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Lifelong Learning Wales Record user support manual for learning providers 2014/15

Version: 1.2

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Lifelong Learning Wales Record user support manual for learning providers 2014/15

Version: 1.2

Audience	Learning providers and other stakeholders.
Overview	This manual sets out the guidelines that post-16 (non-higher education) learning providers should follow in sending Lifelong Learning Wales Record (LLWR) data to the Department for Education and Skills (DfES).
Action required	None – for information only.
Further information	Enquiries about this manual should be directed to: Data Management Team Department for Education and Skills Welsh Government Ground Floor Bedwas Tŷ'r Afon Bedwas Road Bedwas Caerphilly CF83 8WT e-mail: llwr@wales.gsi.gov.uk
Additional copies	This document can be accessed from the Welsh Government's website at www.wales.gov.uk/llwr or LLWR Inform at https://llwrinform.wales.gov.uk under the 'Documents' tab.
Related documents	<i>Lifelong Learning Wales Record user support manual for learning providers 2014/15: Version 1.1</i>

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Condensed list of bookmarks of fields and annexes for ease of navigation

Codes								Annexes
LN01	LP01	LP30	LP59	LA01	LA30	AW01	HE01	Annex 1
LN02	LP02	LP31	LP60	LA02	LA31	AW02	HE02	Annex 2
LN03	LP03	LP32	LP61	LA03	LA32	AW03	HE03	Annex 3
LN04	LP04	LP33	LP62	LA04	LA33	AW04	HE04	Annex 4
LN05	LP05	LP34	LP63	LA05	LA34	AW05	HE05	Annex 5
LN06	LP06	LP35	LP64	LA06	LA35	AW06	HE06	Annex 6
LN07	LP07	LP36	LP65	LA07	LA36	AW07	HE07	Annex 7
LN08	LP08	LP37	LP66	LA08	LA37	AW08	HE08	Annex 8
LN09	LP09	LP38	LP67	LA09	LA38	AW09	HE09	Annex 9
LN10	LP10	LP39	LP68	LA10	LA39	AW10	HE10	Annex 10
LN11	LP11	LP40	LP69	LA11	LA40	AW11	HE11	Annex 11
LN12	LP12	LP41	LP70	LA12	LA41	AW12	HE12	
LN13	LP13	LP42	LP71	LA13	LA42	AW13	HE13	
LN14	LP14	LP43	LP72	LA14	LA43	AW14	HE14	
LN15	LP15	LP44	LP73	LA15	LA44	AW15	HE15	
LN16	LP16	LP45	LP74	LA16	LA45	AW16	HE16	
LN17	LP17	LP46	LP75	LA17	LA46	AW17	HE17	
LN18	LP18	LP47	LP76	LA18	LA47	AW18	HE18	
LN19	LP19	LP48	LP77	LA19	LA48	AW19	HE19	
LN20	LP20	LP49		LA20		AW20	HE20	
LN21	LP21	LP50		LA21		AW21	HE21	
LN22	LP22	LP51		LA22		AW22	HE22	
	LP23	LP52		LA23		AW23	HE23	
	LP24	LP53		LA24			HE24	
	LP25	LP54		LA25			HE25	
	LP26	LP55		LA26			HE26	
	LP27	LP56		LA27			HE27	
	LP28	LP57		LA28			HE28	
	LP29	LP58		LA29			HE29	
							HE30	
							HE31	
							HE32	
							HE33	
							HE34	
							HE35	

Navigation instructions: use the hyperlinks to go to a relevant field or annex. (Hold down the ctrl key and click mouse on underlined word.) To navigate back, use alt and left arrow to go back.

Changes between Version 1.1 and 1.2

Changes are highlighted throughout this document in **yellow**.

- Update to Guidance for fields [LP75](#) and [LA07](#) to reflect non use of hyphens and asterix.
- Update to Guidance for [LN12](#), [LA26](#) and [Annex 11](#).
- Update to Validations for fields [LN13](#), [LN20](#), [LN21](#), [LP22](#), [LP47](#), [LP56](#), [LP57](#), [LP60](#), [LP61](#), [LP62](#), [LP63](#), [LP75](#), [LA07](#), [LA09](#), [LA11](#), [LA20](#), [AW05](#) and [AW23](#).
- Retirement of Validations for fields [LN15](#), [LN20](#), [LN21](#), [LP11](#), [LP17](#), [LP18](#), [LP23](#), [LP30](#), [LP64](#), [LP69](#), [LP70](#), [LP73](#), [LA09](#) and [AW23](#).
- Formatting update to [Annex 10](#).

Changes between Version 1.0 and 1.1

Changes are highlighted throughout this document in **green**.

- Update to Guidance for fields [LP11](#), [LP12](#), [LP13](#), [LP51](#) and [LP61](#) to reflect the Post 16 Planning and Funding Framework and particularly the collection of part time employment data for the Skills Priority FE Fund.
- Updates to Guidance for fields [LP71](#) and [LP72](#).
- Removal of list of “Current EU Member States” for field [LP60](#) and replaced with a link to the EU website.
- Retirement of Field [LP06](#) from August 2014 due to revision of the LLWR Privacy Notice 2014 (see [Annex 8](#)).
- New valid entry for field [LP48](#) to capture details on the Skills Conditionality Programme (SCP). This also includes changes to validations for this field.
- Correction of descriptors for new valid entries for [LA22](#) as they reflect “Entry Level” and not “**Pre** Entry Level”.
- Update to Notes for [LA41](#).
- Update to Guidance for field [LA47](#) to clarify how full time and part time FE learners should be recorded.
- Removal of new valid entries “E1”, “E2” and “E3” from field [AW14](#) which will now revert back to previous version.
- Minor formatting changes and updates to some external references.

- Removal of retired validations which were previously listed in the Manual and struck through.

Summary of changes from August 2014

Changes are highlighted throughout this document in **blue**.

Changes to the learner (LN) dataset

LN02 – Change to guidance

Changes to the learning programme (LP) dataset

LP05 – Null return from 2014

LP06 – Null return from 2014

LP08 – Change to guidance

LP10 – Change to guidance

LP11 – Now mandatory for some FE provision

LP12 – Now mandatory for some FE provision

LP13 – Now mandatory for some FE provision

LP16 – NULL return from 2014

LP19 – NULL return from 2014

LP29 – NULL return from 2014

LP30 – New valid entries introduced and changes to validations

LP31 – NULL return from 2014

LP47 – New valid entries introduced and changes to validations

LP61 – Now mandatory for some fe provision and change to guidance

LP66 – Change to guidance

LP69 – New field from 2014

LP70 – New field from 2014

LP71 – New field from 2014

LP72 – New field from 2014

LP73 – New field from 2014

LP74 – New field from 2014

LP75 – New field from 2014

LP76 – New field from 2014

LP77 – New field from 2014

Changes to the learning activity (LA) dataset

LA09 – Change to validations

LA11 – Change to valid entry descriptor

LA15 – NULL return from 2014

LA16 – NULL return from 2014

LA17 – NULL return from 2014

LA19 – NULL return from 2014

LA22 – New valid entries introduced and changes to validations

LA26 – New valid entries introduced and changes to validations

LA29 – Change to guidance

LA36 – Change to validations

LA42 – NULL return from 2014

LA47 – Mandatory for some FE provision; change to valid entries, guidance and validations.

Changes to the award (AW) dataset

AW16 – NULL return from 2014

Changes to the higher education (HE) dataset

HE06 – Change to guidance

HE10 – New valid entries introduced and changes to validations

HE14 – Change to guidance

HE22 – Change to guidance

HE24 – Change to guidance

HE26 – New valid entries

HE30 – Change to guidance

HE33 – New field from 2014

HE34 – New field from 2014

HE35 – New field from 2014

Changes to annexes

Annex 4 – Country of Domicile	Removed as information is contained on LLWR-Inform
Annex 5 – Unitary Authority Codes	Removed as information is contained on LLWR-Inform
Annex 6 – Sector Framework Codes	Removed as information is contained on LLWR-Inform
Annex 7 – Qualifications and their CQFW level equivalents, by level.	Removed as information is contained on Welsh Government website
Annex 8 – Standard Occupational Codes Summary	Removed as information is contained on LLWR-Inform
Annex 9 – Credit and Qualification Framework for Wales (CQFW)	Removed as information is contained on Welsh Government website
Annex 16 – Standard Industrial Classification (SIC) Codes 2007	Removed as information is contained on LLWR-Inform
Annex 17 – Learning Records Service (LRS)	Moved to new Annex 4
Annex 19 – General Qualification Aim of Programme	Removed as information is contained on LLWR-Inform
Annex 21 – Postcode of site of Delivery	Removed as information is contained on LLWR-Inform
Annex 22 – Sector Framework Code 2011	Removed as information is contained on LLWR-Inform
Annex 23 – NULL Returns	Moved to new Annex 11

PLEASE NOTE: All remaining Annexes have been re-numbered in sequence.

Generic changes

A number of validations relating to NULL fields have now been removed from the Manual, as any characters submitted in NULL fields will be automatically cleared by the system and not submitted to the database. The guidance for these fields has been updated to reflect this change.

All NULL fields can be identified in [Section 2](#).

Section 1: Introduction

Background

- 1.1 The data collected by the Welsh Government via the Lifelong Learning Wales Record (LLWR) is required to underpin many aspects of its work, including post-16 planning and funding. The data is also required for monitoring performance and outcomes and to inform strategy development. Furthermore, the data provides the official source of statistics on post-16 (non-higher education (HE)) learners in Wales.
- 1.2 This support manual is supplied in order to provide further guidance for those learning providers who return data to the Welsh Government via the LLWR, and for other interested parties. **Changes between versions are highlighted in colours, as described above.** An electronic version of this manual is available on the Welsh Government website (www.wales.gov.uk/llwr), and on LLWR Inform (<https://llwrinform.wales.gov.uk>), which also holds other useful documentation.

Description of datasets

- 1.3 The LLWR contains the following four datasets:
 - the **Learner (LN)** dataset which includes information about the learner such as name, date of birth, ethnic origin and gender;
 - the **Learning Programme (LP)** dataset which gives information about the current programme of learning being undertaken by the learner and any characteristics which may change over time. It includes fields such as type of learning programme, start date, employment status and destination on completion;
 - the **Learning Activity (LA)** dataset which collects data on the activities undertaken by the learner on his/her programme of learning with information such as learning aim, learning hours, method of delivery, completion status and location of learning; and
 - the **Award (AW)** dataset, which provides information on the awards for which the learner is entered and those achieved.
- 1.4 In addition, there is a **Higher Education (HE)** dataset, which collects additional data on learners studying at HE level at further education institutions (FEIs). This data will be passed on to the **Higher Education Funding Council for Wales (HEFCW)** and the **Higher Education Statistical Agency (HESA)**. The HE dataset should include a Learner dataset, one Learning Programme and one or more Learning Activity datasets.
- 1.6 Each learner will have a single Learner Dataset but may have many Learning Programme datasets (either concurrently or during their lives), and associated Activity and Award datasets. In these cases, it is expected that multiple activities and awards will flow from a single programme.
- 1.7 Details of the format in which data is to be returned are outlined in **Annex 7**.

Section 2: Data structures

- 2.1 This section of the manual provides a summary of LLWR fields and shows the datasets that are required, along with the structure diagram for the LLWR.
- 2.2 Please note that there is now one table for each dataset, combining the previous dataset tables, mandatory field tables and example tables.
- 2.3 Any fields which have been identified as NULL have been shaded grey in the table below.

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
LN01	(ULI) Unique learner identifier	UNIQUEID	All learners	y	y	y	13	Alphanumeric	L000000024325	The LN01 is blank on first submission then submitted on subsequent returns.
LN02	Learner identifier with provider	LEARN_ID	All learners	y	y	y	20	Alphanumeric	L000000000000A0ND1234	This identifier must not contain personal identifiable data e.g. Full surname and full National Insurance number must not be used.
LN03	Provider identifier	PROVI_ID	All learners	y	y	y	8	Alphanumeric	F0009010 for FE, T0000030 for WBL, A0680000 for ACL	
LN04	Surname	LSURNAME	All learners	y	y	y	40	Alphanumeric	Andrews	As fixed width files cannot be submitted from 2012/13, no trailing spaces are required. This field should not include anything else for example it should not include the word deceased.
LN05	Forename(s)	LFORENAM	All learners	y	y	y	40	Alphanumeric	Christopher John	No trailing spaces

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
										required. The learner abbreviates his name to Chris. LN05 is completed with his full name. This field should not include anything else, for example it should not include the word 'deceased'.
LN06	Current home - sub dwelling	SUBDWELL	Mainstream – funded learners	y	y	y	40	Alphanumeric	Flat 1a	No trailing spaces required.
LN07	Current home - dwelling	DWELLING	Mainstream – funded learners	y	y	y	40	Alphanumeric	35	No trailing spaces required.
LN08	Current home - street	STREETNM	Mainstream – funded learners	y	y	y	40	Alphanumeric	Bolton Drive	No trailing spaces required.
LN09	Current home:- locality	LOCALITY	Mainstream – funded learners	y	y	y	35	Alphanumeric	Caerleon	No trailing spaces required.
LN10	Current home:- town/city	HOMETOWN	Mainstream – funded learners	y	y	y	30	Alphanumeric	NEWPORT	No trailing spaces required.
LN11	Home postcode - current	POSTCODE	Mainstream – funded learners	y	y	y	8	Alphanumeric	NP18 4PX	With only one space between the first part and the second part of the postcode.
LN12	Current home-telephone no	TEL_NUMB	Mainstream – funded learners	y	y	y	15	Alphanumeric	01633 5556789	No trailing spaces required.
LN13	National insurance number	NAT_INSU	FE and WBL learners	y	y		9	Alphanumeric	NR111111A	
LN14	Surname on 16th birthday	SRNAME16	All learners	y	y	y	40	Alphanumeric	Jones	No trailing spaces required.

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
LN15	Date of birth	DATEBRTH	All learners	y	y	y	8	Date	20111992	
LN16	Gender	LEARNGEN	All learners	y	y	y	1	Alphanumeric	M	
LN17	Ethnic origin	ETHNICOR	All learners	y	y	y	2	Alphanumeric	11	
LN18	National identity	NAT_IDEN	Mainstream – funded learners	y	y	y	3	Alphanumeric	WAL	
LN19	First language	FLANGUAG	None				0	Alphanumeric		Null value in field
LN20	School last attended	LTSCHOOL	Learners aged 21 or under at start of LP	y	y	y	8	Alphanumeric	S6804059	
LN21	Year left school	YEARLEFT	Learners aged 21 or under at start of LP	y	y	y	4	Numeric	2010	
LN22	ULN (Unique learner number)	ULN_MIAP	FE and WBL learners who started a learning programme on or after 1/8/2011	y	y		10	Alphanumeric	4674810417	
LP01	(ULI) Unique learner identifier	UNIQUEID	All learners	y	y	y	13	Alphanumeric	L000000024325	
LP02	Learner identifier with provider	LEARN_ID	All learners	y	y	y	20	Alphanumeric	L000000000000AN D1234	This identifier must not contain personal identifiable data e.g. Full surname and full National Insurance number must not be used.
LP03	Provider	PROVI_ID	All learners	y	y	y	8	Alphanumeric	F0009010 for FE,	

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
	identifier								T0000030 for WBL, A0680000 for ACL	
LP04	Learning programme identifier	LPROG_ID	All learners	y	y	y	10	Alphanumeric	0122092012	
LP05	Regional office	REGOFFIC	None				0	Alphanumeric		Null value in field
LP06	Data release date	RELEASED	None				0	Date	22092012	Null value in field
LP07	Mode of attendance	MODE_ATT	None				0	Alphanumeric		Null value in field
LP08	Country of Domicile	DOMICILE	Mainstream – funded learners	y	y	y	4	Alphanumeric	XI	
LP09	Postcode (at start of learning programme)	POST_SLP	All learners	y	y	y	8	Alphanumeric	NP18 4PX	Please note that 00000000 domicile outside UK is not to be used from 2012 onwards. In the case of overseas learners, this field should be completed with the postcode of the address the learner is domiciled at while in the UK. Where UK learners move from their permanent address in order to study, this field should be completed with the postcode of the address the learner is domiciled at while studying.
LP10	Unitary authority code	UNITARID	All learners	y	y	y	3	Alphanumeric	680	
LP11	Employment status at start of programme	EMPSTART	WBL and FE learners	y	y		1	Alphanumeric	1 for WBL/FE 4 for ACL	
LP12	Employer name	EMPLNAME	WBL and FE	y	y		60	Alphanumeric	Sheen Electrics for	

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
			learners							
LP13	Employer postcode	EMPLPOST	WBL and FE learners	y	y		8	Alphanumeric	NP20 4UR	
LP14	Standard occupational classification (SOC) code	SOC_CODE	None				0	Alphanumeric		Null value in field
LP15	Employer role	EMP_ROLE	None				0	Alphanumeric		Null value in field
LP16	Sector framework code	SECTRCOD	None				0	Alphanumeric		Null value in field
LP17	Type of learning programme	TYPE_LPG	All learners	y	y	y	2	Alphanumeric	38 for WBL, 92 for FE, 30 for ACL	
LP18	Length of non-employed status before learning	STAT_BLN	WBL learners		y		3	Numeric	000 for WBL 999 for FE/ACL	
LP19	Expected length of learning programme	EXPTLENG	None				0	Numeric		Null value in field
LP20	Joint provider	JOINTPRV	None				0	Alphanumeric		Null value in field
LP21	Type of highest qualification achieved prior to learning programme	TYPEHQUA	None				0	Alphanumeric		Null value in field
LP22	Level of highest qualification achieved prior to learning programme	LVL_HQUA	WBL and full time FE learners only	y	y		1	Alphanumeric	2 for WBL learners/FE full time learners 9 for FE part time learners/ACL learners	
LP23	Welsh speaker indicator	WELSH_SP	All Learners	y	y	y	1	Alphanumeric	2	

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
LP24	Preferred language of learning	PREFLANG	None				0	Alphanumeric		Null value in field
LP25	Financial support for learner	FIN_SUPP	None				0	Alphanumeric		Null value in field
LP26	Total fees paid for learning programme	TOT_FEES	None				0	Numeric		Null value in field
LP27	Reserved	RESERVED	None				0	Alphanumeric		Null value in field
LP28	Major source of fees	MAJ_FEES	All learners	y	y	y	2	Alphanumeric	03	
LP29	Disability and/or learning difficulty	DISABLE1	None				0	Alphanumeric		Null value in field
LP30	Primary type of disability and/or learning difficulty	DISABLE2	All learners	y	y	y	2	Alphanumeric	91	
LP31	Secondary type of disability and/or learning difficulty	DISABLE3	None					Alphanumeric		Null value in field
LP32	Disadvantaged grouping	DISADVAN	None				0	Alphanumeric		Null value in field
LP33	Level of fluency in Welsh at start of programme	FLU_STRT	None				0	Alphanumeric		Null value in field
LP34	Level of numeracy determined at start of learning programme	NUM_STRT	Various categories of learner – see field LP34	y	y	y	1	Alphanumeric	D	
LP35	Level of literacy determined at start of learning	LIT_STRT	Various categories of learner – see	y	y	y	1	Alphanumeric	D	

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
	programme		field LP35							
LP36	Level of fluency in Welsh at termination of learning programme	FLU_TERM	None				0	Alphanumeric		Null value in field
LP37	Level of numeracy assessed at termination of learning programme	NUM_TERM	None				0	Alphanumeric		Null value in field
LP38	Level of literacy assessed at termination of learning programme	LIT_TERM	None				0	Alphanumeric		Null value in field
LP39	Framework achievement	FWORKACH	Apprentices		y		1	Alphanumeric	9	
LP40	Employment status at end of learning programme	ESTATEND	None				0	Alphanumeric		Null value in field
LP41	Reason for termination of learning programme	TERM_REA	All learners	y	y	y	2	Alphanumeric	00	
LP42	Destination within three months of leaving	DEST_IPL	WBL and full-time FE learners	y	y		2	Alphanumeric	00	
LP43	Destination six months after leaving	DESTSIXM	None				0	Alphanumeric		Null value in field
LP44	Provider specified field 1	PROVSP_1	None				20	Alphanumeric	00000000000000000000000000	
LP45	Provider	PROVSP_2	None				20	Alphanumeric	00000000000000000000000000	

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
	specified field 2								00000	
LP46	Standard Industrial Classification (SIC) code	EMPL_SIC	None				0	Alphanumeric		Null value in field
LP47	SME indicator code	EMPL_SME	WBL learners		y		1	Alphanumeric	4 for WBL, 9 for FE/ACL	
LP48	Status of learner	LP_TEMP1	WBL learners		y		3	Alphanumeric	NGU for WBL, 999 for FE/ACL	
LP49	Guarantee/ex-guarantee learner endorsement status	LP_TEMP2	None				0	Alphanumeric		Null value in field
LP50	Previous achievements of NVQ (or equivalent) in the same vocational route	LP_TEMP3	None				0	Alphanumeric		Null value in field
LP51	Special programme funding rules	LP_TEMP4	All learners	y	y	y	3	Alphanumeric	000	This field should be completed with 000 Not required or Valid codes as determined by DfES Learner Provision Team. Queries regarding codes for LP51 should be sent to askwbl@wales.gsi.gov.uk .
LP52	Embedded basic skills support	EMBD_BSS	None				0	Alphanumeric		Null value in field
LP53	Latest employment status of learner	EMPS_LAT	None				0	Alphanumeric		Null value in field

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
LP54	Date of latest change of employment status	EMPS_DAT	None				0	Date		Null value in field
LP55	Date terminated learning programme	TERMD_LP	All learners	y	y	y	8	Date	31129999	
LP56	Work-limiting health condition	HEALTHLD	WBL learners		y		1	Alphanumeric	2 for WBL, 9 for FE/ACL	
LP57	Lone parent indicator	LONE_PAR	WBL learners		y		1	Alphanumeric	2 for WBL, 9 for FE/ACL	
LP58	Understanding Welsh indicator	WELSHUND	None				0	Alphanumeric		Null value in field
LP59	Reading/writing in Welsh indicator	WELSHRWR	None				0	Alphanumeric		Null value in field
LP60	Migrant worker indicator	MIGRANTW	WBL learners		y		1	Alphanumeric	3 for WBL, 9 for FE/ACL	
LP61	Hours worked per week	HOURS_WK	WBL learners		y		3	Numeric	037 for WBL, 999 for FE/ACL	
LP62	Size of employer	EMPLSIZE	WBL learners		y		1	Alphanumeric	5 for WBL, 9 for FE/ACL	
LP63	Subcontractor delivering programme	SUB_PROG	All learners	y	y	y	8	Alphanumeric	00000000	
LP64	SIC code5	EMPLSIC5	WBL learners		y		5	Numeric	00000	
LP65	Standard industrial classification 2007 (SIC) code	SIC_2007	None				0	Numeric		Null value in field
LP66	Sector framework code 2011	SECT2011	WBL learners		y		5	Alphanumeric	99999	Codes other than "99999" are only required for Foundation Apprenticeships,

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
										Apprenticeships, Higher Apprenticeships and Flexible Learning.
LP67	Level of highest Welsh language qualification achieved prior to learning programme	WELSH_HQ	All learners	y	y	y	1	Alphanumeric	0	
LP68	Length of employment with same employer	LEN_EMPL	WBL learners		y		1	Numeric	0	
LP69	Estimated Centre Based Hours	ESTCBHRS	None		(y)		0	Numeric	0001	Introduced for use from April 2015
LP70	Estimated Work Based Hours	ESTWBHRS	None		(y)		0	Numeric	0001	Introduced for use from April 2015
LP71	Actual Centre Based Hours	ACTCBHRS	FE learners	y	y		4	Numeric	0001	Introduced for 2014/15
LP72	Actual Work Based Hours	ACTWBHRS	FE learners	y	y		4	Numeric	0001	Introduced for 2014/15
LP73	Programme Start Date	LPSTRTDT	FE learners	y	y		8	Date	01082014	Introduced for 2014/15
LP74	Learning Programme Code	FELPCODE	FE learners	y			12	Alphanumeric		Introduced for 2014/15
LP75	Learning reference used by provider	LPPRVREF	FE learners	y			20	Alphanumeric		Introduced for 2014/15
LP76	LLDD indicator	ADDLPSPT	Mainstream – funded learners	y	y	Y	1	Alphanumeric	1	Introduced for 2014/15
LP77	Expected End Date	EXLPEND	FE learners	Y	(y)		8	Date	01082014	Introduced for 2014/15, to be extended for use by WBL providers from April

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
										2015
LA01	ULI (Unique learner identifier)	UNIQUEID	All learners	y	y	y	13	Alphanumeric	L000000024325	
LA02	Learner identifier with provider	LEARN_ID	All learners	y	y	y	20	Alphanumeric	L000000000000AN D1234	This identifier must not contain personal identifiable data e.g. Full surname and full National Insurance number must not be used.
LA03	Provider identifier	PROVI_ID	All learners	y	y	y	8	Alphanumeric	F0009010 for FE, T0000030 for WBL, A0680000 for ACL	
LA04	Learning programme identifier	LPROG_ID	All learners	y	y	y	10	Alphanumeric	0122092012	
LA05	Learning activity identifier	LACTI_ID	All learners	y	y	y	2	Numeric	01	
LA06	Learning aim reference	LAIM_REF	All learners	y	y	y	8	Alphanumeric	As supplied on DAQW/WLAD	
LA07	Learning activity reference used by provider	LAPRVREF	All learners	y	y	y	20	Alphanumeric		
LA08	Title of learning activity	TITLE_LA	All learners	y	y	y	80	Alphanumeric	0000000000000000 0000000000000000 0000000000000000 0000000000000000 0000000000000000 000000	Please note that the field length has been amended for this field
LA09	Date commenced learning activity	STARTDTE	All learners	y	y	y	8	Date	22092012	
LA10	Expected end date of learning	EENDDATE	All learners	y	y	y	8	Date	22092014	

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
	activity									
LA11	Learner provision funding	MAIN_STR	All learners	y	y	y	1	Alphanumeric	5 for WBL 1 for FE 6 for ACL	
LA12	Workforce and community development funding	LCOM_PUR	None				0	Alphanumeric		Null value in field
LA13	Financial support for learners	LFIN_SUP	None				0	Alphanumeric		Null value in field
LA14	Strategic investment fund	LNET_INV	None				0	Alphanumeric		Null value in field
LA15	LLDD indicator	LLDDFUND	None				0	Alphanumeric		Null value in field
LA16	Additional learning support	ADDLNSPT	None				0	Alphanumeric		Null value in field
LA17	Other source of funding	OTHERFND	None				0	Alphanumeric		Null value in field
LA18	ILA database reference	ILA_DBRF	None				0	Alphanumeric		Null value in field
LA19	Guided contact hours	CONT_HRS	None				0	Numeric		Null value in field
LA20	Method of delivery	DELIVERY	All learners	y	y	y	2	Alphanumeric	01 for ACL/FE 09 for WBL	
LA21	Subject of learning	SUB_LEAR	Mainstream-funded learners and learners supported by recurrent funding for teaching from HEFCW	y	y	y	8	Alphanumeric	00000000	
LA22	Credit level of learning activity	LEV_LEAR	All learners	y	y	y	2	Alphanumeric	XX	
LA23	Credit value of	CREDITVL	All learners	y	y	y	5	Numeric	000.0	For special generic codes

Code	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
	learning activity									listed at LA06 , please use "888.8" unless LA06 begins LBKKQF. In this case complete LA23 with the relevant number of credit value of learning activity.
LA24	Learning hours	LEARNHRS	None				0	Numeric		Null value in field
LA25	Proportion of learning activity delivered through the medium of Welsh	WELSHMED	Mainstream – funded learners	y	y	y	3	Numeric	000	Now mandatory for HE only
LA26	Type of Welsh medium learning	WELSHLEA	Mainstream – funded learners	y	y	y	2	Alphanumeric	E1	
LA27	Franchise/partnership percentage	FRANPART	None				0	Numeric		Null value in field
LA28	Provider delivering learning	PROV_TPP	All learners	y	y	y	8	Alphanumeric	00000000	
LA29	Postcode of site	PCDVSITE	All learners	y	y	y	8	Alphanumeric	NP19 4TS for FE NP19 7UB for ACL NP20 4UR for WBL	
LA30	Date terminated learning activity	TERMDATE	All learners	y	y	y	8	Date	31129999	
LA31	Completion status	COMPSTAT	All learners	y	y	y	1	Alphanumeric	1	
LA32	Special funding rules 1	SPFUNDR1	None				0	Alphanumeric		Null value in field
LA33	Special funding rules 2	SPFUNDR2	Mainstream – funded	y	y	y	3	Alphanumeric	999	
LA34	Provider specified field 1	PRSPECF1	None				20	Alphanumeric	0000000000000000 00000	

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
LA35	Provider specified field 2	PRSPECF2	None				20	Alphanumeric	0000000000000000 00000	
LA36	Estyn inspection area	ESTYN_ID	None				0	Alphanumeric		Null value in field
LA37	Learning activity sector code for NVQs	LASECTOR	None				0	Alphanumeric		Null value in field
LA38	LA temporary field 2	LA_TEMP2	None				0	Alphanumeric		Null value in field
LA39	LA temporary field 3	LA_TEMP3	None				0	Alphanumeric		Null value in field
LA40	Assessable learning	LACTASSL	All learners	y	y	y	1	Numeric	1	
LA41	Suspended activity link id	SUSPLINK	WBL learners		y		2	Alphanumeric	XX	
LA42	Amended guided contact hours	GCHAMEND	None				0	Numeric		Null value in field
LA43	Work based hours	WBCNT_H	WBL: learners enrolled on Traineeship/ Steps to Employment/ Work Ready programmes		y		4	Numeric	FE/ACL and WBL (employed status programmes): 9999 WBL (non-employed status programmes): 0150	
LA44	Centre based hours	CB_CT_HR	WBL: learners enrolled on Traineeship/ Steps to Employment/ Work Ready programmes		y		4	Numeric	FE/ACL and WBL (employed status programmes): 9999 WBL (non-employed status programmes): 0100	
LA45	Amended work based hours	AMWBCNTH	WBL: learners enrolled on		y		4	Numeric	FE/ACL and WBL (employed status programmes): 9999	

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
			Traineeship/ Steps to Employment/ Work Ready programmes						WBL (non-employed status programmes): 9999 until completion of LA On completion this should be amended to show the actual hours	
LA46	Amended centre based hours	AMCBCTHR	WBL: learners enrolled on Traineeship/ Steps to Employment/ Work Ready programmes		y		4	Numeric	FE/ACL and WBL (employed status programmes): 9999	NB WBL (non-employed status programmes): 9999 until completion of LA. On completion this should be amended to show the actual hours
LA47	Type of learning activity	TP_LRN_A	FE and WBL learners	y	y		2	Numeric	FE/WBL: 01-07 ACL 99	
LA48	Accreditation of prior experiential learning indicator	APELINDI	HEFCW fundable learning activities	y			1	Alphanumeric	4	
AW01	(ULI) Unique learner identifier	UNIQUEID	All learners	y	y	y	13	Alphanumeric	L000000024325	
AW02	Learner identifier with provider	LEARN_ID	All learners	y	y	y	20	Alphanumeric	L000000000000AN D1234	This identifier must not contain personal identifiable data e.g. Full surname and full National Insurance number must not be used.
AW03	Provider identifier	PROVI_ID	All learners	y	y	y	8	Alphanumeric	F0009010 for FE, T0000030 for WBL,	

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
									A0680000 for ACL	
AW04	Learning programme identifier	LPROG_ID	All learners	y	y	y	10	Alphanumeric	0122092011	
AW05	Learning activity link	LACTLINK	All learners	y	y	y	2	Numeric	01	
AW06	Award entry identifier	AWARDENT	All learners	y	y	y	2	Numeric	01	
AW07	Awarding body identifier	AWARDBOD	None				0	Alphanumeric		Null value in field
AW08	Award learning aim reference	AWARDREF	All learners	y	y	y	8	Alphanumeric	As supplied on DAQW/WLAD	
AW09	Title of award	AW_TITLE	All learners	y	y	y	80	Alphanumeric	0000000000000000 0000000000000000 0000000000000000 0000000000000000 0000000000000000 000000	
AW10	Date entered for award	DATEENTR	None				0	Date		Null value in field
AW11	Date of result	DATERESU	All learners	y	y	y	8	Date	31129999	
AW12	Result	RESULTAW	All learners	y	y	y	12	Alphanumeric	ABCDEF000000	
AW13	Award credit value	AWARDVAL	All learners	y	y	y	5	Numeric	999.9	
AW14	Credit level	AWARD_LV	All learners	y	y	y	1	Alphanumeric	9	
AW15	Type of award	AWRDTYPE	All learners	y	y	y	2	Alphanumeric	01	
AW16	Medium of assessment	MEDIUMAS	None				0	Alphanumeric		Null value in field
AW17	Award funding rules 1	AWFUNDR1	WBL learners		y		3	Alphanumeric	555 for WBL 999 for ACL/FE	
AW18	Award funding	AWFUNDR2	None				0	Alphanumeric		Null value in field

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
	rules 2									
AW19	Exam board identifier	EXAMBRDI	None				0	Alphanumeric		Null value in field
AW20	AW temporary field 1	AW_TEMP1	None				0	Alphanumeric		Null value in field
AW21	Subject of Award	SUBAWARD	All learners	y	y	y	8	Alphanumeric	00000000	
AW22	Award activity link type	AWLKTYP	All learners	y	y	y	1	Numeric	1	
AW23	Attainment indicator	ATTAINED	All learners	y	y	y	1	Alphanumeric	1	
HE01	(ULI) Unique learner identifier	UNIQUEID	HE learners	y	y	y	13	Alphanumeric	L000000024325	
HE02	Learner identifier with provider	LEARN_ID	HE learners	y			20	Alphanumeric	L000000000000AND1234	This identifier should not contain personal identifiable data e.g. Full surname and full National Insurance number must not be used.
HE03	Provider identifier	PROVI_ID	HE learners	y			8	Alphanumeric	F0009010 for FE	
HE04	Learning programme identifier	LPROG_ID	HE learners	y			10	Alphanumeric	0120092012	
HE05	Reserved	HERESERV	None				0	Alphanumeric		Null value in field
HE06	Nationality	NATIONAL	HE learners	y			4	Alphanumeric	XI	
HE07	New entrant to HE	NEWHEENT	None				0	Alphanumeric		Null value in field
HE08	Term time accommodation	TERMACCO	HE learners	y			1	Alphanumeric	3	
HE09	Fee band	FEE_BAND	HE learners	y			2	Alphanumeric	60	
HE10	Major source of	HE_TFEES	HE learners	y			2	Alphanumeric	52	

Code	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
	HE tuition fees									
HE11	UCAS number	UCASNUM	HE learners	y			10	Alphanumeric	0000000000	
HE12	Credit value of course	CRDT_PTS	HE learners	y			3	Numeric	120	
HE13	Mode of attendance	MODE_ATT	HE learners	y			2	Alphanumeric	03	
HE14	General qualification aim of programme	COURSEAIM	HE learners	y			3	Alphanumeric	H23	
HE15	Type of year of programme	TYPEYR	HE learners	y			1	Alphanumeric	1	
HE16	Subject of learning programme 1	SBJCA1	HE learners	y			4	Alphanumeric	N100	
HE17	Subject of learning programme percentage 1	SBJPCNT1	HE learners	y			3	Numeric	50	
HE18	Subject of learning programme 2	SBJCA2	HE learners	y			4	Alphanumeric	G490	
HE19	Subject of learning programme percentage 2	SBJPCNT2	HE learners	y			3	Numeric	50	The sum of all subject of learning percentages must add up to "100" when a non default entry is made in HE19 or HE21 .
HE20	Subject of learning programme 3	SBJCA3	HE learners	y			4	Alphanumeric	9999	
HE21	Subject of learning programme percentage 3	SBJPCNT3	HE learners	y			3	Numeric	999	The sum of all subject of learning percentages must add up to "100" when a non default entry is made in HE19 or HE21 .

