### Key ILR Fields - Contract Deliverables Evidence Requirements

<table>
<thead>
<tr>
<th>CMA ID</th>
<th>Deliverable Description</th>
<th>Evidence Requirements</th>
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<tbody>
<tr>
<td>S34</td>
<td>Individual start including first 9GLH.</td>
<td><strong>ILR information submitted.</strong> ILR completed using learning aim ZSPE0001* in field A09, start date in A27, code 80 in field A10 and the code † for anticipated GLH band in A49. <strong>Individual Learning Plan (ILP)</strong> A copy of an ILP that records the outcome of the initial assessment, signed and dated by the learner and provider, plus evidence of the delivery of pre-entry information, advice and guidance. The ILP should reflect the assessment of the individual with respect to the requirements of their target employment and the training to be delivered to equip the individual along with details of the estimated GLH to be delivered. <strong>Learner Start</strong> Evidence that demonstrates that the learner has actively participated in the structured learning programme as detailed in their Individual Learning Plan for at least 9 GLH duration.</td>
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<td>†SP019 9–14 GLH</td>
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<td>SP020 15-44 GLH</td>
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<td>SP021 45-74 GLH</td>
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<td>SP022 75+ GLH</td>
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<tr>
<td>A24</td>
<td>Completion of training – learning duration is between 9 and 14GLH.</td>
<td><strong>ILR information submitted to confirm completion of training.</strong> ILR field A49 completed with code SP019 with the learning end date entered in A31 and code 2 (completed) in A34. <strong>Completion of Training</strong> Evidence from a log of contact hours that demonstrates that the training has taken place, supported by completion of the ILP to show that the planned training has been completed and needs met, signed and dated by the provider and learner. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</td>
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<td>SP019</td>
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<td>A25</td>
<td>Completion of training – learning duration is between 15 and 44GLH.</td>
<td><strong>ILR information submitted to confirm completion of training.</strong> ILR field A49 completed with code SP020 with the learning end date entered in A31 and code 2 in A34. <strong>Completion of Training</strong> Evidence from a log of contact hours that demonstrates that the training has taken place, supported by completion of the ILP to show that the planned training has been completed and needs met, signed and dated by the provider and learner. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</td>
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<td>A26</td>
<td>Completion of training – learning duration is between 45 and 74GLH.</td>
<td>ILR information submitted to confirm completion of training. ILR field A49 completed with code SP021 with the learning end date entered in A31 and code 2 in A34. <strong>Completion of Training</strong> Evidence from a log of contact hours that demonstrates that the training has taken place, supported by completion of the ILP to show that the planned training has been completed and needs met, signed and dated by the provider and learner. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</td>
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<td>A27</td>
<td>Completion of training – learning duration is a minimum of 75GLH.</td>
<td>ILR information submitted to confirm completion of training. ILR field A49 completed with code SP022 with the learning end date entered in A31 and code 2 in A34. <strong>Completion of Training</strong> Evidence from a log of contact hours that demonstrates that the training has taken place, supported by completion of the ILP to show that the planned training has been completed and needs met, signed and dated by the provider and learner. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</td>
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<td>P8</td>
<td>Progression into a successful job outcome AND into further workplace training via Train to Gain or an apprenticeship.</td>
<td>ILR information submitted to confirm this progression. ILR field A68 completed with code 01. <strong>Job outcome with training</strong> Auditable evidence will be required from the Individual, Employer and Provider to support the payment of a job outcome with training in order to confirm that: 1. The job outcome is for a job of 16 hours a week that starts within 13 weeks of the end of training provision under this offer and that lasts for at least 4 weeks. 2. The continuing training is supported via ER or ALR funding streams and starts within 13 weeks of the end of the initial training provision funded under this offer. Annexes C/CC templates have been approved as meeting minimum evidence requirements to support job outcomes with continuing training.</td>
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<td>M13</td>
<td>Progression into a successful job outcome without training.</td>
<td>ILR/Delivery Statement information submitted to confirm this progression.</td>
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| M29 | Progression into further learning. | ILR/Delivery Statement information submitted to confirm this progression.  
This information is being collected to identify the number of these progressions outside of the key targets for this programme. No specific evidence is required but should be reported were the provider is reasonably confident they have occurred. |
| M31 | Progression to voluntary work. | ILR/Delivery Statement information submitted to confirm this progression.  
This information is being collected to identify the number of these progressions outside of the key targets for this programme. No specific evidence is required but should be reported were the provider is reasonably confident they have occurred. |
| M32 | Accredited learning achievements. | ILR information submitted to confirm any accredited learning achievement.  
In order to capture details of any accredited learning on this programme, the following process needs to be followed for each qualification, in addition to the GLH claim.  
An additional aim must be set up, in ILR field A49 insert code SP023 with the relevant learning aim recorded in field A09 and learning start date in A27. Once qualification is completed the end date should be entered in A31 and the appropriate codes in A34 and A35.  
Providers will be required to retain evidence of the qualification achievement for audit purposes. |
| M33 | Monthly progress reports. | LSC supplied report template to be completed and submitted. This will be issued to Providers once Ministers full reporting requirements have been established. |
| S33 | Start on an accredited course (6 Month Offer non-funded additional learning aim) | ILR information submitted to confirm the start of an additional 6 Month Offer learning aim (non-funded)  
In order to capture the start details of any accredited learning on this programme, the following process needs to be followed for each qualification, in addition to the GLH claim.  
An additional aim must be set up, in ILR field A49. Insert code SP023 with the relevant learning aim recorded in field A09 (please see annex F for further details) and learning start date in A27. |