
5	<b>Length of unemployment</b>	This must be completed on all records where the Employment status is recorded as code 11, Not in paid employment and looking for work <a href="#">Length of unemployment</a>
6	<b>Benefit status indicator</b>	Should be completed where the learner is in receipt of one of the stated benefits (Options 2 and 3 are no longer valid) <a href="#">Benefit Status Indicator</a>
7	<b>Employment intensity indicator</b>	This should be completed if applicable for learners where the employment status is recorded as code 10, In paid employment. (Options 1 to 4 are no longer valid) <a href="#">Employment intensity indicator</a>


## Learner Destination and Progression

This tab should only be completed once a learner completes or withdraws from a learning aim [Recording Learner Destination and Progression](#)


	Field	Notes
1	<b>Add DP</b>	By clicking on the Add DP button, the second visual will appear
2	<b>Delete DP</b>	Use this button to delete the currently open learner destination and progression record. A prompt box will pop up asking you to confirm
3	<b>Save</b>	Saves all current data including the currently open learner record. The Learner Entry does not save data automatically as it is added but it will be saved automatically as the application is closed


	Field	Notes
4	<b>Learner reference number and Unique Learner Number</b> <b>MANDATORY FIELD</b>	The Learner reference number and the Unique Learner Number should be entered in the two fields for the learner whose destination information is being entered
5	<b>Add and Remove</b>	<p>The Add button will open a blank Outcome record screen</p> <p>The Remove button will delete an Outcome record (not the destination data for the learner)</p> <p>Learners can have multiple destination records when they move destinations. For example: a learner completes a Bootcamp and is unemployed one month after the Bootcamp ended. An unemployed destination would be added to the Learner Entry Tool. Three months later they have found employment. The unemployed destination would be closed and a new one added to reflect that the learner is now in employment.</p>


## Outcome Record

Type :  


Code :

Start date : Select a date   **3**

End date : Select a date   **4**

Collection date : Select a date   **5**

## 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

	Field	Notes
<b>1</b>	<b>Type</b> <b>MANDATORY FIELD</b>	The drop-down on the right-hand side (above) shows the options for the type drop-down This field is used to record the destination of the learner once the learning is completed. (The SDE option is not used for WMCA reporting)
<b>2</b>	<b>Code</b> <b>MANDATORY FIELD</b>	Depending on what type has been entered in the drop-down option, a code will need to reflect the circumstances of the learner at the end of the learning. Codes can be found via: <a href="#">Destination outcome</a>
<b>3</b>	<b>Start date</b> <b>MANDATORY FIELD</b>	The date that the learner commenced the destination that is being recorded
<b>4</b>	<b>End date</b>	The outcome end date only needs to be returned if the outcome that is being reported has finished - otherwise it should remain blank
<b>5</b>	<b>Collection date</b> <b>MANDATORY FIELD</b>	The date that the outcome data was collected from the learner  If you receive updated information about an outcome that has already been recorded then the collection date on the existing record can be updated.



## **Destination and Progression Recording**

As a result of the removal of Destination and Progression reporting from ILR Reporting in 2024/2025. Wave 5 Skills Bootcamps Destination and Progression data will be recorded in two parts:

### **Leavers from April 2024 to July 2024**

Destination and Progression recording will continue as it has been in operation in Wave 4 and the additional descriptive destination data as detailed in this guidance document.

### **Leavers from August 2024 to March 2025**

Providers will only need to record the additional descriptive destination data.

## **Monitoring**

The recording of more descriptive destination data for Bootcamp learners will enable:

- Further analysis of Destination and Progression data and the outcomes of residents once learning has been completed
- Improve the performance management of contracts
- Development of more rigorous data that can be reported and analysed
- The establishment of a baseline for In-Work Progression outcomes, setting of targets for 2024/2025 and effective monitoring of outcomes for this provision.

## Application

Providers are still required to enter destination recording as detailed in the ESFA Specification of the Individualised Learner Record until July 2024.

In addition to this, Providers are asked to enter one of the specified codes from the following pages, that provide more detail on the destination of the resident. These should be entered into one of the four **Provider Specified Monitoring fields** (PSMF)

Only certain WMCA codes are applicable to the ESFA Destination and Progression options.

*The ESFA outcome type of Voluntary Work will not be used in this new reporting format*

## Example Scenario

A learner may be “In paid employment for 16 hours or more per week” and following completion of the learning programme has “More responsibility with a change to Job Description”.