<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
HE22	Learning programme qualification awarded 1	QUAL1	HE learners	y			3	Alphanumeric	999	
HE23	Learning programme qualification awarded – grade 1	CLASS1	HE learners	y			2	Alphanumeric	99	
HE24	Learning programme qualification awarded 2	QUAL2	HE learners	y			3	Alphanumeric	999	
HE25	Learning programme qualification awarded – grade 2	CLASS2	HE learners	y			2	Alphanumeric	99	
HE26	Type of highest qualification achieved prior to learning programme	HETPHQUA	HE learners	y			2	Alphanumeric	22	
HE27	Fee regime indicator	FEEREGIM	HE learners	y			2	Alphanumeric	20	
HE28	Gross fee for student on course	GROSSFEE	HE learners	y			5	Numeric	2000	
HE29	Student Loans Company Student Support Number	SLC_SSN	HE learners	y			13	Alphanumeric		
HE30	Course title	CRSTITLE	HE learners	y			80	Alphanumeric		
HE31	Awarding body	AWARDBOD	HE learners	y			8	Alphanumeric	0	
HE32	Disabled Student Allowance	DISSUALL	HE learners	y			1	Alphanumeric	2	

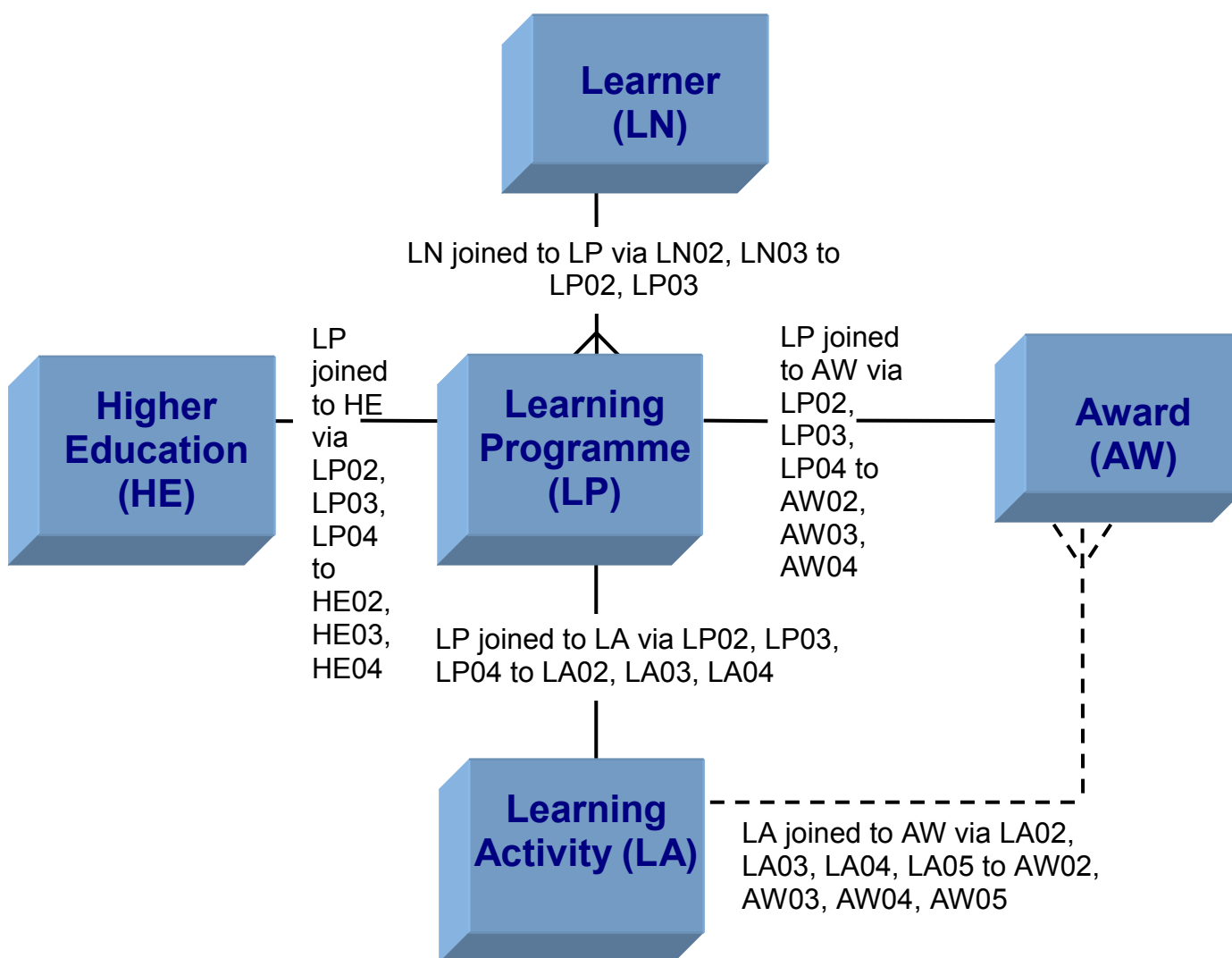
<u>Code</u>	Field name	Abbreviation	Mandatory for	FE	WBL	ACL	Maximum field length	Field type	Example	Note
HE33	Care leaver/ looked after status	CLEAVER	HE learners	Y			2	Alphanumeric	01	Introduced for 2014/15
HE34	Employer Funding	EMPFUND	HE learners	Y			1	Alphanumeric	1	Introduced for 2014/15
HE35	Employer Contribution to Fees	EMPFEES	HE learners	Y			1	Alphanumeric	1	Introduced for 2014/15

2.2 Data dependency rules and structure diagram

2.2.1 The following rules apply to the LLWR datasets:

- ❑ A Learner dataset (LN) can exist initially on its own, whilst it is allocated an ULI;
- ❑ A Learner should have one or more Learning Programme (LP);
- ❑ A Learning Programme (LP) can have one or more Higher Education (HE) dataset or none;
- ❑ A Learning Programme (LP) can have one or more Learning Activity (LA) or none;
- ❑ A Learning Programme (LP) can have one or more Award (AW) or none;
- ❑ A Learning Activity (LA) can have one or more Award (AW) or none; and
- ❑ A Higher Education (HE) dataset must have one or more Learning Programmes with related Learning Activities.

2.2.2 The structure diagram below illustrates the relationship between the different datasets.



Section 3: Data requirements

3.1 Coverage

3.1.1 Data must be submitted to the LLWR for:

- **Mainstream funded learners:** all learners undertaking further education (FE), work-based learning (WBL) or adult community learning (ACL) which is fully or partially funded by the Welsh Government; and
- **Non-mainstream funded learners in further education (FE):** learners who are not funded by the Welsh Government, including those funded through ESF; full cost recovery; employers; courses delivered for the Prison Service and international students. This provision should be coded as '3' in LA11.

3.1.2 Providers should **not** submit data to the LLWR for learners/learning activities which are already submitted by another provider or through a separate data collection, such as 'school link' provision; franchised higher education provision; Welsh for Adults; or technical certificates which are delivered on behalf of, and submitted to the LLWR by, a WBL provider.

3.1.3 All learning activities submitted to the LLWR will be included in the calculation of performance measures and in published Learner Outcomes Reports, regardless of whether they are funded by the Welsh Government or not.

3.1.4 Any queries regarding which categories of learning should be submitted to the LLWR should be sent to LLWR@wales.gsi.gov.uk.

3.2 Responsibility for returning data

3.2.1 The learning provider with which the Welsh Government has a contract/funding agreement, or, for higher education (HE) in FE institutions, is in receipt of recurrent funding for teaching directly from the Higher Education Funding Council for Wales (HEFCW), will be responsible for returning the full LLWR. This will not necessarily be the provider who is actually delivering the learning.

3.2.2 Where all, or part, of the learning is delivered by a different learning provider through a partnership, consortium, franchised or sub-contracted arrangement, this will need to be identified through [LA28](#) and/or [LP63](#).

3.2.3 It is possible that activities within a single learning programme will be delivered through contracts with different learning providers. This should be identified using LA28.

3.3 Mandatory fields

3.3.1 The format of the LLWR is the same for all learners (except for HEFCW-funded learners at FE institutions for whom, in addition, the HE dataset is required). However, for some groups of learners, some fields may be completed using the "not required" codes. Each field specification has a heading indicating the group for which the field is mandatory. However, providers are encouraged to provide full data wherever possible, including those fields that are not mandatory for certain groups.

All learners

There is no “not required” code and the information must be provided for all learners.

Mainstream-funded learners

The “not required” code may be used unless the learner is supported by:

- Welsh Government recurrent funding
- Recurrent funding for teaching from HEFCW
- WBL funding
- ACL direct funding

The field must be completed using a code other than “not required” if:

- [LA11](#) = “1”, “2”, “5” or “6” for any of the learning activities within the programme of learning.

None

Fields [LP44](#), [LP45](#), [LA34](#) and [LA35](#) are optional fields that may be filled as the provider chooses, but should be filled with zeros if not used.

Higher Education

All fields in the [HE dataset](#) should be completed for all HEFCW-funded learners at HE level at FEIs. The dataset should not be submitted for other learners.

3.4 Welsh Learning Aims Database (WLAD)

- 3.4.1 DfES is able to identify much key learning activity/award data when a valid Welsh Learning Aims Database (WLAD) reference is included in field [LA06](#) in the Learning Activity Dataset and [AW08](#) in the Award Dataset. The WLAD includes data on:
- Title of Learning Aim ([LA08](#))
 - Subject of Learning Aim ([LA21](#))
 - Credit Value ([LA23](#))
 - Credit Level ([LA22](#))
 - Title of Award ([AW08](#))
- 3.4.2 As this information can be picked up directly from the WLAD, learning providers need not complete these data fields if a valid WLAD code is used in [LA06](#) and [AW08](#). If a “generic” code is used in [LA06](#) or [AW08](#), however, the associated fields in that dataset should be completed.

3.5 “Not known” codes

- 3.5.1 Many fields have codes to allow providers to indicate that the information is not available (or not known). For some fields, this is the same code as allocated for “not required”.
- 3.5.2 These codes may be used for all groups of learners where the provider is unable to collect the information. Providers should, however, ensure that data returned is as

complete as possible and that, where a field is mandatory, “not known” codes are used as the exception rather than the rule.

- 3.5.3 Providers should also be aware that the non-completion of certain fields may have an impact on the calculation by DfES of their funding or performance measures. If a provider is in doubt as to the impact of using a “not known” code, they should contact the Data Management team for assistance.
- 3.5.5 Unless there is a “not known” value allocated, the field must be filled with a valid code. No fields should be left blank except, initially, the Unique Learner Identifier (ULI) on first submission. The only other exceptions are NULL fields (as identified in Section 2).

Section 4: Dataset definitions

Learner (LN) dataset

(Validation rules: the wording describes situations which will cause data errors to be reported)

Code	Field name
LN01	(ULI) Unique learner identifier
LN02	Learner identifier with provider
LN03	Provider identifier
LN04	Surname
LN05	Forename(s)
LN06	Current home - sub dwelling
LN07	Current home - dwelling
LN08	Current home - street
LN09	Current home - locality
LN10	Current home - town/city
LN11	Home postcode – current
LN12	Current home - telephone number
LN13	National insurance number
LN14	Surname on 16th birthday
LN15	Date of birth
LN16	Gender
LN17	Ethnic origin
LN18	National identity
LN19	First language (NULL)
LN20	School last attended
LN21	Year left school
LN22	ULN (Unique learner number)

ULI (Unique learner identifier)

Field number	LN01	Field length	13
		Field type	Alphanumeric
Abbreviation	UNIQUEID	Mandatory for	All learners
Description	A unique identifier for each learner. This will be determined by the Welsh Government. Format: "Lnnnnnnnnnnn".		
Reason required	To allow datasets to be linked and to allow tracking of learners throughout their lifetime.		
Valid entries	"L" & any combination of numerics with check digit*. Leave blank for first submission.		
Notes	ULI to be supplied by the Welsh Government. Once received, it should be included on provider systems and used for all subsequent submissions of datasets. Upon receipt of the first return to the Welsh Government, an automatic check is undertaken to match the LN records with those records already held on the Post-16 Database. If the records are matched, the ULI that is already allocated is provided. If the records are not matched, a new ULI will be provided. LN01 matches LP01 , LA01 , AW01 and HE01 .		
Validation rule(s)	LN001-1	UNIQUEID not in the correct format or UNIQUEID check digit shows error.	

Learner identifier with provider

Field number	LN02	Field length	20
		Field type	Alphanumeric
Abbreviation	LEARN_ID	Mandatory for	All learners
Description	A reference number for the learner, allocated by the learning provider.		
Reason required	To assist the provider in identifying the learner.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).		
Notes	<p>The learner reference code is assigned by the provider. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.</p> <p>This identifier must not contain personal identifiable data e.g. full surname or full National Insurance number must not be used.</p> <p>It is up to individual providers to decide upon the format of their learner reference codes. The same code must be used for all submissions of data on that learner with the specific provider.</p> <p>This field is part of the LN (Learner) compound key for the record.</p> <p>LN02 matches LP02, LA02, AW02 and HE02.</p>		
Validation rule(s)	LN002-1	LEARN_ID not in (a to z, A to Z, 0 to 9, -, [space], ').(must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	
	LN002-2	LEARN_ID and PROVI_ID are not unique.	

Provider identifier

Field number	LN03	Field length	8
		Field type	Alphanumeric
Abbreviation	PROVI_ID	Mandatory for	All learners
Description	An identifier code for the provider, as allocated by the Welsh Government.		
Reason required	To enable the provider to be identified.		
Valid entries	As defined by the Welsh Government.		
Notes	<p>A full list of Welsh Government provider reference codes is provided on LLWR-Inform, with guidance at Annex 3 of this manual.</p> <p>Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox immediately.</p> <p>This field is part of the LN (Learner) compound key for the record.</p> <p>LN03 matches LP03, LA03, AW03 and HE03.</p>		
Validation rule(s)	LN003-1 PROVI_ID not in the Welsh Government list.		
See also	Data submission guidance for work based learning Funding (please ensure correct version is referenced)		

Surname

Field number	LN04	Field length	40
		Field type	Alphanumeric
Abbreviation	LSURNAME	Mandatory for	All learners
Description	The family name of the learner.		
Reason required	For identification and ease of reference in the case of enquiries.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).		
Notes	<p>This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the LLWR Privacy Notice for more information on how learners' personal details may be shared.</p> <p>Please do not include anything other than the surname of the learner in this field. For example, do not use the word 'deceased' or similar for a learner who has died. When a learner dies while in learning, record this information in LP41.</p> <p>The surname (LN04) and forename (LN05) are also to be submitted to the Learning Records Service for LN22 allocation.</p>		
Validation rule(s)	LN004-1	LN04 not in (a to z, A to Z, -, [space], '). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	

Forename(s)

Field number	LN05	Field length	40
		Field type	Alphanumeric
Abbreviation	LFORENAM	Mandatory for	All learners
Description	The full given name(s) of the learner.		
Reason required	For identification and ease of reference in the case of enquiries.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).		
Notes	<p>Forename(s) should be the full given name(s) and not the shortened version of the name, for example Elizabeth should be recorded not Liz.</p> <p>This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the LLWR Privacy Notice for more information on how learners' personal details may be shared.</p> <p>Please do not include anything other than the forename(s) of the learner in this field. For example, do not use the word 'deceased' or similar for a learner who has died. When a learner dies while in learning, record this information in LP41.</p> <p>The surname (LN04) and forename(LN05) are also to be submitted to the Learning Records Service for LN22 allocation.</p>		
Validation rule(s)	LN005-1	LN05 not in (a to z, A to Z, -, [space], '). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).	

Current home – sub dwelling

Field number	LN06	Field length	40
		Field type	Alphanumeric
Abbreviation	SUBDWELL	Mandatory for	Mainstream-funded learners
Description	Flat, apartment name or number or other sub-division of a dwelling.		
Reason required	To inform follow up surveys and data audits.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter). “NOT REQUIRED” must be entered if no address is provided for learners funded from other sources or if there is no sub dwelling.		
Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the LLWR Privacy Notice for more information on how learners’ personal details may be shared.		
Validation rule(s)	LN006-1	LN06 not in (a to z, A to Z, 0 to 9, -, [space], ‘, ,, &, /). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	

Current home – dwelling

Field number	LN07	Field length	40
		Field type	Alphanumeric
Abbreviation	DWELLING	Mandatory for	Mainstream-funded learners
Description	Dwelling name and/or number.		
Reason required	To inform follow up surveys and data audits.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter). “NOT REQUIRED” must be entered if no address is provided for learners funded from other sources.		
Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the LLWR Privacy Notice for more information on how learners’ personal details may be shared.		
Validation rule(s)	LN007-1	LN07 not in (a to z, A to Z, 0 to 9, -, [space], ‘, ,, &, /). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).	

Current home – street

Field number	LN08	Field length	40
		Field type	Alphanumeric
Abbreviation	STREETNM	Mandatory for	Mainstream-funded learners
Description	Designated street name.		
Reason required	To inform follow up surveys and data audits.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter). “NOT REQUIRED” must be entered if no address is provided for learners funded from other sources.		
Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the LLWR Privacy Notice for more information on how learners’ personal details may be shared.		
Validation rule(s)	LN008-1	LN08 not in (a to z, A to Z, 0 to 9, -, [space], ‘, ., &, /). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	

Current home – locality

Field number	LN09	Field length	35
		Field type	Alphanumeric
Abbreviation	LOCALITY	Mandatory for	Mainstream-funded learners
Description	Designated locality/neighbourhood. Fill with “NO LOCALITY” if there is no address between Street and Town.		
Reason required	To inform follow up surveys and data audits.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter). “NOT REQUIRED” must be entered if no address is provided for learners funded from other sources.		
Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the LLWR Privacy Notice for more information on how learners’ personal details may be shared.		
Validation rule(s)	LN009-1	LN09 not in (a to z, A to Z, 0 to 9, -, [space], ‘, ., &, /). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	

Current home – town/city

Field number	LN10	Field length	30
		Field type	Alphanumeric
Abbreviation	HOMETOWN	Mandatory for	Mainstream-funded learners
Description	Town/City name.		
Reason required	To inform follow up surveys and data audits.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter). “NOT REQUIRED” must be entered if no address is provided for learners funded from other sources.		
Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within the Welsh Government and its contractors under conditions of strict security. See the LLWR Privacy Notice for more information on how learners’ personal details may be shared.		
Validation rule(s)	LN010-1	LN10 not in (a to z, A to Z, 0 to 9, -, [space], ‘, ,, &, /). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	

Current home – postcode

Field number	LN11	Field length	8
		Field type	Alphanumeric
Abbreviation	POSTCODE	Mandatory for	Mainstream-funded learners
Description	Postcode of learner's permanent home.		
Reason required	To inform follow up surveys and data audits, as well as to be able to identify learners by geographical area. This field is used by the Post 16 Planning and Funding Framework		
Valid entries	Any valid postcode character string. 99999999 Not known 00000000 Domicile outside UK		
Notes	<p>This field identifies the postcode of the learner's permanent home address and should be updated during the course of their learning, if appropriate.</p> <p>Where the country of domicile of the learner is not a UK country, this field should be filled with zeros.</p> <p>The postcode for British Forces Posted Overseas is "NW7 1PX".</p> <p>For information on valid postcode formats, please see Annex 6.</p> <p>Please only use a single space between the first part of the postcode and the second. For example CF5 8DF not CF5 8DF.</p>		
Validation rule(s)	LN011-1 LN11 not valid and not in ("00000000","99999999").		

Current home – telephone number

Field number	LN12	Field length	15
		Field type	Alphanumeric
Abbreviation	TEL_NUMB	Mandatory for	Mainstream-funded learners
Description	Home telephone number.		
Reason required	To inform follow up surveys.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter), or 0000000000000000 Not available		
Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government under conditions of strict security. See the LLWR Privacy Notice for more information on how learners' personal details may be shared.		
Validation rule(s)	LN012-1	LN12 not in (0 to 9, -, (), [space]). (must be at least one character long, starting with an numeric character and can contain space characters thereafter)	

National insurance number

Field number	LN13	Field length	9
		Field type	Alphanumeric
Abbreviation	NAT_INSU	Mandatory for	Learners on mainstream-funded full-time FE, PtA and WBL programmes
Description	National Insurance number.		
Reason required	To track learners' employment destinations and to assist in allocating and checking ULIs. To link with benefits system for National Insurance (NI) credits for those on WBL programmes.		
Valid entries	Any valid NI number. 999999999 Not known 888888888 Not required 111111111 Under the age to receive an NI, studying at an FEI 222222222 Foreign student, no NI studying at an FEI		
Notes	<p>Only NI numbers issued by the Department for Work and Pensions should be submitted to the LLWR.</p> <p>The only temporary numbers which should be used are official temporary numbers issued by the Department for Work and Pensions.</p> <p>The NI is required for learners undertaking Work Based Learning (WBL), Pathways to Apprenticeships and those studying at an FEI on a full time, mainstream-funded basis. The learner should have been issued with an NI number at aged 16. The NI number is also shown on documents such as pay/wage slips and P60s. If the learner does not have any of these, please ask the learner to ring the NI Registration Helpline on 0845 9157006 to obtain the NI number.</p>		
Validation rule(s)	LN013-1	LN13 is not in ("888888888", "999999999", "111111111", "222222222") AND first two characters not in LLWR Inform Lookup Table OR characters 3-8 are not numeric OR last character is not in "A"- "D".	
	LN013-2-2011	LN13 not in ("888888888", "999999999", "111111111", "222222222") and (LN13, LN03 combination are not unique)	
	LN013-3-2013	LN13 in ("111111111", "222222222") and (LN03 does not begin with "F")	
Crosscheck(s)	XLP017-1-LN13	See LP17 for additional validation on this field.	

Surname on 16th birthday

Field number	LN14	Field length	40
		Field type	Alphanumeric
Abbreviation	SRNAME16	Mandatory for	All learners
Description	The family name of the learner on 16 th birthday.		
Reason required	To assist in allocating and checking ULLs.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).		
Notes	<p>This information is regarded as strictly confidential and will not be accessible outside Welsh Government.</p> <p>This field will provide a more reliable name for linking learner details to establish correct unique learner identifiers and should be provided wherever possible. Where the learner is unwilling to provide the information "NOT KNOWN" should be recorded.</p> <p>All learners both male and female should be asked this, it should not be assumed from their current surname.</p>		
Validation rule(s)	LN014-1	LN14 not in (a to z, A to Z, -, [space], ', .).	
		(must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	

Date of birth

Field number	LN15	Field length	8
		Field type	Date
Abbreviation	DATEBIRTH	Mandatory for	All learners
Description	Format “ddmmyyyy”.		
Reason required	For analysis of the age structure of the learner population and for allocating and checking ULIs. This field informs funding.		
Valid entries	Validate in format “ddmmyyyy”. For those who refuse to give their age, then this will be “31129999” (over 25 only).		
Notes	Please note that all WBL providers must provide a date of birth. Where a learner declines to provide a date of birth, the entry must be “31129999”. However, this should only be entered as a last resort, and providers should not estimate a learner’s date of birth. All such learners will be assumed to be over 25 years of age on entry.		
Validation rule(s)	LN015-1	LN15 not a valid date in the format “ddmmyyyy”.	
	LN015-2-2010	LN15 shows a learner with an age greater than or equal to 130 years at date of submission.	
Crosscheck(s)	XLA011-1-LP17.LN15	See LA11 for additional validation on this field.	
	XLP004-1-LN15-2010	See LP04 for additional validation on this field.	
	XLA009-33-LN15-LA11-2011	See LA09 for additional validation on this field.	
	XLP017-2-LN15-2010	See LP17 for additional validation on this field.	
See also	Data submission guidance for work based learning funding (please check for appropriate version)		

Gender

Field number	LN16	Field length	1
		Field type	Alphanumeric
Abbreviation	LEARNGEN	Mandatory for	All learners
Description	Gender of the learner.		
Reason required	For analysis of the structure and nature of the learner population, and for allocating and checking ULIs.		
Valid entries	M Male F Female		
Notes	The gender type indicated by the learner should be recorded. In those instances where an existing learner indicates that they wish to be recorded as a different gender, providers should update their records accordingly. Where this learner has previously been in learning with the same provider, the same LN02 (Learner identifier with provider) should be used when recording new details on the LLWR.		
Validation rule(s)	LN016-1	LN16 not in ("M" or "F").	

Ethnic origin

Field number	LN17	Field length	2
		Field type	Alphanumeric
Abbreviation	ETHNICOR	Mandatory for	All learners
Description	Ethnic origin of the learner (self-described).		
Reason required	To monitor equality and diversity, in accordance with the Race Equality Act.		
Valid entries	11	White	
	21	Black – Caribbean	
	22	Black – African	
	29	Other Black background	
	31	Asian – Indian	
	32	Asian – Pakistani	
	33	Asian – Bangladeshi	
	34	Chinese	
	39	Other Asian background	
	41	Mixed – White and Black Caribbean	
	42	Mixed – White and Black African	
	43	Mixed – White and Asian	
	49	Other Mixed background	
	50	Arab	
	80	Other Ethnic background	
	90	Information refused	
	99	Not known	
Notes	<p>The information should be recorded according to the learner’s own identification.</p> <p>Providers should not estimate the information where the learner declines to provide it.</p> <p>This field will be combined with LN18 to give subcategories, such as White – Welsh.</p> <p>Guidance on collecting ethnicity data can be found at: www.ons.gov.uk/ons/guide-method/harmonisation/primary-set-of-harmonised-concepts-and-questions/index.html in section “P3”</p>		
Validation rule(s)	LN017-1	LN17 not in (“11”, “21”, “22”, “29”, “31”, “32”, “33”, “34”, “39”, “41”, “42”, “43”, “49”, “50”, “80”, “90”, “99”).	

National identity

Field number	LN18	Field length	3
		Field type	Alphanumeric
Abbreviation	NAT_IDEN	Mandatory for	Mainstream-funded learners
Description	National identity of learner.		
Reason required	To allow analysis according to national identity, as perceived by the learner.		
Valid entries	WAL Welsh ENG English SCO Scottish IRE Irish BRI British OTH Other NKN Not known/not required NOR No response		
Notes	The national identity should be identified by the learner only. It is not necessarily the nationality as shown on the learner's passport. This field will be combined with LN17 to give subcategories, such as White – Welsh.		
Validation rule(s)	LN018-1	LN18 not in ("WAL", "ENG", "SCO", "IRE", "BRI", "OTH", "NKN", "NOR").	

First language

Field number	LN19	Field length	0
		Field type	Alphanumeric
Abbreviation	FLANGUAG	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database.		
	See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

School last attended

Field number	LN20	Field length	8
		Field type	Alphanumeric
Abbreviation	LT SCHOOL	Mandatory for	Learners aged 21 or under at start of learning (Note: not known codes will still be allowed for young learners)

Description	The school last attended by the learner.		
Reason required	To allow accurate allocation and checking of ULI.		

Valid entries	Any recognised Welsh Government code in Annex 3 .		
	S9999999	Not known/not required	

Notes	<p>The codes supplied in the look-up table on LLWR-Inform should be used. If a school no longer exists, (and therefore is not included in the list on LLWR-Inform), but this was due to, for example, a merger or a change of name, the new code should be used where known.</p> <p>This information is regarded as strictly confidential and will not be accessible outside Welsh Government.</p> <p>This field will provide data for linking learner details to establish correct unique learner identifiers and should be provided wherever possible. Where the learner is unwilling to provide the information, "S9999999" should be recorded.</p> <p>This field should only record the last school attended, not the last FE institution, WBL provider or ACL provider attended.</p>		
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Validation rule(s)	LN020-1	LN20 not in Welsh Government list and is not in ("S9999999") or does not begin with "S" or "Z".
	LN020-2-2010	LN20 in Welsh Government list and first character is not "S" or "Z".

Year left school

Field number	LN21	Field length	4
		Field type	Numeric
Abbreviation	YEARLEFT	Mandatory for	Learners aged 21 or under at start of learning (Note: not known codes will still be allowed for young learners)
Description	The year the learner left the school indicated in LN20 .		
Reason required	To allow accurate allocation and checking of ULI and for analysis of learning patterns.		
Valid entries	Valid years (4 digits).		
	9999	Not known/not required	
Notes	This information is regarded as strictly confidential and will not be accessible outside Welsh Government. This field will provide data for linking learner details to establish correct unique learner identifiers and should be provided wherever possible. Where the learner is unwilling to provide the information, "9999" should be recorded.		
Validation rule(s)	LN021-1	LN21 before 1900.	
	LN021-2	LN21 is before (or equal to) LN15 (as at 1 January).	
	LN021-3	LN21 is not "9999" and is after current year.	
	LN021-4-2014	LN21 is before (or equal to) LN15 (where LN15 is not equal to "31129999").	

