



Policy for Using PICSWEBB to Input Learners onto the ILR

| Version 1 – 2025 |

1. Purpose

This policy outlines the procedures and responsibilities associated with the use of the **PICSWEBB** Learner Management System (LMS) to input and maintain accurate learner data for submission to the Individual Learner Record (ILR). The aim is to ensure compliance with regulatory reporting requirements, uphold data integrity, and guarantee that all learners' information is captured in a consistent and timely manner.

2. Scope

This policy applies to all employees and contractors of **Staff Power Training** who are involved in the collection, input, and management of learner data within the **PICSWEBB** system. This includes training coordinators, administrators, managers, and other relevant personnel.

3. Responsibilities

- **Training Coordinators and Compliance Officers** are responsible for ensuring the accurate and timely entry of learner information into the **PICSWEBB** system, in accordance with the requirements outlined in this policy.
- **Data Quality Assurance Team** is responsible for conducting routine audits of data entry, identifying discrepancies, and taking corrective action to maintain compliance with ILR specifications.
- **Managers and Supervisors** are accountable for ensuring that all team members involved in data entry are adequately trained and comply with the standards set out in this policy.

4. System Access and Security

- Access to **PICSWEBB** will be granted based on individual roles and responsibilities. Only authorised personnel will be permitted to input or modify learner data.
- User access will be regularly reviewed to ensure that it remains appropriate based on staff duties (Limited)
- The integrity and security of learner data must be safeguarded at all times. All users of **PICSWEBB** must follow **Staff Power Training's** IT security protocols, including the use of strong, secure passwords.

5. Data Entry Requirements

- **Accuracy:** All learner data entered into the **PICSWEBB** system must be accurate and complete. This includes, but is not limited to:
 - Learner's personal information (e.g., name, date of birth, contact details).
 - Course details (e.g., course title, start and end dates, qualification details).
 - Funding information, if applicable.
 - Any other data required for ILR submission as per the latest guidance from the relevant regulatory bodies.

- **Timeliness:** Learner data must be inputted into the system at earliest opportunity of enrolment, or at the start of their course, whichever is applicable. This ensures timely reporting to ILR authorities.
- **Completeness:** Before submission, it is essential that all mandatory fields within **PICSWEBB** are completed. Incomplete records will be flagged for correction prior to submission to avoid delays or potential penalties.

6. Handling of Third-Party Information

- **Staff Power Training** may receive learner data from third parties, including funding bodies, partner organisations, and other stakeholders. Any third-party data must be treated with the same level of confidentiality, accuracy, and security as internal learner data.
- **Consent:** Before third-party data is entered into **PICSWEBB**, **Staff Power Training** must ensure that the necessary consents have been obtained from the learners (or their legal guardians) where applicable. Consent must be documented and stored securely, in accordance with data protection regulations.
- **Accuracy:** When third-party data is provided, it must be verified for accuracy before being entered into the **PICSWEBB** system. Any discrepancies or missing information must be promptly addressed with the relevant third-party provider.
- **Confidentiality and Security:** Third-party data must be stored and transmitted in a secure manner, following the same security protocols applied to learner data. It should not be shared with unauthorised individuals or organisations, and access to such data must be restricted to relevant personnel only.
- **Compliance:** All third-party data handling must comply with the **Data Protection Act 2018** and the **General Data Protection Regulation (GDPR)**. Any third-party agreements involving the sharing of learner data must outline clear responsibilities and data protection measures.

7. Regular Audits and Data Quality Checks

- A formal audit process will be implemented to ensure that all data input into **PICSWEBB** is accurate and in compliance with ILR requirements. These audits will be conducted at regular intervals, and any discrepancies will be rectified as soon as possible.
- The **Data Quality Assurance Team** will take corrective action on any identified issues and will maintain records of all data audits and corrective measures taken.
- Reports of data quality audits will be shared with relevant personnel to ensure continuous improvement.

8. Reporting and ILR Submission

- **Staff Power Training** is committed to meeting all regulatory deadlines for ILR submissions. **PICSWEBB** will be used to generate accurate ILR data, which will then be reviewed and submitted in accordance with the timelines set by the Education and Skills Funding Agency (ESFA) or other applicable regulatory bodies.
- Prior to submission, the Compliance Manager and (or) data lead will review all data to ensure it meets the required standards for ILR reporting.

- Any discrepancies identified during the review process must be addressed and corrected before the final submission to avoid non-compliance.

9. Training and Support

- All staff responsible for data input within **PICSWEBB** must receive initial training and undergo periodic refresher training. This training will cover system use, ILR reporting requirements, and data protection policies.
- Ongoing support will be provided to all relevant staff through internal resources, helpdesk services, and external system support where necessary. Any issues with the system should be reported promptly for resolution.

10. Data Privacy and Confidentiality

- Learner data must be handled in full compliance with the **Data Protection Act 2018** and the **General Data Protection Regulation (GDPR)**.
- Any personal data entered into **PICSWEBB** should be processed lawfully, transparently, and for the specified purpose of reporting to ILR. Data should not be shared with third parties without explicit consent, unless required by law.
- All staff are required to follow **Staff Power Training's** Data Privacy Policy to ensure that learners' personal data is safeguarded throughout its lifecycle.

11. Consequences of Non-Compliance

Failure to comply with this policy may result in:

- Delays in ILR submissions.
- Incorrect or incomplete learner data being reported to regulatory bodies.
- Potential financial penalties or sanctions from funding agencies.
- Disciplinary action, up to and including termination of employment, as per **Staff Power Training's** staff conduct policies.

12. Policy Review and Updates

This policy will be reviewed annually, or sooner if necessary, to ensure that it reflects current regulatory requirements and any updates to the **PICSWEBB** system. All changes will be communicated to relevant staff, and additional training will be provided as necessary.