

PICS MAIN CHANGES 2021/22

PICS Version 21.00 is due for release on 13/08/2021. This document is aimed at existing PICS users and outlines main changes to the software; it is not a full guide to PICS and must be read in conjunction with the [ILR specification](#), [appendices](#) and [provider support manual](#) (PSM) for the years concerned.

See also [this Pellcomp blog post](#) and note we are running a webinar on 11th August, a recording of which will be available to download later. Please register with our [blog](#) to receive updates.

Customers hosted by Pellcomp will use [PICSWeb](#) for all ILR capture and upload to ESFA for 2021/22 and prior year(s). Customers with local installations will continue with the desktop version of the software until they migrate to PICSWeb.

Important Note: We rely on ESFA systems to prove our data capture and processing. We test ILR data against beta versions of FIS when available but please be aware that it is liable to change and the national system (i.e. Submit Learner Data (SLD)) may vary to it.

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PICS 21.00 SOFTWARE AND DATA UPGRADE

The version naming for PICS reflects the academic year in which it was first released.

For users of PICSWeb the software update will be applied by us before Monday 16th August. There should be no delay caused by the upgrading, which is done overnight.

For locally installed/hosted users of the desktop system, the new software will be available through the usual update process. You can run this manually when required but all local PICS desktop users must upgrade to 21.00 by the end of August. Once installed locally the desktop dataset will be upgraded on first login using the new software – this could take 20-30 minutes depending on size and system performance. Do not attempt to stop or interrupt the desktop upgrade as this could corrupt your data.

SUMMARY OF CHANGES & ISSUES

There are only minor changes to the ILR form for 2021/22, detailed in the official ILR guidance documents. Please refer any queries on using the correct values to your contract manager/holder. A summary of changes to the ILR is available on [this page](#).

Please see the 2021/22 [ILR specification](#) and [provider support manual](#) for full details.

<p>ILR changes 2021/22 Note that some changes may affect 2020/21 carry over.</p>	<p>Main changes:</p> <ul style="list-style-type: none"> • Prior Attainment will now have a date to show when the attainment applies from, so that a separate prior attainment level can be recorded for each of a learner's programme. There are also some new codes for prior attainment level - PICS will convert the codes to new for your existing records. • Employment Status Monitoring Type. A new code OET will capture "other types of employment status such as redundancy". • Source of Funding (SOF). New codes have been added for two devolved AEB regions being introduced this year: West Yorkshire and South Yorkshire.
<p>PICS Processes 2021/22 Page 4</p>	<ul style="list-style-type: none"> • The usual PICS processes for ILR and funding have been updated. See this help page and video for details of cross-year working with them.
<p>2020/21 actions Page 4</p>	<ul style="list-style-type: none"> • You can process and submit ILR data for the 2020/21 year until 21st October 2020.

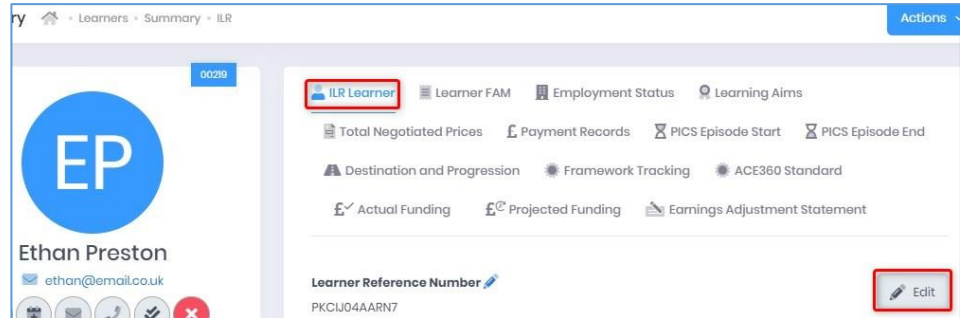
REMINDERS ON ILR DATA FOR 2020/21 CARRYOVER LEARNERS

Below are some reminders on things you may need to update manually for carry over learners - we can't do these updates for you as part of the upgrade.

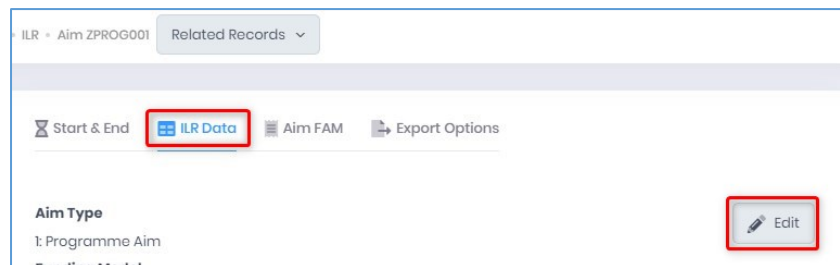
ENTERING 2020/21 STARTS IN PICS VER 21.00

- Residual 2020/21 starts are created in PICS 21.00 using the 2021/22 format screens; use the specific sections for learner and aims to enter the old 2020/21 field values.
You must fill in these fields - they are part of your ILR upload.

- Learner basic details. In the 'ILR Learner' tab click [Edit] and scroll down the page to the section 2020 ILR Learner Data.



- Aims. For all ILR aims, in the ILR Data tab click [Edit] and scroll down to the section 2020 ILR Aim Data.