ULN (Unique learner number)

Field number	LN22	Field length	10
		Field type	Alphanumeric
Abbreviation	ULN_MIAP	Mandatory for	FE and WBL learners
Description	Unique number for learners across Britain.		
Reason required	To allow providers to record the Learning Records Service (LRS) Unique Learner Number (ULN). This will improve the efficiency of education administration and policy making by enabling data joining across the pre- and post-16 sectors and support the provision of a comprehensive learner record.		
Valid entries	Valid ULN or 9999999999 ULN not known		
Notes	<p>Providers should register a learner using the LRS.</p> <p>Learners on ACL or Welsh for Adults learning programmes can be submitted to LLWR with an LN22 of 9999999999.</p> <p>See Annex 4 for additional details on this field.</p> <p>The surname (LN04) and forename (LN05) are also to be submitted to the LRS for LN22 allocation.</p>		
Validation rule(s)	LN022-1	LN22 not in valid format and not "9999999999". Each character should be 0 – 9, without spaces or other non numeric characters.	
	LN022-2-2011	LN22 check digit shows an error and LN22 not equal to "9999999999".	
	LN022-3-2011	LN22 not equal to "9999999999" and LN22 LN03 combination are not unique	
Crosscheck(s)	XLA009-4-LP17-LN22-2011	See LA09 for additional validation on this field	

Learning programme (LP) dataset

(Validation rules: the wording describes situations which will cause data errors to be reported)

Code	Field name
LP01	ULI (Unique learner identifier)
LP02	Learner identifier with provider
LP03	Provider identifier
LP04	Learning programme identifier
LP05	Regional office (NULL)
LP06	Data release date (NULL)
LP07	Mode of attendance (NULL)
LP08	Country of domicile
LP09	Postcode (at start of learning programme)
LP10	Unitary authority code
LP11	Employment status at start of programme
LP12	Employer name
LP13	Employer postcode
LP14	SOC (Standard Occupational Classification) Code (NULL)
LP15	Employer role (NULL)
LP16	Sector framework code (NULL)
LP17	Type of learning programme
LP18	Length of non-employed status before learning
LP19	Expected length of learning programme (NULL)
LP20	Joint provider (NULL)
LP21	Type of highest qualification achieved prior to learning programme (NULL)
LP22	Level of highest qualification achieved prior to learning programme
LP23	Welsh speaker indicator
LP24	Preferred language of learning (NULL)
LP25	Financial support for learner (NULL)
LP26	Total fees paid for learning programme (NULL)
LP27	Reserved (NULL)
LP28	Major source of fees
LP29	Disability and/or learning difficulty (NULL)
LP30	Primary type of disability and/or learning difficulty
LP31	Secondary type of disability and/or learning difficulty (NULL)
LP32	Disadvantaged grouping (NULL)
LP33	Level of fluency in Welsh at start of programme (NULL)
LP34	Level of numeracy determined at start of learning programme
LP35	Level of literacy determined at start of learning programme
LP36	Level of fluency in Welsh at termination of learning programme (NULL)
LP37	Level of numeracy assessed at termination of learning programme (NULL)

LP38	Level of literacy assessed at termination of learning programme (NULL)
LP39	Framework achievement
LP40	Employment status at end of learning programme (NULL)
LP41	Reason for termination of learning programme
LP42	Destination within three months of leaving
LP43	Destination six months after leaving (NULL)
LP44	Provider specified field 1
LP45	Provider specified field 2
LP46	Standard Industrial Classification (SIC) code (NULL)
LP47	SME indicator code
LP48	Status of learner
LP49	Guarantee/ex-guarantee learner endorsement status (NULL)
LP50	Previous achievements of NVQ (or equivalent) in the same vocational route (NULL)
LP51	Special programme funding rules
LP52	Embedded basic skills support (NULL)
LP53	Latest employment status of learner (NULL)
LP54	Date of latest change of employment status (NULL)
LP55	Date terminated learning programme
LP56	Work-limiting health condition
LP57	Lone parent indicator
LP58	Understanding Welsh indicator (NULL)
LP59	Reading/writing in Welsh indicator (NULL)
LP60	Migrant worker indicator
LP61	Hours worked per week
LP62	Size of employer
LP63	Subcontractor delivering programme
LP64	Lower level Standard Industrial Classification 2007 (SIC) 5 digit code
LP65	Standard Industrial Classification 2007 (SIC) code (NULL)
LP66	Sector framework code 2011
LP67	Level of highest Welsh language qualification achieved prior to learning programme
LP68	Length of employment with same employer
LP69	Estimated Centre Based Hours
LP70	Estimated Work Based Hours
LP71	Actual Centre Based Hours
LP72	Actual Work Based Hours
LP73	Programme Start Date
LP74	Learning Programme Code
LP75	Learning reference used by provider
LP76	LLDD indicator
LP77	Expected End Date

ULI (Unique learner identifier)

Field number	LP01	Field length	13
		Field type	Alphanumeric
Abbreviation	UNIQUEID	Mandatory for	All learners
Description	A unique identifier for each learner. This will be determined by the Welsh Government. Format “Lnnnnnnnnnnnn”.		
Reason required	To allow datasets to be linked, and to allow tracking of learners throughout their lifetime.		
Valid entries	“L” & any combination of numerics with check digit.		
Notes	ULI to be supplied by Welsh Government on receipt of the Learner dataset. LP01 matches with LN01 , LA01 , AW01 and HE01 (see LN01 for more details).		
Validation rule(s)	LP001-1	UNIQUEID not in the correct format. or UNIQUEID check digit shows error.	

Learner identifier with provider

Field number	LP02	Field length	20
		Field type	Alphanumeric
Abbreviation	LEARN_ID	Mandatory for	All learners
Description	An identifier number for the learner, allocated by the learning provider.		
Reason required	To assist the provider in identifying the learner.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).		
Notes	<p>The learner reference code is assigned by the provider. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.</p> <p>It is up to the individual providers to decide upon the format of their learner reference codes. The same code must be used for all submissions of data on that learner with the specific provider.</p> <p>LP02 matches with LN02, LA02, AW02 and HE02.</p> <p>This field is part of the Learning Programme (LP) compound key for the record.</p>		
Validation rule(s)	LP002-1	LEARN_ID not in (a to z, A to Z, 0 to 9, -, [space], '). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	

Provider identifier

Field number	LP03	Field length	8
		Field type	Alphanumeric
Abbreviation	PROVI_ID	Mandatory for	All learners
Description	An identifier code for the provider, as allocated by the Welsh Government.		
Reason required	To enable the provider to be identified.		
Valid entries	As defined by the Welsh Government on LLWR-Inform.		
Notes	<p>A full list of the Welsh Government provider reference codes is provided on LLWR-Inform, with guidance Annex 3 of this manual.</p> <p>Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox immediately.</p> <p>LP03 matches with LN03, LA03, AW03 and HE03.</p> <p>This field is part of the Learning Programme (LP) compound key for the record.</p>		
Validation rule(s)	LP003-1 PROVI_ID not in the Welsh Government list.		
See also	Data submission guidance for work based learning funding (please use appropriate version)		

Learning programme identifier

Field number	LP04	Field length	10
		Field type	Alphanumeric
Abbreviation	LPROG_ID	Mandatory for	All learners
Description	Identifier for each learning programme with provider for this learner.		
Reason required	Where a learner has more than one learning programme, this code will be used to distinguish between these learning programmes.		
Valid entries	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format “nnddmmyyyy”.		
Notes	<p>Information about a learner may be submitted in more than one learning programme dataset if he/she undertakes more than one learning programme. Annex 2 contains a detailed definition of a Learning Programme.</p> <p>The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.</p> <p>LP04 matches with LA04, AW04 and HE04.</p> <p>This field is part of the Learning Programme (LP) compound key for the record.</p>		
Validation rule(s)	LP004-1	LPROG_ID not in correct format, with “nnddmmyyyy”.	
	LP004-2	Characters 3-10 of LPROG_ID show a date that is after current date.	
	LP004-3	(LEARN_ID PROVI_ID LPROG_ID) not unique.	
Crosscheck(s)	XLP004-1-LN15-2010	LN15 is after or equal to the date of last eight chars of LP04 (i.e. the date of first registration to the Learning Programme) and is not “31129999”.	

Regional office

Field number	LP05	Field length	0
		Field type	Alphanumeric
Abbreviation	REGOFFIC	Mandatory for	None
Description	Null return from 2014		
Reason required	Not required, NULL return from 2014		
Valid entries	The field must be submitted empty from 2014 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2014		
Validation rule(s)			

Data release date

Field number	LP06	Field length	0
		Field type	Date
Abbreviation	RELEASED	Mandatory for	Mainstream-funded learners
Description	Null return from 2014		
Reason required	Not required, NULL return from 2014		
Valid entries	The field must be submitted empty from 2014 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex11 for a definition of a NULL return.		
Notes	Null return from 2014		
Validation rule(s)			

Mode of attendance

Field number	LP07	Field length	0
		Field type	Alphanumeric
Abbreviation	MODE_ATT	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Domicile

Field number	LP08	Field length	4
		Field type	Alphanumeric
Abbreviation	DOMICILE	Mandatory for	Mainstream-funded learners
Description	Country of domicile of learner before commencing learning programme.		
Reason required	To distinguish between home and overseas populations. This field is not intended to show 'country of origin' but to identify learners from overseas who come to Wales to learn.		
Valid entries	Codes as per lookup table on the LLWR Inform website under Documents/LLWR Lookups/Lookups LLWR Inform at: https://llwrinform.wales.gov.uk		
Notes	<p>Domicile is the country in which the learner has his/her permanent home prior to learning.</p> <p>LP08 is available as a lookup table on the LLWR Inform website under Documents/LLWR Lookups/Lookups LLWR Inform at: https://llwrinform.wales.gov.uk</p> <p>Where the start date of the learning programme is on or after 1 August 2010 taken from the earliest associated LA09 Lookup_LP08_HE06New should be used</p> <p>Where the start date of the learning programme is before 1 August 2010 taken from the earliest associated LA09 Lookup_LP08_HE06Old should be used.</p> <p>Only the Alpha-2 code should be used when submitting data padded with two trailing spaces.</p>		
Validation rule(s)	LP008-3-2012	LP08 not in (Lookup_LP08_HE06Old list or "9999") and LP08 not in (Lookup_LP08_HE06New list or "ZZ ")	
Crosscheck(s)	XLA009-23-LP08-2011	See LA09 for additional validation on this field	
	XLA009-24-LP08-2011	See LA09 for additional validation on this field	
	XLA009-28-LP08-LA11-2011	See LA09 for additional validation on this field	
	XLA009-29-LP08-LA11-2011	See LA09 for additional validation on this field	

Postcode (at start of learning programme)

Field number	LP09	Field length	8
		Field type	Alphanumeric
Abbreviation	POST_SLP	Mandatory for	All learners
Description	Postcode of the learner at start of Learning Programme.		
Reason required	For demographic analysis, and geographic allocation of funding, as well as determining eligibility for European Social Fund (ESF) funding. This field is used by the Post 16 Planning and Funding Framework.		
Valid entries	Any valid postcode character string. 99999999 Not known 00000000 Domicile outside UK (Not to be used from 2012 onwards)		
Notes	This field records data at the start of learning, therefore this field must not be amended if the learner subsequently moves. In the case of overseas learners, this field should be completed with the postcode of the address the learner is domiciled at while in the UK. Where UK learners move from their permanent address in order to study, this field should be completed with the postcode of the address the learner is domiciled at while studying. The post code for British Forces Posted Overseas is “NW7 1PX”. For information on valid postcode formats, please see Annex 6 . This field is critical in determining ESF eligibility (e.g. allows differentiation between different ESF programmes, such as Objective 1 and Objective 3) and provides other information relating to geographical monitoring of projects for ESF reporting/claims purposes.		
Validation rule(s)	LP009-1	LP09 not valid format and not in (“00000000”, “99999999”).	
Cross check(s)	XLA009-34-LP09-2012	See LA09 for additional validation on this field	

Unitary authority code

Field number	LP10	Field length	3	
		Field type	Alphanumeric	
Abbreviation	UNITARID	Mandatory for	All learners	
Description	The unitary authority code where the learner is living at the start of the learning programme.			
Reason required	For demographic analysis, and to determine eligibility for European Social Fund (ESF) funding.			
Valid entries	A full list of LP10 values (Lookup_LP10) is available as a lookup table on the LLWR Inform website https://llwrinform.wales.gov.uk Under Documents/LLWR Lookups/Lookups			
	660	Isle of Anglesey	672	Bridgend
	661	Gwynedd	673	The Vale of Glamorgan
	662	Conwy	674	Rhondda Cynon Taff
	663	Denbighshire	675	Merthyr Tydfil
	664	Flintshire	676	Caerphilly
	665	Wrexham	677	Blaenau Gwent
	666	Powys	678	Torfaen
	667	Ceredigion	679	Monmouthshire
	668	Pembrokeshire	680	Newport
	669	Carmarthenshire	681	Cardiff
	670	Swansea	998	Not known
	671	Neath Port Talbot	999	Outside Wales
Notes	Where a valid postcode is given in LP09 , this field may be completed with “998” – not known, and the Welsh Government will use the postcode to calculate the unitary authority. If LP09 is “99999999”, then LP10 must NOT be “998”.			
	This field records data at the start of learning, therefore this field must not be amended if the learner subsequently moves.			
Validation rule (s)	LP010-1	LP10 not in Welsh Government list.		
	LP010-2	LP09 = “00000000” and LP10 is not “999”.		
	LP010-3	LP09 = “99999999” and LP10 is “998”.		

Employment status at start of programme

Field number	LP11	Field length	1
		Field type	Alphanumeric
Abbreviation	EMPSTART	Mandatory for	FE and WBL learners

Description	The employment status of learners on the first day of the programme.
Reason required	To monitor the effect of programmes on employment (in conjunction with other fields relating to employment). From 1 August 2014, this will apply to post-19 learners who are undertaking part-time FE programmes and meet the specification of the Skills Priority FE Fund. This field informs funding.

Valid entries	1	Employed
	2	Non-employed and not available for/not seeking employment
	3	Non-employed and available for/seeking employment
	4	Not known

Notes	For WBL programmes, the beginning of the programme is the first day of any learning undertaken with the provider. Do not amend if changes to employment status occur later in the programme. This field should only reflect the employment status of the learner on the first day of the programme. This field will be of critical importance in determining European Social Fund (ESF) funding eligibility. For more information on the FE requirement, please see the Skills Priority FE Fund Guidance Document .
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Validation rule(s)	LP011-1	LP11 not in ("1" – "4").
	LP011-2-2011	LP11 not equal to "1" and LP17 in ("36"- "39", "41"- "42")
	LP011-3-2011	LP11 not equal to "3" and LP17 in ("31"- "35")
	LP011-4-2012	LP11 not equal to "1" and LP17 in ("41", "42")

Crosscheck(s)	XLP011-1-LN15-2011	LP11="1" and LN15 shows an age under 15 as at date of submission
	XLA011-4-LP11.LP17	See LA11 for additional validation on this field.

See also	Data submission guidance for work based learning funding (please use appropriate version)
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Employer name

Field number	LP12	Field length	60
		Field type	Alphanumeric
Abbreviation	EMPLNAME	Mandatory for	FE and WBL learners
Description	Name of employer or placement provider of learner at the start of the Learning Programme.		
Reason required	To assist with learner tracking and labour market intelligence. From 1 August 2014, this will apply to post-19 learners who are undertaking part-time FE programmes and meet the specification of the Skills Priority FE Fund. This field informs funding.		
Valid entries	Valid name or (left justified): 1 Not known 2 Not requested/not required		
Notes	<p>This field should be completed at the start of the programme and not changed unless to correct an error.</p> <p>Where a learner has more than one employer, the name of the employer which provides the main or most relevant work should be returned.</p> <p>Information on the placement employer should be returned for non-employed learners on WBL programmes.</p> <p>Code “1” – must be used where the employer’s name is not known (not to be used for work-related programmes).</p> <p>Code “2” - must be used for learners who are not on work-related programmes (LP15 = “6”). (LP15 not applicable from 1 August 2012 onwards, kept for reference purposes).</p> <p>This field should be completed for all learners whose learning is related to their work and for non-employed learners on WBL programmes. If the learner is on a WBL programme, but learning in a learning centre (i.e. not on a placement), the value “CENTRE” must be input into LP12 and the value “99999999” returned in LP13.</p> <p>For more information on the FE requirement, please see the Skills Priority FE Fund Guidance Document.</p>		
Validation rule(s)	LP012-1	LP12 not in (a to z, A to Z, 0 to 9, -, [space], (), ‘, ,, &, /).	
		(must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	
Crosscheck(s)	XLA011-5-LP12.LP17	See LA11 for additional validation on this field.	

Employer postcode

Field number	LP13	Field length	8
		Field type	Alphanumeric
Abbreviation	EMPLPOST	Mandatory for	FE and WBL learners
Description	Postcode of employer of learner at the start of the Learning Programme.		
Reason required	To assist with learner tracking and labour market intelligence. From 1 August 2014, this will apply to Post 19 learners who are undertaking part time FE programmes and meet the specification of the Skills Priority FE Fund. This field informs funding.		
Valid entries	Valid postcodes. 99999999 Not known/not required		
Notes	<p>This field should be completed at the start of the programme and not changed unless to correct an error.</p> <p>Where a learner has more than one employer, the postcode of the employer which provides the main or most relevant work should be returned.</p> <p>Information on placement employer must be returned for non-employed learners on WBL programmes.</p> <p>The postcode must relate to the employer shown in LP12.</p> <p>The name (LP12) and postcode will be used to identify employers and to allow more detailed analysis.</p> <p>If the learner is on a WBL programme, but undertaking centre-based learning (i.e. not on a placement) the value "CENTRE" must be input into LP12 and the value "99999999" returned in LP13.</p> <p>For information on valid postcode formats, please refer to Annex 6. For more information on the FE requirement, please see the Skills Priority FE Fund Guidance Document.</p>		
Validation rule(s)	LP013-1	LP13 not valid postcode format and not "99999999".	

Standard Occupational Classification (SOC) code

Field number	LP14	Field length	0
		Field type	Alphanumeric
Abbreviation	SOC_CODE	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Employer role

Field number	LP15	Field length	0
		Field type	Alphanumeric
Abbreviation	EMP_ROLE	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Sector framework code

Field number	LP16	Field length	0
		Field type	Alphanumeric
Abbreviation	SECTRCOD	Mandatory for	None
Description	Null return from 2014		
Reason required	Not required, NULL return from 2014		
Valid entries	The field must be submitted empty from 2014 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2014		
Validation rule(s)			

Type of learning programme

Field number	LP17	Field length	2
		Field type	Alphanumeric
Abbreviation	TYPE_LPG	Mandatory for	All learners
Description	Main type of learning for the programme.		
Reason required	To monitor the type of learning programmes being undertaken. This field informs WBL funding.		
Valid entries	WBL programmes		
	08	Other WBL programme	
	31	Traineeship - Engagement	
	32	Traineeship – Level 1	
	33	Traineeship - Bridge-to-Employment	
	36	Flexible Learning	
	37	Foundation Apprenticeship	
	38	Apprenticeship	
	39	Higher Apprenticeship	
	41	Shared Foundation Apprenticeship (Level 2)	
	42	Shared Apprenticeship (Level 3)	
	FE programmes		
	71	Access to FE	
	72	Access to HE	
	80	Welsh Baccalaureate	
	81	Baccalaureate (other)	
	92	Other FE	
	ACL programmes		
	17	Welsh for Adults	
	30	ACL (Adult Community Learning)	
	HE programmes		
	53	Foundation Degree	
	54	HE postgraduate	
	55	HE professional or HE vocational programme	
	56	HE First Degree	
	57	HND	
	58	HNC	
	59	Other Undergraduate Qualification	

Codes no longer used

01 Modern Apprenticeship (Not to be used from 01/08/2011)

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- 02 Foundation Modern Apprenticeships (Not to be used from 01/08/2011)
 - 03 Skillbuild Preparatory (Not to be used from 01/08/2004)
 - 04 Skillbuild Level 1 (Not to be used from 01/08/2004)
 - 05 Modern Skills Diploma (Not to be used from 01/08/2011)
 - 06 WBLA endorsed (Not to be used from 01/08/2004)
 - 07 WBLA non-endorsed (Not to be used from 01/08/2004)
 - 09 Preparatory Learning (marketed as Skillbuild) (Not to be used from 2007/08 onwards)
 - 10 Skills Learning (marketed as Skillbuild Plus) (Not to be used from 2007/08 onwards)
 - 11 Curriculum 2000 (Not to be used from 01/08/2012)
 - 12 VCE (GCSE) (Not to be used from 01/08/2012)
 - 13 General Education unspecified or mixed (Not to be used from 01/08/2012)
 - 14 Vocational education unspecified or mixed (Not to be used from 01/08/2012)
 - 15 Primarily OCNs (Not to be used from 01/08/2012)
 - 16 Credit-bearing units (Not to be used from 01/08/2012)
 - 21 Skill Build (**Not to be used from 01/08/2011** (exceptions apply – see Notes))
 - 22 Pre-Apprenticeship Learning (Not to be used from 01/08/2011)
 - 34 Steps to employment - Work Focussed Learning
 - 35 Steps to employment - Routeways to Work
 - 40 Pathways to Apprenticeship
 - 51 Not to be used for 2006/07 onwards
 - 52 Not to be used for 2006/07 onwards
 - 61 Ufl (Not to be used from 01/08/2012)
 - 91 Other programme (Not to be used from 01/08/2012)

Notes

Shared Apprenticeships

Code “41” should be used for Foundation Apprenticeships delivered under the Shared Apprenticeship model, and code “42” for Apprenticeships delivered under this model. Providers should refer to Section S of the work-based learning Programme Specification 2011/14 for more guidance on the delivery of Shared Apprenticeships.

Apprenticeships which are not being delivered under the Shared Apprenticeship model should be coded “37”, “38” or “39” as appropriate.

Adult Community Learning Code “30”

Code “30” should be used for all ACL delivery, including franchised delivery. Details of the ACL activity can then be identified through [LA06](#) when linked to code “30”. In determining when to use code “30”, Providers should use the definition set out in the Welsh Government's policy statement **Delivering community learning for Wales (November 2010)**: 'Flexible learning opportunities for adults, delivered in community venues to meet local needs'.

General Note

Where the learner is undertaking more than one type of learning within a programme or is undertaking subsidiary learning in addition to (but connected with) the main programme, the principal learning programme should be recorded. The exception to this is ACL delivery where code “30” should be used for all ACL delivery regardless of the programme contents.

Where entirely separate qualifications or programmes are being taken, it may be necessary to submit more than one LP dataset for the same learner. For example a learner undertaking FE learning during the day and ACL learning in the evening with the same provider would have two LP datasets, one for the FE programme and one for the ACL programme.

Codes “51” to “59” should be used for all HE programmes, whether funded by HEFCW or not.

Validation rule(s)	LP017-1	LP17 not in (“01”-“17”, “21”-“22”, “30”, “31”-“42”, “51” - “59”, “61”, “71”, “72”, “80”, “81”, “91”, “92”).
	LP017-3-2012	LP17=“40” and LP11 not in (“2”, “3”)
	LP017-4-2012	LP17=“40” and LP61 greater than or equal to “016”
	LP017-5-2012	LP17=“40” and LP57=“9”
Crosscheck(s)	XLP017-1-LN13	Any associated LP17 in (“01” – “10”, “21”, “22”, “31”-“42”) and LN13 in (“888888888”, “999999999”)
	XLP017-2-LN15-2010	LP17 in (“01” – “10”, “21”, “22” “31”-“42”) and LN15 is “31129999”
	XLA011-7-LP17	See LA11 for additional validation on this field.
	XHE004-1-LP17	See HE04 for additional validation on this field.
	XHE004-2-LP17-LP55-2011	See HE04 for additional validation on this field.
	XHE013- LP17-2010	See HE13 for additional validation on this field.
	XHE014-1-LP17-2010	See HE14 for additional validation on this field.
	XLA009-3-LP17-2011	See LA09 for additional validation on this field.
	XLA009-4-LP17-LN22- 2011	See LA09 for additional validation on this field.
	XLA009-27-LP17-2011	See LA09 for additional validation on this field.
	XLA009-31-LP17-2011	See LA09 for additional validation on this field.
	XLA009-35-LP17-2012	See LA09 for additional validation on this field.

XLA006-2-LP17-LA09-2011	See LA06 for additional validation on this field.
XLA011-11-LP17	See LA11 for additional validation on this field.
XLA042-1-LA30.LA31.LP17	See LA42 for additional validation on this field.
XLA042-2-LP17-LA30-LA09-2011	See LA42 for additional validation on this field.
XLA043-1-LP17-2011	See LA43 for additional validation on this field.
XLA043-2-LP17-LA10-LA09-2011	See LA43 for additional validation on this field.
XLA044-1-LP17-2011	See LA44 for additional validation on this field.
XLA044-2-LP17-LA10-LA09-2011	See LA44 for additional validation on this field.
XLA045-1-LA31-LP17-2011	See LA45 for additional validation on this field.
XLA045-2-LP17-LA30-LA09-2011	See LA45 for additional validation on this field.
XLA046-1-LA31-LP17-2011	See LA46 for additional validation on this field.
XLA046-2-LP17-LA30-LA09-2011	See LA46 for additional validation on this field.
XLA047-1-LP17-2011	See LA47 for additional validation on this field.
XLA022-1-LP17	See LA22 for additional validation on this field.
XLA027-1-LP17-LA09-2011	See LA27 for additional validation on this field.
XLA046-6-LP17-LA45-LA31-2013	See LA46 for additional validation on this field.

See also

[Data submission guidance for work-based learning funding \(please use appropriate version\)](#)

Length of non-employed status before learning

Field number	LP18	Field length	3
		Field type	Numeric
Abbreviation	STAT_BLN	Mandatory for	WBL learners
Description	To determine the period of non-employment before learning		
Reason required	To identify how long learners were out of work before entering learning and enable the Welsh Government to meet ESF reporting needs.		
Valid entries	Number of months of continuous non-employment padded with leading zeros, or:		
	000	Employed before learning	
	888	Non-employed for less than one complete month	
	999	Not required	
Notes	<p>The number of complete months of continuous non-employment (period spent not in work) must be recorded for all learners with non-employed/unemployed status on the business day before starting learning.</p> <p>The length of time (i.e. of continuous non-employment) which providers should record in LP18 should reflect the length of time that the learner was out of work before starting employment or starting their learning programme - whichever came first. Any time spent in employment before the WBL learning programme itself starts should be excluded from the numerical return value at LP18, because it is not a period out of work. For example, if the learner was out of work for three weeks, and then was taken into employment, with his/her planned learning programme intended to start 18 weeks later, the return should be 888 (less than a month non-employment), since this is how long he/she was non-unemployed before being taken into employment as part of WBL support.</p> <p>Where the learner was employed prior to learning use code "000". Should be padded with leading zeros e.g. 12 months coded as "012".</p>		
Validation rule(s)	LP018-1	LP18 not valid code.	
	LP018-2-2010	LP18 in ("991", "992", "993", "994", "000") and LP04 date of last eight characters >= "01082010"	
	LP018-5-2011	LP17 in ("31"-"35") and LP18 ="000"	
	LP018-6-2011	LP17 in ("36"-"39", "41"-"42") and LP18 not equal to "000"	
	LP018-7-2011	LP17 in ("31"-"39", "41"-"42") and LP18= "999"	
Crosscheck(s)	XLA011-8-LP17.LP18	See LA11 for additional validation on this field.	
	XLA009-10-LP18-2011	See LA09 for additional validation on this field.	

Expected length of learning programme

Field number	LP19	Field length	3
		Field type	Numeric
Abbreviation	EXPTLENG	Mandatory for	None
Description	Null return from 2014.		
Reason required	Not required, NULL return from 2014.		
Valid entries	The field must be submitted empty from 2014 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2014.		
Validation rule(s)			

Joint provider

Field number	LP20	Field length	0
		Field type	Alphanumeric
Abbreviation	JOINTPRV	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Type of highest qualification achieved prior to learning programme

Field number	LP21	Field length	0
		Field type	Alphanumeric
Abbreviation	TYPEHQUA	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Level of highest qualification achieved prior to learning programme

Field number	LP22	Field length	1																						
		Field type	Alphanumeric																						
Abbreviation	LVL_HQUA	Mandatory for	WBL and full-time FE learners																						
Description	Level of highest qualification achieved prior to learning programme (CQFW equivalent).																								
Reason required	To assess the pattern and flow of entry by qualification. To allow progression statistics to be calculated.																								
Valid entries	<table border="0"> <tr><td>0</td><td>Pre-Entry level</td></tr> <tr><td>E</td><td>CQFW Entry Level</td></tr> <tr><td>1</td><td>CQFW Level 1 (e.g. NVQ Level 1/GCSE D-G)</td></tr> <tr><td>2</td><td>CQFW Level 2 (e.g. NVQ Level 2/GCSE A*-C)</td></tr> <tr><td>3</td><td>CQFW Level 3 (e.g. NVQ Level 3/A level)</td></tr> <tr><td>4</td><td>CQFW Level 4 (e.g. HE Certificate/HNC)</td></tr> <tr><td>5</td><td>CQFW Level 5 (e.g. HE Intermediate)</td></tr> <tr><td>6</td><td>CQFW Level 6/HE Honours</td></tr> <tr><td>7</td><td>CQFW Level 7/HE Masters</td></tr> <tr><td>8</td><td>CQFW Level 8/HE Doctorate</td></tr> <tr><td>9</td><td>Not known/not required</td></tr> </table>			0	Pre-Entry level	E	CQFW Entry Level	1	CQFW Level 1 (e.g. NVQ Level 1/GCSE D-G)	2	CQFW Level 2 (e.g. NVQ Level 2/GCSE A*-C)	3	CQFW Level 3 (e.g. NVQ Level 3/A level)	4	CQFW Level 4 (e.g. HE Certificate/HNC)	5	CQFW Level 5 (e.g. HE Intermediate)	6	CQFW Level 6/HE Honours	7	CQFW Level 7/HE Masters	8	CQFW Level 8/HE Doctorate	9	Not known/not required
0	Pre-Entry level																								
E	CQFW Entry Level																								
1	CQFW Level 1 (e.g. NVQ Level 1/GCSE D-G)																								
2	CQFW Level 2 (e.g. NVQ Level 2/GCSE A*-C)																								
3	CQFW Level 3 (e.g. NVQ Level 3/A level)																								
4	CQFW Level 4 (e.g. HE Certificate/HNC)																								
5	CQFW Level 5 (e.g. HE Intermediate)																								
6	CQFW Level 6/HE Honours																								
7	CQFW Level 7/HE Masters																								
8	CQFW Level 8/HE Doctorate																								
9	Not known/not required																								
Notes	<p>For learners who do not have any formal qualifications code "0" (Pre-Entry level) should be used.</p> <p>The codes in this field should relate to the level of highest qualification achieved prior to the learning programme.</p> <p>The level should be the level of credit for the majority of the learning activity and should align to the Credit and Qualifications Framework for Wales (CQFW) Level.</p> <p>Further information is available on CQFW website www.cqfw.net and the DAQW web link : www.daqw.org.uk</p> <p>See the "Downloadable Handbook" section at www.cqfw.net information for consulting CQFW descriptors.</p> <p>* Full time FE learners are defined as those with >450 guided contact hours on a learning programme in a year.</p>																								
Validation rule(s)	LP022-1	LP22 not in ("0" – "9", "E").																							
	LP022-2	LP22 is "9" and LP17 is in ("01" – "10", "21", "22", "31-39", "41"- "42") AND LP55 >="01082007" (including "31129999").																							
Cross check(s)	XHE026-1- LP22-2011	See HE26 for additional validation on this field																							
	XHE026-2- LP22-2011	See HE26 for additional validation on this field																							

- XHE026-3-LP22-2011** See [HE26](#) for additional validation on this field
- XHE026-4-LP22-2011** See [HE26](#) for additional validation on this field
- XHE026-5-LP22-2011** See [HE26](#) for additional validation on this field
- XHE026-6-LP22-2011** See [HE26](#) for additional validation on this field
- XHE026-7-LP22-2011** See [HE26](#) for additional validation on this field
- XHE026-8-LP22-2011** See [HE26](#) for additional validation on this field
- XHE026-9-LP22-2011** See [HE26](#) for additional validation on this field

Welsh speaker indicator

Field number	LP23	Field length	1
		Field type	Alphanumeric
Abbreviation	WELSH_SP	Mandatory for	All learners
Description	Whether learner considers himself/herself to be a Welsh speaker.		
Reason required	To monitor learners who are Welsh speakers and to inform Welsh language policies.		
Valid entries	1	Fluent Welsh speaker	
	2	Welsh speaker not fluent	
	3	Not Welsh speaker	
	9	Not known/not required (not to be used from 01/08/2010)	

Notes	<p>To be defined by the learner.</p> <p>Select the “best-fit” of the three descriptors:</p> <p><u>Fluent Welsh speaker.</u> Can participate normally in Welsh conversations between other students and with adults, but not necessarily using specialised vocabulary and complicated grammar. Likely to have studied some subjects through the medium of Welsh in school.</p> <p><u>Welsh speaker not fluent.</u> Unable to participate normally in Welsh conversations between other students and with adults. Can converse only using basic vocabulary, perhaps in specific situations such as an oral assessment. Likely to have studied Welsh (second language) in school, but has insufficient language skills to have studied other subjects through the medium of Welsh.</p> <p><u>Not Welsh speaker.</u> Understands very little or none of the language when spoken normally. Unlikely to have studied Welsh in school to examination level.</p>		
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Validation rule(s)	LP023-1	LP23 not in (“1” – “3”, “9”).
	LP023-2-2010	LP23 = “9” and LP04 date of last eight characters >= “01082010”.
Cross check(s)	XLA009-8-LP23-2011	See LA09 for additional validation on this field.

Preferred language of learning

Field number	LP24	Field length	0
		Field type	Alphanumeric
Abbreviation	PREFLANG	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Financial support for learner

Field number	LP25	Field length	0
		Field type	Alphanumeric
Abbreviation	FIN_SUPP	Mandatory for	None
Description	Null return from 2013		
Reason required	Not required, NULL return from 2013		
Valid entries	The field must be submitted empty from 2013 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2013		
Validation rule(s)			

Total fees paid for learning programme

Field number	LP26	Field length	0
		Field type	Numeric
Abbreviation	TOT_FEES	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Reserved

Field number	LP27	Field length	0
		Field type	Alphanumeric
Abbreviation	RESERVED	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Major source of fees

Field number	LP28	Field length	2
		Field type	Alphanumeric
Abbreviation	MAJ_FEES	Mandatory for	All learners
Description	Main source of fees.		
Reason required	To monitor sources of tuition fees in the sector.		
Valid entries	01	Individual learning account (ILA)	
	02	The local authority/unitary authority	
	03	Employer	
	04	A charitable organisation	
	05	Learner or immediate family	
	06	Other (external to learner's family)	
	07	Career Development Loan	
	08	European Union (EU) funding	
	90	No tuition fees received	
	99	Not known	
Notes	This field is to be completed for all of the learning programmes, whether the costs are met solely from private sources or not. Tuition fees are monies paid by learners or on their behalf to cover the tuition fees charged for the learning programme. Where there is an equal contribution from several sources of tuition fees, the source with the lowest code number should be selected.		
Validation rule(s)	LP028-1	LP28 not in ("01" – "08", "90", "99").	

