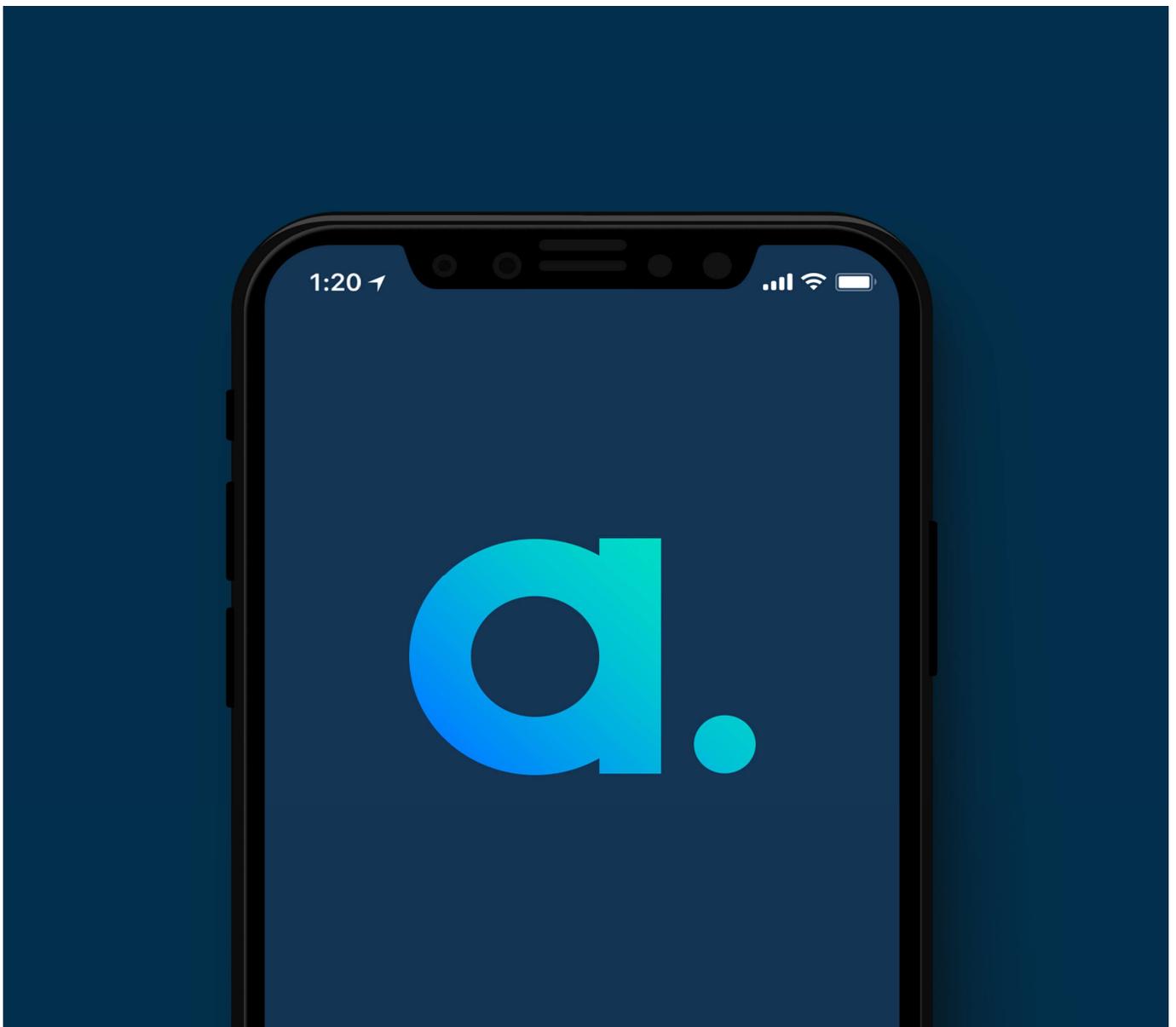




A How-To-Guide to Importing ILR Data into Aptem

Version 1.3



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Introduction

This guide is for clients who are moving to the Aptem platform from another ePortfolio/MIS system and wish to import their current (and historical, if required) ILR data for the purposes of using Aptem to make their funding submission.

What format should the data be in?

In order to import your ILR data successfully into Aptem we need an ESFA approved .xml file format. This is the file you currently produce and submit to the ESFA on a monthly basis to make your funding claim and should be produced, in the required format, by your current MIS system.

