

PICS MAIN CHANGES 2022/23

PICS Version 22.00 is due for release on 15/08/2022. 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 have a short video on year-end actions. Please register with our [blog](#) to receive updates.

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

Contents

PICS 22.00 Software and Data Upgrade	1
Summary of changes & issues	1
Reminders on ILR data for 2021/22 carryover learners	2
Entering 2021/22 starts in PICS ver 22.00	2
Planned Learning/EEP Hours fields for carryover from 2021/22	2
ILR Processing & Funding 2022/23	3
PICS funding facilities 2022/23	3
PICS ILR tools and facilities 2022/23	3
ILR Processing & Funding 2021/22	3
Funding Calculator, ILR exports/imports and Reconciliations for 2021/22	3

PICS 22.00 SOFTWARE AND DATA UPGRADE

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

The software update will be applied by us before Monday 15th August. There should be no delay caused by the upgrading, which is done overnight.

SUMMARY OF CHANGES & ISSUES

There are only minor changes to the ILR form for 2022/23, 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 2022/23 ILR specification and provider support manual for full details.

ILR changes 2022/23	<p>Main changes:</p> <ul style="list-style-type: none"> • New codes to handle Skills Bootcamps, including Funding Model 37, Programme Type 32. • Various changes to Learning Delivery Funding and Monitoring codes • New facilities to handle non-ILR employer costs, i.e. not within TNP.
Apprenticeship Service 2022/23	<ul style="list-style-type: none"> • New field to capture recognised prior learning for apprenticeship starts on or after 1 August 2022. This can be entered in PICSWeb and included in the bulk upload.
PICS Processes 2022/23 Page 3	<ul style="list-style-type: none"> • The usual PICS processes for ILR and funding have been updated. See this help page for details of cross-year working with them.
2021/22 actions Page 3	<ul style="list-style-type: none"> • You can process and submit ILR data for the 2021/22 year until 21st October 2020.

REMINDERS ON ILR DATA FOR 2021/22 CARRYOVER LEARNERS

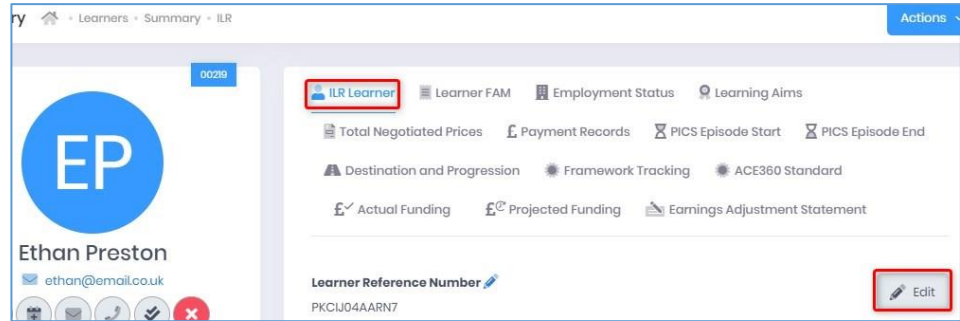
Below are some reminders on things you may need to update manually for carry over learners - we can't do these updates for you as part of the upgrade.

ENTERING 2021/22 STARTS IN PICS VER 22.00

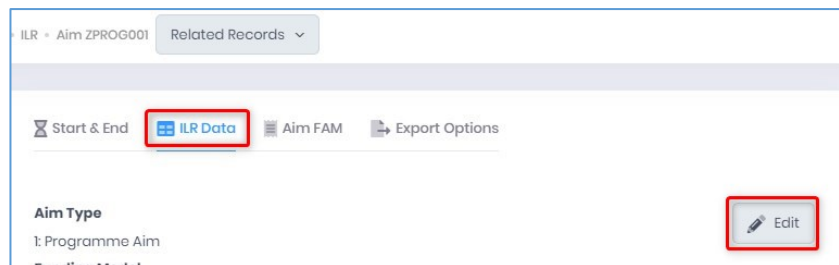
- Residual 2021/22 starts are created in PICS 22.00 using the 2022/23 format screens; use the specific sections for learner and aims to enter the old 2021/22 field values.

You must fill in these fields - they are part of your ILR upload and used for local reporting.

- Learner basic details. In the 'ILR Learner' tab click [Edit] and scroll down the page to the section 2021 ILR Learner Data.