Disability and/or learning difficulty

Field number	LP29	Field length	0
		Field type	Alphanumeric
Abbreviation	DISABLE1	Mandatory for	All learners
Description	Null return from 2014		
Reason required	Not required, NULL return from 2014		
Valid entries	The field must be submitted empty from 2014 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Primary type of disability and/or learning difficulty

Field number	LP30	Field length	2
		Field type	Alphanumeric
Abbreviation	DISABLE2	Mandatory for	All learners
Description	The primary type of disability and/or learning difficulty, as identified by the learner.		
Reason required	To monitor the extent and effect of disability in post-16 learning in Wales.		
Valid entries	<ul style="list-style-type: none">21 Visual impairment22 Hearing impairment23 Physical and/or medical difficulties24 Behavioural, emotional and social difficulties25 Multi-sensory impairment26 Autistic spectrum disorders27 Speech, language and communication difficulties28 Moderate Learning Difficulties29 Severe Learning Difficulties30 Profound and Multiple Learning Difficulties32 SPLD - Dyslexia33 SPLD - Dyscalculia34 SPLD - Dyspraxia35 SPLD - Attention Deficit Hyperactivity Disorder36 General Learning Difficulties91 Does not apply92 Learner considers himself or herself to have a learning difficulty and/or disability but the type is not known or not declared		

Codes no longer used

- 31 Specific Learning Difficulties (not to be used from 2013/14)
The remaining codes should only be used for learners who started learning before 1 August 2008:
- 01 Visual impairment (not to be used from 2008/09)
 - 02 Hearing impairment (not to be used from 2008/09)
 - 03 Disability affecting mobility (not to be used from 2008/09)
 - 04 Physical difficulty (not to be used from 2008/09)
 - 05 Other medical condition (for example, epilepsy, diabetes) (not to be used from 2008/09)
 - 06 Emotional/behavioural difficulties (not to be used from 2008/09)
 - 07 Mental ill health (not to be used from 2008/09)
 - 10 Multi-sensory impairment (not to be used from 2008/09)
 - 11 Autistic spectrum disorder (not to be used from 2008/09)
 - 12 Speech, language & communication difficulty (not to be used from 2008/09)
 - 90 Stroke / aphasia (not to be used from 2008/09)
 - 97 Other (not to be used from 2008/09)
 - 98 No disability (not to be used from 2008/09)
 - 99 Not known/information not provided/not required (not to be used)

from 2008/09)

Notes

This field relates **only** to those learners who have a disability or learning difficulty which impacts on their ability to learn and/or use general facilities.

Learners who consider themselves to have a learning difficulty and/or disability (LD/D) which impacts on their ability to learn and/or use general facilities are likely to require a learning needs assessment so the provider can make reasonable adjustments and avoid discrimination.

Where a learning needs assessment has been undertaken, even if later in the year, the outcome of that assessment should be checked against the initial entry made in this field. This check will improve data quality.

LLWR entry **92** should be used where a learner considers himself/herself to have a learning difficulty and/or disability but does not know or chooses not to declare what type of disability it is. By the end of the Learning Programme this should be updated with type of disability.

Where a learner has more than one type of disability or learning difficulty, only the primary type should be recorded.

It is recognised that many learners with LD/D will not be able to identify themselves as having learning difficulties. This information will be recorded as result of information provided by parents, guardians, teachers or advocates.

Further guidance on how to complete this field and how to record types of disability can be found at [Annex 10](#) .

In discharging its functions for the provision of post-16 education and training the Welsh Government must have regard to the needs of learners with LD/D, so it needs to be aware of all learners with LD/D as defined, regardless of whether they are in receipt of additional learning support.

Code 36 General Learning Difficulties is for use only when a learner's prior assessment records learning difficulties which may be of moderate severity, but does not not specify Moderate Learning Difficulties.

Validation rule(s)	LP030-1	LP30 not in ("01" – "12", "21" – "36", "90", "91", "92", "97" – "99").
	LP030-3-2011	LP30=91 and LP29= 91 and LP55 >="01082011" (including "31129999") and LP41=01
	LP030-6-2014	LP30 = "92" and LP55 >= 01082014 (excluding 3112999)

Crosschecks **XLA009-50-LP30-2013** See [LA09](#) for additional validation on this field

XLA009-52-LP30-2013 See [LA09](#) for additional validation on this field

Secondary type of disability and/or learning difficulty

Field number	LP31	Field length	0
		Field type	Alphanumeric
Abbreviation	DISABLE3	Mandatory for	All learners
Description	Null return from 2014		
Reason required	Not required, NULL return from 2014		
Valid entries	The field must be submitted empty from 2014 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex11 for a definition of a NULL return.		
Notes	Null return from 2014		
Validation rule(s)			

Disadvantaged grouping

Field number	LP32	Field length	0
		Field type	Alphanumeric
Abbreviation	DISADVAN	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Level of fluency in Welsh at start of programme

Field number	LP33	Field length	0
		Field type	Alphanumeric
Abbreviation	FLU_STRT	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Level of numeracy assessed at start of learning programme

Field number	LP34	Field length	1
		Field type	Alphanumeric
Abbreviation	NUM_STRT	Mandatory for	Various categories of learner*

Description	Numeracy level determined at start of learning programme.
Reason required	To monitor levels of numeracy and track the progress made by learners.

Valid entries	0	Screening undertaken and assessment not required
	B	Below Entry Level 1
	1	Entry Level 1
	2	Entry Level 2
	3	Entry Level 3
	5	Level 1
	6	Above Level 1 (Not to be used for 2010/11 onwards)
	D	Level 2
	7	Screening completed and assessment not yet undertaken
	8	Not screened
9	Not known/data not required	

Notes	<p>Providers must use an initial assessment tool approved by the Welsh Government, which identifies levels mapped to outcomes in the Essential Skills Wales framework/Numeracy core curriculum.</p> <p>Where providers use an assessment tool which produces a result of Level 2 or above code "D" should be used. Where providers are using codes "7" or "8", they should update the field once screening/assessment has taken place.</p> <p>* field is not required for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> learners on programmes of less than five hours' duration a week; <input type="checkbox"/> learners undertaking courses that do not lead to an accredited qualification; or <input type="checkbox"/> learners undertaking courses in pursuit of leisure or a hobby. <p>For such learners, code "9" would normally be entered in this field.</p> <p>However, all learners undertaking essential skills or ESOL qualifications at or below QCF Level 1 (or equivalent) must undergo initial assessment, regardless of the number of hours they are learning per week.</p>
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Validation rule(s)	<p>LP034-1 LP34 not in ("B", "D", "0" – "9").</p> <p>LP034-2-2010 LP34="6" and LP04 date of last eight characters >="01082010"</p>
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Crosscheck(s)	See LA09 for additional validation on this field
	XLA009-15-LP34-2011

Level of literacy assessed at start of learning programme

Field number	LP35	Field length	1
		Field type	Alphanumeric
Abbreviation	LIT_STRT	Mandatory for	Various categories of learner*

Description	Literacy level determined at start of learning programme.
Reason required	To monitor levels of literacy and track the progress made by learners.

Valid entries	0	Screening undertaken and assessment not required
	B	Below Entry Level 1
	1	Entry Level 1
	2	Entry Level 2
	3	Entry Level 3
	5	Level 1
	6	Above Level 1 (Not to be used for 2010/11 onwards)
	D	Level 2
	7	Screening completed and assessment not yet undertaken
	8	Not screened
	9	Not known/data not required

Notes	Providers must use an initial assessment tool approved by the Welsh Government, which identifies levels mapped to outcomes in the Essential Skills Wales framework/numeracy core curriculum.
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Where providers use an assessment tool which produces a result of Level 2 or above code "D" should be used. Where providers are using codes "7" or "8", they should update the field once screening/assessment has taken place.

* field is not required for:

- learners on programmes of less than five hours' duration a week;
 - learners undertaking courses that do not lead to an accredited qualification; or
 - learners undertaking courses in pursuit of leisure or a hobby.
- For such learners, code "9" would normally be entered in this field.

However, **all** learners undertaking essential skills or ESOL qualifications at or below QCF Level 1 (or equivalent) must undergo initial assessment, regardless of the number of hours they are learning per week.

Validation rule(s)	LP035-1	LP35 not in ("B", "D", "0" – "9").
	LP035-2-2010	LP35 ="6" and LP04 date of last eight characters >="01082010"

Crosscheck(s)	XLA009-16-LP35-2011	See LA09 for additional validation on this field
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Level of fluency in Welsh at termination of learning programme

Field number	LP36	Field length	0
		Field type	Alphanumeric
Abbreviation	FLU_TERM	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Level of numeracy assessed at termination of learning programme

Field number	LP37	Field length	0
		Field type	Alphanumeric
Abbreviation	NUM_TERM	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Level of literacy assessed at termination of learning programme

Field number	LP38	Field length	0
		Field type	Alphanumeric
Abbreviation	LIT_TERM	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012.		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database.		
	See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Framework achievement

Field number	LP39	Field length	1
		Field type	Alphanumeric
Abbreviation	FWORKACH	Mandatory for	Apprentices only
Description	Whether learner has completed the whole Apprenticeship qualification framework.		
Reason required	To monitor framework completions.		
Valid entries	1	Achieved	
	2	Not achieved	
	9	Not applicable/not required	
Notes	<p>Code "1" (achieved) should only be recorded when every qualification, including all Key Skills and the Technical Certificates, has been achieved and the framework certificate applied for.</p> <p>This field is to be used only for Foundation Apprenticeships, Apprenticeships and Higher Apprenticeships</p> <p>Normally, one provider will be responsible for ensuring the full framework is complete even though other providers may contribute part of the learning (e.g. the Technical Certificate).</p> <p>Where the provider is not responsible for ensuring the full framework is complete, code "9" should be used.</p>		
Validation rule(s)	LP039-1	LP39 not in ("1", "2", "9").	
	LP039-2-2010	LP17 not in ("01", "02", "05", "37", "38", "39", "41"- "42") and LP39 in ("1", "2")	

Employment status at end of learning programme

Field number	LP40	Field length	0
		Field type	Alphanumeric
Abbreviation	ESTATEND	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Reason for termination of learning programme

Field number	LP41	Field length	2
		Field type	Alphanumeric
Abbreviation	TERM_REA	Mandatory for	All learners
Description	Whether the learner is continuing or has completed, or the reason for the learner terminating their learning programme.		
Reason required	To gain an indication of the numbers completing programmes and the reasons for leaving a programme of study, and to monitor the number of learners transferring to other providers. This field informs the calculation of provider performance measures.		
Valid entries	00	Learning programme continuing (at same or different provider)	
	01	Completion of LP	
	02	Failure (before end of LP)	
	03	No longer in use	
	04	Health reasons	
	05	Death	
	06	Financial reasons	
	07	Other personal reasons leading to dropping out	
	08	No longer in use	
	09	Exclusion/left in bad standing	
	10	No longer in use	
	11	Other	
	12	Transferred to another LP at another provider	
	13	Transferred to another LP at same provider	
	14	Gone into employment related to LP	
	15	Gone into other employment	
	16	Redundancy	
	99	Unknown reason for leaving	
Notes	Code "00" – Learning continuing should be used where the learner has not yet completed his/her programme of learning. Codes "02" to "13" should only be used if the learner has not completed his/her learning programme. Code "01" should be used if learners complete the programme, whether the outcome is successful or not. Where WBL learners finish the learning for a framework, but do not achieve all required outcomes, the code '01' should be used, but Field LP39 should be coded "2" (not achieved).		
Notes (cont)	This field should be coded "00" until the learner finishes/leaves the learning programme. This code must be replaced by one of the others, once the learner finishes/leaves.		

Validation rule(s)	LP041-1	LP41 not in ("00"- "16", "99").
	LP041-11-2011	LP41 = "00" and LP42 is not "00" and LP55 >="01082010" (including "31129999")
	LP041-12-2011	LP41 in ("12", "13") and LP42 is not in ("15", "16", "19") and LP55 >="01082010" (including "31129999")
	LP041-13-2011	LP41= "01" and LP42 ="00" and LP55 >="01082010"(including "31129999")
	LP041-14-2011	LP41 = "00" and LP42 is not in ("00", "01") and LP55 <"01082010" (including "31129999")
	LP041-15-2011	LP41= "03" and LP42 not in ("01", "03") and LP55 <"01082010" (including "31129999")
	LP041-16-2011	LP41= "12" and LP42 is not in ("03", "04", "06") and LP55 <"01082010" (including "31129999")
	LP041-17-2011	LP41= "13" and LP42 is not in ("02", "05", "06") and LP55 <"01082010" (including "31129999")
	LP041-18-2011	LP41= "01" and LP42 is in ("00", "01") and LP55 <"01082010" (including "31129999")
	LP041-19-2011	LP41 in ("03", "08", "10")and LP55 >="01082010" (including "31129999")
	LP041-20-2012	LP41= "05" and LP42 not in ("20", "98", "99").

Crosscheck(s)	XLA030-1-LP41	See LA30 for additional validation on this field
	XLA031-1-LP41	See LA31 for additional validation on this field
	XHE022-1-LP41-2010	See HE22 for additional validation on this field
	XHE024-1-LP41-2010	See HE24 for additional validation on this field

Destination within three months of leaving

Field number	LP42	Field length	2
		Field type	Alphanumeric
Abbreviation	DEST_IPL	Mandatory for	Learners on WBL programmes and full time FE learners only*

Description Destination of learner after the end of the learning programme or when the learner left prior to completion of the programme.

Reason required To monitor destinations of learners.
This field informs the calculation of provider performance measures.

Valid entries	00	Continuing existing programme of learning with same provider or another provider
	09	Seeking work/unemployed
	13	Voluntary work
	18	Self-employed (including setting up own business)
	15	Progressed to learning with a higher level learning aim (other than higher education) at the same provider or another provider
	16	Further learning at the same level or lower level, at the same provider or another provider
	19	Progressed to higher education (QCF Level 4 or equivalent, or higher), at the same provider or another provider
	20	Other (see notes)
	21	Employed (Full-time)
	22	Employed (Part-time or short term)
	98	Not applicable (part-time learner)
	99	Not known

Codes no longer used

01	Continuing existing programme of learning with another provider (Not to be used from 2010/11 onwards)
02	New programme of learning at same provider (not HE) (Not to be used from 2010/11 onwards)
03	New programme of learning (not HE) with another provider (Not to be used from 2010/11 onwards)
04	Higher education at another provider (Not to be used from 2010/11 onwards)
05	Higher education at same provider (Not to be used from 2010/11 onwards)
06	Education or training – type not known (Not to be used from 2010/11 onwards)
07	Entering new employment/changing employment (excluding PET) (Not to be used from 2013/14 onwards)
08	Continuing current employment (not self employed) (Not to

	be used from 2013/14 onwards)
10	Self-employment own business (Not to be used from 2010/11 onwards)
14	Entering employment with a Pre-Employment Training (PET) employer (Not to be used from 2013/14 onwards)
12	Self-employment other (Not to be used from 2010/11 onwards)
17	Referred to Careers Wales or JobCentre Plus (Not to be used from 2011/12 onwards)

Notes *Full time FE learners are defined as those with >450 guided contact hours on a learning programme in a year.

The information recorded should be the actual or confirmed destination of the learner at the end of the learning programme. This field should also be completed for learners who left prior to completing the learning programme.

Where a learner has been offered a place on a college course or training programme (with appropriate evidence such as an offer letter), this should be recorded using code 15 or 16 as appropriate as a confirmed destination, although the new programme may not start immediately.

For learners on WBL Employability programmes who are undertaking different learning activities at the same level, these should be recorded as separate learning activities within the same learning programme. The code "00" should be used until the learner leaves, or starts a new programme of learning at a different level.

Code 21 should be used when the employment is of at least 16 hours per week and has an intended duration of at least 13 weeks. Code 22 should be used when the employment does not meet these requirements. Code 13 should be used when the voluntary work is of at least 16 hrs per week and has an intended duration of at least 13 weeks. These requirements may change and providers should refer to guidance issued on the definition and evidence requirements for the WBL Employability programmes. Detailed guidance is available at www.wales.gov.uk/wbl.

Codes 21 or 22 should be used when learners have left the programme and continuing their current employment.

Code "09" should be used where learners are referred to Careers Wales, Job Centre Plus or other referral agencies.

This field should be coded "00" until the learner finishes/leaves the learning programme.

Code 20 "Other" categories include: Long term sickness, pregnancy, death, custodial sentence, or the learner has moved out of Wales. This code should not be used for any other reason.

Validation rule(s)	LP042-1	LP42 not in (“00” – “10”, “12”-“22”, “98”, “99”).
	LP042-3-2011	LP42 in (“01” – “06”, “10”-“12”) and LP55 >=“01082010” (including “31129999”)
	LP042-4-2011	LP42 =17 and LP55 >=“01082011” (including “31129999”)
	LP042-5-2013	LP42 in (“07”, “08”, “14”) and LP55 >=“01082013” (including “31129999”)

Destination six months after leaving

Field number	LP43	Field length	0
		Field type	Alphanumeric
Abbreviation	DESTSIXM	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Provider specified field 1

Field number	LP44	Field length	20
Abbreviation	PROVSP_1	Field type	Alphanumeric
		Mandatory for	None
Description	Optional field to assist processing for providers.		
Reason required	To assist processing for providers.		
Valid entries	Optional fields to assist processing for providers. If not used, fill with zeros.		
Notes	This identifier should not contain personal identifiable data e.g. full surname and full National Insurance number must not be used.		
Validation rule(s)	LP044-1	LP44 not in (a to z, A to Z, 0 to 9, -, (,), [space], '). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).	

Provider specified field 2

Field number	LP45	Field length	20
		Field type	Alphanumeric
Abbreviation	PROVSP_2	Mandatory for	None
Description	Optional field to assist processing for providers.		
Reason required	To assist processing for providers.		
Valid entries	Optional field to assist processing for providers. If not used, fill with zeros.		
Notes	This identifier should not contain personal identifiable data e.g. full surname and full National Insurance number must not be used.		
Validation rule(s)	LP045-1	LP45 not in (a to z, A to Z, 0 to 9, -, (,),[space], '). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).	

Standard Industrial Classification (SIC) code

Field number	LP46	Field length	0
		Field type	Alphanumeric
Abbreviation	EMPL_SIC	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

SME indicator code

Field number	LP47	Field length	1
		Field type	Alphanumeric
Abbreviation	EMPL_SME	Mandatory for	WBL learners
Description	Indicator of status of employer as public/private sector Small and Medium Enterprise (SME) or non-SME, as confirmed in the relevant signed SME3 form.		
Reason required	To monitor whether the employer of a learner is an SME. Information will be used for European Social Fund (ESF) monitoring. This field is required to draw down ESF funding.		
Notes	If learner is employed at start of Learning Programme (as indicated at LP11), this field will record whether that employer was an SME at the start of the programme for that learner. This field has critical importance for determining eligibility for European funding and also to determine which specific ESF project the learner may be counted towards. This field and the corresponding SME form will be subject to European audit. Providers are expected to use the correct code including 7 or 8 for starters from 1 August 2014, and to change the code if necessary for continuing learners by 1 April 2015.		
Valid entries	2	Learner not employed	
	3	Employer does not meet SME criteria and is a Public Sector organisation	
	4	Employer does not meet SME criteria SME and is a Private Sector organisation	
	5	Employer meets SME criteria and is a Public Sector organisation	
	6	Employer meets SME criteria and is a Private Sector organisation	
	7	Third sector organisation meeting SME criteria	
	8	Third sector organisation not meeting SME criteria	
	9	Not required	
Notes	The SME status entered must be in accordance with guidance provided by the Welsh Government (see Annex 9). Where the learner was not employed status, as indicated at LP11 , please select code "2".		
Validation rule(s)	LP047-1 LP47 not in ("0" - "9").		

LP047-2 LP47 in (“0”, “1”) and **LP17** in (“01” – “10”, “21”, “22”, “31-39”, “41”-“42”) and **LP11** = “1” and **LP55** >= “01/08/2008” (including “31/12/9999”).

See also

[Data submission guidance for work based learning funding \(please use appropriate version\)](#)

Status of learner

Field number	LP48	Field length	3
		Field type	Alphanumeric
Abbreviation	LP_TEMP1	Mandatory for	WBL learners
Description	Status of learner.		
Reason required	To calculate funding payments. This field informs funding.		
Valid entries	JSA Adult in receipt of JSA DWP Adult in receipt of DWP benefit – other SCP Skills Conditionality Programme 999 Not applicable/not required		
	Codes no longer used		
	ADL Adult in receipt of Department of Works and Pensions (DWP) Benefit (not to be used from 2008/09)		
	GU1 Guarantee Learner whose learning at entry is up and including level 1. (Not to be used for new learners from 01/08/2011)		
	GU2 Guarantee Learner whose learning at entry is at level 2 or above. (Not to be used for new learners from 01/08/2011)		
	GU3 Guarantee Learner whose learning at entry is at level 3. (Not to be used for new learners from 01/08/2011)		
	EX1 Extended Guarantee Learner whose learning at entry is up and including level 1. (Not to be used for new learners from 01/08/2011)		
	EX2 Extended Guarantee Learner whose learning at entry is at level 2 or above. (Not to be used for new learners from 01/08/2011)		
	EX3 Extended Guarantee Learner whose learning at entry is at level 3. (Not to be used for new learners from 01/08/2011)		
	GUA Guarantee (Not to be used for new learners from 01/08/2014)		
	EXG Extended Guarantee (Not to be used for new learners from 01/08/2014)		
	NGU Non Guarantee (Not to be used for new learners from 01/08/2014)		
	Note: The status of the learner should be recorded with a “999” for all Traineeship programmes (i.e. where LP17 is “31”, “32” or “33”)		
Notes	Contact ASKWBL@wales.gsi.gov.uk for guidance on use of the above codes.		
Validation rule(s)	LP048-1	LP48 not in (“GUA”, “EXG”, “NGU”, “ADL”, “GU1”, “GU2”, “GU3”, “EX1”, “EX2”, “EX3”, “JSA”, “DWP”,	

-
- SCP**, "999").
- LP048-2** **LP17** in ("01", "02", "03", "04", "05") and LP48 in ("JSA", "DWP", "ADL", "999").
- LP048-3** **LP17** in ("06", "07", "09", "10") and LP48 in ("NGU", "999").
- LP048-4** **LP17** not equal to "21" and LP48 in ("GU1", "GU2", "GU3", "EX1", "EX2", "EX3").
- LP048-5** **LP17** not equal to "21" and LP48 not in ("GU1", "GU2", "GU3", "EX1", "EX2", "EX3", "ADL", "JSA", "DWP", "999").
- LP048-6** LP48="ADL" and **LP55** >="01082008" (including "31129999").
- LP048-7-2011** **LP17** in ("31", "32", "33") and LP48 not equal to "999"
- LP048-8-2011** (**LP17** in (34-35) or (**LP17** = "08" and **LP51** in ('NEL', 'NER'))) and LP48 not in ("JSA", "DWP", **SCP**)
-

See also

[Data submission guidance for work based learning funding \(please use appropriate version\)](#)

Guarantee/ex-guarantee learner endorsement status

Field number	LP49	Field length	0
		Field type	Alphanumeric
Abbreviation	LP_TEMP2	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Previous achievements of NVQ (or equivalent) in the same vocational route

Field number	LP50	Field length	0
		Field type	Alphanumeric
Abbreviation	LP_TEMP3	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database.		
	See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Special programme funding rules

Field number	LP51	Field length	3
		Field type	Alphanumeric
Abbreviation	LP_TEMP4	Mandatory for	All learners
Description	Temporary funding field.		
Reason required	To facilitate funding of specific Learning Programmes.		
Valid entries	000 Not required		
	OR		
	Valid codes as determined by DfES.		
	Work Based Learning Providers		
	Providers will be informed of relevant codes as and when they are required. A list of current valid codes is available on LLWR-Inform.		
	Queries regarding WBL LP51 codes should be sent to askwbl@wales.gsi.gov.uk		
	FE Learning Providers		
	From 1 August 2014, post-19 learners who are undertaking part-time FE programmes and meet the specification of the Skills Priority FE Fund should be recorded using "SPF" in this field.		
	Queries regarding FE LP51 codes should be sent to post16planningandfunding@wales.gsi.gov.uk .		
Notes	Any codes used without such agreement may be accepted in the LLWR but will not give rise to funding for the activity.		
	For more information on the FE requirement, please see the Skills Priority FE Fund Guidance Document .		
Validation rule(s)	LP051-1	LP51 not "000" or not all Uppercase Alphabetic characters	

Embedded basic skills support

Field number	LP52	Field length	0
		Field type	Alphanumeric
Abbreviation	EMBD_BSS	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Latest employment status of learner

Field number	LP53	Field length	0
		Field type	Alphanumeric
Abbreviation	EMPS_LAT	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Date of latest change of employment status

Field number	LP54	Field length	0
		Field type	Date
Abbreviation	EMPS_DAT	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Date terminated learning programme

Field number	LP55	Field length	8
		Field type	Date
Abbreviation	TERMD_LP	Mandatory for	All learners
Description	Date learner finished this Learning Programme (i.e. he/she completed all the activities relating to the Learning Programme or date he/she left the programme).		
	Please note that this date is not when all award results have been issued.		
Reason required	To allow data to be validated for rules which are contract/academic year specific. To simplify the production of time-specific data reports for the Welsh Government and learning providers alike.		
Valid entries	Any valid date, or 31129999 Learning Programme continuing (to be used as default value until learner has terminated programme)		
Notes	This field must be completed when the learner ceases to undertake all related learning activities, regardless of whether he/she has finished all required learning.		
	This field should NOT be dated in the future of any submission date.		
Validation rule(s)	LP055-1	LP55 not a valid date in the format “ddmmyyyy”.	
	LP055-2-2012	LP55 is in future of current submission date and not equal to 31129999	
Crosscheck(s)	XLA011 -13-LP55-HE13-2010	See LA11 for additional validation on this field	
	XLA030-2-LP55	See LA30 for additional validation on this field	
	XLA030-4-LP55	See LA30 for additional validation on this field.	
	XLA006-1-LA11.LP55	See LA06 for additional validation on this field.	
	XHE004-2-LP17-LP55-2011	See HE04 for additional validation on this field	
	XLA011-12-LP55.HE	See LA11 for additional validation on this field	
	XHE022-2-LP55-2011	See HE22 for additional validation on this field	
	XHE022-3-LP55-2011	See HE22 for additional validation on this field	

**XHE022-4-
LP55-2011** See [HE22](#) for additional validation on this field

**XHE024-2-
LP55-2011** See [HE24](#) for additional validation on this field

**XHE024-3-
LP55-2011** See [HE24](#) for additional validation on this field

**XHE024-4-
LP55-2011** See [HE24](#) for additional validation on this field

**XHE027-1-
LP55-2013** See [HE27](#) for additional validation on this field

**XHE027-2-
LP55-2013** See [HE27](#) for additional validation on this field

Work-limiting health condition

Field number	LP56	Field length	1
		Field type	Alphanumeric
Abbreviation	HEALTHLD	Mandatory for	WBL learners
Description	Details whether learner has a work-limiting health condition at the start of the Learning Programme.		
Reason required	Requirement of Welsh European Funding Office (WEFO) to identify learners with a work limiting health condition.		
Valid entries	1	Learner has confirmed a work-limiting health condition	
	2	Learner has confirmed no work-limited health condition	
	9	Not applicable	
Notes	This should be self-reported by the learner. Learners on WBL programmes should be asked whether they face barriers to employment due to a work-limiting health condition. This is to be established at the start of the Learning Programme.		
Validation rule(s)	LP056-1	LP56 not in ("1", "2", "9").	
	LP056-2	LP56 is "9" and LP17 is in ("01" – "10", "21", "22", "31"- "39", "41"- "42") and LP55 >= "01082008" (including "31129999").	

Lone parent indicator

Field number	LP57	Field length	1
		Field type	Alphanumeric
Abbreviation	LONE_PAR	Mandatory for	WBL learners

Description	Details of whether a learner is a lone parent or not.
Reason required	Requirement of Welsh European Funding Office (WEFO) to identify learners who are lone parents.

Valid entries	1	Learner is a lone parent
	2	Learner is not a lone parent
	9	Not applicable

Notes	A lone parent is defined as a person with one or more dependent children (whether related to the children or not) living in a household with no other people. A dependent child is a person aged 0-15, or a person who is aged 16-18 and in full-time education. This should be established at the start of the learning programme.
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Validation rule(s)	LP057-1	LP57 not in ("1", "2", "9").
	LP057-2	LP57 ="9" and LP17 in ("01" – "10", "21", "22", "31"- "39", "40", "41"- "42") and LP55 >= "01082008" (including "31129999").

Understanding Welsh Indicator

Field number	LP58	Field length	0
		Field type	Alphanumeric
Abbreviation	WELSHUND	Mandatory for	None

Description Null return from 2013

Reason required Not required, NULL return from 2013

Valid entries The field must be submitted empty from 2013 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database.

See [Annex 11](#) for a definition of a NULL return.

Notes Null return from 2013

Validation rule(s)

Reading/writing in Welsh indicator

Field number	LP59	Field length	0
		Field type	Alphanumeric
Abbreviation	WELSHRWR	Mandatory for	None

Description Null return from 2013

Reason required Not required, NULL return from 2013

Valid entries The field must be submitted empty from 2013 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database.

See [Annex 11](#) for a definition of a NULL return.

Notes Null return from 2013

Validation rule(s)

Migrant worker indicator

Field number	LP60	Field length	1
		Field type	Alphanumeric
Abbreviation	MIGRANTW	Mandatory for	WBL learners

Description	Details of whether a learner is a migrant worker.
Reason required	Requirement of Welsh European Funding Office (WEFO) that this category of learner can be identified.

Valid entries	1	Learner is a migrant worker (EU)
	2	Learner is a migrant worker (non-EU)
	3	Learner is not a migrant worker
	9	Not applicable

Notes	A migrant is classed as a person who has changed their country of residence for a period of at least a year to the UK, but is not a citizen of the UK prior to the start of the learning programme.
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WEFO require us to differentiate between migrants from EU and Non-EU member states. List of EU member states can be found on the European Union website by clicking the link below:

http://europa.eu/about-eu/countries/index_en.htm

Validation rule(s)	LP060-1	LP60 not in ("1" - "3", "9").
	LP060-2	LP60 = "9" and LP17 in ("01" – "10", "21", "22", "31"- "39", "41"- "42") and LP55 >= "01082008" (including "31129999").

Hours worked per week

Field number	LP61	Field length	3
		Field type	Numeric
Abbreviation	HOURS_WK	Mandatory for	FE and WBL learners
Description	Details of hours worked per week by learner.		
Reason required	Requirement of Welsh European Funding Office (WEFO) that this category of learner can be identified specifically for WBL programmes. From 1 August 2014, this will apply to Post 19 learners who are undertaking part time FE programmes and meet the specification of the Skills Priority FE Fund.		
Valid entries	Whole number (rounded down to nearest hour), padded with leading zeros (i.e. "010" for 10 hours), or 999 Not applicable		
Notes	If a Participant is employed, then the number of gross hours worked per typical week should be provided. For reporting purposes, those who work 30 hours or less will be classified by WEFO as working part-time and those working over 30 hours will be classified as working full-time. For more information on the FE requirement, please see the Skills Priority FE Fund Guidance Document.		
Validation rule(s)	LP061-1	LP61 not valid number.	
	LP061-2	LP61 = "999" and LP17 in ("01" – "10", "21", "22", "31"- "39", "41"- "42") and LP11 = "1" and LP55 >= "01082008" (including "31129999").	
	LP061-3	LP61 > 168 and not "999".	

