ANNEX A

Collection timetable for FE

Version 1 Published 7 March 2007

Version 2 Published 9 March 2007
- type of return revised for F02 and F03.
- latest date of return for the calculation of FE achievement factor added.

Version 3 Published 20 June 2008
- change to F05 arrangements

<table>
<thead>
<tr>
<th>Return Number (file extension)</th>
<th>Reference date</th>
<th>Return date</th>
<th>Year of return</th>
<th>Type of return</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILR - .F01</td>
<td>01 November 2007</td>
<td>03 December 2007</td>
<td>2007/08</td>
<td>Full ILR up to 1 November.</td>
</tr>
<tr>
<td>ILR - .F02</td>
<td>01 February 2008</td>
<td>18 February 2008</td>
<td>2007/08</td>
<td>Full or Abridged ILR – ESF records only. Check with local LSC to confirm if a return is required</td>
</tr>
<tr>
<td>ILR - .F03</td>
<td>01 May 2008</td>
<td>19 May 2008</td>
<td>2007/08</td>
<td>Full or Abridged ILR – ESF records only. Check with local LSC to confirm if a return is required</td>
</tr>
<tr>
<td>ILR - .F04</td>
<td>31 July 2008</td>
<td>01 September 2008</td>
<td>2007/08</td>
<td>Full ILR – all year activity</td>
</tr>
<tr>
<td>ILR - .F05</td>
<td>from 01 November 2008†</td>
<td>24 November 2008†</td>
<td>2007/08</td>
<td>Full ILR – all year activity including achievements.</td>
</tr>
</tbody>
</table>

In each teaching year an initial data collection takes place with a reference date of 1 November.

An all-year collection of data with a reference date of 31 July 2008 includes any changes from the original data for new enrolments, withdrawals and information about learning programmes completed.

The final collection, with a reference date of at least 1 November 2008, collects learning aim outcomes and grades in respect of learners in the previous teaching year as known at the reference date. At the final FE ILR collection (ILRF05) data in all other fields should be completed to reflect the position at the second ILR collection (ILRF04). Please note the completion status may change at the final collection (ILRF05) in light of a learner not returning for a second or subsequent year. Providers have the option of returning the outcome and grade data in an earlier collection if they wish. This cycle is repeated for each teaching year with new records for all learners.
2007/08

The FE ILR timetable for 2007/08 is described in the table above. All providers will be transmitting ILR returns via the web portal (http://providers.lsc.gov.uk/dcs/).

For the first FE ILR collection (ILRF01), all providers are requested to return learner, learning aim, ESF (where applicable) and HE (where applicable) data sets.

For the second FE ILR collection (ILRF04) all providers are requested to return learner, learning aim, ESF (where applicable) and HE (where applicable) data sets and are requested to complete the completion status field within the learning aim data set as at 31 July.

The final FE ILR collection (ILRF05) from all providers should consist of a copy of the records sent at the fourth FE collection (ILRF04) with learning aim outcomes and grades added as known at the reference date. ILRF05 should also contain amendments to completion status and achievement for learners who at ILRF04 were expected to return for the 2007/08 teaching year and who subsequently did not do so.

† The date for return of ILR F05 2007/08 is 24 November 2008. All providers making an F05 return are asked to do so by this date. The LSC is aware that a small proportion of exam achievement data are received after November. Consequently the LSC will keep the F05 return for 2007/08 open until Friday 6 February 2009, and providers will be able to send revised returns up to that date. Revised F05 returns will not be accepted by the web portal after this date. In a case where a provider sends incomplete information by 6 February 2009 then an agency or body for example Ofsted or the LSC, would be at liberty to take this into account when making decisions but no further data would be received or processed.

The reference date of the F05 return indicates that all exam results received by that reference date are included in the return. The initial F05 return has a reference date of 01 November 2008 or later. Providers should not send in an F05 return where exam results notified prior to 1 November 2008 are missing.

The reference dates for revised returns sent after 24 November 2008 are defined by the provider and can be any date between 1 November 2008 and 6 February 2009 inclusive. The specific reference date used by the F05 return should be indicated in the footer record as detailed in the ILR specification.

The most recent F05 return received by close on Friday 6 February 2009 will be used to calculate a revised FE achievement factor for 2008/09