- Aims. For all ILR aims, in the ILR Data tab click [Edit] and scroll down to the section 2021 ILR Aim Data.

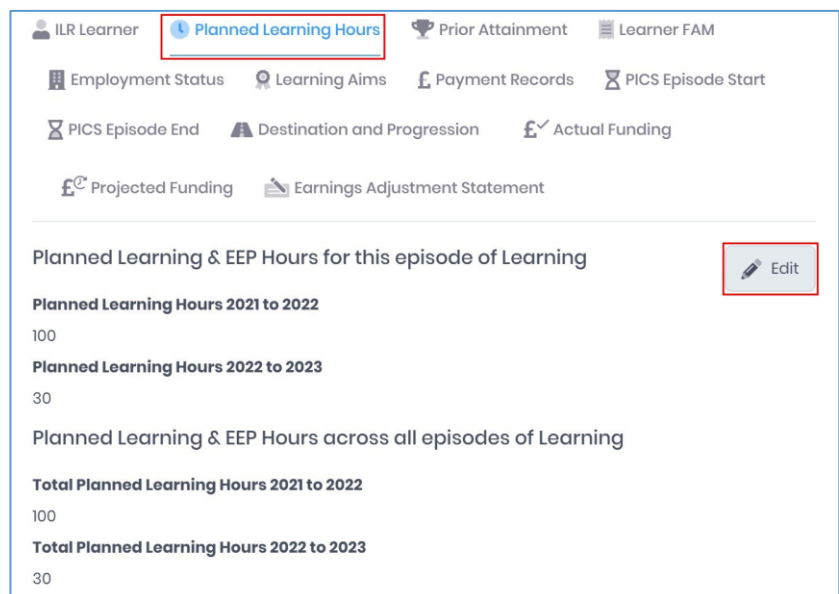


PLANNED LEARNING/EEP HOURS FIELDS FOR CARRYOVER FROM 2021/22

Planned hours are entered as usual for certain programmes (not apprenticeships). Ensure your 2021/22 carryover have hours entered for all relevant years and enter hours for all starts in 2022/23.

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].



ILR PROCESSING & FUNDING 2022/23

PICS FUNDING FACILITIES 2022/23

ILR Total Negotiated Price will no longer include additional employer costs above the funding cap (see [Apprenticeship Funding Rules for 2022 to 2023](#)). PICS has new capture to track apprenticeship costs that will be charged to employers but cannot be included in the ILR TNP and PMR records. These show as distinct 'Additional Employer Price' values in qualification plans, applicant financial details, when creating learners and in the Learner ILR pages for Total Negotiated Prices and Payment Records (using the types TNPX and PMRX). Also handled in webforms and spreadsheet imports.

PICS funding reports cannot be finally verified until ESFA systems are fully released. Please run the funding calculator and projected funding calculator as usual but be aware that initially all financial figures for 2022/23 are our estimates and liable to recalculation

Funding Calculator	<ul style="list-style-type: none">Run this each month to generate year to date funding values in PICSWeb. Used in reconciling against ESFA reports
Projected funding	<ul style="list-style-type: none">Recommended to set this to run automatically. Generates projected funding values for reporting current and future years.
Reconcilers	<p>Our reconcilers are liable to update as FIS and SLD facilities become available for 2022/23.</p> <p>They compare PICSWeb data and values generated by the funding calculator against various ESFA reports, including:</p> <p>FM36 Apprenticeships:</p> <ul style="list-style-type: none">Data Match report (compare against Apprenticeship Service records).Indicative/Monthly Payment funding reports.Co-investment Contributions report (to identify PMR shortfalls). <p>FM35 Main Occupancy report (AEB, Traineeships and Apprenticeships starts before 01/05/2017)</p>

PICS ILR TOOLS AND FACILITIES 2022/23

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 2021/22

You have until **6.00pm 20th October 2022** to make ILR submissions for the 2021/22 year (see [this ESFA update](#)). **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 2021/22

- These processes all have options for you to select the current or previous year.
- You can create ILR data files for 2021/22 as required and submit according to the timetable. Submit a final ILR file for 2021/22 in October so that the year is closed with your latest information.
- Remember to refinal period 12 in the PICSWeb Funding Calculator for 2021/22 each time you submit a new ILR data file for that year.