



# 2009

## Utilities

<b>Introduction .....</b>	<b>2</b>
<b>ID 195: Funding changes between current and previous ILR .....</b>	<b>2</b>
Generating data.....	2
Viewing data .....	2
Summary by Aim .....	3
Summary by Learner.....	4
Summary by Department/Aggregate/Course.....	4
Enrolment counts.....	4
Exporting data.....	4
<b>ID 318: Summary Statement of Activity (SSoA).....</b>	<b>5</b>
Category.....	5
Selecting columns to show .....	5
Target checkbox .....	6
Print checkbox .....	6
Automatic filtering .....	6
Learners .....	6
Exporting data.....	7
<b>ID 324: Funding summary viewer.....</b>	<b>8</b>
Viewing data .....	8
Summary by Aim .....	9
Summary by Learner.....	9
Summary by Department/Aggregate/Course.....	9
Enrolment counts.....	9
Exporting data.....	9

## Introduction

In addition to the standard printed output, some reports within SCORE have an associated form-based **utility**. The utility presents an alternative view of the associated data and provides additional functionality to allow, for example, flexibility in data presentation or manipulation prior to reporting.



Select the button shown to opens the utility for the selected report. The report category **utility available** lists those reports where a utility is available to view data.

## ID 195: Funding changes between current and previous ILR

Continuous changes to the ILR mean that funding output from the Learner Information Suite (LIS) can vary significantly between consecutive ILR files and it is not always obvious what has caused any change in funding.

This utility allows a comparison to be made quickly and easily between funding generated by the current ILR with that from the previous ILR, summarised at different levels. It is not designed to give a full audit trail of changes to individual ILR records.

The summary levels available are:

- Funding model (Learner or Employer Responsive)
- Learning aim (A09)
- Learner (L03)
- Department (user defined)
- Aggregate (user defined)
- Course (user defined)

### *Generating data*

The system gives an **in-year** comparison of current year ILR data, therefore a minimum of 2 builds with current year data from the same funding model must have been completed before the system functions as intended.

When new current year data is generated during the build, a copy of funding and enrolment data is taken. During subsequent builds, this process is repeated with existing data from the previous build still stored. A comparison can then be made between the 2 consecutive sets of data.

### *Viewing data*

For the selected funding model, changes are shown both **overall** and at the **summary level** required. Summary level data has additional **drill-down** available by expanding the sub-datasheets.

Funding changes between current and previous ILR

Funding model...  Learner responsive  Employer responsive

Show summary of funding changes by ...  Aim  Learner  Department  Aggregate  Course

	Aim	Title	Prev Enrols	Curr Enrols	Chng Enrols	Prev SLN	Curr SLN	Chng SLN	Prev Funding	Cur
▶	+ 50014675	Certificate in Dementia Awareness	4	70	66	1.07	18.67	17.60	£3,350	
	+ 50019107	Certificate in Palliative Care	5	70	65	1.33	18.67	17.33	£3,064	
	+ 10044255	Certificate in Equality and Diversity	0	29	29	0.00	7.73	7.73	£0	
	+ 50010062	BTEC Introductory Certificate in Vocational Studies	15	24	9	12.17	19.47	7.30	£38,911	
	+ 10044267	Certificate in Nutrition and Health	0	29	29	0.00	5.80	5.80	£0	
	+ 10053694	NVQ in Professional Cookery	1	6	5	0.52	3.10	2.58	£1,711	
	+ 50016179	Award in Community Sports Leadership	0	26	26	0.00	2.02	2.02	£0	
	+ 10014378	Certificate in Adult Numeracy	12	29	17	0.80	1.93	1.13	£2,446	
	+ 10057389	BTEC First Diploma in Performing Arts	12	13	1	12.00	13.00	1.00	£38,719	
	+ 10003265	Key Skills in Communication - level 1	131	141	10	10.48	11.28	0.80	£33,910	
	+ 50016969	Certificate in Managing Diversity	0	3	3	0.00	0.60	0.60	£0	
	+ 10003253	Key Skills in Communication - level 2	219	224	5	17.34	17.74	0.40	£53,779	
	+ 50054806	Award in Food Safety in Catering (QCF)	0	20	20	0.00	0.35	0.35	£0	
	+ 10002728	Key Skills in Application of Number - level 2	48	52	4	3.48	3.80	0.32	£10,836	
	+ 10055150	NVQ in Children's Care, Learning and Development	0	1	1	0.00	0.18	0.18	£0	
	+ 10002753	Key Skills in Communication - level 2	8	10	2	0.64	0.80	0.16	£1,957	

