

ILR and Funding Workshop

Tuesday, 12 February 2019 | Jurys Inn, Birmingham

Agenda

9.00	Delegate Registration Refreshments & Networking Opportunity	<i>Refreshments area</i>
10.00	Welcome & Housekeeping	Steve Hewitt, FEA
10.15	ILR format and structure <ul style="list-style-type: none"> How, why and when we submit ILRs Key points for Apprenticeship records Classroom-based ILRs (AEB and Loans) 	
11.15	Mid-Morning Refreshments Break	<i>Refreshments area</i>
11.45	How to submit an ILR <ul style="list-style-type: none"> What to expect when you submit How to deal with errors Live demonstration of submitting 	Steve Hewitt, FEA
12.45	Lunch	<i>Restaurant</i>
1.45	How to read the funding reports <ul style="list-style-type: none"> What do the reports show? How can we reconcile these to money received? How to use pivots tables to help 	Steve Hewitt, FEA
3.00	Final Plenary Q&A	
3.30	Close	