Size of employer

Field number	LP62	Field length	1
		Field type	Alphanumeric
Abbreviation	EMPLSIZE	Mandatory for	WBL learners
Description	Details of the number of staff employed by a learner's employer at the start of the Learning Programme.		
Reason required	Requirement of Welsh European Funding Office (WEFO) that the size of the learner's employer can be identified.		
Valid entries	1	0 - 1 employees	
	2	2 - 9 employees	
	3	10 – 49 employees	
	4	50 – 249 employees	
	5	250+ employees	
	9	Not applicable	
Notes	<p>This should be established at the start of the learning programme for employed learners.</p> <p>This field will also help inform LP47 (SME Indicator).</p> <p>Employee count should be on FTE posts measured at UK level, not just at local outlet for non-franchise organisations.</p>		
Validation rule(s)	LP062-1	LP62 not in ("1" – "5", "9").	
	LP062-2	LP62 = "9" and LP17 in ("01" – "10", "21", "22") and LP11 = "1" and LP55 >= "01082008" (including "31129999").	
	LP062-3	LP47 in ("1", "5", "6") and LP62 = "5" and LP55 >= "01082008" (including "31129999").	
	LP062-4-2011	LP62 = "9" and LP17 in ("36"-"39", "41"-"42")	

Subcontractor delivering programme

Field number	LP63	Field length	8
		Field type	Alphanumeric
Abbreviation	SUB_PROG	Mandatory for	All learners
Description	An identifier code for the provider delivering all of a learning programme to this learner through a subcontracted arrangement.		
Reason required	To enable the provider providing a complete learner programme on behalf of the contracted provider to be identified.		
Valid entries	Any learner provider code in list at Annex 3 , or 00000000 No arrangement		
Notes -	For WBL consortia Where WBL providers have entered into consortium arrangements, the consortium member (not the lead) delivering or managing full programme provision must be recorded. If a consortium member manages provision through subcontracting arrangements, the subcontractor must be recorded in LA28. Where the consortium lead delivers the programme they must not record their number, but must record the number of any subcontractor taking forward full programme delivery or, 00000000 - No arrangement . If the subcontractor of a consortium lead subcontracts provision of the full learning programme to another provider, this subcontractor must be recorded in LA28. Non-consortia arrangements for WBL providers Where the WBL contract holder subcontracts provision of the full learning programme, the subcontractor must be recorded. If the subcontractor of the contract holder subcontracts the full learning programme, the subcontractor delivering provision must be recorded in LA28. Please contact the Data Management team if the provider is not listed in Annex 3 .		
Validation rule(s)	LP063-1	LP63 not in Welsh Government list AND NOT "00000000" and must not begin with 'Z'.	
	LP063-2	LP63 is LP03 (PROVI_ID).	
	LP063-3-2010	LP63 code cannot be a code starting with a 'Z' in the Welsh Government list	

Lower level Standard Industrial Classification 2007 (SIC) 5 digit code

Field number	LP64	Field length	5
		Field type	Numeric
Abbreviation	EMPLSIC5	Mandatory for	WBL Learners
Description	Standard Industrial Classification (SIC2007) of employer at a 5 digit level.		
Reason required	To monitor work-related programmes on an industrial sector on a lower level basis.		
Valid entries	Lower level SIC code in the format nnnnn, where “nnnnn” is the 5 digit SIC2007 group. A full list of lower level SIC(2007) 5 digit codes can be obtained from: Lookup_LP64 and is available as a lookup table on LLWR Inform (https://llwrinform.wales.gov.uk) under Documents/LLWR Lookups/Lookups		
	Providers will be notified by the Welsh Government when there is a requirement for their project to complete this field.		
	Where the SIC2007 code is not required, then this field should be completed with “00000”.		
Notes	The SIC code must relate to the employer shown in LP12 .		
Validation rule(s)	LP064-1-2010	LP64 not in Lower Level Standard Industrial Classification (SIC) 5 digit code list or “00000”	
	LP064-2-2010	LP64 not in correct format	

Standard Industrial Classification 2007 (SIC) code

Field number	LP65	Field length	0
		Field type	Numeric
Abbreviation	SIC_2007	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Sector framework code 2011

Field number	LP66	Field length	5
		Field type	Alphanumeric
Abbreviation	SECT2011	Mandatory for	WBL learners
Description	Sector framework being followed from 2011 onwards.		
Reason required	To monitor work-based learning within sector framework from 2011 onwards.		
	This field informs WBL funding.		
Valid entries	Sector Framework code (from LP66 lookup table on LLWR Inform (https://llwrinform.wales.gov.uk) under /Documents/LLWR Lookups/Lookups.).		
	99999 Not required		
Notes	Codes other than “99999” are only required for Foundation Apprenticeships, Apprenticeships, Higher Apprenticeships and Flexible Learning. LP66 should be recorded as at the start of the Learning Programme and should only be subsequently changed if found to be materially incorrect. All queries relating to LP66 codes should be sent to Askwbl@wales.gsi.gov.uk		
Validation rule(s)	LP066-1-2011	LP66 not on Welsh Government list and not equal to “99999”	
	LP066-2-2011	LP17 in (“36”, “37”, “38”, “39”, “41”-“42”) and LP66 = “99999”	
	LP066-3-2011	LP17 not in (“36”, “37”, “38”, “39”, “41”-“42”) and LP66 not equal to “99999”	

Level of highest Welsh language qualification achieved prior to learning programme

Field number	LP67	Field length	1
		Field type	Alphanumeric
Abbreviation	WELSH_HQ	Mandatory for	All learners
Description	Level of highest Welsh language qualification achieved prior to learning programme (CQFW equivalent).		
Reason required	To allow linguistic progression statistics to be calculated and to assess the pattern and flow of entry by qualification.		
Valid entries	<p><u>Welsh second language</u></p> <p>0 Welsh second language: Pre-Entry Level</p> <p>1 Welsh second language qualification: Entry level</p> <p>2 Welsh second language qualification: Level 1 e.g. GCSE D-G</p> <p>3 Welsh second language qualification: Level 2 e.g. GCSE A*-C</p> <p>4 Welsh second language qualification: Levels 3 and above e.g. AS, A level</p> <p><u>Welsh first language</u></p> <p>5 Welsh first language: Pre-Entry Level</p> <p>6 Welsh first language qualification: Entry level</p> <p>7 Welsh first language qualification: Level 1 e.g. GCSE D-G</p> <p>8 Welsh first language qualification: Level 2 e.g. GCSE A*-C</p> <p>9 Welsh first language qualification: Levels 3 and above e.g. AS, A level</p> <p>A Continuing learner (earliest activities prior to 2013), previous entries on LP23, LP58 ,LP59 apply</p>		
Notes	<p>Levels refer to CQFW equivalent.</p> <p>The codes should relate to the level of highest Welsh qualification achieved prior to the learning programme.</p> <p>Pre-Entry level includes no qualification.</p> <p>GCSE Welsh second language short course is at the same level as the full course e.g. Grades A*-C short course is Level 2.</p> <p>Students who can speak Welsh but have no formal qualification in the language should enter code 5.</p> <p>The list is not a hierarchy of qualifications.</p>		
Validation rule(s)	LP067-1-2013	LP67 not in ("0" –"9", "A")	
Cross check(s)	XLA009-43-LP67-2013	Earliest associated LA09 >="01082013" and LP67 not in ("0" –"9")	
	XLA009-44-LP67-2013	Earliest associated LA09 <"01082013" and LP67 <> "A"	

Length of employment with same employer

Field number	LP68	Field length	1
		Field type	Numeric
Abbreviation	LEN_EMPL	Mandatory for	Apprentices only
Description	The length of time that a learner has been with the same employer prior to commencing the learning programme.		
Reason required	To inform monitoring of Apprenticeship participation and future policy		
Valid entries	0 Not employed with same employer prior to commencing learning programme. 1 1 day to less than 3 months 2 3 months to less than 6 months 3 6 months to less than 12 months 4 12 months or more 9 Not applicable		
Notes	Only required for apprenticeship programmes codes “37”-“39” and “41-“42” in LP17 . This is the length of employment that the learner has been with the same employer that is sponsoring the learning programme. Example 1 3 months’ employment with employer ABC who then sponsors the learning programme would be coded as “2”. Example 2 3 months’ employment with employer ABC but learning programme sponsored by a different employer DEF (including a subsidiary company) would be coded as “0”.		
Validation rule(s)	LP068-1-2013	LP68 not in (“0” - “4”, “9”).	
Crosscheck(s)	XLA009-48-LP68-LP11-2013	See LA09 for additional validation on this field	
	XLA009-49-LP68-LP17-2013	See LA09 for additional validation on this field	

Estimated Centre Based Hours

Field number	LP69	Field length	4
		Field type	Numeric
Abbreviation	ESTCBHRS	Mandatory for	None
Description	Estimated centre based hours at the beginning of the learning programme.		
Reason required	Introduced to monitor the number of centre based hours estimated for the delivery of the learning programme.		
Valid entries	0001 – 3000 (Left padded with zeros) 9999 Not applicable		
Notes	<p>This field should be used to record estimated centre based hours at the start of the learning programme.</p> <p>This field will be activated from April 2015 in line with the new funding methodology for Work Based Learning. However, providers can start capturing this field from August 2014 if they choose to.</p>		
Validation rule(s)	LP069-1-2014	LP69 not in ("0001" – "3000", "9999").	
	LP069-2-2014	LP69 > "3000" (Excluding "9999").	

Estimated Work Based Hours

Field number	LP70	Field length	4
		Field type	Numeric
Abbreviation	ESTWBHRS	Mandatory for	None
Description	Estimated work based hours at the beginning of the learning programme.		
Reason required	Introduced to monitor the number of work based hours estimated for the delivery of the learning programme.		
Valid entries	0001 – 3000 (Left padded with zeros) 9999 Not applicable		
Notes	<p>This field should be used to record estimated work based hours at the start of the learning programme.</p> <p>This field will be activated from April 2015 in line with the new funding methodology for Work Based Learning. However, providers can start capturing this field from August 2014 if they choose to.</p>		
Validation rule(s)	LP070-1-2014	LP70 not in ("0001" – "3000", "9999").	
	LP070-2-2014	LP70 > "3000" (Excluding "9999").	

Actual Centre Based Hours

Field number	LP71	Field length	4
		Field type	Numeric
Abbreviation	ACTCBHRS	Mandatory for	Learners on FE programmes
Description	Recording the actual centre based hours at the end of the learning programme.		
Reason required	Introduced to monitor the actual number of centre based hours used for the delivery of the learning programme.		
Valid entries	0001 – 3000 (Left padded with zeros) 9999 Not applicable		
Notes	<p>This field should be used to record actual centre based hours at the end of the learning programme.</p> <p>For FE Learners, this field should record the number of planned Centre Based Hours for the delivery of the entire Learning Programme.</p> <p>Example: If a course is planned to be delivered in 30 hours for 10 learners and one of those learners drops out after 5 weeks, or is ill for 3 of those hours, we would not expect the entry in this field to be amended. However, if the planned course of 30 hours is changed to a 20 hour course for all the learners, we would expect the hours to be amended for all learners.</p>		
Validation rule(s)	LP071-1-2014	LP71 not in ("0001" – "3000", "9999").	

Actual Work Based Hours

Field number	LP72	Field length	4
		Field type	Numeric
Abbreviation	ACTWBHRS	Mandatory for	Learners on FE programmes
Description	Recording the Actual Work Based Hours at the end of the learning programme.		
Reason required	Introduced to monitor the actual number of Work Based Hours used for the delivery of the Learning Programme.		
Valid entries	0001 – 3000 (Left padded with zeros) 9999 Not applicable		
Notes	<p>This field needs to detail Actual Work Based Hours at the end of the Learning Programme.</p> <p>For FE Learners, this field should record the number of planned Work Based Hours for the delivery of the entire Learning Programme.</p> <p>Example: If a course is planned to be delivered with 10 work based hours for 10 learners and one of those learners drops out after 5 weeks, or is ill for 3 of those hours, we would not expect the entry in this field to be amended. However, if the planned course of 10 work based hours is changed to a 5 work based hour course for all of the learners, we would expect the hours to be amended for all learners.</p>		
Validation rule(s)	LP072-1-2014	LP72 not in ("0001" – "3000", "9999").	

Programme Start Date

Field number	LP73	Field length	8
		Field type	Date
Abbreviation	LPSTRTDT	Mandatory for	Learners on FE programmes
Description	Recording the Start Date of the learning programme.		
Reason required	To monitor the length of time taken to complete the learning programme. To determine whether the learner is undertaking learning on a given date. This field informs funding. This field informs eligibility timescales for ESF Funding.		
Valid entries	Any valid date, not in the future from date of submission. 31129999 Default Value		
Notes	In the case of open or distance learning or e-learning, the date on which the first course material is sent or presented to the learner should be recorded. Estimated start dates in advance of the date of submission should not be included. Start dates in the future at the date of submission are to be deemed invalid, as only events that have occurred should be reported. This field will be used as the start date of the learning programme.		
Validation rule(s)	LP073-1-2014	LP73 not a valid date in the format "ddmmyyyy".	
	LP073-2-2014	LP73 is in future of current submission date and not equal to "31129999".	
	LP073-3-2014	LP73 < "01012000".	

Learning Programme Code

Field number	LP74	Field length	12
		Field type	Alphanumeric
Abbreviation	FELPCODE	Mandatory for	FE learners
Description	Learning Programme Code being followed from 2014 onwards.		
Reason required	To monitor FE Learning within the Post 16 Planning and Funding Framework from 1 August 2014 onwards. This field informs FE funding.		
Valid entries	Learning Programme Code (from LP74 lookup table on LLWR Inform (https://llwrinform.wales.gov.uk) under /Documents/LLWR Lookups/Lookups.). 999999999999 Not Required.		
Notes	Any queries relating to the Learning Programme Code should be sent to post16planningandfunding@wales.gsi.gov.uk .		
Validation rule(s)	LP074-1-2014	LP74 not on Welsh Government list and not equal to "999999999999".	

Learning programme reference used by provider

Field number	LP75	Field length	20
Abbreviation	LPPRVREF	Field type	Alphanumeric
		Mandatory for	Learners on FE programmes
Description	Identifier for learning programme.		
Reason required	To assist institutions in identifying programmes by their own individual reference codes. To provide an alternative learning programme reference to facilitate the correction of errors identified during validation.		
Valid entries	Any text assigned by providers for internal reference purposes. Only letters and numbers should be included – other characters (e.g. hyphens, asterisks) must not be used. 0 - Not Applicable		
Notes	This identifier must not contain personal identifiable data e.g. full surname or full National Insurance number must not be used.		
Validation rule(s)	LP075-1-2014	LP75 not in (a to z, A to Z, 0 to 9, -, [space], '). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	

LLDD indicator

Field number	LP76	Field length	1
		Field type	Alphanumeric
Abbreviation	ADDLPSPT	Mandatory for	Mainstream-funded learners

Description Additional Learning Support arising from a learning difficulty and/or disability.

Reason required To allow funding for additional learning support for learners with learning difficulties and/or disabilities (LLDD) to be allocated and monitored.

Valid entries

- 0 Learner does not have a learning difficulty and/or disability (LLDD)/not required
- 1 Learner's support needs are met in a discrete setting
- 2 Learner is accessing provision in a discrete setting and Additional Learning Support funding is utilised
- 3 Learner's support needs are met in a mainstream setting
- 4 Learner is accessing provision in a mainstream setting and Additional Learning Support funding is utilised

Notes Additional Learning Support is direct support for learning which:

- 1) arises from a learning difficulty and/or disability; and
- 2) is over and above that which is provided for in a learning programme or activity; and
- 3) is necessary to empower individual learning to achieve.

Identification of Additional Learning Support needs should arise from a formal assessment of the individual learner's needs.

Additional Learning Support includes the provision of support which falls within the scope of Welsh Government Supplementary Funding. It also includes exceptional funding support for learners accessing provision in a discrete setting.

A discrete setting is one where all the learners in the group require a similar level of support. Please refer to the Programmes Directory for further details of the programmes designed for LLDD.

Please refer to [Annex 10](#) for further details about this field.

Validation rule(s) LP076- LP76 not in ("0" – "4").
1-2014

See also [Post-16 Planning and Funding website: http://wales.gov.uk/topics/educationandskills/learningproviders/p16planningandfunding/?lang=en](http://wales.gov.uk/topics/educationandskills/learningproviders/p16planningandfunding/?lang=en)

Expected End Date

Field number	LP77	Field length	8
		Field type	Date
Abbreviation	EXPLPEND	Mandatory for	Learners on FE programmes
Description	Expected end date of the learning programme.		
Reason required	To monitor the length of time taken to complete the learning programme.		
Valid entries	Any valid date. 31129999 default value		
Notes	<p>This field should show the date when the learning programme is expected to be completed – not the date of receipt of examination/assessment results.</p> <p>An estimated end date is required for all learning programmes starting after 1 August 2014. For open ended programmes, a notional date based on the average time for learners to complete the programme should be provided.</p>		
Validation rule(s)	LP077-1-2014	LP77 not a valid date in the format “ddmmyyyy”.	
	LP077-2-2014	LP77 < LP73	

Learning activity (LA) dataset

(Validation rules: the wording describes situations which will cause data errors to be reported)

Code	Field name
LA01	ULI (Unique Learner Identifier)
LA02	Learner identifier with provider
LA03	Provider identifier
LA04	Learning programme identifier
LA05	Learning activity identifier
LA06	Learning aim reference
LA07	Learning activity reference used by provider
LA08	Title of learning activity
LA09	Date commenced learning activity
LA10	Expected end date of learning activity
LA11	Learner provision funding
LA12	Workforce and community development funding (NULL)
LA13	Financial support for learners (NULL)
LA14	Strategic investment stream (NULL)
LA15	LLDD indicator (NULL)
LA16	Additional learning support (NULL)
LA17	Other source of funding (NULL)
LA18	ILA database reference (NULL)
LA19	Guided contact hours (NULL)
LA20	Method of delivery
LA21	Subject of learning
LA22	Credit level of learning activity
LA23	Credit value of learning activity
LA24	Learning hours (NULL)
LA25	Proportion of learning activity delivered through the medium of Welsh
LA26	Type of Welsh medium learning
LA27	Franchise/partnership percentage (NULL)
LA28	Provider delivering learning
LA29	Postcode of site
LA30	Date terminated learning activity
LA31	Completion status
LA32	Special funding rules 1 (NULL)
LA33	Special funding rules 2
LA34	Provider specified field 1
LA35	Provider specified field 2
LA36	Estyn inspection area (NULL)
LA37	Learning activity sector framework code for NVQs (NULL)

<u>LA38</u>	LA temporary field 2 (NULL)
<u>LA39</u>	LA temporary field 3 (NULL)
<u>LA40</u>	Assessable learning
<u>LA41</u>	Suspended activity link id
<u>LA42</u>	Amended guided contact hours (NULL)
<u>LA43</u>	Work based hours
<u>LA44</u>	Centre based hours
<u>LA45</u>	Amended work based hours
<u>LA46</u>	Amended centre based hours
<u>LA47</u>	Type of learning activity
<u>LA48</u>	Accreditation of prior experiential learning indicator

ULI (Unique learner identifier)

Field number	LA01	Field length	13
		Field type	Alphanumeric
Abbreviation	UNIQUEID	Mandatory for	All learners
Description	A unique identifier for each learner. This will be determined by the Welsh Government. Format: "Lnnnnnnnnnnnn".		
Reason required	To allow datasets to be linked, and to facilitate tracking of learners throughout their lifetime.		
Valid entries	"L" & any combination of numerics with check digit.		
Notes	ULI to be supplied by the Welsh Government on receipt of the learner dataset. LA01 matches with LN01 , LP01 , AW01 and HE01 . See LN01 for more details.		
Validation rule(s)	LA001-1	UNIQUEID not in the correct format or UNIQUEID check digit shows error.	

Learner identifier with provider

Field number	LA02	Field length	20
		Field type	Alphanumeric
Abbreviation	LEARN_ID	Mandatory for	All learners
Description	An identifier number for the learner, allocated by the learning provider.		
Reason required	To assist the provider in identifying the learner.		
Valid entries	Any combination of numerics and alphanumerics (excluding spaces and quotation marks).		
Notes	<p>The learner reference code is assigned by the provider. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.</p> <p>This identifier must not contain personal identifiable data e.g. full surname or full National Insurance number must not be used.</p> <p>It is up to the individual providers to decide upon the format of their learner reference codes. The same code must be used for all submissions of data on that learner with the specific provider.</p> <p>This field is part of the Learning Activity (LA) compound key for the record.</p> <p>LA02 matches with LN02, LP02, AW02 and HE02.</p>		
Validation rule(s)	LA002-1	LEARN_ID not in (a to z, A to Z, 0 to 9, -, [space], '). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	
	LA002-2	LEARN_ID PROVI_ID LPROG_ID LACTI_ID – the fields combined are not unique.	

Provider identifier

Field number	LA03	Field length	8
		Field type	Alphanumeric
Abbreviation	PROVI_ID	Mandatory for	All learners
Description	An identifier code for the provider, as allocated by the Welsh Government.		
Reason required	To enable the provider to be identified.		
Valid entries	As defined by the Welsh Government.		
Notes	<p>A full list of Welsh Government provider reference codes is provided on LLWR-Inform, with guidance at Annex 3.</p> <p>Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox immediately.</p> <p>This field is part of the Learning Activity (LA) compound key for the record.</p> <p>LA03 matches with LN03, LP03, AW03 and HE03.</p>		
Validation rule(s)	LA003-1 PROVI_ID not in Welsh Government list.		
See also	Data submission guidance for work based learning funding (please use appropriate version)		

Learning programme identifier

Field number	LA04	Field length	10
		Field type	Alphanumeric
Abbreviation	LPROG_ID	Mandatory for	All learners
Description	Identifier for each learning programme with provider for this learner.		
Reason required	Where a learner has more than one learning programme, this code may be used to distinguish between these learning programmes.		
Valid entries	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format “nnddmmyyyy”.		
Notes	Information about a learner may be submitted in more than one learning programme dataset if he/she undertakes more than one learning programme. The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme. This field is part of the Learning Activity (LA) compound key for the record.		
Validation rule(s)	LA004-1 LPROG_ID not in correct format, with “nnddmmyyyy”.		

Learning activity identifier

Field number	LA05	Field length	2
		Field type	Numeric
Abbreviation	LACTI_ID	Mandatory for	All learners
Description	Identifier for each learning activity for this learning programme.		
Reason required	To assist with identifying the individual learning activity.		
Valid entries	"01" – "99"		
Notes	Each learning activity for a single learning programme with a provider should be given a different learning activity identifier. This field is part of the Learning Activity (LA) compound key for the record.		
Validation rule(s)	LA005-1	LACTI_ID not in "01" – "99".	
Cross check(s)	XAW005-2-LA05	See AW05 for additional validation	
	XAW005-3-LA05-LA40-AW11-2010	See AW05 for validation	

Learning aim reference

Field number	LA06	Field length	8
		Field type	Alphanumeric
Abbreviation	LAIM_REF	Mandatory for	All learners
Description	Identifier for learning activity drawn from the Welsh Learning Aims Database (WLAD) or the Database of Approved Qualifications in Wales (DAQW) Qualification Accreditation Number (QAN), or a generic code.		
Reason required	To identify the learning aim associated with the learning activity and to monitor learning aims in the sector.		
	This field informs funding.		
Valid entries	Valid entries from WLAD Learning Activity Reference or DAQW Qualification Accreditation Number or a generic code in DfES-defined format.		
Notes	Welsh Learning Aims database entries The WLAD codes should be used wherever possible. If the learning aim is not yet included in the WLAD, then the DAQW Qualification Accreditation Number (QAN) should be entered with the forward slashes removed (e.g. QAN “100/999/99” should be entered “10099999”). The Welsh Learning Aims Database (WLAD) is updated with the Approval information from DAQW on a 3 monthly basis. If a record is submitted with a valid QAN that has yet to be recorded on the WLAD then the record will be rejected. Please inform askWBL (askwbl@wales.gsi.gov.uk) or the LLWR mailbox (LLWR@wales.gsi.gov.uk) quoting the QAN submitted should this occur. This will then facilitate an update to the WLAD. DAQW web link : www.daqw.org.uk General queries: DAQW@wales.gsi.gov.uk Special generic codes LDKKCORE Traineeship Core (for learning programmes commencing after 01/08/2011) LDKKSBCR - Skill Build Core (for learning programmes commencing after 01/08/2007) (Not to be used for new learners from 01/08/2011) LAKKxxxx - Preparatory Skill Build Core (for learning programmes commencing before 01/08/2007) (Not to be used for new learners from 01/08/2011) LDLLxxPA - Pacific Institute Award		

LDLLxxMS - Gaining Opportunities and Living Skills (GOALS) Award

Coding for Welsh Bacalaureate

Providers should record all entries for the learning activities relating to the Welsh Bacalaureate separately within the Learning Activity dataset and these would then be recorded on the Award dataset as well. The [AW02](#), [AW03](#), [AW04](#) and [AW05](#) would match with [LA02](#), [LA03](#), [LA04](#) and [LA05](#). The [LA06](#) would match with the [AW08](#) for all the individual learning activities.

In addition, the **Welsh Bacalaureate Core** element should be recorded as a separate learning activity (“**LDLLWBAC**”).

The overarching Welsh Bacalaureate should be entered on the Award dataset using one of the following codes currently listed on the Welsh Learning Aim Database:

10023811	- Welsh Bacalaureate Diploma (General Qualification) Level 3
10023823	- Welsh Bacalaureate Diploma (General Qualification) Level 2
10061186	- Welsh Bacalaureate Foundation Diploma (General Qualification) Level 1
50018048	- WJEC Level 3 Welsh Bacalaureate Advanced Diploma (Revised NQF Level)
5001805X	- WJEC Level 2 Welsh Bacalaureate Intermediate Diploma (Revised NQF Level)
50066705	- WJEC Level 1 Welsh Bacalaureate Foundation Diploma (Revised NQF Level)

Generic code entries

Generic codes can be used for learning aims outside the scope of the WLAD (i.e. for general learning activities or individual units of a learning aim). The generic codes are of the format **LTQQXXXX** where:

- L** is constant, and that the code cannot duplicate that of any specific learning aim on the database
- T** is type of generic code:
 - A** General learning activity where learning aim(s) have not yet been identified
 - B** Units - either stand-alone or additional
 - C** Discrete learning activity for learners with learning difficulties and disabilities not included elsewhere
 - D** Other learning activity outside the scope of the WLAD
- QQ** is type of learning activity:
 - AA** NVQ Units
 - BB** GNVQ Units
 - CC** OCN Units
 - DD** National Certificate/Diploma Units
 - EE** First Certificate/Diploma Units
 - FF** Essential Skills Units
 - GG** Language Units
 - HH** Management Units (WBL only)

- II** Access to FE
- IJ** Access to HE
- JJ** Vocational Access Certificate
- KK** General Vocational Learning Activity
- LL** Non-Vocational Learning Activity

XXXX is an identifier added by the learning provider to differentiate two or more learning aims of the same type

QCF units

Providers should record a generic code commencing LBKKQF to record QCF units. The number of credits for the QCF unit should be recorded in [LA23](#).

HE datasets

Providers delivering HE-level modules, should record each module using the following generic codes: “LDKKHE07” (general vocational) or “LDLLHE07” (general non-vocational) or, if not modularised, the whole year of study on the programme should be coded under either of the following generic codes: “LDKKHE07” or “LDLLHE07”.

Validation rule(s)	LA006-1	LA06 is blank.
	LA006-2	LA06 not a valid WLAD/ DAQW QAN, or a generic in the correct format.
	LA006-3	T part of LA06 is in (“C”, “D”) and QQ part of LA06 not in (“KK”, “LL”).
	LA006-4-2011	LA02 LA03 LA04 LA06 LA08 LA09 LA10 LA41 combination is not unique and earliest associated LA09 >= “01082011”
	LA006-5-2012	LA06 begins LBKKQF and LA23 in (“000.0”, “999.9”, “888.8”)
Crosscheck(s)	XLA006-1-LA11.LP55	LA11 is “2” and LP55 >= “01082007” and any associated LA06 is not in (“LDKKHE07”, “LDLLHE07”).
	XLA006-2-LP17-LA09-2011	LP17 in (“31”, “32”, “33”) and associated LA09 >= “01082011” and LA06 in (“LDKKSBCR”, “LAKKxxxx”)

Learning activity reference used by provider

Field number	LA07	Field length	20
		Field type	Alphanumeric
Abbreviation	LAPRVREF	Mandatory for	All learners
Description	Identifier for learning activity.		
Reason required	To assist institutions in identifying qualifications by their own internal reference codes. To provide an alternative learning aims reference to facilitate the correction of errors identified during validation.		
Valid entries	Any text assigned by providers for internal reference purposes. Only letters and numbers should be included- other characters (e.g. hyphens, asterisks) must not be used. 0 - Not Applicable		
Notes	This identifier must not contain personal identifiable data e.g. full surname or full National Insurance number must not be used.		
Validation rule(s)	LA007-1	LA07 not in (a to z, A to Z, 0 to 9, -, [space], '). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	

Title of learning activity

Field number	LA08	Field length	80
		Field type	Alphanumeric
Abbreviation	TITLE_LA	Mandatory for	All learners
Description	Title of learning activity.		
Reason required	To allow the content of learning activities not included on the Welsh Learning Aims Database (WLAD) to be identified.		
Valid entries	Any text describing the learning activity.		

Notes	Where LA06 is a special generic code, LA08 should be coded as below:		
	LA06	LA08	
	LDKKCORE	Traineeship Core	
	LDLLxxPA	Pacific Institute	
	(Pacific Institute Award)		
	LDLLxxMS	GOALS	
	(GOALS Award)	(Gaining opportunities and living skills)	
	LDLLWBAC	Welsh Bacalaureate Core	
	10023811	Welsh Bacalaureate Diploma (General Qualification) Level 3	
	10023823	Welsh Bacalaureate Diploma (General Qualification) Level 2	
	10061186	Welsh Bacalaureate Foundation Diploma (General Qualification) Level 1	
	50018048	WJEC Level 3 Welsh Bacalaureate Advanced Diploma (Revised NQF Level)	
	5001805X	WJEC Level 2 Welsh Bacalaureate Intermediate Diploma (Revised NQF Level)	
	50066705	WJEC Level 1 Welsh Bacalaureate Foundation Diploma (Revised NQF Level)	
	This may be filled with zeros if the WLAD reference is given in LA06 .		

Validation rule(s)	LA008-1	LA08 not in (a to z, A to Z, 0 to 9, -, ' , (), [space],&,-,/,_,+)
		(must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)
	LA008-2	LA06 not on WLAD and LA08 filled with zeros.