### *Starters from April 2024 to July 2024*

The ESFA Destination and Progression information should show **EMP and Code 1** with the appropriate dates recorded.

One of the four PSMF should show **WMCA1.1** (to reflect that they are in Paid Employment working 16+ hours and have extra responsibility and a change to Job Description)

### *Starters from August 2024 to March 2025*

One of the four PSMF should show **WMCA1.1** (to reflect that they are in Paid Employment working 16+ hours and have extra responsibility and a change to Job Description)

## In Paid Employment

ESFA Code	Title	Outcome category
1	In paid employment for 16 hours or more per week	Positive
2	In paid employment for less than 16 hours per week	Positive
4	Self-employed for 16 hours or more per week	Positive
5	Self-employed for less than 16 hours per week	Positive

WMCA Code	WMCA measure	Outcome category
1	Increase in hours	Positive
2	Increase in pay	Positive
3	Career change	Positive
4	More responsibility with a change to Job Description	Positive
5	Apprenticeship	Positive
0	None of the above	Neutral

Bootcamp recording	ESFA code			
	IPE 16+ hours	IPE Less than 16	S-E 16+ hours	S-E Less than 16
WMCA Code	1	2	4	5
1	WMCA1.1	WMCA2.1	WMCA3.1	WMCA4.1
2	WMCA1.2	WMCA2.2	WMCA3.2	WMCA4.2
3	WMCA1.3	WMCA2.3	WMCA3.3	WMCA4.3
4	WMCA1.4	WMCA2.4	N/A	N/A
5	WMCA1.5	N/A	N/A	N/A
0	WMCA1.0	WMCA2.0	WMCA3.0	WMCA4.0

## Not in Paid Employment

ESFA Code	Title	Outcome category
1	Not in paid employment, looking for work and available to start work	Negative
2	Not in paid employment, not looking for work and/or not available to start work (including retired)	Negative

WMCA Code	WMCA measure	Outcome category
6	Voluntary work	Positive
0	None of the above	Negative

Bootcamp recording	ESFA code	
	Looking for work and available to start	Not looking for work and/or not available to start work
WMCA Code	1	2
6	WMCA5.1	WMCA6.1
0	WMCA5.0	WMCA6.0

## Education

ESFA Code	Title	Outcome category
1	Traineeship	Positive
2	Apprenticeship	Positive
3	Supported Internship	Positive
4	Other FE* (Full-time)	Positive
5	Other FE* (Part-time)	Positive
6	HE	Positive

WMCA Code	WMCA measure	Outcome category
7	Other FE higher level	Positive
8	Other FE same/lower level	Negative
9	Continuing existing programme of learning	Neutral
10	Voluntary Work with Training	Positive
0	None of the above	Neutral

Bootcamp recording	ESFA code					
	Traineeship	Apprenticeship	Supp Internship	Other FE f/t	Other FE p/t	HE
WMCA Code	1	2	3	4	5	6
7	N/A	N/A	N/A	WMCA10.1	WMCA11.1	N/A
8	N/A	N/A	N/A	WMCA10.2	WMCA11.2	N/A
9	N/A	N/A	N/A	WMCA10.3	WMCA11.3	WMCA12.1
10	N/A	N/A	N/A	WMCA10.4	WMCA11.4	WMCA12.2
0	WMCA7.0	WMCA8.0	WMCA9.0	WMCA10.0	WMCA11.0	WMCA12.0

## Other

ESFA Code	Title	Outcome category
1	Other outcome - not listed	Negative
3	Unable to contact learner	Negative
4	Not known	Negative

WMCA Code	WMCA measure	Outcome category
11	Long term injury/illness	Neutral
12	Learner has lost employment	Neutral
13	Economically inactive	Negative
14	Not in education, employment or training	Negative
15	Caring for family (Maternity/Paternity/other family care responsibilities)	Neutral
16	Emigrated to another Country	Neutral
17	Expelled from the provider	Neutral
18	Learner has passed away	Neutral
0	None of the above	Neutral

Bootcamp recording	Other outcome	Unable to contact	Not known
WMCA Code	1	3	4
11	WMCA13.1	N/A	N/A
12	WMCA13.2	N/A	N/A
13	WMCA13.3	N/A	N/A
14	WMCA13.4	N/A	N/A
15	WMCA13.5	N/A	N/A
16	WMCA13.6	N/A	N/A
17	WMCA13.7	N/A	N/A
18	WMCA13.8	N/A	N/A
0	WMCA13.0	WMCA14.0	WMCA15.0