Record: 1 of 44

	Enrols	SLN	ALS	Funding	Total funding	Build file dated
Previous	3,895	1,634.22	£479,200	£4,836,721	£5,315,921	25/02/2009 09:34:51
Current	4,119	1,680.63	£494,422	£4,928,362	£5,422,784	05/03/2009 20:46:35
Change	224	46.40	£15,222	£91,641	£106,863	
	6%	3%	3%	2%	2%	

Click for help with this utility... Close

Summary data is **only** shown where there has actually been a **change** in SLNs or funding. Changes in terms of enrolments, SLNs and funding are always shown as a minimum.

For each row of data notes are shown to indicate:

- All new enrolments
- Additional enrolments
- All enrolments deleted
- Some enrolments deleted
- Amended



Select the button shown to size the columns to fit the data automatically.

To apply additional sorting or filtering, **right-click** the data grid with the mouse to show the standard menu.

### Summary by Aim

Displays any change in total SLNs or funding for individual learning aims. Also shows the change to the average level of funding (funding per enrolment) for each aim. Changes to entitlement funding are shown under the [Pseudo99] code. Drill-down gives a detailed view of learners and learner programme.

Aim	Title	Prev Enrols	Curr Enrols	Chng Enrols	Prev SLN	Curr SLN	Chng SLN	Prev Funding	Curr Funding
10057389	BTEC First Diploma in Performing Arts	12	13	1	12.00	13.00	1.00	£38,719	
	Learner Ref	Surname	Forename						
	+ A1885F08	ANONYMOUS	ANONYMOUS						
	+ A2246W08	ANONYMOUS	ANONYMOUS						
	+ A3365505	ANONYMOUS	ANONYMOUS						
	- A9851F08	ANONYMOUS	ANONYMOUS						
	Build position	A09	Aim Title	A10	SLN	ALS	Funding	Total Funding	
	Previous	[Pseudo99]	Entitlement Fundin		0.25333	£71.46	£767.34		
	Current	[Pseudo99]	Entitlement Fundin		0.25333	£71.46	£767.34		
	Previous	10003289	Key Skills in Inform	21	0.08	£22.57	£242.32		
	Current	10003289	Key Skills in Inform	21	0.08	£22.57	£242.32		
	Previous	10057389	BTEC First Diploma	21	1	£282.07	£3,028.97		£
	Current	10057389	BTEC First Diploma	21	1	£282.07	£3,028.97		£
	+ C9860C08	ANONYMOUS	ANONYMOUS						
	+ H3762508	ANONYMOUS	ANONYMOUS						
	+ K3455K08	ANONYMOUS	ANONYMOUS						

### Summary by Learner

Displays any change in total SLNs or funding individual learners. Drill-down gives a detailed view of learner programme, showing both the previous and current programme so additions, deletions and changes to the programmes can easily be seen.

Learner Ref	Surname	Prev Enrols	Curr Enrols	Chng Enrols	Prev SLN	Curr SLN	Chng SLN	Prev Funding	Curr Funding	Chng Funding	N
+ L7165F05	ANONYMOUS	0	1	1	0.00	0.27	0.27	£0	£613	£613	New (al
+ M2520H96	ANONYMOUS	0	1	1	0.00	0.27	0.27	£0	£613	£613	New (al
- L6787B04	ANONYMOUS	1	2	1	0.27	0.53	0.27	£613	£1,226	£613	New (ac
	Build position	A09	Aim Title	A10	SLN	ALS	Funding	Total Funding			
	Current	10044255	Certificate in Equal	22	0.26667	£87.87	£524.94	£612.81			
	Previous	50019107	Certificate in Pallial	22	0.26667	£87.87	£524.94	£612.81			
	Current	50019107	Certificate in Pallial	22	0.26667	£87.87	£524.94	£612.81			
+ C2507D07	ANONYMOUS	0	1	1	0.00	0.27	0.27	£0	£613	£613	New (al
+ M1004D08	ANONYMOUS	0	1	1	0.00	0.27	0.27	£0	£613	£613	New (al

### Summary by Department/Aggregate/Course

Displays any change in total SLNs or funding at the summary level selected. Changes to entitlement funding are shown under the [Pseudo99] code. Drill-down gives a detailed view appropriate to the summary level selected.

