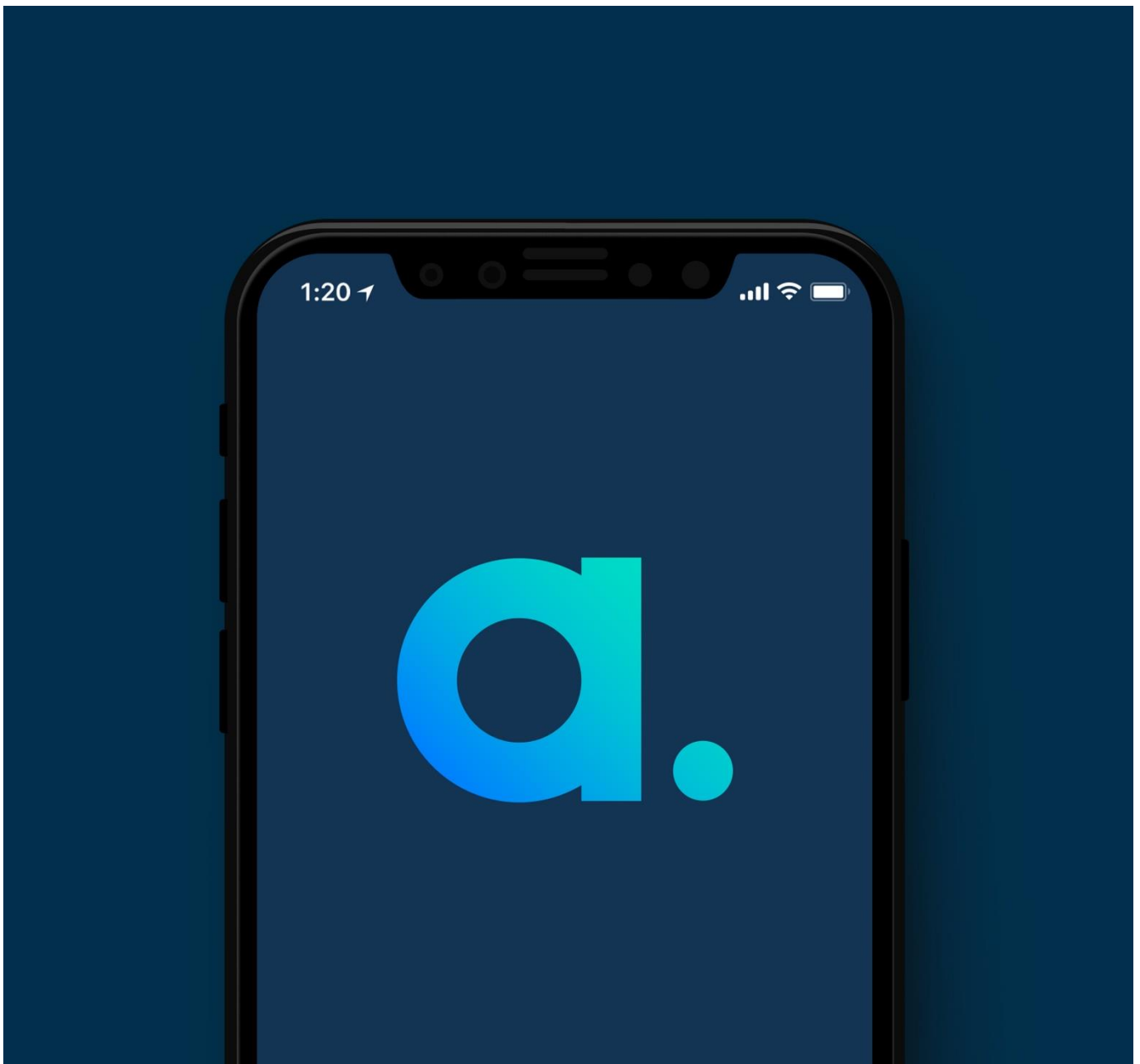




ILR Template – ILR start date offset

Version 1.0



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Introduction

In some cases, you may want to run a programme where a *Component Aim* is not planned to start on the same date as the overall start date. For example, this might be where the *Functional Skills* are intended to start in the second month or where qualifications are staggered. Rather than having to update this manually, we have added this capability into an *ILR* template, so you have finer control over the resulting *ILR* without additional effort.

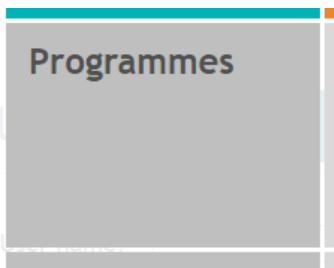
Set up an offset for the start date of a component aim in an ILR Template

Configure your ILR Template

1. Open the navigation by clicking the *Tiles* menu selector:














2. Navigate to the *Programmes* section by selecting the *Programmes* tile:



3. Using the *Programmes* grid and search option, identify the programme that you wish to configure:

Programmes

Name: See archived: Tags: [Search](#) [Reset](#)

Name ↑	Users	Clone	Edit	Delete/Archive
Account programme for ABC Training	6			
Auto generated account programme for ABC Training				
Customer Service Practitioner Level 2	9			
Functional Skills - English 3 Months - Level 2	0			Archive
Functional Skills - English 6 Months - Level 2	1			
Functional Skills - English 9 Months - Level 1+2	0			

4. Edit the programme that you wish to amend by clicking the *Edit* option. Click this:



5. From the *Programme Builder* screen, click the *ILR* menu option to launch the *ILR* modal.



ILR

6. Navigate to the second tab of the *ILR* modal called *Template*.

ILR Enabled

Enable this token if you want the users of this programme to be able to create ILR on the system. This function should be disabled for in work or some vocational training programmes

Main **Template**

Planned learning hours:

Planned employability, enrichment and pastoral hours:

Programme type:

Source of funding:

Provider specified monitoring A:

Provider specified monitoring B:

List of aim references

Aim reference: Aim type:

Cancel Confirm

-
7. Within this window you will now find an option to apply an offset in days or months to the start date of each *Component Aim*.

To be completed where aim start date differs from overall start date

Length:

Units:

8. If you add a length of 2 and choose months for the unit then in the scenario where the learner's start date is 1st September then the learner's *ILR* will show a start date of 1st November and the *Commitment Statement* will also show a start date of 1st November in the milestones section.
9. Click the *Confirm* button on the *ILR* window to save your changes.
10. Click the *Confirm* button on the *Programme Builder* window to save your changes.