## Gap Year

### ESFA Mandatory Destination and Progression recording

ESFA Code	Title	Outcome category
1	Gap year before starting HE	Negative

### WMCA Destination recording - no extra recording needed

#### Bootcamp recording

	Gap Year
WMCA Code	1
-	WMCA16.1

### Social Destination (high need students only)

#### ESFA Mandatory Destination and Progression recording

ESFA Code	Title	Outcome category
1	Supported independent living	Positive
2	Independent living	Positive
3	Learner returning home	Positive
4	Long term residential placement	Positive

#### WMCA Destination recording - no extra recording needed

Bootcamp recording	Supported living	Independent living	Learner returning home	Long term placement
WMCA Code	1	2	3	4
-	WMCA17.1	WMCA18.1	WMCA19.1	WMCA20.1



## Wave 5 - Payment milestone indicators

### Milestone 1 - Commencement (40%)

- Bootcamp learning aim is valid for the Provider
- 14 days have passed since start date and completion status is continuing.

### Milestone 2 - Contract delivery (course completion and interview offered) (30%)

- **Z0010211, WMCA - Milestone 2: Course completion and interview (or learner type equivalent) offered** has been returned, with the bootcamp aim attended recorded in one of the four provider specified monitoring fields; and the start, planned and actual dates must be all the same date.
- Completion status of bootcamp learning aim is completed.
- Outcome name of bootcamp learning aim is achieved.
- 80% of the bootcamp has been completed. This will be taken from the learning start and actual end date for learners who complete.

### Milestone 3 – Outcome (On job offer or equivalent) (30%)

- **Z0010212, WMCA - Milestone 3: On job offer (or equivalent)** has been returned and the learner has previously returned **Z0010211, WMCA - Milestone 2: Course completion and interview offered**. The start, planned and actual dates of Z0010212 must be all the same date and the bootcamp aim attended recorded in one of the four provider specified monitoring fields.
- Completion status of bootcamp learning aim is completed.
- Outcome name of bootcamp learning aim is achieved.
- The start date of **Z0010212** is not more than 6 months after the actual end date of the bootcamp learning aim.

## Wave 5 - No pay rules

- Only one Milestone 1 payment can be made in the Wave 5 timeframe (April 2024 to March 2025.) The Unique Learner number will be used to monitor this rule.
- Only one Milestone 2 payment can be made in the Wave 5 timeframe (April 2024 to March 2025.) The Unique Learner number will be used to monitor this rule.
- Where a learner is marked as Continuing on two different bootcamps, only the course with the earliest Learning Start Date will be paid.
- Any bootcamp which is recorded as temporary withdrawal as the completion status, will not be paid.
- **Z0010211, WMCA - Milestone 2: Course completion and interview offered** must have the same date recorded in the start, planned and actual end date fields.
- **Z0010212, WMCA - Milestone 3: On job offer (or equivalent)** must have the same date recorded in the start, planned and actual end date fields.
- Only allocated bootcamp aims should be returned by a Provider. Aims not approved for a Provider will not be paid.
- Where an Employer is contributing to a bootcamp, the full or co-funded indicator must be set to co-funded and a corresponding CONTRIBUTION 10 / 30 recorded. Where this rule is not met the bootcamp will not be paid.

## Progression Recording – Cross Funding Year Learners

For Wave 5 bootcamps there is no need for an additional WMCA End Payment code to claim payments where the bootcamp is no longer reported in the ILR data.

Where appropriate, the Milestone 2 and Milestone 3 codes should be entered as detailed in this guidance document; the Bootcamp learning aim does not need to be returned in the 2024/2025 ILR data.

For example:

- A learner attends a bootcamp that starts in May 2024 and ends in July 2024. Both the Bootcamp and Milestone 2 are recorded in the 2023/2024 ILR data at R14.
- In October 2024, the Provider has evidence for the Milestone 3 payment and records the code in the ILR data for 2024/2025.
- Only the Z0010212, WMCA - Milestone 3: On job offer (or equivalent) code needs to be returned which references the bootcamp code the learner attended
- The payment script will check to make sure that the learner has a bootcamp code and a Milestone 2 code in the 2023/2024 ILR data and calculate the Milestone 3 payment using this data that the Provider has previously submitted to the WMCA.