### Enrolment counts

Enrolment counts indicate where enrolment numbers have changed.

Although enrolment counts are shown for the [Pseudo99] codes at each summary level, they are really just an indicator of how many learners are receiving full-time entitlement funding so are not included in the overall data.

### Exporting data



Select the button shown to **export** data for the selected funding model to Microsoft Excel for additional analysis and reporting. The workbook produced will consist of separate worksheets:

- A worksheet for the overall summary
- A series of 5 worksheets for summaries at aim, learner, department, aggregate and course level
- An additional 2 detailed learner worksheets separately for Learner and Employer Responsive returns

Additional filters applied to individual datasheets are not reflected in the export. **All** data is exported for **both** funding models.

## ID 318: Summary Statement of Activity (SSoA)

This utility provides an interactive version of the Learner Responsive or Employer Responsive report. It allows:

- Simple identification of the learners within each category of the SSoA (and vice versa)
- Entry and monitoring of targets against each category of the SSoA (variance against target in both absolute and % terms is automatically generated).

ID	Category	TgtLearners	TgtSLN	TgtFunding	Target?	Print?
SA00	Young People Learner Participation					✓
SA01	Young People Delivery					✓
SA02	Total Learners	88	48.00	£200,000	✓	✓
SA03	of which					✓
SA04	16-18 Learner Responsive (FE)					✓
SA05	16-18 LR School Sixth Form					✓
SA06	Total Full Level 2	61	35.00	£150,000	✓	✓
SA07	of which Apprenticeships					✓
SA08	of which Diplomas					✓
SA09	Total Full Level 3	27	13.00	£50,000	✓	✓
SA10	of which Advanced Apprenticeships					✓
SA11	of which Diplomas					✓
SA12	Foundation Learning Tier (approved provision below Level 2, excluding Skills for					✓
SA13	of which Progression Pathways					✓
SA14	Entry to Employment (E2E) not included in FLT					✓
SA15	Learners with learning difficulties and/or disabilities or SEN					✓
SA16	Accessing High Level ALS					✓
SA17	Total Approved Skills for Life					✓



Select the button shown to size the columns to fit the data automatically.

### Category

For the selected funding model, shows each category of the SSoA with summary data in terms of learners, SLNs and funding, replicating the standard printed report.

#### Selecting columns to show

Each summary data measure (learners, SLNs and funding) has 4 associated columns:

- **Actuals (default)**  
*Actual figures in terms of learners, SLNs and funding.*
- **Targets**  
*Allows the entry of target information in terms of learners, SLNs and funding. The column 'Target?' indicates whether a target can be entered or not.*
- **Variations (absolute)**  
*Shows absolute variance from target in terms of learners, SLNs and funding.*
- **Variations (percent)**  
*Shows percentage variance from target in terms of learners, SLNs and funding.*

This gives a possible 12 columns of data to show in total. To prevent confusion by only showing the most useful column combinations at any one time a drop-down list **Show...** at the bottom left of the screen is provided.

### Target checkbox

This column provides an indicator flag to show whether a target can be entered or not for a particular row.

### Print checkbox

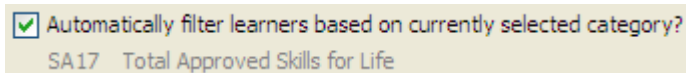
The SSoA contains many rows, some of these may not be populated with actual figures or you simply may not be interested in them. This column provides a flag to allow you to suppress selected rows on the printed report and therefore print only those rows you want to see.

*Note that by suppressing certain rows for printing you may change the context of certain SSoA category titles, so be careful!*



Select the button shown to reset all print flags to Yes.