To confirm that your XML file is properly structured the header record should be in the following format:

```
<Header>
  <CollectionDetails>
    <Collection>
      <Year>
      <FilePreparationDate>
    </CollectionDetails>
  <Source>
    <ProtectiveMarking>
    <UKPRN>
    <SoftwareSupplier>
    <SoftwarePackage>
    <Release>
    <SerialNo>
    <DateTime>
    <ReferenceData>
    <ComponentSetVersion>
  </Source>
</Header>
```

What data does Aptem need?

If you are planning to make future ESFA funding submissions to the HUB using Aptem as the platform then you will need to provide MWS with your most up to date, un-edited, XML batch file. We typically recommend that you provide this file as soon as possible after your last funding submission to ensure that the data contained within it is as up to date as possible. As standard, your ILR XML batch file will contain the following learner information:

- All learning aims that have started within the current academic year.
- All learning aims that have been carried over from the previous academic year, i.e. those continuing learning into that year, breaks in learning from the previous year that are still on a break, and aims that finished in the previous academic year but the result is not known until the current academic year.

It is essential that you **DO NOT** edit this before sending, or remove any learners from the file, as this may lead to breaches of the ESFA funding rules.

If you also wish to import “historical” ILR data into Aptem for the purposes of reporting, then you will also need to supply the last batch submitted for that academic year. The R14 return is typically the logical file to use in this

instance as it will contain the most accurate data for the prior academic year.

How should the data be transferred to Aptem for uploading?

In order to comply with GDPR and data protection regulations it is important that files containing sensitive personal information, such as the ILR batch file, are transferred within the Aptem platform and not sent externally, e.g. via email or file transfer service.

Within your Aptem tenant you will have an organisation profile area which can be found in the “organisations” tile.

Within this profile there is a documents area as highlighted below to which you can upload a batch file, providing you have put the file within a “zipped” folder first.

The screenshot shows a navigation menu on the left with the following items: 'Contacts (Click the contact name to add activities for this contact)', 'Address', 'Activities', 'Notes', 'Application steps', and 'Documents'. To the right of each item is an 'add' button. The 'Documents' section is expanded, showing a table with columns 'Uploaded', 'Description', 'Edit', and 'Delete'. The first row in the table has the value '30/01/2020 13:00' under 'Uploaded' and 'R05 latest batch' under 'Description'. The 'upload' button in the 'Documents' section is highlighted with a red box.

Uploading it to the appropriate documents area of your organisation’s profile ensures that all parties can securely access the file within the safe Aptem environment.

How long will it take for the ILR data to be imported into Aptem?

Providing the files supplied are in the correct format and have been uploaded to the correct area of the Aptem platform, it typically takes around 5 working days to be imported by the MWS support team. Once the data has been imported you will need to decide, in conjunction with your Aptem Implementation Consultant, whether you leave the imported learners on the standard import programme or migrate them to your existing programme structure.

Once your data has been imported successfully it is essential to remember that any changes made to data on your outgoing system will not be reflected in Aptem unless the data is once again exported from your legacy system and imported into Aptem . This effectively means that once you have imported your current ILR data into Aptem all future data changes and funding submissions should be undertaken using Aptem. This ensures the integrity and robustness of your funding claim data.

Who has responsibility for the data imported?

As the training provider it is your responsibility to ensure that the ILR batch file supplied is accurate, up to date and contains the correct number of learner records. MWS will directly import the ILR XML batch file indicated by the provider (via dated upload to the organization profile as detailed above). We will not check the contents of the file; we will only confirm that the format is correct for importing.

As a SaaS platform, Aptem provides the environment and functionality for your funding data to be loaded, maintained and submitted for funding. We cannot take responsibility for errors in the data supplied for import or

changes made by the provider to this data once in the Aptem system.

QA verification process (optional)

The Aptem platform contains powerful quality assurance (QA) functionality that, whilst optional to use, is highly recommended as it provides many benefits. Using the QA verified functionality allows MIS/Data teams to maintain strict control of their ILR data and will alert users when ILR data has been changed, via Aptem's "tracker" functionality, and prevent those records from entering the ILR batch file until approved.

If your organisation is planning to use this functionality to control ILR data then you can request, via your Implementation Consultant (IC), that your imported ILR records be marked as "QA verified" on point of entry into the Aptem system preventing you having to do this manually at a later point.

Please discuss this option further with your IC to find out if this process is right for your organisation.

Process diagram