Date commenced learning activity

Field number	LA09	Field length	8
		Field type	Date
Abbreviation	STARTDTE	Mandatory for	All learners
Description	Start date of learning activity.		
Reason required	To monitor the length of time taken to complete learning activities. To determine whether learner is undertaking learning on a given date. This field informs funding. This field informs eligibility timescales for ESF funding.		
Valid entries	Any valid date, not in the future from date of submission.		
Notes	<p>In the case of open or distance learning or e-learning, the date on which the first course material is sent or presented to the learner should be recorded.</p> <p>Estimated start dates in advance of the date of submission should not be included.</p> <p>This field (from all Learning Activity records contributing to the programme) will be used to derive the start date of the learning programme where the programme started before 1 August 2014.</p>		
Validation rule(s)	LA009-1	LA09 not a valid date in the format "ddmmyyyy".	
	LA009-2	LA09 is in future of current submission date.	
	LA009-3-2010	LA09 < "01012000"	
Crosscheck(s)	XLA009-1-LP16-LP17-2011	LP17 in ("01", "02", "05") and LP16 = "999" and earliest associated LA09 < "01082011"	
	XLA009-3-LP17-2011	LP17 in ("01"-"07", "09", "10", "22") and earliest associated LA09 >="01082011"	
	XLA009-4-LP17-LN22-2011	LP17 not equal to "30" and LN22 = "9999999999" and earliest associated LA09 >="01082011"	
	XLA009-8-LP23-2011	LP23 = "9" and earliest associated LA09 >="01082011"	
	XLA009-10-LP18-2011	LP18 in ("991", "992", "993", "994") and earliest associated LA09 >="01082011"	
	XLA009-15-LP34-2011	LP34 = "6" and earliest associated LA09 >="01082011"	

XLA009-16-LP35-2011	LP35 ="6" and earliest associated LA09 >="01082011"
XLA009-23-LP08-2011	LP08 not in (Lookup_LP08_HE06Old list or "9999") and earliest associated LA09 <"01082010"
XLA009-24-LP08-2011	LP08 not in (Lookup_LP08_HE06New list or "ZZ ") and earliest associated LA09 >="01082010"
XLA009-25-HE06-2011	HE06 not in (Lookup_LP08_HE06Old list or "9999") and earliest associated LA09 <"01082010"
XLA009-26-HE06-2011	HE06 not in (Lookup_LP08_HE06New list or "ZZ ") and earliest associated LA09 >="01082010"
XLA009-27-LP17-2011	LP17 = "21" and earliest associated LA09 >="01082012"
XLA009-28-LP08-LA11-2011	Any associated LA11 in ("1", "2", "4", "5", "6") and LP08 is "ZZ" or "9999" and earliest associated LA09 >="01082010".
XLA009-29-LP08-LA11-2011	Any associated LA11 in ("1", "2", "4", "5", "6") and LP08 is "9999" and earliest associated LA09 <"01082010"
XLA009-31-LP17-2011	LP17 in ("51", "52") and earliest associated LA09 >="01082011"
XLA009-32-HE09-2011	HE09 in("01", "02", "03", "41", "42", "51") and earliest associated LA09 >="01082011"
XLA009-33-LN15-LA11-2011	Date difference between LN15 and LA09 shows a learner age of less than 12 and LA11 in ("1", "2", "5") and LN15 not equal to "31129999".
XLA009-34-LP09-2012	LP09 ="00000000" and earliest associated LA09>="01082012"
XLA009-35-LP17-2012	LP03 begins with "F" and LP17 not in ("08", "17", "21", "30-42", "53-59", "71-72", "80-81", "92") and earliest associated LA09 >="01082012"
XLA009-37-HE16-2012	HE16 not in JACS3 coding list and earliest associated LA09 >="01082012"
XLA009-38-HE16-2012	HE16 not in JACS2 coding list and earliest associated LA09 <"01082012"
XLA009-39-HE18-2012	HE18 not in JACS3 coding list and earliest associated LA09 >="01082012"
XLA009-40-HE18-2012	HE18 not in JACS2 coding list and earliest associated LA09 <"01082012"
XLA009-41-HE20-2012	HE20 not in JACS3 coding list and earliest associated LA09 >="01082012"
XLA009-42-HE20-2012	HE20 not in JACS2 coding list and earliest associated LA09 <"01082012"
XLA009-43-LP67-2013	Earliest associated LA09 >=01082013 and LP67 not in ("0" –"9")
XLA009-44-LP67-2013	Earliest associated LA09 <01082013 and LP67 <> "A"
XLA009-45-	HE27 in ("20", "21") and earliest associated LA09 <

HE27-2013 "01092012"
XLA009-46-HE27-2013 **HE27** = "10" and earliest associated LA09 >= "01092012"
XLA009-47-HE30-2013 Earliest associated LA09 >= 01082013 and **LA11**="2" and **HE30**="Pre2013"
XLA009-48-LP68-LP11-2013 **LP68** in ("1"- "4") and **LP17** in("37"- "39", "41"- "42") and **LP11** in("2"- "4") and earliest associated LA09 >="01082013"
XLA009-49-LP68-LP17-2013 **LP68**=9 and **LP17** in("37"- "39", "41"- "42") and earliest associated LA09 >="01082013"
XLA009-52-LP30-2013 **LP30** not in ("21" - "31" , "32" - "36", "91", "92") and earliest LA09 >= "01082013"
XAW011-1-LA09-2011 See **AW11** for additional validation on this field

Expected end date of learning activity

Field number	LA10	Field length	8
		Field type	Date
Abbreviation	EENDDATE	Mandatory for	All learners
Description	Expected end date of learning activity.		
Reason required	To monitor the length of time taken to complete the learning activities making up the learning aim. This field informs funding and the calculation of performance measures.		
Valid entries	Any valid date.		
Notes	This field should show the date when the learning activity is expected to be completed – not the date of receipt of examination/assessment results. An estimated end date is required for all learning activities. For open ended activities, a notional date based on the average time for learners to complete the activity should be provided. The field must not be left blank.		
Validation rule(s)	LA010-1	LA10 not a valid date in the format “ddmmyyy”.	
	LA010-2	LA10 before LA09 .	
	LA010-3-2010	LA10 > date of LA09 + 2,240 days	

Learner provision funding

Field number	LA11	Field length	1
		Field type	Alphanumeric
Abbreviation	MAIN_STR	Mandatory for	All learners
Description	Type of funding/purchasing.		
Reason required	To determine the extent of Welsh Government funding and Higher Education Funding Council for Wales (HEFCW) funding.		
	This field informs funding.		
Valid entries	<ol style="list-style-type: none"> 1 Post 16 Planning and Funding Framework 2 Recurrent funding for teaching from HEFCW 3 No mainstream Welsh Government or HEFCW funding 4 Not to be used from 2006/07 onwards 5 Welsh Government Work based Learning (WBL) funding 6 Welsh Government Adult Community Learning (ACL) – direct funding only 		
Notes	Providers need to ensure that the HE dataset is submitted before any related activities are sent.		
Validation rule(s)	LA011-1	LA11 not in “1” – “6”.	
	LA011-2	LA11 = “4” and LA09 >= “01082007”.	
Crosscheck(s)	XLA011-1-LP17.LN15	Any associated LA11 is “5” and LP17 in (“01” – “10”, “21”, “22”, “31” - “39”, “41” - “42”) and LN15 is “31129999”.	
	XLA011-4-LP11.LP17	If any LP17 in (“01” – “10”, “21”, “22”, “31” - “39”, “41” - “42”) and an associated LA11 = “5” then LP11 cannot be (“2”, “4”).	
	XLA011-5-LP12.LP17	If LP17 in (“01” – “10”, “21”, “22”, “31” - “39”, “41” - “42”) and an associated LA11 = “5” then LP12 cannot be “1” or “2”.	
	XLA011-7-LP17	LP17 not in (“01” - “10”, “21” - “22”, “31” - “39”, “41” - “42”) and any associated LA11 = “5”.	
	XLA011-8-LP17.LP18	If LP17 is in (“01” - “10”, “21”, “22”, “31” - “39”, “41” - “42”) and LA11 is “5” then LP18 cannot be “999”	
	XLA011-11-LP17	LA11 is “2” and LP17 not in (“51”, “52”, “53”, “54”, “55”, “56”, “57”, “58”, “59”).	
	XLA011-12.HE	LA11 is “2” and LP55 >= “01082007” and an HE dataset does not exist for the HE programme that the LP maps to.	
	XLA011 - 13-LP55-HE13-2010	LA11 is “2” and LP55 >= “01082010” and HE13 not in (“01” - “03”) where LP04 = LA04 = HE04 (where the associated HE record exists).	
See also	Data submission guidance for work based learning funding (please refer to appropriate version)		

Workforce and community development funding

Field number	LA12	Field length	0
		Field type	Alphanumeric
Abbreviation	LCOM_PUR	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Financial support for learners

Field number	LA13	Field length	0
		Field type	Alphanumeric
Abbreviation	LFIN_SUP	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Strategic investment fund

Field number	LA14	Field length	0
		Field type	Alphanumeric
Abbreviation	LNET_INV	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

LLDD indicator

Field number	LA15	Field length	0
		Field type	Alphanumeric
Abbreviation	LLDDFUND	Mandatory for	Mainstream-funded learners
Description	Null return from 2014		
Reason required	Not required, NULL return from 2014		
Valid entries	The field must be submitted empty from 2014 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database.		
	See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2014		
Validation rule(s)			

Additional learning support

Field number	LA16	Field length	0
		Field type	Alphanumeric
Abbreviation	ADDLNSPT	Mandatory for	None
Description	Null return from 2014		
Reason required	Not required, NULL return from 2014		
Valid entries	The field must be submitted empty from 2014 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database.		
	See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2014		
Validation rule(s)			

Other source of funding

Field number	LA17	Field length	0
		Field type	Alphanumeric
Abbreviation	OTHERFND	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

ILA database reference

Field number	LA18	Field length	0
		Field type	Alphanumeric
Abbreviation	ILA_DBRF	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Guided contact hours

Field number	LA19	Field length	0
		Field type	Numeric
Abbreviation	CONT_HRS	Mandatory for	None
Description	Null return from 2014		
Reason required	Not required, NULL return from 2014.		
Valid entries	The field must be submitted empty from 2014 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2014		
Validation rule(s)			

Method of delivery

Field number	LA20	Field length	2
		Field type	Alphanumeric
Abbreviation	DELIVERY	Mandatory for	All learners
Description	Main method by which the learning is delivered.		
Reason required	To monitor and analyse different delivery of learning. This field informs funding.		
Valid entries	01	Classroom	
	02	Workshop	
	03	Workplace	
	04	Distance (not e-Learning)	
	05	E-Learning	
	06	Drop-in/open learning centre	
	07	Accredited prior learning (APL)	
	08	WBL provider centre-based	
	09	Mixed Workplace and WBL provider centre-based	
	10	Other	
Notes	For WBL Programmes, “workplace” refers to when the learner is employed, is based with the employer, or the learner is trainee status, has a placement with an employer and is based at the placement. “Provider centre-based” refers to when the learner is based with a provider at the provider's centre.		
Validation rule(s)	LA020-1 LA20 not in (“01” – “09”, “10”) and LA30 >= “01082007”.		

Subject of learning

Field number	LA21	Field length	8
		Field type	Alphanumeric
Abbreviation	SUB_LEAR	Mandatory for	Mainstream-funded learners and learners supported by recurrent funding for teaching from HEFCW

Description	LearnDirect classification system code for subject of study.
Reason required	To enable analysis and monitoring to be carried out by subject of learning.
	This field informs funding allocations.

Valid entries	Any valid Learn Direct classification system code.
	00000000 Not required if valid Welsh Learning Aims Database code used

Notes	For learning programmes starting on or after 01/08/2011 the subject of learning is only required for learners funded through the Post 16 Planning and Funding Framework (LA11 ="1") or Recurrent funding for teaching from HEFCW (LA11 ="2").
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Where **LA11** is in ("3", "4", "5", "6") for learning programmes starting on or after 01/08/2011, the subject of learning should be populated with "00000000".

For acceptable Learn Direct codes, please refer to the **Resources** webpage or the Post-16 (non-HE) Data Management website: <http://new.wales.gov.uk/topics/educationandskills/learningproviders/datacollection/resource/guidance/learndirectcodes/?lang=en>

LA21(Lookup_LA21_AW21) is available as a lookup table on LLWR inform (<https://llwrinform.wales.gov.uk>) Under /Documents/LLWR Lookups/Lookups.

Or the DAQW website: www.daqw.org.uk
General queries: DAQW@wales.gsi.gov.uk

Providers delivering the Welsh Baccalaureate qualification should record a subject code of "HB.1" for the core element (i.e. where "LDLLWBAC" has been recorded at **LA06**)

For special generic codes at **LA06**, the following entries should be used:

LA06	LA21
LDKKCORE (Traineeship Core)	HC.42
LDLLxxPA - Pacific Institute Award	HC.42

LDLLxxMS - GOALS Award	HC.42
(Not to be used for new learners from 01/08/2011)	
LDKKSBCR (Skill Build Core)	HC.42
LAKKxxxx (Preparatory Skill Build Core)	HC.42

Validation rule(s)	LA021-1	LA21 not a valid Learn Direct classification system code and not "00000000" and earliest associated LA09 <"01082011"
	LA021-2	LA06 not on WLAD and LA21 not a valid Learn Direct code and earliest associated LA09 <"01082011"
	LA021-3	LA06 = "LDLLWBAC" and LA21 not "HB.1" and earliest associated LA09 >="01082011"
	LA021-4-2011	LA11 in ("1","2") and LA21 not a valid Learn Direct classification system code and not "00000000" and earliest associated LA09 >="01082011".
	LA021-5-2011	LA11 ="1" and LA06 not on WLAD and LA21 not a valid Learn Direct code and earliest associated LA09 >="01082011"
	LA021-6-2011	LA11 ="1" and LA06 = "LDLLWBAC" and LA21 not "HB.1" and earliest associated LA09 >="01082011"
	LA021-8-2011	LA11 not equal to"1" and LA21 not a valid Learn Direct classification system code and not "00000000" and earliest associated LA09 >="01082011"

Credit level of learning activity

Field number	LA22	Field length	2
Abbreviation	LEV_LEAR	Field type	Alphanumeric
		Mandatory for	All learners

Description Credit level using the Credit and Qualification Framework for Wales (CQFW) level descriptors.

Reason required To enable monitoring to be carried out on a credit level basis for certain learning activities.

Valid entries	00	Pre-Entry Level
	0E	CQFW Entry Level
	E1	Entry level 1
	E2	Entry Level 2
	E3	Entry Level 3
	01	CQFW Level 1 (e.g. NVQ Level 1/GCSE D-G)
	02	CQFW Level 2 (e.g. NVQ Level 2/GCSE A*-C)
	03	CQFW Level 3 (e.g. NVQ Level 3/A level)
	04	CQFW Level 4 (e.g. HE Certificate/HNC)
	05	CQFW Level 5 (e.g. HE Intermediate)
	06	CQFW Level 6/HE Honours
	07	CQFW Level 7/HE Masters
	08	CQFW Level 8/HE Doctorate
	09	Not applicable
	10	Specialist (e.g. taster, revision or residential course; a Saturday school; a coffee club and any other short course which is organised in addition to the main programme of Welsh for Adults courses)
	99	Not known
	XX	Not required if valid Welsh Learning Aims Database code used

Notes Note: Pre-entry is not separately coded in CQFW.

The level should be the level of credit for the majority of the learning activity and should align to the Credit and Qualifications Framework for Wales (CQFW) Level; CQFW includes the National Qualifications Framework (NQF) and the Qualifications and Credit Framework (QCF).

Note that the original NQF levels were revised from 1 September 2004 to increase the number of levels from 6 to 9 (i.e. Entry Level to Level 8). There was been no change in Entry Level and levels 1 to 3, but higher level qualifications at levels 4 and 5 (in the original NQF), have been assigned more precise levels from levels 4 to 8.

Further information is available on CQFW website www.cqfw.net and the DAQW web link : www.daqw.org.uk

See the “Downloadable Handbook” section at www.cqfw.net information for consulting CQFW descriptors.

For special generic codes listed at [LA06](#), please use “0E”.

Validation rule(s)	LA022-1	LA22 not in (“0E”, “E1”, “E2”, “E3”, “00”-10”, “XX”, “99”).
	LA022-2	LA06 is not provided on WLAD and LA22=“XX”.
	LA022-3	LA22 is not in (“04” – “08”) and LA06 is in (“LDKKHE07”, “LDLLHE07”).
	LA022-4-2010	LA22 is not in (“04” – “08”) and LA11 =“2”
Crosscheck(s)	XLA022-1-LP17	LA22 is “04” – “08” and associated LP17 is not in (“53” – “59”).

Credit value of learning activity

Field number	LA23	Field length	5
		Field type	Numeric
Abbreviation	CREDITVL	Mandatory for	All learners
Description	The number of Credit and Qualification Framework Wales (CQFW) credits (10 notional learning hours) attributed to this activity.		
Reason required	To monitor credit-based learning.		
Valid entries	Any number with one decimal place. 888.8 Credit not applicable to this activity 999.9 Credit value not known 000.0 Not required if valid Welsh Learning Aims Database (WLAD) reference code used at LA06 .		
Notes	For special generic codes listed at LA06 , please use “888.8” unless LA06 begins LBKKQF. In this case complete LA23 with the relevant number of credit value of learning activity.		
Validation rule(s)	LA023-1 LA23 not in correct format “nnn.n” or “000.0”. LA023-2 LA06 not on WLAD and LA23= “000.0”. LA023-3-2010 LA23 in (“000.0”, “888.8”, “999.9”) and LA06 in (“LDKKHE07”, “LDLLHE07”). LA023-4-2010 LA23 in (“000.0”, “888.8”, “999.9”) and LA11 =”2”		

Learning hours

Field number	LA24	Field length	0
		Field type	Numeric
Abbreviation	LEARNHRS	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database.		
	See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Proportion of learning activity delivered through the medium of Welsh

Field number	LA25	Field length	3
		Field type	Numeric
Abbreviation	WELSHMED	Mandatory for	HE learners
Description	The percentage of time spent receiving learning in Welsh on this activity.		
Reason required	To monitor use of Welsh as a learning medium.		
Valid entries	000 – 100 (Percentage) (must be padded with zeros)		
Notes	A broad estimate based on provider's knowledge of the activity should be provided where the learning is not entirely through the medium of Welsh or English.		
Validation rule(s)	LA025-1	LA25 not in "000" – "100".	
	LA025-2	LA25 is "000" and LA26 is "W1" and LA11=2 .	

Type of Welsh medium learning

Field number	LA26	Field length	2
		Field type	Alphanumeric
Abbreviation	WELSHLEA	Mandatory for	Mainstream-funded learners
Description	Type of delivery of Welsh medium or bilingual learning.		
Reason required	To monitor use of Welsh in learning across the network. This field informs funding.		
Valid entries	<p>00 Not mainstream-funded.</p> <p>E1 Learning and assessment in English only.</p> <p>B3 A small amount of Welsh-medium learning e.g. use of Welsh limited to verbal communication or to a minor part of the learning activity. English only assessment.</p> <p>B2 A significant amount of Welsh-medium learning e.g. both verbal and written Welsh used in many, but not all, parts of the learning activity. Assessment mainly in English but some may also be in Welsh.</p> <p>B1 Learning completed in a bilingual context and at least 50 percent of the available assessments within the learning activity completed through the medium of Welsh. The outcome may be achieved using any appropriate teaching methodology.</p> <p>C1 Learning completed in a Welsh-medium context and all of the available assessments within the learning activity completed through the medium of Welsh.</p> <p>Codes no longer used</p> <p>P1 Not to be used from 2014/15</p> <p>R1 Not to be used from 2014/15</p> <p>W1 Not to be used from 2014/15</p> <p>Q1 Not to be used from 2006/07</p> <p>T1 Not to be used from 2006/07</p> <p>U1 Not to be used from 2006/07</p>		
Validation rule(s)	LA026-1	LA26 not in ("00", "B1", "B2", "B3", "C1", "E1", "P1", "Q1", "R1", "T1", "U1", "W1").	
	LA026-2	LA26 is "W1" and LA25 is not "100" and LA11='2'; or LA26 in ("P1", "R1") and LA25 is "000" and LA11='2'; or LA26 is "E1" and LA25 is not "000" and LA11='2'.	
	LA026-3	LA26 is "00" and LA11 is not "3".	

LA026-4-2011 LA26 in ("Q1","T1","U1") and LA09 >= "01082011"

LA026-5-2014 LA26 in ("P1","R1","W1") and LA09 >= "01082014 "

Franchise/partnership percentage

Field number	LA27	Field length	0
		Field type	Numeric
Abbreviation	FRANPART	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Provider delivering learning

Field number	LA28	Field length	8
		Field type	Alphanumeric
Abbreviation	PROV_TPP	Mandatory for	All learners
Description	An identifier code for the provider delivering the learning to this learner through a partnership/franchise/subcontracted arrangement.		
Reason required	To enable the provider providing learning on behalf of the contracted provider to be identified.		
Valid entries	Any learning provider code in list at Annex 3 , or 00000000 No arrangement		
Notes	<p>WBL consortium arrangements Where a consortium member enters into subcontracting arrangements the subcontractor's learning provider code should be recorded for the activities they are delivering. Please see LP63 for notes on recording a subcontractor of a consortium lead.</p> <p>Where a consortium lead subcontracts learning provision and their subcontractor further subcontracts learning provision (referred to as second tier subcontracting), the learning provider code for the second tier subcontractor should be recorded against all of the activities they are delivering.</p> <p>Non-consortium arrangements for WBL The contracted provider must record the learner provider code of the provider undertaking delivery of a learning activity on their behalf.</p> <p>Where the sub contractor is delivering part of the learning activity, the code relating to the provider delivering the highest percentage of the delivery should be recorded.</p> <p>Please contact the LLWR Data Management section (LLWR@Wales.gsi.gov.uk) if the provider is not listed in Annex 3.</p>		
Validation rule(s)	LA028-1	LA28 not valid Welsh Government code from list and not "00000000".	
	LA028-4	LA28 is LA03 .	

Postcode of site

Field number	LA29	Field length	8
		Field type	Alphanumeric
Abbreviation	PCDVSITE	Mandatory for	All learners
Description	Postcode of site where majority of provision is delivered for this learning activity.		
Reason required	To enable monitoring of where provision is delivered.		
Valid entries	Any valid postcode, or 999999999 Not known		
Notes	<p>For FE institutions a list of postcodes covering the main sites of delivery can be found on LLWR-Inform (https://llwrinform.wales.gov.uk) under Documents/LLWR Lookups/Lookups/Lookup_LA29. This lookup should be used to select the most appropriate postcode to ensure consistency of postcode usage and to aid geographical analysis. Where delivery takes place away from a main site then the actual postcode of site should be entered.</p> <p>Please email notification of any significant change to Post16Ed.stats@wales.gsi.gov.uk and Lookup_LA29 will be adjusted accordingly.</p> <p>This field should be completed for all learning activities, showing the location of where the majority of the learning is undertaken.</p> <p>For distance and e-learning, the site should be the location from which the learning is delivered.</p> <p>Where the majority of the learning is delivered in the workplace, the postcode of the workplace (not the provider's administrative address postcode) should be entered.</p>		
Validation rule(s)	LA029-1	LA29 not valid postcode and not "99999999".	

Date terminated learning activity

Field number	LA30	Field length	8
		Field type	Date
Abbreviation	TERMDATE	Mandatory for	All learners
Description	Date learner left this learning activity.		
Reason Required	To enable actual lengths of learning activity to be calculated. To allow the date of termination of all learning activities to be calculated.		
	This field informs WBL funding. This field informs eligibility for European Social Fund (ESF) funding.		
	Finish dates in the future at the date of submission are to be deemed invalid as only events that have occurred should be reported.		
Valid entries	Any valid date, or 31129999 Continuing		
Notes	<p>This field must be completed when the learner ceases to undertake the learning activity whether he/she has finished all required learning or has left prior to completion.</p> <p>Learners should generally be regarded as leaving prior to completion if they have not attended classes/activities for a continuous period of four weeks or more, unless there is auditable evidence that they intend to rejoin the learning activity without increasing the overall length of the learning activity.</p> <p>Where the learner has suspended activity (ie has left but has a firm intention to return), the current activity should be regarded as terminated and this field completed with the date of suspension/termination. A new learning activity dataset with the start date on which the learner returns should then be submitted.</p> <p>When a learner finishes/leaves the learning programme, it is essential that all learning activities are terminated in LA30.</p>		
Validation rule(s)	LA030-1	LA30 not a valid date in the format "ddmmyyyy".	
	LA030-2	LA30 is before LA09 .	
	LA030-3	LA30 = "31129999" and LA31 not "1".	
	LA030-4	LA30 not "31129999" and LA31 = "1".	
	LA030-5	LA30 is in future of current submission date, except where the date is "31129999" (continuing).	
Crosscheck(s)	XLA030-1-LP41	LA30 is "31129999" and associated LP41 is not "00".	

XLA030-2-LP55

LA30 is “31129999” and associated **LP55** is not “31129999”.

XLA030-4-LP55

LP55 is earlier than any associated LA30.

See also

[Data submission guidance for work based learning funding \(please refer to appropriate version\)](#)

Completion status

Field number	LA31	Field length	1
		Field type	Alphanumeric
Abbreviation	COMPSTAT	Mandatory for	All learners
Description	Completion status at end of learning activity.		
Reason required	To measure completion rates and reasons for non-completion of learning activities. This field informs the calculation of provider performance measures.		
Valid entries	<ol style="list-style-type: none">1 The learner is continuing the learning activity2 The learner has completed the learning activity3 The learner has withdrawn from the learning activity4 The learner has transferred to a new learning activity (ie has withdrawn from this learning activity and as a direct result has at the same time commenced another learning activity)5 The learner has suspended learning but plans to return and commence a new learning activity at a later date6 The learning activity was withdrawn from delivery by the provider		
Notes	<p>An indication of the degree of completion of the learning activities leading to the learning programme.</p> <p>Where the learning activity has been defined as part of the activities required to complete a single qualification, code “2” should be used to show that the activity in this instance has been completed. For example, if the activity is Year 1 of a two year course, code “2” would be recorded on this learning activity dataset at the end of year 1 even though learning is continuing towards the overall qualification and is recorded in a separate Leaving Activity dataset.</p>		
Validation rule(s)	LA031-1	LA31 not in (“1” – “6”).	
Crosscheck(s)	XLA031-1-LP41	If LP41 in (“01” – “11”) then LA31 cannot be “1”.	
	XLA042-1-LA30.LA31.LP17	See LA42 for additional validation on this field	
See also	<u>Data submission guidance for work based learning funding (please refer to appropriate version)</u>		

Special funding rules 1

Field number	LA32	Field length	0
		Field type	Alphanumeric
Abbreviation	SPFUNDR1	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	This field may require revision, as necessary, for funding purposes.		
Validation rule(s)			

Special funding rules 2

Field number	LA33	Field length	3
		Field type	Alphanumeric
Abbreviation	SPFUNDR2	Mandatory for	Mainstream – funded learners
Description	The number of units taken by the learner towards the Learning Activity. This includes GNVQ/NVQ units being studied on a standalone basis or as additionality. Only required where a generic learning aim reference is recorded at LA06 .		
Reason required	To provide additional funding data.		
Valid entries	For FE or ACL activities: A relevant whole number (padded with zeros), or 999 Not applicable to this activity For WBL activities: 999 Not required		
Notes	This field may require revision, as necessary, for funding purposes.		
Validation rule(s)	LA033-1 LA33 not in correct format or blank. LA033-2 LA06 begins “LB” and LA11 =”4” and LA33 = “999”.		

Provider specified field 1

Field number	LA34	Field length	20
		Field type	Alphanumeric
Abbreviation	PRSPECF1	Mandatory for	None
Description	Optional field to assist processing for providers.		
Reason required	All values accepted.		
Valid entries	Fill with zeros, unless special requirements are specified.		
Notes	This identifier should not contain personal identifiable data e.g. full surname or full National Insurance number must not be used.		
Validation rule(s)	LA034-1	LA34 not in (a to z, A to Z, 0 to 9, -, (,),[space], '). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).	

Provider specified field 2

Field number	LA35	Field length	20
		Field type	Alphanumeric
Abbreviation	PRSPECF2	Mandatory for	None
Description	Optional field to assist processing for providers.		
Reason required	All values accepted.		
Valid entries	Fill with zeros, unless special requirements are specified.		
Notes	This identifier must not contain personal identifiable data e.g. full surname or full National Insurance number must not be used.		
Validation rule(s)	LA035-1	LA35 not in (a to z, A to Z, 0 to 9, -, (,), [space], ', &, +, ., _, /). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).	

Estyn inspection area

Field number	LA36	Field length	0
		Field type	Alphanumeric
Abbreviation	ESTYN_ID	Mandatory for	None
Description	Null return from 2013		
Reason required	Not required, NULL return from 2013		
Valid entries	The field must be submitted empty from 2013 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2013		
Validation rule(s)			

Learning activity sector framework code for NVQs

Field number	LA37	Field length	0
		Field type	Alphanumeric
Abbreviation	LASECTOR	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

LA temporary field 2

Field number	LA38	Field length	0
		Field type	Alphanumeric
Abbreviation	LA_TEMP2	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

LA temporary field 3

Field number	LA39	Field length	0
		Field type	Alphanumeric
Abbreviation	LA_TEMP3	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Assessable learning

Field number	LA40	Field length	1
		Field type	Numeric
Abbreviation	LACTASSL	Mandatory for	All learners
Description	Indicates whether the learning is assessable, allowing Learning Activities to be identified where linked Awards are to be expected.		
Reason required	To allow accurate calculation of performance measures, which relate to matching activities and awards.		
Valid entries	0 Non-assessable Learning Activity 1 Assessable Learning Activity		
	Only use this field where the learner has an associated award.		
Notes	It is expected that most providers would choose to have a default value of "1" for this field.		
Validation rule(s)	LA040-1	LA40 not in ("0", "1").	
Crosscheck(s)	XAW005-1- AW02- 05.LA02- 05.LA40	See AW05 for additional validation on this field.	

Suspended activity link id

Field number	LA41	Field length	2
		Field type	Alphanumeric
Abbreviation	SUSPLINK	Mandatory for	WBL learners
Description	Link to immediately previous period of learning on a qualification where that learning has been suspended. Where a learner is returning from suspension on a specific qualification, this field should refer to the previous activity id (LA05) where suspension occurred.		
Reason required	Introduced to assure the Welsh Government that funding for WBL programmes fully takes into account suspensions from specific learning activities.		
Valid entries	01 – 99 XX Not applicable, or delivery of qualification completed prior to 2008/09, or learning not suspended previously on delivery of this qualification on this learning programme		
Notes	LA41 must be updated accordingly on every learning record relating to that qualification delivery where a suspension has been returned from. This will include all returns from suspension in prior years for the qualification on the given learning programme.		
Validation rule(s)	LA041-1	LA41 not in ("01" – "99", "XX").	
	LA041-2-2011	LA41 does not match an associated LA05 and LA41 is not equal to "XX"	

Amended guided contact hours

Field number	LA42	Field length	0
		Field type	Numeric
Abbreviation	GCHAMEND	Mandatory for	None
Description	Null return from 2014		
Reason required	Not required, NULL return from 2014		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database.		
	See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2014		
Validation rule(s)			

Work based hours

Field number	LA43	Field length	4
		Field type	Numeric
Abbreviation	WBGCNT_H	Mandatory for	WBL: All learners enrolled on Traineeship/Steps to Employment/Work Ready programmes
Description	Number of work based hours for the learning activity (rounded to a whole number) where the learner is enrolled on a Traineeship/Steps to Employment/Work Ready programme. This includes any spent in the workplace, either undertaking voluntary work or on work experience or a work placement.		
Reason required	To monitor and analyse group based guided learning hours. This field informs funding.		
Valid entries	"0000" – "3000" (hours) (must be padded with leading zeros) 9999 Not applicable		
Notes	<p>The hours should include only those where the learner is in the workplace as part of their learning programme.</p> <p>This includes time spent in the workplace either undertaking voluntary work, work experience or on a work placement. It also includes any contact time in the workplace with staff assessing the learner's progress or achievements, for example, in the assessment of competence.</p> <p>It does not include hours for centre-based learning activities, for example any lectures, tutorials and supervised study/contact time with staff in the learning centre. Neither does it include any hours for group based activities which take place outside the learning centre, for example community projects or other educational visits which are specific to the learning activity.</p> <p>Please refer to Annex 2 for further details about this field.</p>		
Validation rule(s)	LA043-1-2011	LA43 not in ("0000" – "3000", "9999").	
	LA043-2-2011	LA43 > 3000 (excluding "9999")	
Crosscheck(s)	XLA043-2-LP17-LA10-LA09-2011	<p>(LP17 in ("31"- "35") OR (LP17="08" AND LP51 IN ("NEL", "NER"))) and earliest associated LA09 >="01082011" and the date difference between LA10 and LA09 multiplied by 12 hrs is less than LA43 and LA43 not equal to "9999"</p> <p>i.e. (LP17 in ("31"- "35") OR (LP17="08" AND LP51 IN ("NEL", "NER"))) and earliest associated LA09 >="01082011" and (sum ((LA10-LA09+1)*12 <LA43)</p>	

and LA43<>"9999").

**XLA043-3-
LP17-LA44-
2013** (LP17 in ("31","32","33","34","35") OR (LP17="08" AND LP51 IN ("NEL","NER"))) and LA43="9999" and LA44="9999"

**XLA043-4-
LP17-LA44-
2013** (LP17 in ("31","32","33","34","35") OR (LP17="08" AND LP51 IN ("NEL","NER"))) and LA43="9999" and LA44="0000"

Centre based hours

Field number	LA44	Field length	4
		Field type	Numeric
Abbreviation	CB_CT_HR	Mandatory for	WBL: All learners enrolled on Traineeship/Steps to Employment/Work Ready programmes

Description	Number of centre based teaching, instructional or assessment guided contact hours for the learning activity (rounded to a whole number) where the learner is enrolled on a Traineeship/Steps to Employment/Work Ready programme.
Reason required	To monitor and analyse guided learning hours. This field informs funding allocations.

Valid entries	“0000” – “3000” (hours) (must be padded with leading zeros) 9999 Not applicable
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Notes	<p>The hours should include only those when a member of the learning provider’s staff (or a staff member for a sub-contracted organisation when that applies) is present to give specific guidance towards the learning activity. It may include lectures, tutorials and supervised study in, for example, open learning centres, libraries, learning workshops and in the workplace.</p> <p>It does not include work place contact time with staff assessing the learner’s achievements, for example, in the assessment of competence, as this should be recorded at LA43.</p> <p>It does not include hours where supervision or assistance is of a general nature and is not specific to the study or training of the learner. Please refer to Annex 2 for further details about this field.</p>
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Validation rule(s)	LA044-1-2011 LA44 not in (“0000”-“3000”,“9999”) LA044-2-2011 LA44 > 3000 (excluding “9999”)
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Crosscheck(s)	XLA044-2-LP17-LA10-LA09-2011 (LP17 in (“31”-“35”) OR (LP17 ="08" AND LP51 IN ("NEL", "NER"))) and earliest associated LA09 >="01082011" and the date difference between LA10 and LA09 multiplied by 12 hrs is less than LA44 and LA44 not equal to “9999” i.e. (LP17 in (“31”-“35”) OR (LP17 ="08" AND LP51 IN ("NEL", "NER"))) and earliest associated LA09 >="01082011" and (sum ((LA10 - LA09 +1)*12 <LA44) and LA44<>"9999"). XLA044-4-LP17-LA43- (LP17 in ("31", "32", "33", "34", "35") OR (LP17 ="08" AND LP51 IN ("NEL", "NER"))) AND LA44="0000" and LA43 ="0000"
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Amended work based hours

Field number	LA45	Field length	4
		Field type	Numeric
Abbreviation	AMWBCNTH	Mandatory for	WBL: All learners enrolled on Traineeship/Steps to Employment/Work Ready programmes
Description	Recording the amended work based guided contact hours at the end of the learning activity.		
Reason required	Introduced to assure Welsh Government that payments made for WBL programmes have been correctly allocated on the basis of guided contact hours.		
Valid entries	0000 – 3000 (padded with leading zeros) 9999 Not applicable		
Notes	<p>This field needs to be amended to show the actual work based hours at the end of the activity. See LLWR field LA43 for a definition of work based hours.</p> <p>This information is only required for learners who complete their activity.</p>		
Validation rule(s)	LA045-1-2011	LA45 not in ("0000" – "3000", "9999").	
Crosscheck(s)	XLA045-1-LA31-LP17-2011	<p>(LP17 is in ("31","32","33", "34","35) OR (LP17="08" AND LP51 IN ("NEL","NER")))) and LA31 = "2" AND LA45 is "9999".</p>	
	XLA045-2-LP17-LA30-LA09-2011	<p>(LP17 in ("31"- "35") OR (LP17="08" AND LP51 IN ("NEL","NER")))) and earliest associated LA09 >="01082011" and LA30 not equal to "31129999" and the date difference between LA30 and LA09 multiplied by 12 hrs is less than LA45 and LA45 not equal to "9999"</p> <p>i.e. LP17 in ("31"- "35") OR (LP17="08" AND LP51 IN ("NEL","NER")))) and earliest associated LA09 >="01082011" and (sum ((LA30-LA09+1)*12 <LA45 and LA30 <>"31129999") and LA45<>"9999").</p>	

Amended centre based hours

Field number	LA46	Field length	4
		Field type	Numeric
Abbreviation	AMCBCTHR	Mandatory for	WBL: All learners enrolled on Traineeship/Steps to Employment/Work Ready programmes

Description	Recording the amended centre based hours at the end of the learning activity.		
Reason required	Introduced to assure Welsh Government that payments made for WBL programmes have been correctly allocated on the basis of guided contact hours.		
Valid entries	0000 – 3000 (padded with leading zeros) 9999 Not applicable		
Notes	<p>This field needs to be amended to show the actual centre based hours at the end of the activity. See LLWR field LA44 for a definition of centre based guided contact hours.</p> <p>This information is only required for learners who complete their activity.</p>		
Validation rule(s)	LA046-1-2011	LA46 not in ("0000" – "3000", "9999").	
Crosscheck(s)	XLA046-1-LA31-LP17-2011	LP17 is in ("31", "32", "33", "34", "35") OR (LP17 ="08" AND LP51 IN ("NEL", "NER")) and LA31 = "2" AND LA46 is "9999".	
	XLA046-2-LP17-LA30-LA09-2011	<p>(LP17 in ("31"-"35") OR (LP17="08" AND LP51 IN ("NEL", "NER"))) and earliest associated LA09 >="01082011" and LA30 not equal to "31129999" and the date difference between LA30 and LA09 multiplied by 12 hrs is less than LA46 and LA46 not equal to "9999"</p> <p>i.e. LP17 in ("31"-"35") and earliest associated LA09 >="01082011" and (sum ((LA30-LA09+1)*12 <LA46 and LA30 <>"31129999") and LA45<>"9999").</p>	
	XLA046-4-LP17-LA45-LA31-2013	(LP17 in ("31", "32", "33", "34", "35") OR (LP17 ="08" AND LP51 IN ("NEL", "NER"))) and LA31 ="2" AND LA46="0000" and LA45 ="0000".	
	XLA046-6-LP17-LA45-LA31-2013	(LP17 in ("31", "32", "33", "34", "35") OR (LP17 ="08" AND LP51 IN ("NEL", "NER"))) and LA31 ="2" AND LA46="9999" and LA45 ="0000".	