### Automatic filtering



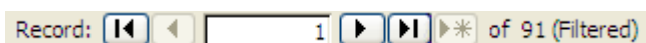
By selecting the checkbox shown, the list of learners will be automatically filtered to show **only** those learners belonging to the currently selected SSoA category within the funding model selected.

### Learners

For the selected funding model, shows the list of learners included in the whole SSoA or, if automatic filtering is applied, just those belonging to the currently selected SSoA category.

	L09	L10	L11	L03	SA02	SA06	SA07	SA09
▶	ANONYMOUS	ANONYMOUS	08-Dec-74	00002180	✓			
	ANONYMOUS	ANONYMOUS	15-Jul-60	00004548	✓			
	ANONYMOUS	ANONYMOUS	07-Apr-86	00005641	✓	✓		
	ANONYMOUS	ANONYMOUS	05-May-90	184556	✓			✓
	ANONYMOUS	ANONYMOUS	21-Mar-90	184623	✓			✓
	ANONYMOUS	ANONYMOUS	12-Jun-90	184703	✓	✓	✓	
	ANONYMOUS	ANONYMOUS	24-Jun-90	185202	✓	✓	✓	
	ANONYMOUS	ANONYMOUS	05-Jul-89	191603	✓		✓	
	ANONYMOUS	ANONYMOUS	05-Jun-89	191729	✓			✓
	ANONYMOUS	ANONYMOUS	17-Oct-90	191952	✓	✓	✓	
	ANONYMOUS	ANONYMOUS	12-Jan-91	192112	✓		✓	✓
	ANONYMOUS	ANONYMOUS	05-May-91	192161	✓	✓	✓	
	ANONYMOUS	ANONYMOUS	09-Mar-91	192245	✓	✓	✓	
	ANONYMOUS	ANONYMOUS	18-Aug-91	193059	✓	✓	✓	
	ANONYMOUS	ANONYMOUS	19-Jan-90	193921	✓			✓
	ANONYMOUS	ANONYMOUS	21-Feb-90	195211	✓	✓	✓	
	ANONYMOUS	ANONYMOUS	05-Nov-89	195368	✓			✓
	ANONYMOUS	ANONYMOUS	03-Jan-90	195546	✓	✓	✓	
	ANONYMOUS	ANONYMOUS	05-Mar-90	195549	✓			✓

Alongside each learner a series of **flags** are shown indicating which SSoA categories the learner is included in. The flag column heading matches the SSoA category ID.



The number of learners is shown by the record selectors at the bottom of the data grid, in addition to a filter indicator.

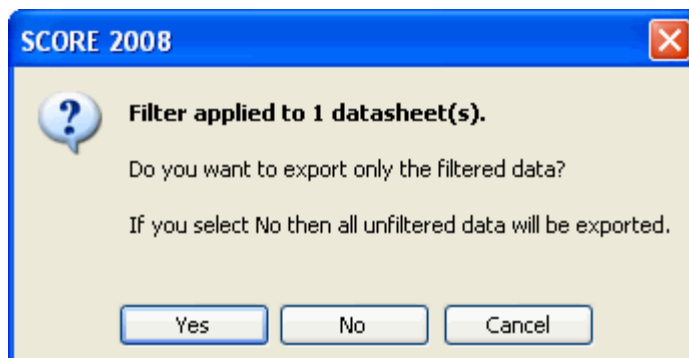
To apply additional sorting or filtering, **right-click** the data grid with the mouse to show the standard menu.

## *Exporting data*



Select the button shown to **export** data for the selected funding model to Microsoft Excel for additional analysis and reporting. The workbook produced will consist of separate worksheets:

- A worksheet for the standard SSoA category tab
- A worksheet for the learners tab
- A worksheet showing any additional filters applied



If a filter is applied to the learners then the option is given to export just the filtered learners or all learners within the funding model selected.

## ID 324: Funding summary viewer

This utility provides an easy to use powerful tool which enables funding and provision to be viewed from different perspectives. It provides a summary of enrolment, SLN and funding data by aim, learner, department, aggregate and course. Also provides a useful drill-down into the actual underlying data.

