

PICS main changes 2023/24

PICS Version 23.00 is due for release on 14/08/2022. 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.

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 23.00 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 14th August. There should be no delay caused by the upgrading, which is done overnight.

Summary of changes & issues

The 'old year' software (ver 22.00) will support entry of ILR records starting after 31/07/2023, other than the selection of a few codes that are not available until the release of ver 23.00.

There are only minor changes to the ILR form for 2023/24, 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 2023/24 ILR specification and provider support manual for full details.

ILR changes 2023/24	<p>Main changes:</p> <ul style="list-style-type: none"> • Minor changes to Learning Delivery Funding and Monitoring codes including removal of the Household Situation value (HHS).
PICS Processes 2023/24 Page 4	<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.
2022/23 actions Page 5	<ul style="list-style-type: none"> • You can process and submit ILR data for the 2022/23 year until 19th October 2023.

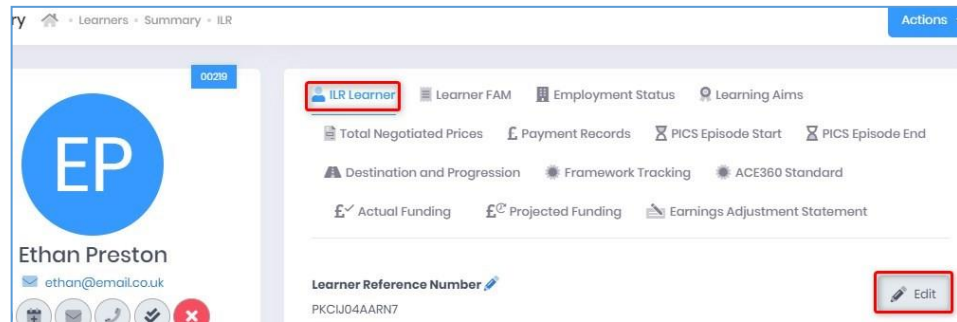
Reminders on ILR data for 2022/23 carryover learners

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.

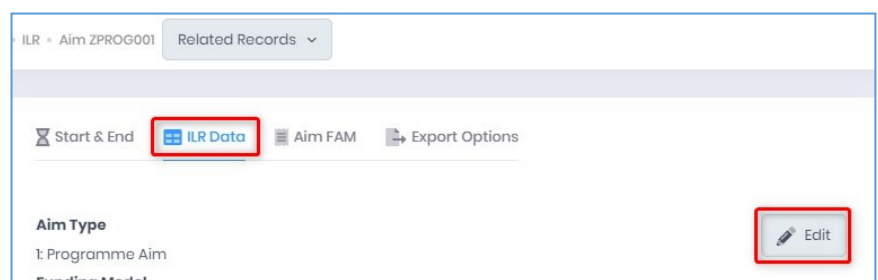
Entering 2022/23 starts in PICS ver 23.00

- Residual 2022/23 starts are created in PICS 23.00 using the new year (i.e. 2023/24) format screens; you will need to use the 'historic' sections for learner and aims as below to check or enter old 2022/23 field values.
You must fill in these fields - they are part of your ILR upload for the year concerned.

- Learner basic details. In the 'ILR Learner' tab click [Edit] and scroll down the page to the section 2022 ILR Learner Data.



- Aims. For all ILR aims, in the ILR Data tab click [Edit] and scroll down to the section 2022 ILR Aim Data.



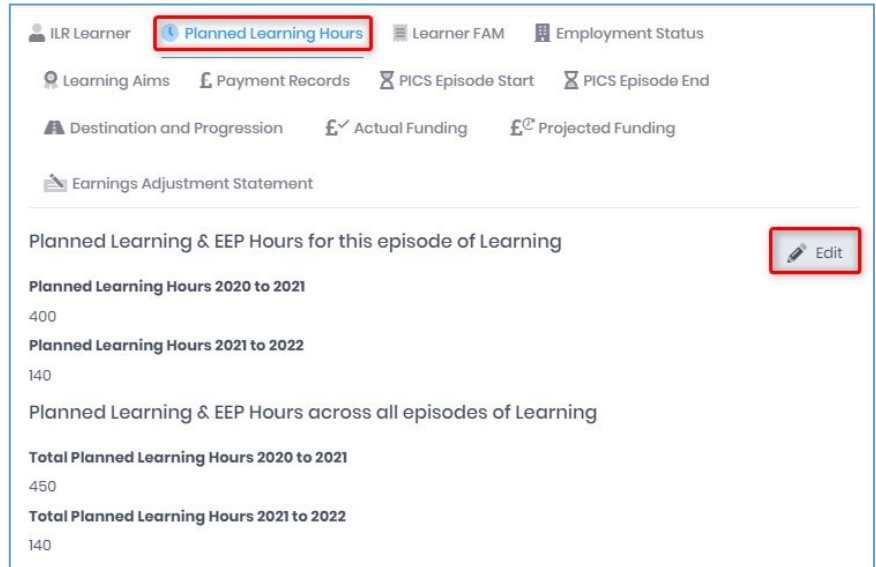
Planned Learning/EEP Hours fields for carryover from 2022/23

Planned hours are entered as usual for certain programmes (not apprenticeships). Ensure your 2022/23 carryover have hours entered for all relevant years, and enter hours for all starts in 2023/24.

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 Learner **Planned Learning Hours** Learner FAM Employment Status

Learning Aims Payment Records PICS Episode Start PICS Episode End

Destination and Progression Actual Funding Projected Funding

Earnings Adjustment Statement

Planned Learning & EEP Hours for this episode of Learning **Edit**

Planned Learning Hours 2020 to 2021
400

Planned Learning Hours 2021 to 2022
140

Planned Learning & EEP Hours across all episodes of Learning

Total Planned Learning Hours 2020 to 2021
450

Total Planned Learning Hours 2021 to 2022
140

ILR Processing & Funding 2023/24

PICS funding facilities 2023/24

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 2023/24 are our estimates and liable to recalculation

Funding Calculator	<ul style="list-style-type: none"> Run this each month to generate a snapshot of funding values in PICSWeb at the same time as your final ILR export. This will produce the usual claim history reports for the new year.
Projected Funding	<ul style="list-style-type: none"> This should be set to run automatically, to generate up-to-date separate funding values for specific reports.
Reconcilers	<p>Our reconcilers for FM36 Apprenticeships are liable to update as FIS and SLD facilities become available for 2023/24:</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 2023/24

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 2022/23

You have until **6.00pm 19th October 2023** to make ILR submissions for the 2022/23 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 2022/23

- These processes all have options for you to select the current or previous year.
- You can create ILR data files for 2022/23 as required and submit according to the timetable.
Submit a final ILR file for 2022/23 in October so that the year is closed with your latest information.
- Remember to refinal period 12 in the Funding Calculator for 2022/23 each time you submit a new ILR data file for that year.