

# LAD Utility v1.00

## Audit the funding rate changes and eligibility of your learning aims!

This free FE funding software has been designed to identify funding rate and eligibility changes between 2005/06 and 2006/07. You can compare all learning aims (or an imported selection) and print reports on changes to Programme Weighting, National Base Rate (excluding inflation), or if they have become non-fundable or not available for starters.

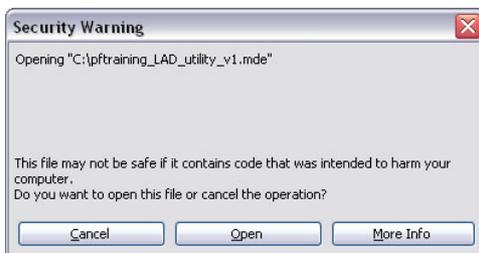
Users can also re-import later versions of the LAD to analyse any further changes.

## User instructions



### Opening the LAD Utility

Once you have saved the utility onto your computer double click on the MS Access Icon. Note: this utility is compatible with Access versions 2000, 2002 and 2003.



### Security Warning

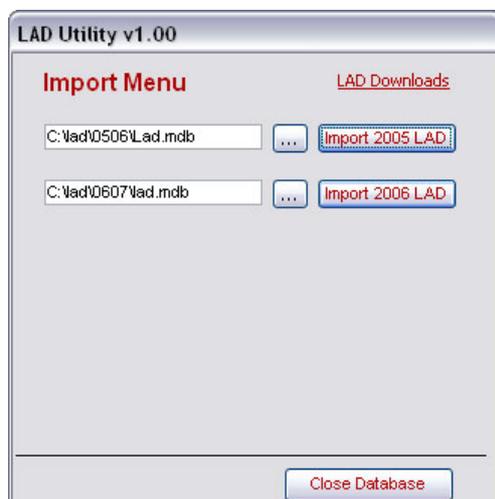
If you are using Access 2003 a Security Warning message will appear. This is a standard feature for Access 2003 and the 'Open' button should be selected (If you wish to know more about this warning visit <http://office.microsoft.com/en-gb/assistance/HA011225981033.aspx#070>)



### Utility Welcome Screen

The following welcome screen will appear.

Click on the 'Open LAD Utility' button.



### Import the Learning Aims Databases

The utility will not proceed to the reports screen until both the 2005/06 and 2006/07 Learning Aims Databases have been imported.

These should be downloaded and extracted in the usual fashion from the LAD website. Use the 'LAD Download' link to access the LSC website.

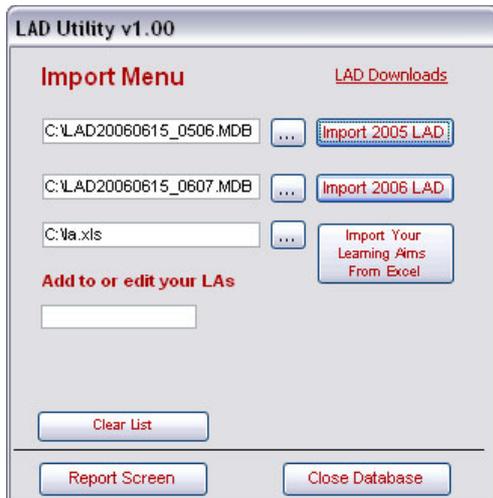
Then use the '...' button to browse/search for LAD databases. Once located use the 'Import LAD' button to link the utility with the LAD.

You can re-import LADs at anytime, although the utility requires that they remain in the same location.



## Import Menu

Following successful linkage with each LAD the utility will display the following message.



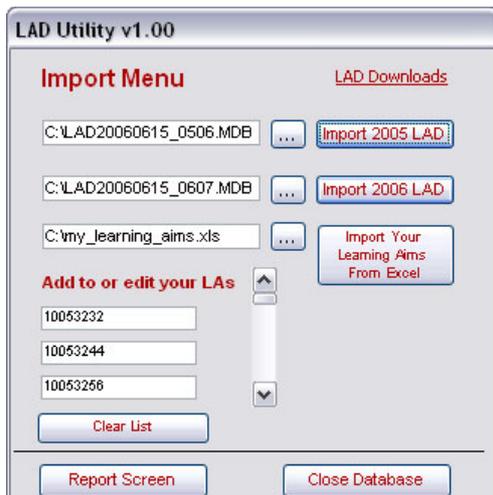
## Import your learning aims

Create an excel spreadsheet containing you learning aims in the first column. Note: Check all learning aims are 8 digits (this may require formatting the column as text).

Use the '...' button to browse/search for your spreadsheet. Once located press the Import Your Learning Aims From Excel button.

You can also type in learning aims.

If you do not wish to type in or import your learning aims, you can select the Report Screen and run reports on all learning aims in the LAD.

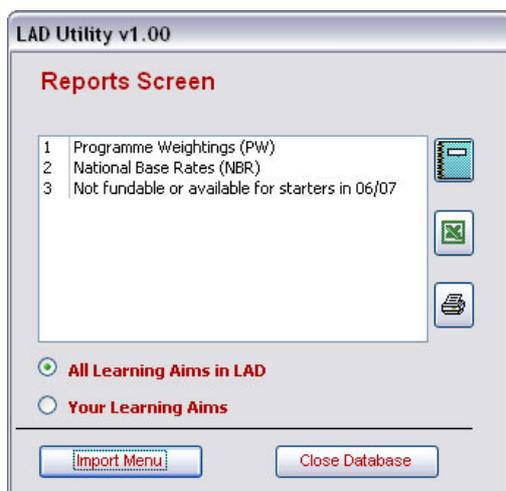


## Add to or edit your learning aims

Once your spreadsheet has been successfully imported the learning aims will appear on a list.

If required you can edit this list, or scroll-down and add learning aims to it.

Click on the Reports Screen button.



## Running the reports

Use the radio buttons to select reports based on all learning aims, or based on learning aims you have imported.

Select one of the three reports in version 1.00 and click on the green report icon. There is also a button for downloading a report to excel (report length permitting) and for printing a report.

Report 1 identifies Programme Weighting changes. Report 2 identifies National Base Rate changes (excluding inflation) and Report 3 identifies learning aims which are either no longer FE fundable or only available for starters.