The summary levels available are:

- Funding model (Learner or Employer Responsive)
- Learning aim (A09)
- Learner (L03)
- Department (user defined)
- Aggregate (user defined)
- Course (user defined)

The following averages (excluding ALS) are also calculated for the summary level chosen:

- £/Enrol (average funding generated per enrolment)
- £/SLN (average funding generated per SLN)
- SLNs/Enrol (average SLNs generated per enrolment)

### Viewing data

For the selected funding model, enrolment, SLN and funding data is shown both **overall** and at the **summary** level required. Summary level data has additional **drill-down** available by expanding the sub-datasheets.

Funding model...  
 Learner responsive  Employer responsive

Show summary of funding by ...  
 Aim  Learner  Department  Aggregate  Course

Aim	Title	Enrols	SLN	Funding	£/Enrol	£/SLN	SLNs/Enrol
[Pseudo99]	Entitlement Funding	831	209.94	£695,138	£837	£3,311	0.25
00268530	ECDL Advanced - Spreadsheets	2	0.16	£462	£231	£2,888	0.08
00288243	Access to Higher Education Diploma: Social Studies/...	37	42.76	£135,051	£3,650	£3,159	1.16
10002716	Key Skills in Application of Number - level 1	42	2.76	£9,021	£215	£3,267	0.07
10002728	Key Skills in Application of Number - level 2	52	3.80	£11,895	£229	£3,130	0.07
10002753	Key Skills in Communication - level 2	10	0.80	£2,486	£249	£3,108	0.08
10002765	Key Skills in Communication - level 1	10	0.32	£901	£90	£2,806	0.03
10002777	Key Skills in Information and Communication Technol...	10	0.20	£626	£63	£3,109	0.02
10002789	Key Skills in Information and Communication Technol...	17	1.30	£3,737	£220	£2,875	0.08
10003071	Key Skills in Application of Number - level 2	72	5.72	£17,237	£239	£3,014	0.08
1000323X	Key Skills in Application of Number - level 1	146	11.68	£36,187	£248	£3,098	0.08
10003241	Key Skills in Communication - level 3	33	2.64	£8,174	£248	£3,096	0.08
10003253	Key Skills in Communication - level 2	224	17.74	£55,103	£246	£3,106	0.08
10003265	Key Skills in Communication - level 1	141	11.28	£36,559	£259	£3,242	0.08
10003277	Key Skills in Information and Communication Technol...	4	0.32	£978	£245	£3,058	0.08
10003289	Key Skills in Information and Communication Technol...	92	7.36	£23,653	£257	£3,214	0.08
10003290	Key Skills in Information and Communication Technol...	77	6.13	£19,514	£253	£3,183	0.08
10006461	Award in Caring for Children	16	16.53	£54,914	£3,432	£3,321	1.03
10006497	Diploma in Child Care and Education	9	10.09	£33,781	£3,753	£3,348	1.12

Record: 1 of 154

	Funded enrols	SLN	ALS	Funding	Total funding	Build file dated
Funding model total	3,288	1,680.63	£494,422	£4,928,362	£5,422,784	05/03/2009 20:46:35

Click for help with this utility... [Print] [Close]



Select the button shown to size the columns to fit the data automatically.

To apply additional sorting or filtering, **right-click** the data grid with the mouse to show the standard menu.

## Summary by Aim

Displays a summary of enrolment, SLN and funding data for individual learning aims. Drill-down gives a detailed view of learners and learner programme.

