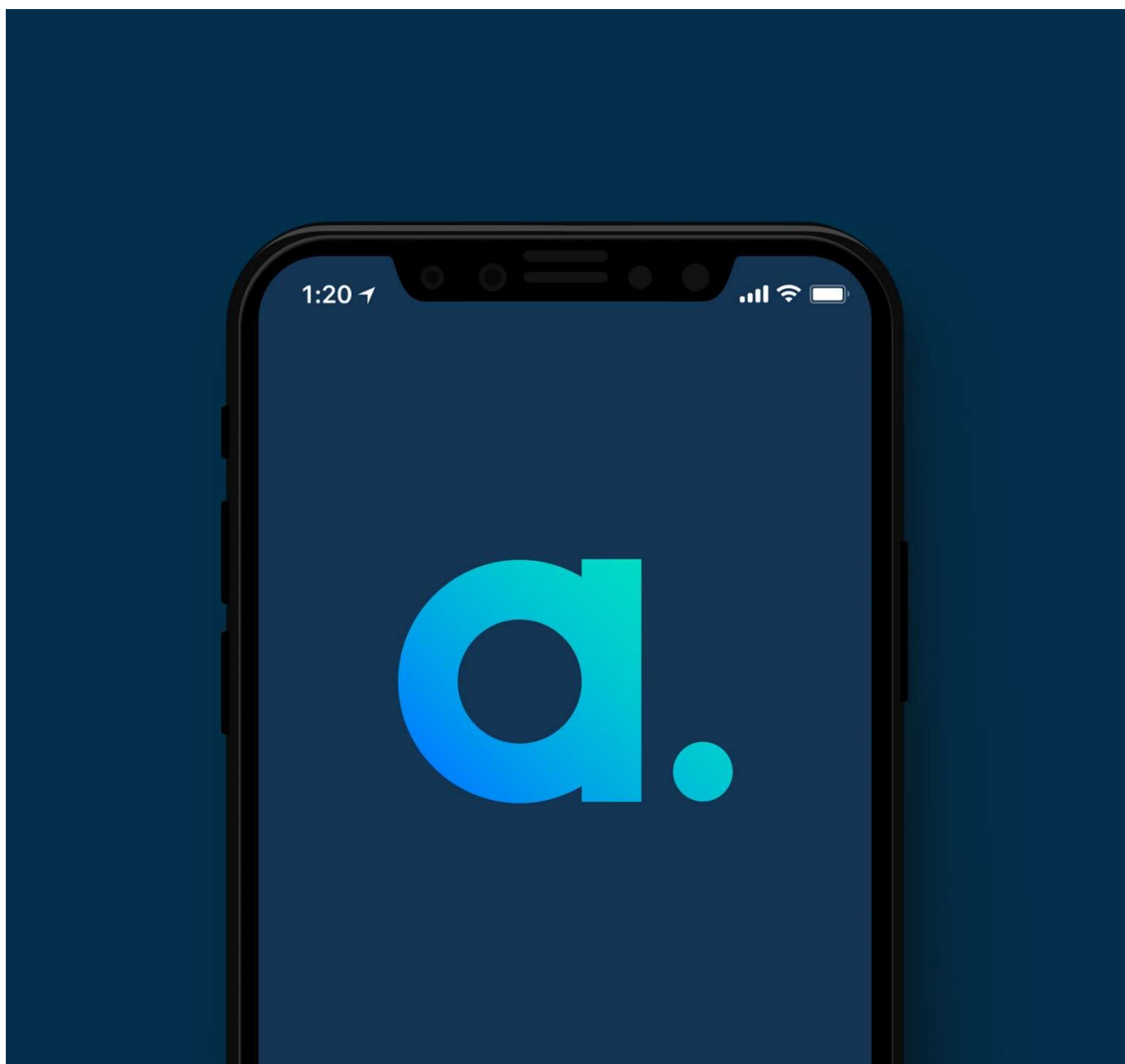




# A How-To-Guide to Generating an ILR Batch File for Upload

Version 1.1



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# Introduction

Aptem can automatically generate the official XML format for the review of individual learning records and batch uploads to the ESFA. This will download an XML file to your computer. You can view this as a text file or by XML reader software.

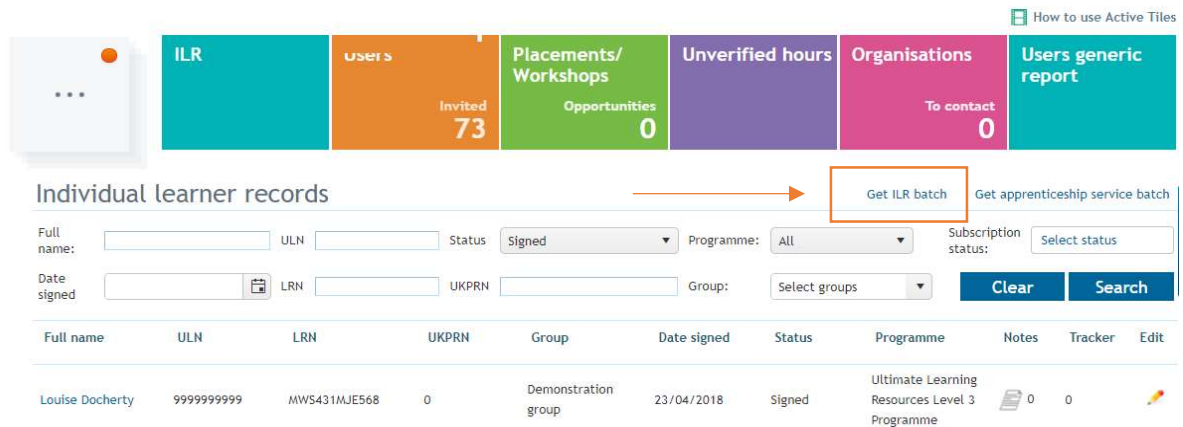
# Generating a batch file

To generate a batch file for upload to the Hub:

1. From your Aptem account page, click on the 'ILR' tile.



2. If necessary, use the various filters to select the required learners.
3. Click on 'get ILR batch'. This will generate and download an XML file to your computer.



4. Fill in the required fields to retrieve your batch file e.g. started before date, started after date, group, schema, UKPRN, QA verification, programme type, programme status and funding model.

### ILR batch

Started before: [input] UKPRN: [input]

Started after: [input] Programme type: Select type

Group: Select groups Programme status: Select status

Schema: 19/20 Funding model: Select funding model

Include not QA verified

Export Cancel

5. Once downloaded, you can put this file into FIS to check for any errors. You can then upload this file to the Education and Skills Funding Agency (ESFA) HUB.

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6. The 'get apprenticeship service batch' is a pre-formatted download which gives you a file that you can upload to DAS – there is no direct integration, you can either interact manually or you can upload a cohort of learners into DAS and the link will give you the ability to select by cohort and generate the file in the correct format.