Type of learning activity

Field number	LA47	Field length	2
Abbreviation	TP_LRN_A	Field type	Numeric
		Mandatory for	FE and WBL learners

Description	Indicator to identify whether the learning activity relates to technical knowledge or occupational competence element of an apprenticeship framework. From 2014 this also captures the Core, Main, Community Learner Industry Focus (CLIF) and Work Related Experience (WRE) elements of FE provision.
Reason required	Introduced to monitor the delivery of learning activities delivered within the programme. It is also used to assure Welsh Government that payments made for WBL and FE programmes have been correctly allocated.
Valid entries	01 Technical Knowledge 02 Occupational Competence 03 Mixed – competencies and knowledge based qualification 04 Core Qualification (FE Provision) 05 Main Qualification (FE Provision) 06 Community Learner Industry Focus (CLIF) 07 Work Related Experience (WRE) 99 Not applicable

Notes	<p>From 1 August 2014, where learners are undertaking a full time FE programme, codes “04” to “07” as defined below should be used. Any FE learners undertaking part-time programmes should be submitted with code 99.</p> <p>01 Technical Knowledge - sometimes referred to as a technical certificate, this provides the underpinning knowledge so that the Apprentice can demonstrate occupational competence.</p> <p>02 Occupational Competence – this element confirms occupational competence which is the ability to apply knowledge and skills within the workplace. The competencies qualification is typically a QCF Award, Certificate or Diploma.</p> <p>03 ‘Mixed’ refers to a QCF qualification which has been designed to assess both skills (occupational competence) and underpinning knowledge.</p> <p>04 ‘Core Qualification (FE Provision)’ - The core programme provides the essential skills development as well as support and enrichment activities, which will help learners achieve their main qualification and progress into employment or higher education. It is based on the core of the current Welsh Baccalaureate Qualification (WBQ). For those learners who are not following the WBQ, it will include (as a minimum)</p>
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three Essential Skills Wales (ESW) Qualifications and an element of tutorial time.

05 'Main Qualification (FE Provision)' – Each programme includes a maximum of four main qualifications. In most vocational programmes the main qualifications would normally be an approved diploma or extended diploma but there is flexibility to combine up to four smaller qualifications. This does not include any qualifications which are part of the Core or the CLIF.

06 "Community Learner Industry Focus (CLIF)" – The CLIF component allows providers to tailor the programme content to meet specific needs of the community, learner or specific industry. This could include a GCSE resit or additional support for Welsh language learning; or it could be an industry specific requirement such as a mandatory Health and Safety Certificate. Within this component of the Programme, the learning need not be accredited.....

07 "Work Related Experience" – This component allows for any additional work experience necessary for the programme, over and above the 30 hours set out in the Welsh Baccalaureate core. This time will only be required for some programme, either to meet the qualification specification for assessed work experience, or the skills requirement to progress.

99 Not Applicable - Refers to a qualification where none of the above codes are applicable. e.g. where an Essential Skills Wales qualification or a wider Key Skill qualification is being delivered.

Validation rule(s)	LA047-1-2011	LA47 not in ("01", "02", "03", "04", "05", "06", "07", "99").
	LA047-2-2011	LA47 not equal to "99" and earliest associated LA09 <"01082011"

See also **National Planning and Funding Framework website:**
<http://wales.gov.uk/topics/educationandskills/learningproviders/p16planningandfunding/?lang=en>

Accreditation of prior experiential learning indicator

Field number	LA48	Field length	1
		Field type	Alphanumeric
Abbreviation	APELINDI	Mandatory for	HEFCW fundable Learning Activities

Description	This field will capture information to indicate if the HEFCW fundable learning activity (module) was taken through Accreditation of Prior Experiential Learning (APEL).
Reason required	To monitor the amount of provision taken through APEL.

Valid entries	1 Module taken through APEL 2 APEL module 3 Module not taken/available through APEL 4 not applicable
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Notes	<p>Accreditation of Prior Experiential Learning (APEL) is a process that enables people of all ages, backgrounds and attitudes to receive formal recognition for skills and knowledge they already possess. A person's learning and experience can be formally recognised and taken into account to:</p> <ul style="list-style-type: none">• gain entry to further or higher education courses• give exemption from certain parts of a new course of study• qualify for an award in an appropriate subject in further or higher education• organised prior-learning where the learning has been assessed and where certificates are awarded on completion• learning gained through unstructured experiences and short courses, arising through leisure pursuits, family experiences and work <p>Code 1 is to be used where the student took the module through APEL, where the module can be undertaken though APEL or other means. Assessment could be via a portfolio of evidence, taking the assessments associated with the module, or completion of assignments designed to test the achievement of the required learning outcomes.</p> <p>Code 2 is to be used where the module the student is on is available through APEL only.</p> <p>Code 3 is to be used where the student was not assessed through APEL or the module was not available through APEL.</p> <p>To be used for learning activities starting in 2012/13 and onwards. See also HESA field 'APEL' in the STUDENTONMODULE entity.</p>
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Validation rule(s) **LA048-1-2012** LA48 not in ("1","2","3","4")
LA048-2-2012 LA11="2" and LA09>= "01082012" and LA48 not in ("1","2","3")

Award (AW) dataset

(Validation rules: the wording describes situations which will cause data errors to be reported)

Code	Field name
AW01	Unique learner identifier
AW02	Learner identifier with provider
AW03	Provider identifier
AW04	Learning programme identifier
AW05	Learning activity link
AW06	Award entry identifier
AW07	Awarding body identifier (NULL)
AW08	Award learning aim reference
AW09	Title of award
AW10	Date entered for award (NULL)
AW11	Date of result
AW12	Result
AW13	Award credit value
AW14	Award credit level
AW15	Type of award
AW16	Medium of assessment (NULL)
AW17	Award funding rules 1
AW18	Award funding rules 2 (NULL)
AW19	Exam board identifier (NULL)
AW20	AW temporary field 1 (NULL)
AW21	Subject of Award
AW22	Award activity link type
AW23	Attainment indicator

ULI (Unique learner identifier)

Field number	AW01	Field length	13
		Field type	Alphanumeric
Abbreviation	UNIQUEID	Mandatory for	All learners
Description	A unique identifier for each learner. This will be determined by the Welsh Government.		
Reason required	Format – “Lnnnnnnnnnnnnn”. To allow datasets to be linked and to allow tracking of learners throughout their lifetime.		
Valid entries	“L” and any combination of numerics with check digit.		
Notes	ULI to be supplied by the Welsh Government on receipt of the Learner dataset. This number allocated should be included in this field. AW01 matches with LN01 , LP01 , LA01 and HE01 .		
Validation rule(s)	AW001-1	UNIQUEID not in the correct format or UNIQUEID check digit shows error.	

Learner identifier with provider

Field number	AW02	Field length	20
		Field type	Alphanumeric
Abbreviation	LEARN_ID	Mandatory for	All learners
Description	An identifier number for the learner, allocated by the learning provider.		
Reason required	To assist the provider in identifying the learner.		
Valid entries	Any combination of numerics and alphanumerics (excluding spaces and quotation marks).		
Notes	<p>The learner reference code is assigned by the provider. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.</p> <p>This identifier must not contain personal identifiable data e.g. full surname or full National Insurance number must not be used.</p> <p>It is up to the individual providers to decide upon the format of their learner reference codes. The same code must be used for all submissions of data on that learner.</p> <p>This field is part of the Award (AW) compound key for the record.</p> <p>AW02 matches with <u>LN02</u>, <u>LP02</u>, <u>LA02</u> and <u>HE02</u>.</p>		
Validation rule(s)	AW002-1	LEARN_ID not in (a to z, A to Z, 0 to 9, -, [space], '). (Must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	

Provider identifier

Field number	AW03	Field length	8
		Field type	Alphanumeric
Abbreviation	PROVI_ID	Mandatory for	All learners
Description	An identifier code for the provider contracted to provide the learning to this learner.		
Reason required	To enable the provider to be identified.		
Valid entries	As defined by the Welsh Government.		
Notes	A full list of Welsh Government provider reference codes is provided on LLWR-Inform, with guidance at Annex 3 of this manual. This field is part of the Award (AW) compound key for the record. AW03 matches with LN03 , LP03 , LA03 and HE03 .		
Validation rule(s)	AW003-1 PROVI_ID not in Welsh Government list.		

Learning programme identifier

Field number	AW04	Field length	10
		Field type	Alphanumeric
Abbreviation	LPROG_ID	Mandatory for	All learners
Description	Identifier for each learning programme with provider.		
Reason required	Where a learner has more than one learning programme, this code may be used to distinguish between these learning programmes.		
Valid entries	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format "nnddmmyyy".		
Notes	<p>Information about a learner may be submitted in more than one learning programme dataset if he/she undertakes more than one learning programme.</p> <p>The data element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.</p> <p>This field is part of the Award (AW) compound key for the record.</p> <p>AW04 matches with <u>LP04</u>.</p>		
Validation rule(s)	<p>AW004-1 LPROG_ID not in correct format, with "nnddmmyyy".</p> <p>AW004-2 Fields (LEARN_ID PROVI_ID LPROG_ID AWARDENT) are not unique when combined.</p>		

Learning activity link

Field number	AW05	Field length	2
		Field type	Numeric
Abbreviation	LACTLINK	Mandatory for	All learners
Description	Allows a link to be made between Award and Learning Activity Records (within one Learning Programme) where AW02 , AW03 , AW04 and AW05 match with LA02 , LA03 , LA04 and LA05 .		
Reason required	Allows attainment rates to be calculated when there are matching activities and awards.		
Valid entries	00 Not linked to a specific learning activity 01 – 99 Fill with appropriate LA05 (learning activity code) entry for the activity the award should be linked to		
	Should the activity link to more than one award, then the LA05 code of the activity should be repeated with appropriate details of the award. Please note, however, that it is not possible to indicate that more than one activity links to one award.		

Example:

LA02	LA03	LA04	LA05	LA06	AW05	AW06	AW08	AW22
DJ001	T0009000	0120112005	02	00101832	02	01	00101811	1

Notes	If “00” is not recorded on this field, the link to a learning activity should be within the specific learning programme.		
Validation rule(s)	AW005-1	AW05 not “00” – “99”.	
Crosscheck(s)	XAW005-2-LA05	AW05 > “00” and AW05 does not match any LA05 values within the learning programme.	
	XAW005-3-LA05-LA40 - 2010	AW05 = LA05 and AW04=LA04 and AW03=LA03 and AW02=LA02 and LA40="0" and AW11>="01082006" for an associated learning programme (e.g.LP04=LA04=AW04)	

Replaces XAW005-1-LA02-LA05-LA40

See also	<u>Data Submission Guidance for Work based Learning Funding (please refer to appropriate version)</u>
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Award entry identifier

Field number	AW06	Field length	2
		Field type	Numeric
Abbreviation	AWARDENT	Mandatory for	All learners
Description	Identifier for each award entry for this learning programme.		
Reason required	To ensure each award is uniquely identified.		
Valid entries	01 – 99		
Notes	Each award within the learning programme with a provider should be given a different award entry identifier. This field is part of the Award (AW) compound key for the record.		
Validation rule(s)	AW006-1	AW06 not (“01” - “99”).	

Awarding body identifier

Field number	AW07	Field length	0
		Field type	Alphanumeric
Abbreviation	AWARDBOD	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Award learning aim reference

Field number	AW08	Field length	8
		Field type	Alphanumeric
Abbreviation	AWARDREF	Mandatory for	All learners
Description	Identifier for learning activity.		
Reason required	To identify the award entered for/taken. This field informs funding.		
Valid entries	Valid entries from the Welsh Learning Aims Database (WLAD) or Database of Approved Qualifications in Wales (DAQW) Qualification Accreditation Number (QAN) or special generic code. Please contact the LLWR Mailbox (LLWR@Wales.GSI.Gov.UK) if the award is not listed on either database.		
Notes	Special Generic Codes The use of the following special generic codes is required for WBL Programmes only: LDKKCORE Traineeship Core LDLLxxPA Pacific Institute Award LDLLxxMS GOALS Award LDKKFRAM Framework Completion Coding for Welsh BaccaLaureate Providers should record all entries for the learning activities relating to the Welsh BaccaLaureate to be recorded separately within the Learning Activity dataset and these would then be recorded on the Award dataset as well. The AW02 , AW03 , AW04 and AW05 would match with LA02 , LA03 , LA04 and LA05 . The LA06 would match with the AW08 for all the individual learning activities. The overarching Welsh BaccaLaureate should be entered on the Award dataset using one of the following codes currently listed on the Welsh Learning Aim Database: 10023811 - Welsh BaccaLaureate Diploma (General Qualification) Level 3 10023823 - Welsh BaccaLaureate Diploma (General Qualification) Level 2 10061186 - Welsh BaccaLaureate Foundation Diploma (General Qualification -) Level 1 50018048 - WJEC Level 3 Welsh BaccaLaureate Advanced Diploma (Revised NQF Level) 5001805X - WJEC Level 2 Welsh BaccaLaureate Intermediate		

Diploma (Revised NQF Level)

50066705 - WJEC Level 1 Welsh Baccalaureate Foundation Diploma (Revised NQF Level)

When entering the overarching learning aim reference for the Welsh Baccalaureate, the [AW17](#) field (Award funding rules 1) should be entered with “999” (not required). This will ensure that, for statistical purposes, the Welsh Bacalaureate is recorded as an award, but funding will be allocated on the individual components of the Welsh Bacalaureate.

Validation rule(s)	AW008-1	Not valid WLAD and not DAQW QAN and not OCN and not specially issued generic.
	AW008-2	AW09 not included when no valid WLAD ref given in AW08.
	AW008-3	AW08 begins with “L” (generic code) and AW13 is “999.9”.
	AW008-4	AW08 begins with “L” (generic code) and AW14 is “9”.

See also [Data submission guidance for work based learning funding \(please refer to appropriate version\)](#)

Title of award

Field number	AW09	Field length	80
		Field type	Alphanumeric
Abbreviation	AW_TITLE	Mandatory for	All learners
Description	Title given by awarding body.		
Reason required	To assist in identifying awards for learners.		
Valid entries	Any valid title.		
Notes	Not required if valid WLAD reference is given in AW08 (fill with zeros).		
Validation rule(s)	AW009-1	AW09 not in (a to z, A to Z, 0 to 9, -, ', (), [space], &, ., /, _, +).	
		(must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).	
	AW009-2	AW09 is zeros and AW08 is a generic code.	

Date entered for award

Field number	AW10	Field length	0
		Field type	Date
Abbreviation	DATEENTR	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Date of result

Field number	AW11	Field length	8
		Field type	Date
Abbreviation	DATERESU	Mandatory for	All learners
Description	Date learner is given results.		
Reason required	To determine when results are received. This field informs funding.		
Valid entries	Any valid date, or 31129999 Result not yet received		
Notes	<p>The results date is when the learner and/or provider is informed of the outcome and evidence of achievement is available. It is not necessarily the date when the certificate is issued.</p> <p>Where learners are entered for individual units, but data are being returned to DfES at the full award level with corresponding WLAD/ DAQW Qualification Accreditation Number (QAN) in AW08, the date of result of the completed award indicated by the WLAD/ QAN reference should be shown in AW11.</p>		
Validation rule(s)	AW011-1	AW11 not valid date.	
	AW011-4-2011	AW11 is greater than submission date and not equal to "31129999".	
Crosscheck(s)	XAW011-1-LA09-2011	AW11 < associated LA09	
See also	<u>Data Submission Guidance for Work based Learning Funding (please refer to appropriate version)</u>		

Result

Field number	AW12	Field length	12
		Field type	Alphanumeric
Abbreviation	RESULTAW	Mandatory for	All learners
Description	Result of award.		
Reason required	To monitor results. This field informs funding.		
Valid entries	Any valid result of award.		
	0000	Not yet known	
	PART	Partially achieved learning	
	A to G, N, U, A*, Y,Z,**AA, AB, AC, AD, AE, AF, AG, BA, BB, BC.....FF, FG, GA, GB, GC, GD, GE, GF, GG (any valid result – note that trailing spaces are not required)		
	DIST	Distinction	
	MERT	Merit	
	CRDT	Pass with credit	
	PASS	Pass	
	FAIL	Fail	
	REFR	Referred	
	UNGD	Ungraded	
	NATT	Not attempted	
	WDRN	Withdrawn from course	
	0001 to 0100	Percentage	
	FIRS	First class honours	
	SHIG	Upper second class honours	
	SLOW	Lower second class honours	
	SUND	Undivided second class honours	
	THIR	Third class honours	
	FOUR	Fourth class honours	
	UCLA	Unclassified honours	
	HPAS	Honours pass	
	ORDN	Ordinary	
	GENE	General	
Notes	<p>The result should be as provided by the awarding body. This should include fails and codes for not sitting exams.</p> <p>PART should only be used if the number of units achieved cannot be recorded.</p> <p>Where the learner achieves some, but not all, of the units required for the full award, the number of units achieved should be shown in the format “Unnn”, where nnn is the number of units.</p> <p>For WBL funding for Outcome payments, AW12 should be coded as “PASS”.</p>		

For the below validation definitions, the word “zero” refers to the digit "0" (for example, where AW12 is solely comprised of one or more "0")

Validation rule(s)	AW012-1	AW12 blank.
	AW012-2-2011	AW12 not equal to zero and AW11 = “31129999”
	AW012-3-2011	AW12 equal to zero and AW11 not equal to “31129999”
	AW012-4-2011	AW12 equal to zero and AW23 in (“2”, “3”, “4”)

See also [Data Submission Guidance for Work based Learning Funding \(please refer to appropriate version\)](#)

Award credit value

Field number	AW13	Field length	5
		Field type	Numeric
Abbreviation	AWARDVAL	Mandatory for	All learners
Description	Credit value of award.		
Reason required	To analyse credits on an award basis.		
Valid entries	000.0 – 540.0, or 999.9 Not known/not required		
Notes	Not required if a valid Welsh Learning Aims Database code is used in AW08 unless partial success (“PART”) is recorded in field AW12. In these circumstances, the total credit values achieved must be recorded in this field. For special generic codes listed at AW08, AW13 should be recorded with “000.0”.		
Validation rule(s)	AW013-1	AW13 not in (“000.0” – “540.00”, “999.9”).	
	AW013-2	AW13 is “999.9” and AW08 is generic code.	
	AW013-3	AW13 is “999.9” and (AW08 is valid WLAD code and AW12 is “PART”).	

Award credit level

Field number	AW14	Field length	1
		Field type	Alphanumeric
Abbreviation	AWARD_LV	Mandatory for	All learners
Description	Credit level (CQFW).		
Reason required	To analyse credits by level on awards.		
Valid entries	0	Pre-Entry level	
	E	CQFW Entry Level	
	1	CQFW Level 1 (e.g. NVQ Level 1/GCSE D-G)	
	2	CQFW Level 2 (e.g. NVQ Level 2/GCSE A*-C)	
	3	CQFW Level 3 (e.g. NVQ Level 3/A level)	
	4	CQFW Level 4 (e.g. HE Certificate/HNC)	
	5	CQFW Level 5 (e.g. HE Intermediate)	
	6	CQFW Level 6/HE Honours	
	7	CQFW Level 7/HE Masters	
	8	CQFW Level 8/HE Doctorate	
	9	Not known/not required	
		Not required if valid Welsh Learning Aims Database code used.	
Notes	<p>Note pre-Entry level is not included within the Credit and Qualifications Framework for Wales (CQFW) but may be used where considered more appropriate than using Entry level.</p> <p>The level should be the level of credit for the majority of the learning activity and should align to the Credit and Qualifications Framework for Wales (CQFW) Level, CQFW includes the National Qualifications Framework (NQF) and the Qualifications Curriculum Framework (QCF).</p> <p>Further information is available on CQFW website www.cgfw.net and the DAQW web link : www.daqw.org.uk</p> <p>See the “Downloadable Handbook” section at www.cgfw.net information for consulting CQFW descriptors.</p> <p>For special generic codes listed at AW08, AW14 should be completed with “E”, except for “LDKKFRAM” – if FMA then use “2”, if MA then “3”, if MSD then “4” (a coding of “9” will also be accepted).</p>		
Validation rule(s)	AW014-1	AW14 not in (“0” – “9”, “E”).	

Type of award

Field number	AW15	Field length	2
		Field type	Alphanumeric
Abbreviation	AWRDTYPE	Mandatory for	All learners
Description	Type of award.		
Reason required	To avoid double counting of awards and units.		
Valid entries	01	Full	
	02	Unit contributing to award	
	03	Standalone unit	
	04	Unit result superseded by resit	
Notes	<p>This field identifies units which are recorded as they are achieved, but ultimately contribute to a full award. It also identifies units which, on re-sitting, are superseded by a higher graded award.</p> <p>It is recommended that units are initially shown as standalone units (code "03"). Those used to make up a full award should be converted to code "02" when the full award is achieved or to code "04" if the outcome is superseded by a re-sit.</p> <p>However, for some qualifications, only the entry and result of the full awards will be recorded and code "01" will be used.</p> <p>For special generic codes listed at AW08, AW15 should be completed with "01".</p>		
Validation rule(s)	AW015-1	AW15 not in ("01" – "04").	

Medium of assessment

Field number	AW16	Field length	0
		Field type	Alphanumeric
Abbreviation	MEDIUMAS	Mandatory for	None
Description	Null return from 2014		
Reason required	Not required, NULL return from 2014		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database.		
	See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2014		
Validation rule(s)			

Award funding rules 1

Field number	AW17	Field length	3
		Field type	Alphanumeric
Abbreviation	AWFUNDR1	Mandatory for	WBL learners
Description	Special rules for funding 1.		
Reason required	To determine whether the attainment of an award is eligible for Welsh Government funding.		
	This field informs funding.		
Valid entries	111	Award not eligible for Welsh Government WBL funding	
	555	Award eligible for Welsh Government WBL funding	
	999	Not required	
Notes	This field must be completed for all awards.		
	Code "555" will be required for WBL funding.		
Validation rule(s)	AW017-1	AW17 not in ("111","555","999").	
See also	<u>Data submission guidance for work based learning funding (please refer to appropriate version)</u>		

Award funding rules 2

Field number	AW18	Field length	0
		Field type	Alphanumeric
Abbreviation	AWFUNDR2	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Exam board identifier

Field number	AW19	Field length	0
		Field type	Alphanumeric
Abbreviation	EXAMBRDI	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

AW temporary field 1

Field number	AW20	Field length	0
		Field type	Alphanumeric
Abbreviation	AW_TEMP1	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database.		
	See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Subject of award

Field number	AW21	Field length	8
		Field type	Alphanumeric
Abbreviation	SUBAWARD	Mandatory for	All learners
Description	Learndirect Classification System (LDCS) code for subject of award.		
Reason required	To enable analysis and monitoring to be carried out by subject of award.		
Valid entries	Any valid Learn Direct Classification System code. Not required if valid Welsh Learning Aims Database code (or Open College Network (OCN) Database code) used for AW08 – fill with zeros. For special generic codes listed in AW08 , please code with “HC.42”, except for LDKKFRAM, which should record the main subject of study for the framework relating to the Sector Code in LP16 and LP66 .		
Notes	For acceptable Learn Direct Classification System codes, refer to http://wales.gov.uk/topics/educationandskills/learningproviders/databasecollection/resource/guidance/learndirectcodes/?lang=en AW21, LP16 and LP66 are available as lookup tables on LLWR Inform (https://llwrinform.wales.gov.uk) under Documents/LLWR Lookups/Lookups.		
Validation rule(s)	AW021-1	AW21 not a valid Learndirect Classification System code and not “00000000”.	
	AW021-2	AW08 a generic code and AW21 not a valid Learn Direct Classification System code.	

Award activity link type

Field number	AW22	Field length	1
		Field type	Numeric
Abbreviation	AWLKTYP	Mandatory for	All learners
Description	To identify the relationship between the award record and learning activities within the same learning programme.		
Reason required	To allow consistent and robust calculation of performance measures.		
Valid entries	0 Award not linked to a specific learning activity 1 Award linked to a specific learning activity and full attainment of this award will indicate attainment of the learning activity aim 2 Award linked to a specific learning activity but full attainment of this award would not indicate attainment of the learning activity aim		
Notes	It is expected that most providers would choose to have a default value of "1" for this field.		
Validation rule(s)	AW022-1 AW22 not in "0", "1" or "2". AW022-2 AW05 = "00" and AW22 > "0". AW022-3 AW05 > "00" and AW22 = "0".		

Attainment indicator

Field number	AW23	Field length	1
		Field type	Alphanumeric
Abbreviation	ATTAINED	Mandatory for	All learners
Description	Recording whether or not an award has been successfully attained.		
Reason required	To facilitate appropriate calculation of attainment for specific awards. This field informs funding and the calculation of performance measures.		
Valid entries	1 Not yet known 2 Award achieved 3 Award partially achieved 4 Award not achieved 9 Not applicable		
Notes	This information is required for learners who are notified of an award outcome from 2008/09 onwards.		
Validation rule(s)	AW023-1	AW23 not in ("1" – "4", "9").	
	AW023-2	AW23 in ("1", "9") and AW11 <> "31129999".	
	AW023-3-2011	AW12 in ("FAIL") and AW23 in ("2","3","9")	
	AW023-4-2011	AW12 in ("WRDN") and AW23 in ("2","9")	
	AW023-5-2011	AW23 = "1" and AW11 >="01082008" (excluding "31129999").	

Higher education (HE) dataset

(Validation rules: the wording describes situations which will cause data errors to be reported)

Code	Field name
HE01	ULI (Unique Learner Identifier)
HE02	Learner identifier with provider
HE03	Provider identifier
HE04	Learning programme identifier
HE05	Reserved (NULL)
HE06	Nationality
HE07	New entrant to HE (NULL)
HE08	Term time accommodation
HE09	Fee band
HE10	Major source of HE tuition fees
HE11	UCAS number
HE12	Credit value of course
HE13	Mode of attendance
HE14	General qualification aim of programme
HE15	Type of year of programme
HE16	Subject of learning programme 1
HE17	Subject of learning programme percentage 1
HE18	Subject of learning programme 2
HE19	Subject of learning programme percentage 2
HE20	Subject of learning programme 3
HE21	Subject of learning programme percentage 3
HE22	Learning programme qualification awarded 1
HE23	Learning programme qualification awarded – grade 1
HE24	Learning programme qualification awarded 2
HE25	Learning programme qualification awarded – grade 2
HE26	Type of highest qualification achieved prior to learning programme
HE27	Fee regime indicator
HE28	Gross fee for learner on course
HE29	Student Loans Company Student Support Number
HE30	Course title
HE31	Awarding body
HE32	Disabled Student Allowance
HE33	Care leaver / looked after status
HE34	Employer funding
HE35	Employer contribution to fees

ULI (Unique learner identifier)

Field number	HE01	Field length	13
		Field type	Alphanumeric
Abbreviation	UNIQUEID	Mandatory for	HE learners
Description	A unique identifier for each learner. This will be determined by the Welsh Government. Format : "Lnnnnnnnnnnnn".		
Reason required	To allow datasets to be linked and to allow tracking of learners throughout their lifetime.		
Valid entries	"L" and any combination of numerics with check digit		
Notes	ULI to be supplied by the Welsh Government on receipt of the Learner dataset. Once allocated, this number should be included in this field. HE01 matches to <u>LN01</u> , <u>LP01</u> , <u>LA01</u> and <u>AW01</u> .		
Validation rule(s)	HE001-1	UNIQUEID not in the correct format or UNIQUEID check digit shows error.	

Learner identifier with provider

Field number	HE02	Field length	20
		Field type	Alphanumeric
Abbreviation	LEARN_ID	Mandatory for	HE learners
Description	An identifier number for the learner, allocated by the learning provider.		
Reason required	To assist the provider in identifying the learner.		
Valid entries	Any combination of numerics and alphanumerics (excluding spaces and quotation marks).		
Notes	<p>The learner reference code is assigned by the provider. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.</p> <p>This identifier must not contain personal identifiable data e.g. full surname or full National Insurance number must not be used.</p> <p>It is up to the individual providers to decide upon the format of their learner reference codes. The same code must be used for all submissions of data on that learner.</p> <p>This field is part of the Higher Education (HE) compound key for the record.</p> <p>HE02 matches to LN02, LP02, LA02 and AW02.</p>		
Validation rule(s)	HE002-1	LEARN_ID not in (a to z, A to Z, 0 to 9, -, [space], '). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).	

Provider identifier

Field number	HE03	Field length	8
		Field type	Alphanumeric
Abbreviation	PROVI_ID	Mandatory for	HE learners
Description	An identifier code for the provider, as allocated by Welsh Government.		
Reason required	To enable the provider to be identified.		
Valid entries	As defined by Welsh Government.		
Notes	A full list of Welsh Government provider reference codes is provided on LLWR-Inform, with guidance at Annex 3 to this manual. This field is part of the Higher Education (HE) compound key for the record. HE03 matches to LN03 , LP03 , LA03 and AW03 .		
Validation rule(s)	HE003-1 PROVI_ID not in Welsh Government list.		

Learning programme identifier

Field number	HE04	Field length	10
		Field type	Alphanumeric
Abbreviation	LPROG_ID	Mandatory for	HE learners
Description	Identifier for each learning programme with provider for this learner.		
Reason required	Where a learner has more than one learning programme, this code may be used to distinguish between these learning programmes. Requirement of Higher Education Funding Council for Wales (HEFCW) for monitoring and funding purposes.		
Valid entries	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format “nnddmmyyy”.		
Notes	<p>Information about a learner may be submitted in more than one learning programme dataset if he/she undertakes more than one learning programme.</p> <p>The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.</p> <p>This field is part of the Higher Education (HE) compound key for the record.</p> <p>HE04 matches to LP04 and LA04.</p>		
Validation rule(s)	HE004-1	LPROG_ID not in correct format, with “nnddmmyyy”.	
	HE004-2	Fields LEARN_ID PROVI_ID LPROG_ID combined are not unique.	
Crosscheck(s)	XHE004-1-LP17	LPROG_ID does not link to an LP with an LP17 that is in (“51” – “59”).	
	XHE004-2-LP17-LP55-2011	LP55 not equal to “31129999” and LP17 in (“51”-“59”) and there is no associated HE04 and LP55 is greater or equal to “01082011”(excluding “31129999”).	