	Aim	Title	Enrols	SLN	Funding	£/Enrol	£/SLN	SLNs/Enrol			
+	10014688	Certificate in Adult Literacy	10	0.67	£2,207	£221	£3,311	0.07			
+	1001536X	Certificate for IT Users (ECDL Part 1)	2	0.19	£539	£270	£2,888	0.09			
+	10016934	Certificate in Text Processing	1	0.09	£214	£214	£2,298	0.09			
+	10020573	GCSE English A	35	4.73	£15,010	£429	£3,176	0.14			
+	10023136	NVQ in Hospitality Supervision	6	2.66	£8,049	£1,342	£3,029	0.44			
+	1002380X	Certificate in Exercise Studies	29	5.80	£19,204	£662	£3,311	0.20			
+	10024141	Award in Assessing Candidates Using a Range of Me	7	0.39	£899	£128	£2,298	0.06			
+	10024165	Award in Conducting Internal Quality Assurance of t	1	0.11	£245	£245	£2,298	0.11			
+	10029205	Certificate for IT users (ECDL Part 2)	7	1.25	£3,344	£478	£2,675	0.18			
▶	10029400	NVQ in Accounting	14	4.47	£14,732	£1,052	£3,297	0.32			
Learner Ref			Surname	Forename							
▶	A1470W04	ANONYMOUS	ANONYMOUS	ANONYMOUS							
A09			Aim Title		A10	SLN	ALS	Funding	Total Funding	A13	A14
▶	10029400	NVQ in Accounting			22	0.37333	£123.02	£1,175.22	£1,298.24		
+	A3736L07	ANONYMOUS	ANONYMOUS								
+	A9786K06	ANONYMOUS	ANONYMOUS								
+	C2895T08	ANONYMOUS	ANONYMOUS								
+	H3883R99	ANONYMOUS	ANONYMOUS								
+	K1643O04	ANONYMOUS	ANONYMOUS								

## Summary by Learner

Displays enrolment, SLN and funding data for individual learners. Drill-down gives a detailed view of the full learner programme.

	Learner Ref	Surname	Enrols	SLN	Funding	£/Enrol	£/SLN	SLNs/Enrol			
▶	A1008M03	ANONYMOUS	1	0.02	£36	£36	£2,297	0.02			
+	A1035F08	ANONYMOUS	6	1.11	£3,681	£613	£3,311	0.19			
+	A1078N07	ANONYMOUS	1	0.13	£441	£441	£3,311	0.13			
+	A1134B08	ANONYMOUS	1	0.44	£1,472	£1,472	£3,311	0.44			
+	A1261H08	ANONYMOUS	3	0.60	£1,987	£662	£3,311	0.20			
+	A1279F08	ANONYMOUS	1	0.81	£2,686	£2,686	£3,311	0.81			
+	A1305S08	ANONYMOUS	1	1.41	£4,665	£4,665	£3,311	1.41			
-	A1383W07	ANONYMOUS	2	1.49	£4,936	£2,468	£3,311	0.75			
A09			Aim Title		A10	SLN	ALS	Funding	Total Funding	A13	A14
	[Pseudo99]	Entitlement Funding			0.25333	£71.46	£767.34	£838.80			
	1000323X	Key Skills in Application of Number - level 1			21	0.08	£22.57	£242.32	£264.88	£0.00	
	50040388	Diploma in Site Carpentry (QCF)			21	1.15733	£326.45	£3,505.53	£3,831.98	£0.00	
+	A1428R06	ANONYMOUS	1	1.45	£4,812	£4,812	£3,311	1.45			
+	A1431P08	ANONYMOUS	2	1.49	£4,930	£2,465	£3,311	0.74			
+	A1470W04	ANONYMOUS	1	0.37	£1,298	£1,298	£3,477	0.37			
+	A1501G06	ANONYMOUS	3	1.44	£4,753	£1,584	£3,311	0.48			
+	A1577S07	ANONYMOUS	1	0.44	£1,540	£1,540	£3,477	0.44			
+	A1588M08	ANONYMOUS	1	1.25	£4,150	£4,150	£3,311	1.25			
+	A1592H05	ANONYMOUS	2	1.33	£4,415	£2,207	£3,311	0.67			

## Summary by Department/Aggregate/Course

Displays enrolment, SLN and funding data at the summary level selected. Entitlement funding is shown under the [Pseudo99] code. Drill-down gives a detailed view appropriate to the summary level selected.

### Enrolment counts

Enrolment counts indicate the number of enrolments at the summary level chosen.

Although enrolment counts are shown for the [Pseudo99] codes at each summary level, they are really just an indicator of how many learners are receiving full-time entitlement funding so are not included in the overall data.

## Exporting data



Select the button shown to **export** data for the selected funding model to Microsoft Excel for additional analysis and reporting. The workbook produced will consist of separate worksheets:

- A worksheet for the overall summary
- A series of 5 worksheets for summaries at aim, learner, department,

- aggregate and course level
- An additional 2 detailed learner worksheets separately for Learner and Employer Responsive returns

Additional filters applied to individual datasheets are not reflected in the export. **All** data is exported for **both** funding models.