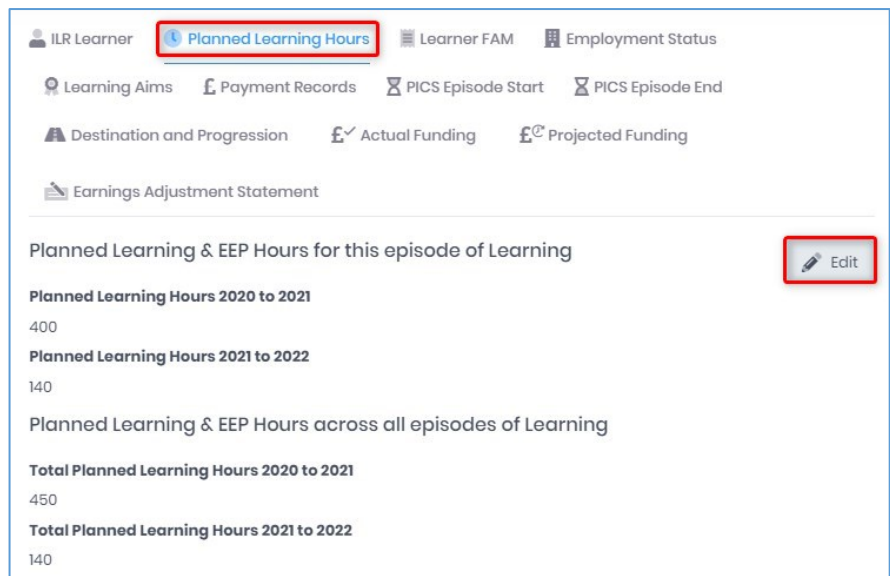
PLANNED LEARNING/EEP HOURS FIELDS FOR CARRYOVER FROM 2020/21

Planned hours are entered as usual for certain programmes (not apprenticeships). Ensure your 2020/21 carryover have hours entered for all relevant years and enter hours for all starts in 2021/22.

A learner can have multiple episodes in an academic year but planned hours are aggregated across all of them. You should enter the hours for each episode for each year and PICS will aggregate them. **It is important when creating a new episode for an existing learner that you use the option from the Learner Summary page > Other Episodes tab > Episode Actions > Create Episode.** This ensures the episodes are linked - please contact the helpdesk for guidance on fixing any duplicate client records.

- Open the learner ILR, select the 'Planned Learning Hours' tab and click [Edit].

- Enter or check the hours for each year then click [Save].



16-19 WORK EXPERIENCE AIMS CROSSING ACADEMIC YEARS (STUDY PROGRAMME & TRAINEESHIPS)

Currently this can be done only in PICS desktop. Where a 16-19 work experience aim crosses a year boundary, it must be split into two aims, one running up to July 31st and another starting on August 1st. You can identify these aims using an option in the Learner Audit Report on the Reports Switchboard - the PICS Desktop Client Selection list also has a filter and function as below.

- ☞ In the client selection list, click [Reset Filters], select the 'More Filters' tab and use the Special Filters option 'Learners with EFA Placement Aims crossing into 2021'.
- ☞ Single click a learner in the list to select but not open the record. From the selection list menu bar run 'Main > Split Cross Year EFA Placement Aims for 2021'.
- ☞ Select the aim required for 2021/22, based on the number of hours (either the same or less than the 2020/21 aim).
- ☞ Click [OK] - a prompt reminds you to resubmit 2020/21 ILR data with the end details for the old aim.
- ☞ Click [OK]. The learner record opens to check the component aims. You should add a placement record for the new aim.

ILR PROCESSING & FUNDING 2021/22

PICS FUNDING FACILITIES 2021/22

PICS funding reports cannot be finally verified until SFA/EFA systems are fully released. Please run the funding calculators as usual but be aware that initially all financial figures for 2021/22 are our estimates and liable to recalculation

Funding Calculator	<ul style="list-style-type: none">• This will produce the usual reports for the new year.
Reconcilers	<p>Our reconcilers for FM36 Apprenticeships are liable to update as FIS and SLD facilities become available for 2021/22:</p> <ul style="list-style-type: none">• Data Match/Lock report (checks ILR against Apprenticeship Service data).• Check against Indicative/Monthly Payment funding reports.• Check against Co-investment Contributions report to identify PMR shortfalls. <p>FM35 (AEB and Apprenticeships starts before 01/05/2017):</p> <ul style="list-style-type: none">• PICS-FIS validation and reconciler are dependent on FIS.• PICS-Main Occupancy report dependent on the SLD.

PICS ILR TOOLS AND FACILITIES 2021/22

Validation report	<ul style="list-style-type: none">• Run this regularly from PICSWeb Reports to check for ILR issues.
ILR export	<ul style="list-style-type: none">• Create your ILR data file and process through FIS or SLD.

ILR PROCESSING & FUNDING 2020/21

You have until **6.00pm 21st October 2021** to make ILR submissions for the 2020/21 year. **After that date SLD will be closed for the year and no further uploads possible.** Please do not leave submissions until the last minute – it's much less stressful to get it done a few days before.

FUNDING CALCULATOR, ILR EXPORTS/IMPORTS AND RECONCILIATIONS FOR 2020/21

- These processes all have options for you to select the current or previous year.
- You can create ILR data files for 2020/21 as required and submit according to the timetable. Submit a final ILR file for 2020/21 in October so that the year is closed with your latest information.
- Remember to refinal period 12 in the Funding Calculator for 2020/21 each time you submit a new ILR data file for that year.