Reserved

Field number	HE05	Field length	0
		Field type	Alphanumeric
Abbreviation	HERESERV	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Nationality

Field number	HE06	Field length	4
		Field type	Alphanumeric
Abbreviation	NATIONAL	Mandatory for	HE learners
Description	This field defines the country of legal nationality.		
Reason required	To distinguish between home and overseas learners.		
Valid entries	<p>Codes as per lookup table on the LLWR Inform website under Documents/LLWR Lookups/Lookups LLWR Inform at: https://llwrinform.wales.gov.uk.</p> <p>See also HESA field 'NATION' on the STUDENT entity'</p>		
Notes	<p>Domicile is where the learner has his/her permanent home. It may not be the same country as the legal nationality of the learner.</p> <p>The coding is based on the same list that is used for domicile in LP08.</p> <p>Where the start date of the learning programme is after 1 Aug 2010 taken from the earliest associated LA09 Lookup_LP08_HE06New should be used.</p> <p>Where the start date of the learning programme is before 1 Aug 2010 taken from the earliest associated LA09 Lookup_LP08_HE06Old should be used.</p> <p>Only the Alpha-2 code should be used when submitting data padded with two trailing spaces.</p>		
Validation rule(s)	HE006-1	HE06 entry not on DCELLS lists. (Replaced by XHE006-1-LP04-2010 and XHE006-2-LP04-2010).	
	HE006-2-2012	HE06 not in (Lookup_LP08_HE06Old list or "9999") and HE06 not in (Lookup_LP08_HE06New list or "ZZ ")	
Crosscheck(s)	XHE006-1-LP04-2010	HE06 not in (Lookup_LP08_HE06Old list or "9999") and LP04 date of last eight characters <01082010 Replaced by XLA009-25-HE06-2011	
	XHE006-2-LP04-2010	HE06 not in (Lookup_LP08_HE06New list or "ZZ ") and LP04 date of last eight characters >=01082010 Replaced by XLA009-26- HE06-2011	
	XLA009-25-HE06-2011	See LA09 for additional validation on this field	
	XLA009-26-HE06-2011	See LA09 for additional validation on this field	

New entrant to HE

Field number	HE07	Field length	0
		Field type	Alphanumeric
Abbreviation	NEWHEENT	Mandatory for	None
Description	Null return from 2012		
Reason required	Not required, NULL return from 2012		
Valid entries	The field must be submitted empty from 2012 onwards. Any characters submitted in this field will be automatically cleared and not submitted to the database. See Annex 11 for a definition of a NULL return.		
Notes	Null return from 2012		
Validation rule(s)			

Term time accommodation

Field number	HE08	Field length	1																		
		Field type	Alphanumeric																		
Abbreviation	TERMACCO	Mandatory for	HE learners																		
Description	Relates to where the learner is living.																				
Reason required	To monitor learner accommodation patterns.																				
Valid entries	<table><tr><td>0</td><td>Part-time student /Full-time student on a course with a duration of less than 24 weeks*</td></tr><tr><td>1</td><td>Provider maintained property</td></tr><tr><td>2</td><td>Parental/guardian home</td></tr><tr><td>3</td><td>Own residence</td></tr><tr><td>4</td><td>Other</td></tr><tr><td>5</td><td>Not known</td></tr><tr><td>6</td><td>Not in attendance at the provider</td></tr><tr><td>7</td><td>Other rented accommodation</td></tr><tr><td>8</td><td>Private-sector halls</td></tr></table>			0	Part-time student /Full-time student on a course with a duration of less than 24 weeks*	1	Provider maintained property	2	Parental/guardian home	3	Own residence	4	Other	5	Not known	6	Not in attendance at the provider	7	Other rented accommodation	8	Private-sector halls
0	Part-time student /Full-time student on a course with a duration of less than 24 weeks*																				
1	Provider maintained property																				
2	Parental/guardian home																				
3	Own residence																				
4	Other																				
5	Not known																				
6	Not in attendance at the provider																				
7	Other rented accommodation																				
8	Private-sector halls																				
Notes	<p>*Term time accommodation need be returned for full-time or sandwich HE learners only with periods of study of at least 24 weeks, otherwise the field should be filled with a zero.</p> <p>Accommodation owned or rented by the learner should be coded as "3".</p> <p>Code "1" includes housing owned by the provider.</p> <p>Code "3" 'Own residence' includes a student's permanent residence, which may be either owned or rented by them.</p> <p>Code "7" 'Other rented accommodation' refers to a more temporary arrangement eg. where a number of students each rent a room in the same house on a yearly basis.</p> <p>Record the term time accommodation at the start of the programme of study.</p> <p>See also HESA field 'TTACCOM' on the STUDENT entity.</p>																				
Validation rule(s)	HE008-1 HE08 not in ("1" – "8", "0").																				

Fee band

Field number	HE09	Field length	2
		Field type	Alphanumeric
Abbreviation	FEE_BAND	Mandatory for	HE learners
Description	To record where a special or non-standard fee is due.		
Reason required	To allow financial calculations to take account of fee offsets.		
Valid entries	60	Standard/prescribed fee	
	61	Sandwich placement	
	62	Language year abroad & not full-year outgoing ERASMUS	
	63	Full-year outgoing ERASMUS	
	64	Final year of a full-time course lasting less than 15 weeks	
	65	Final year of a full-time course lasting more than 14 weeks but less than 24 weeks	
	66	Other fee	
	99	No fee band	
	Codes no longer used		
	01	Prescribed undergraduate fee, full fee (Not to be used for 2010/11 onwards)	
	02	Prescribed undergraduate fee, half fee (Not to be used for 2010/11 onwards)	
	03	Prescribed undergraduate fee, zero fee (Not to be used for 2010/11 onwards)	
	41	Postgraduate (Not to be used for 2010/11 onwards)	
	42	Half postgraduate fee (Not to be used for 2010/11 onwards)	
	51	Other fee which is a proportion of a prescribed fee (Not to be used for 2010/11 onwards)	
Notes	Records where a special or 'non-standard' fee is due – in line with the student support regulations. See also HESA field 'SPECFEE' in the INSTANCE entity.		
Validation rule(s)	HE009-1	HE09 not in ("01", "02", "03", "41", "42", "51", "60", "61", "62", "63", "64", "65", "66", "99").	
Crosscheck	XHE009-1-LP04-2010	HE09 in ("01", "02", "03", "41", "42", "51") and LP04 date of last eight characters >="01082010"	
	XLA009-32-HE09-2011	See LA09 for additional validation on this field	

Major source of HE tuition fees

Field number	HE10	Field length	2
		Field type	Alphanumeric
Abbreviation	HE_TFEES	Mandatory for	HE learners
Description	Main source of fees.		
Reason required	To allow financial calculations to be made and for the monitoring of numbers of learners receiving awards.		
Valid entries	<p>01 No award or financial backing</p> <p>02 Award assessed by English or Welsh local authority and paid in full by local authority or by the SLC (includes EU students assessed by SLC)</p> <p>03 Paid in full by Student Awards Agency for Scotland/Student Loans Company (SAAS/SLC) (includes where fee paid directly to provider)</p> <p>04 Paid in full by DELNI/Northern Ireland Education & Library Boards (via Student Loans Company) (includes EU students in NI)</p> <p>05 Institutional waiver of support costs</p> <p>07 Fee waiver under government unemployed students scheme</p> <p>08 British Academy</p> <p>09 Fees paid under part-time graduate apprentice study programme</p> <p>19 Research Council – not specified</p> <p>21 Charitable foundation</p> <p>22 International agency</p> <p>31 Departments of Health/NHS/Social Care</p> <p>32 Departments of Social Services</p> <p>33 BIS</p> <p>34 Other HM government departments/public bodies</p> <p>35 Scholarship of HM forces</p> <p>37 Local Authority training grants scheme</p> <p>41 EU Commission (EC)</p> <p>42 Overseas student award from HM government/British Council</p> <p>43 Overseas government</p> <p>44 Department for International Development</p> <p>45 Overseas institution</p> <p>46 Overseas industry or commerce</p> <p>47 Other overseas funding</p> <p>48 Other overseas – repayable loan</p> <p>52 Mix of learner & SLC</p> <p>61 UK industry/commerce</p> <p>71 Absent for year</p> <p>81 Learner's employer</p> <p>97 Other</p> <p>98 No fees</p> <p>99 Not known</p>		
Notes	Record the major source of HE tuition fees at the start of the programme of study. The predominant source should be selected		

where there is more than one source of award or financial backing.
See also [HESA](#) field 'MSTUFEE' on the INSTANCE entity.

Validation rule(s) **HE010-1** HE10 not in ("01", "02", "03", "04", "05", "07", "09", "19", "21", "22", "31", "35", "37", "41", "48", "52", "61", "71", "81", "97", "99")

UCAS number

Field number	HE11	Field length	10
		Field type	Alphanumeric
Abbreviation	UCASNUM	Mandatory for	HE learners
Description	A 10 -character code allocated by UCAS to learners who were admitted to their current programme of study through the UCAS admissions system.		
Reason required	To monitor learners through UCAS and link learner to UCAS data.		
Valid entries	A 10 digit alphanumeric code. Fill with zeros if not an UCAS entrant.		
Notes	See also HESA field 'UCASPERID' on the STUDENT entity. For continuing learners prior to 2010/11 data should be submitted with a leading zero.		
Validation rule(s)	HE011-1 HE11 not in (a to z, A to Z, 0 to 9).		

Credit value of course

Field number	HE12	Field length	3
		Field type	Numeric
Abbreviation	CRDT_PTS	Mandatory for	HE learners
Description	This field indicates the number of credit points a learner gains or could gain on successful completion of the course.		
Reason required	To identify the value of the learner's programme of study in terms of the Credit and Qualifications Framework for Wales (CQFW) scheme .		
Valid entries	A number in the range "000" – "998" (note: all fields should be padded with zeros, i.e. 1 is "001").		
Notes	Fractional credit points should be rounded to the nearest whole number. Further information is available on CQFW website www.cqfw.net and the DAQW web link : www.daqw.org.uk See the "Downloadable Handbook" section at www.cqfw.net information for consulting CQFW descriptors.		
Validation rule(s)	HE012-1 HE12 contains characters other than ("0" – "9") or is blank.		
Crosscheck	XHE012-1-LA11-LP17-LP55-2013 LA11 ="2" and LP17 in ("51"-"59") and LP55 >= "01082013"(including "31129999") and HE12="000"		

Mode of attendance

Field number	HE13	Field length	2
		Field type	Alphanumeric
Abbreviation	MODE_ATT	Mandatory for	HE learners
Description	The mode of attendance for the learner on a HE programme.		
Reason required	To indicate the mode of attendance for the learning programme, to be used in funding calculations and for statistical analyses.		
Valid entries	01	Full-time (according to HEFCW definitions)	
	02	Sandwich Year Out (according to HEFCW definitions)	
	03	Part-time (according to HEFCW definitions)	
Notes	This field should be updated if the mode of attendance changes during the programme of learning. See also HEFCW Higher Education Students Early Statistics circular Annex E for detailed definitions of mode of study.		
Validation rule(s)	HE013-1-2010	HE13 not in ("01" – "03").	
Cross check	XHE013-1-LP17-2010	HE13 in ("01", "02", "03") and LP17 not in ("53", "54", "55", "56", "57", "58", "59").	

General qualification aim of programme

Field number	HE14	Field length	3
		Field type	Alphanumeric
Abbreviation	COURSEAIM	Mandatory for	HE learners
Description	The general qualification aim of the HE programme.		
Reason required	Requirement of Higher Education Funding Council for Wales (HEFCW) for monitoring and funding purposes.		
Valid entries	Valid entries for HE14 are available as a lookup table on the LLWR Inform website under Documents/LLWR Lookups/Lookups LLWR Inform at: https://llwrinform.wales.gov.uk		
	See also HESA field 'COURSEAIM' on the Course entity.		
Notes	This field describes the general HE qualification aim of the course and is intended to record the qualification that will be attained as a result of successful completion of studies.		
Validation rule(s)	HE014-1-2010	HE14 entry not on Welsh Government list or HE14 in ("000", "999") .	
Cross check	XHE014-1-LP17-2010	HE14 does not link to an LP with an LP17 that is in ("53 – "59").	

Type of year of programme

Field number	HE15	Field length	1
		Field type	Alphanumeric
Abbreviation	TYPEYR	Mandatory for	HE learners
Description	Relates to the type of academic year applicable to the learning programme.		
Reason required	To support population definitions and to ensure single-counting.		
Valid entries	1 Course academic year contained within the reporting year 1 August - 31 July.		
	2 Course academic year not contained within the reporting year 1 August - 31 July.		
Notes	<p>This field identifies which of the basic types of academic year is applicable to the learning programme.</p> <p>For example, if a learners starts a programme on 1 September and each year of the programme runs from September to May, the field should be coded as 1.</p> <p>If a learner starts a programme on 1 January and each year of the programme runs from January to November, the field should be coded as 2.</p> <p>See also HESA field 'TYPEYR' on the INSTANCE entity.</p>		
Validation rule(s)	HE015-1-2010	HE15 not in ("1","2")	

Subject of learning programme 1

Field number	HE16	Field length	4
		Field type	Alphanumeric
Abbreviation	SBJCA1	Mandatory for	HE learners

Description	Relates to the subject of the learning programme.
Reason required	To allow analysis and monitoring of the HE learner population by subject of study. To be used in funding calculations.

Valid entries	For learning programmes with a start date on or after 01/08/2012 use the JACS3 coding system which can be found on the HESA website. For learning programmes with a start date before 01/08/2012 use the JACS2 coding system which can be found on the HESA website.
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Notes	<p>Where the earliest associated LA09 >= 01/08/2012 use the JACS3 coding system.</p> <p>Where the earliest associated LA09 < 01/08/2012 use the JACS2 coding system.</p> <p>This field describes the subject appropriate to the current course.</p> <p>The Joint Academic Coding System (JACS) provides for all subjects to be coded according to a common, truly hierarchical, four-character subject code. JACS will be used substantially in subject representation across the HE sector.</p> <p>Up to three subjects can be returned for the learning programme. These should be split across fields HE16, HE18 and HE20. The corresponding subject proportion should be returned in fields HE17, HE19 and HE21.</p> <p>For example. A learner is studying on a BSc in Business and Computing. The course is split 50% Business and 50% Computing. They can be returned in the following way: HE16 = 'N100' and HE17='050' HE18='G020' and HE19='050' HE20= '9999' and HE21='999'</p> <p>See also HESA field 'SBJCA' on the COURSE SUBJECT entity.</p> <p>The sum of all subject of learning percentages must add up to "100" for HE16, HE18 and HE20.</p>
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Validation rule(s)	HE016-1-2010 HE16 not a valid JACS code or = "9999".
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Cross check(s)	XHE016-1-LP55 - 2012 HE16= "9999" and LP55 >=01082012 (including "31129999")
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**XLA009-
37-HE16-
2012**

See [LA09](#) for additional validation on this field

**XLA009-
38-HE16-
2012**

See [LA09](#) for additional validation on this field

Subject of learning programme percentage 1

Field number	HE17	Field length	3
		Field type	Numeric
Abbreviation	SBJPCNT1	Mandatory for	HE learners
Description	Indicates the proportion of time allocated for each subject studied on a course.		
Reason required	To allow analysis and monitoring of the HE learner population by subject of study. To be used in funding calculations.		
Valid entries	000 – 100 (percentage) (must be padded with zeros)		
Notes	<p>This field indicates the proportion of time allocated for each subject studied on a course. It should contain an integer between 1 and 100.</p> <p>Up to three subjects can be returned for the learning programme. These should be split across fields HE16, HE18 and HE20. The corresponding subject proportion should be returned in fields HE17, HE19 and HE21.</p> <p>For example. A learner is studying on a BSc in Business and Computing. The course is split 50% Business and 50% Computing. They can be returned in the following way: HE16 = 'N100' and HE17='050' HE18='G020' and HE19='050' HE20= '9999' and HE21='999'</p> <p>The sum of all subject of learning percentages must add up to "100" for HE16, HE18 and HE20.</p>		
Validation rule(s)	HE017-1-2010	HE17 not in ("000" – "100", "999") or not whole number or nonnumeric	
	HE017-2-2012	HE17 > "000" <= "100" and sum (HE17 + HE19 + HE21 <> "100") and ((HE19 <> "999" and HE21 <> "999") or (HE19 <> "999" and HE21 = "999"))).	
	HE017-3-2013	HE17 <> "100" and HE19 = "999" and HE21 = "999"	
Cross check(s)	XHE017-1-LP55-2012	HE17="999" and LP55 >= 01082012 (including "31129999")	

Subject of learning programme 2

Field number	HE18	Field length	4
		Field type	Alphanumeric
Abbreviation	SBJCA2	Mandatory for	HE learners
Description	Relates to the subject of the learning programme.		
Reason required	To allow analysis and monitoring of the HE learner population by subject of study. To be used in funding calculations.		
Valid entries	<p>For learning programmes with a start date on or after 01/08/2012 use the JACS3 coding system which can be found on the HESA website.</p> <p>For learning programmes with a start date before 01/08/2012 use the JACS2 coding system which can be found on the HESA website.</p>		
Notes	<p>Where the earliest associated LA09 >= 01/08/2012 use the JACS3 coding system.</p> <p>Where the earliest associated LA09 < 01/08/2012 use the JACS2 coding system.</p> <p>This field describes the subject appropriate to the current course.</p> <p>The Joint Academic Coding System (JACS) provides for all subjects to be coded according to a common, truly hierarchical, four-character subject code. JACS will be used substantially in subject representation across the HE sector.</p> <p>Up to three subjects can be returned for the learning programme. These should be split across fields HE16, HE18 and HE20. The corresponding subject proportion should be returned in fields HE17, HE19 and HE21.</p> <p>For example. A learner is studying on a BSc in Business and Computing. The course is split 50% Business and 50% Computing. They can be returned in the following way: HE16 = 'N100' and HE17='050' HE18='G020' and HE19='050' HE20= '9999' and HE21='999'</p> <p>If no entry is to be made to the field '9999' should be entered.</p> <p>See also HESA field 'SBJCA' on the COURSE SUBJECT entity.</p> <p>The sum of all subject of learning percentages must add up to "100" for HE16, HE18 and HE20.</p>		
Validation rule(s)	HE018-1-2010	HE18 not a valid JACS code or = "9999".	
	HE018-2-	HE18 = "9999" and HE20 has a Valid JACS code.	

2012

HE018-3-2012 HE18 = "9999" and **HE19** not equal to "999"

HE018-4-2012 HE18 has a Valid JACS code and **HE19** = "999"

Crosscheck(s)

XLA009-39-HE18-2012 See **LA09** for additional validation on this field

XLA009-40-HE18-2012 See **LA09** for additional validation on this field

Subject of learning programme percentage 2

Field number	HE19	Field length	3
		Field type	Numeric
Abbreviation	SBJPCNT2	Mandatory for	HE learners
Description	Indicates the proportion of time allocated for each subject studied on a course.		
Reason required	To allow analysis and monitoring of the HE learner population by subject of study. To be used in funding calculations.		
Valid entries	000 – 100 (percentage) (must be padded with zeros)		
Notes	<p>This field indicates the proportion of time allocated for each subject studied on a course. It should contain an integer between 1 and 100.</p> <p>Up to three subjects can be returned for the learning programme. These should be split across fields HE16, HE18 and HE20. The corresponding subject proportion should be returned in fields HE17, HE19 and HE21.</p> <p>For example. A learner is studying on a BSc in Business and Computing. The course is split 50% Business and 50% Computing. They can be returned in the following way: HE16 = 'N100' and HE17='050' HE18='G020' and HE19='050' HE20= '9999' and HE21='999'</p> <p>The sum of all subject of learning percentages must add up to "100" for HE16, HE18 and HE20.</p> <p>If no entry is to be made to the field '999' should be entered.</p>		
Validation rule(s)	HE019-1-2010	HE19 not in ("000" – "100", "999") or not whole number or nonnumeric	

Subject of learning programme 3

Field number	HE20	Field length	4
		Field type	Alphanumeric
Abbreviation	SBJCA3	Mandatory for	HE learners

Description	Relates to the subject of the learning programme.
Reason required	To allow analysis and monitoring of the HE learner population by subject of study. To be used in funding calculations.

Valid entries	For learning programmes with a start date on or after 01/08/2012 use the JACS3 coding system which can be found on the HESA website. For learning programmes with a start date before 01/08/2012 use the JACS2 coding system which can be found on the HESA website.
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Notes	<p>Where the earliest associated LA09 >= 01/08/2012 use the JACS3 coding system.</p> <p>Where the earliest associated LA09 < 01/08/2012 use the JACS2 coding system.</p> <p>This field describes the subject appropriate to the current course.</p> <p>The Joint Academic Coding System (JACS) provides for all subjects to be coded according to a common, truly hierarchical, four-character subject code. JACS will be used substantially in subject representation across the HE sector.</p> <p>Up to three subjects can be returned for the learning programme. These should be split across fields HE16, HE18 and HE20. The corresponding subject proportion should be returned in fields HE17, HE19 and HE21.</p> <p>For example. A learner is studying on a BSc in Business and Computing. The course is split 50% Business and 50% Computing. They can be returned in the following way: HE16 = 'N100' and HE17='050' HE18='G020' and HE19='050' HE20= '9999' and HE21='999'</p> <p>If no entry is to be made to the field '9999' should be entered.</p> <p>See also HESA field 'SBJCA' on the COURSE SUBJECT entity.</p> <p>The sum of all subject of learning percentages must add up to "100" for HE16, HE18 and HE20.</p>
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Validation rule(s)	HE020-1-2010	HE20 not a valid JACS code or = "9999".
	XLA009-41-HE20-	See LA09 for additional validation on this field

2012

XLA009-
42-HE20-
2012

See [LA09](#) for additional validation on this field

Subject of learning programme percentage 3

Field number	HE21	Field length	3
		Field type	Numeric
Abbreviation	SBJPCNT3	Mandatory for	HE learners
Description	Indicates the proportion of time allocated for each subject studied on a course.		
Reason required	To allow analysis and monitoring of the HE learner population by subject of study. To be used in funding calculations.		
Valid entries	000 – 100 (percentage) (must be padded with zeros)		
Notes	<p>This field indicates the proportion of time allocated for each subject studied on a course. It should contain an integer between 1 and 100.</p> <p>Up to three subjects can be returned for the learning programme. These should be split across fields HE16, HE18 and HE20. The corresponding subject proportion should be returned in fields HE17, HE19 and HE21.</p> <p>For example. A learner is studying on a BSc in Business and Computing. The course is split 50% Business and 50% Computing. They can be returned in the following way: HE16 = 'N100' and HE17='050' HE18='G020' and HE19='050' HE20= '9999' and HE21='999'</p> <p>The sum of all subject of learning percentages must add up to "100" for HE16, HE18 and HE20.</p> <p>If no entry is to be made to the field '999' should be entered.</p>		
Validation rule(s)	HE021-1-2010	HE21 not in ("000" – "100", "999") or not whole number or nonnumeric.	

Learning programme qualification awarded 1

Field number	HE22	Field length	3
		Field type	Alphanumeric
Abbreviation	QUAL1	Mandatory for	HE learners
Description	This field records the qualification awarded.		
Reason required	To allow analysis of qualifications awarded.		
Valid entries	This field should be coded '999' until the learner finishes/leaves the learning programme.		
	<p>Valid entries for HE22 are available as a lookup table on the LLWR Inform website under Documents/LLWR Lookups/Lookups LLWR Inform at: https://llwrinform.wales.gov.uk</p> <p>This code must be replaced by a valid entry once the learner finishes the programme, or should be coded as '000' – 'no qualification awarded' if the learner leaves without gaining any qualification.</p>		
Notes	<p>This field records the qualification awarded.</p> <p>For some learners whose course qualification aim may be, for example, first degree but who terminate their studies after a successful second year, occasionally a different qualification such as an HND or DipHE may be awarded. It is the awarded qualification which must be coded here.</p> <p>If a learner is awarded more than one qualification then HE24 must be completed. A maximum of two qualifications awarded can be returned for HE learning programmes.</p> <p>The HE qualification class that the learner obtained in HE22 must be returned in HE23.</p> <p>See also HESA field 'QUAL' on the QUALIFICATIONS AWARDED entity.</p>		
Validation rule(s)	HE022-1-2010	HE22 entry not on Welsh Government list	
	HE022-2-2010	HE22 = "999" and HE23 not = "99"	
	HE022-3-2010	HE22 = "000" and HE23 not = "00"	
	HE022-4-2010	HE22 entry not on Welsh Government list (Excluding "000", "999") and HE23 not in ("01" - "12", "00").	
Crosscheck(s)	XHE022-1-LP41-2010	HE22 = "999" and LP41 in ("01" – "16", "99")	

- XHE022-2-LP55-2011** HE22 in (“M22”, “M26”, “H00”, “H11”, “H16”, “H18”, “H22”, “H23”, “H24”, “H50”) and **HE23** not in (“01” – “11”, “00”) and **LP55** >=“01082011” (including “31129999”)
- XHE022-3-LP55-2011** HE22 in (“I00”, “I11”, “I16”) and **HE23** not in (“07” – “11”, “00”) and LP55 >=“01082011” (including “31129999”)
- XHE022-4-LP55-2011** HE22 not in (“M22”, “M26”, “H00”, “H11”, “H16”, “H18”, “H22”, “H23”, “H24”, “H50”, “I00”, “I11”, “I16”) and **HE23** not in (“12”, “00”, “99”) and **LP55** >=“01082011” (including “31129999”)

Learning programme qualification awarded – grade 1

Field number	HE23	Field length	2
		Field type	Alphanumeric
Abbreviation	CLASS1	Mandatory for	HE learners
Description	This field is used to indicate the qualification class that the learner obtained.		
Reason required	To allow analysis of qualifications awarded.		
Valid entries	01	First class honours	
	02	Upper second class honours	
	03	Lower second class honours	
	04	Undivided second class honours	
	05	Third class honours	
	06	Fourth class honours	
	07	Unclassified honours	
	08	Aegrotat (whether to honours or pass)	
	09	Pass - degree awarded without honours following an honours course	
	10	Ordinary degree awarded after following a non-honours course	
	11	General degree awarded after following a non-honours course/degree that was not available to be classified	
	12	Qualification awarded – classification not applicable	
	00	No qualification awarded	
	99	Learner has not left or finished the learning programme	
Notes	<p>This field is used to indicate the qualification class that the learner obtained resulting from the qualification awarded in field HE22. This field should be coded '99' until the learner finishes/leaves the learning programme.</p> <p>This code must be replaced by a valid entry once the learner finishes the programme or should be coded as '00' – 'no qualification awarded' if the learner leaves without gaining any qualification.</p> <p>See also HESA field 'CLASS' on the QUALIFICATIONS AWARDED entity.</p>		
Validation rule(s)	HE023-1-2010	HE23 not in ("01" - "12", "00", "99").	

Learning programme qualification awarded 2

Field number	HE24	Field length	3
		Field type	Alphanumeric
Abbreviation	QUAL2	Mandatory for	HE learners
Description	This field records the qualification awarded.		
Reason required	To allow analysis of qualifications awarded.		
Valid entries ⁸	This field should be coded '999' until the learner finishes/leaves the learning programme. Valid entries for HE24 are available as a lookup table on the LLWR Inform website under Documents/LLWR Lookups/Lookups LLWR Inform at: https://llwrinform.wales.gov.uk This code must be replaced by a valid entry once the learner finishes the programme or should be coded as '000' – 'no qualification awarded' if the learner leaves without gaining any qualification, or has only been awarded one qualification as returned in HE22/HE23 .		
Notes	This field records the qualification awarded. For some learners whose course qualification aim may be, for example, first degree but who terminate their studies after a successful second year, occasionally a different qualification such as an HND or DipHE may be awarded. It is the awarded qualification which must be coded here. If a learner is awarded more than one qualification then HE22 must have also been completed. A maximum of two qualifications awarded can be returned for HE learning programmes. The HE qualification class that the learner obtained in HE24 must be returned in HE25 . See also HESA field 'QUAL' on the QUALIFICATIONS AWARDED entity.		
Validation rule(s)	HE024-1-2010	HE24 entry not on Welsh Government list.	
	HE024-2-2010	HE24="999" and HE25 not ="99"	
	HE024-3-2010	HE24 = "000" and HE25 not = "00"	
	HE024-4-2010	HE24 entry on Welsh Government list found (Excluding "000", "999) and HE25 not in ("01" - "12", "00").	
	HE024-5-2010	HE24 not equal to "999" and HE24 entry on Welsh Government list and HE22 not a valid entry on Welsh Government list (excluding "999")	

Crosscheck(s)	<p>XHE024-1-LP41-2010 <u>LP41</u> in (“01” – “16”, “99”) and HE24 =”999”</p> <p>XHE024-2-LP55-2011 HE24 in (“M22”, “M26”, “H00”, “H11”, “H16”, “H18”, “H22”, “H23”, “H24”, “H50”) and <u>HE25</u> not in (“01” – “11”, “00”) and <u>LP55</u> >=”01082011” (including “31129999”)</p> <p>XHE024-3-LP55-2011 HE24 in (“I00”, “I11”, “I16”) and <u>HE25</u> not in (“07” – “11”, “00”) and <u>LP55</u> >=”01082011” (including “31129999”)</p> <p>XHE024-4-LP55-2011 HE24 not in (“M22”, “M26”, “H00”, “H11”, “H16”, “H18”, “H22”, “H23”, “H24”, “H50”, “I00”, “I11”, “I16”) and <u>HE25</u> not in (“12”, “00”, “99”) and <u>LP55</u> >=”01082011” (including “31129999”)</p>
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Learning programme qualification awarded – grade 2

Field number	HE25	Field length	2
		Field type	Alphanumeric
Abbreviation	CLASS2	Mandatory for	HE learners

Description This field is used to indicate the qualification class that the learner obtained.

Reason required To allow analysis of qualifications awarded.

Valid entries	01	First class honours
	02	Upper second class honours
	03	Lower second class honours
	04	Undivided second class honours
	05	Third class honours
	06	Fourth class honours
	07	Unclassified honours
	08	Aegrotat (whether to honours or pass)
	09	Pass - degree awarded without honours following an honours course
	10	Ordinary degree awarded after following a non-honours course
	11	General degree awarded after following a non-honours course/degree that was not available to be classified
	12	Qualification awarded – classification not applicable
	00	No qualification awarded
	99	Learner has not left or finished the learning programme

Notes This field is used to indicate the qualification class that the learner obtained resulting from the qualification awarded in field [HE24](#).
This field should be coded '99' until the learner finishes/leaves the learning programme.
This code must be replaced by a valid entry once the learner finishes the programme or should be coded as '00' – 'no qualification awarded' if the learner leaves without gaining any qualification, or has only been awarded one qualification as returned in [HE22/HE23](#).
See also [HESA](#) field 'CLASS' on the QUALIFICATIONS AWARDED entity.

Validation rule(s) **HE025-1-2010** HE25 not in ("01" - "12", "00", "99").

Type of highest qualification achieved prior to learning programme

Field number	HE26	Field length	2
		Field type	Alphanumeric
Abbreviation	HETPHQUA	Mandatory for	HE learners
Description	Type of highest qualification achieved prior to learning programme.		
Reason required	To assess the pattern and flow of entry by qualification. To allow progression statistics to be calculated.		
Valid entries	10	GNVQ/AVCE	
	20	GCSE/VCE	
	21	AS Level	
	22	A Level	
	23	A2 Level	
	30	NVQ	
	31	National Diploma	
	32	National Certificate	
	33	First Diploma	
	34	First Certificate	
	35	Key Skills	
	40	BTEC Award	
	50	OCN credit(s)	
	52	Foundation course at HE level	
	53	Foundation Degree	
	54	HE postgraduate	
	55	HE professional or HE vocational programme	
	56	HE First Degree	
	57	HND	
	58	HNC	
	59	Other Undergraduate Qualification	
	70	Other	
	71	Access to FE	
	72	Access to HE	
	80	Welsh Bacculaureate	
	81	Bacculaureate (other non-International)	
	82	International Bacculaureate	
	98	No formal qualification	
	QA	QCF Award	
	QC	QCF Certificate	
	QD	QCF Diploma	
Notes	Should a learner have more than one of the qualifications listed at the same level, it is for the provider to decide which to record as the "highest" – see Annex 4 for allocation of main qualification types to levels.		
	The type of highest qualification achieved as identified above should be linked to a level in the learning programme using LP22 .		
	Further information is available on CQFW website www.cqfw.net		

and the DAQW web link : www.daqw.org.uk

See the “Downloadable Handbook” section at www.cqfw.net information for consulting CQFW descriptors.

Validation rule(s)	HE026-1-2011	HE26 not valid entry.
Crosscheck(s)	XHE026-1-LP22-2011	HE26="10" and associated LP22 not in ("1","2","3")
	XHE026-2-LP22-2011	HE26="20" and associated LP22 not in ("1","2")
	XHE026-3-LP22-2011	HE26 in ("21","22","23")and associated LP22 not in ("3")
	XHE026-4-LP22-2011	HE26="30" and associated LP22 not in ("1","2","3","4","5")
	XHE026-5-LP22-2011	HE26="53" and associated LP22 not in ("5")
	XHE026-6-LP22-2011	HE26="54" and associated LP22 not in ("7","8")
	XHE026-7-LP22-2011	HE26="56" and associated LP22 not in ("5","6")
	XHE026-8-LP22-2011	HE26="57" and associated LP22 not in ("5")
	XHE026-9-LP22-2011	HE26="58" and associated LP22 not in ("4","5")

Fee regime indicator

Field number	HE27	Field length	2								
		Field type	Alphanumeric								
Abbreviation	FEEREGIM	Mandatory for	HE learners								
Description	Field to capture the fee regime that the student is under, either pre-2012/13 or the new regime for 2012/13 onwards.										
Reason required	To monitor the number of learners under the new fee regime. To monitor and predict HEFCW's responsibility for fee grant.										
Valid entries	<table border="0"> <tr> <td>10</td> <td>pre-Sept 2012 regime</td> </tr> <tr> <td>20</td> <td>post-Sept 2012 regime</td> </tr> <tr> <td>21</td> <td>post-Sept 2012 regime (not eligible) (not to be used from 2013/14)</td> </tr> <tr> <td>99</td> <td>not applicable</td> </tr> </table>			10	pre-Sept 2012 regime	20	post-Sept 2012 regime	21	post-Sept 2012 regime (not eligible) (not to be used from 2013/14)	99	not applicable
10	pre-Sept 2012 regime										
20	post-Sept 2012 regime										
21	post-Sept 2012 regime (not eligible) (not to be used from 2013/14)										
99	not applicable										
Notes	<p>Codes 10, and 20 should be completed for all UK and EU ordinary residence learners who have not applied for student finance studying at FE colleges providing HE level programmes. The Student Loans Company (SLC) will have this information for learners who apply for student finance so this field should be coded 99 for those learners who have a valid SLC student support number entered in HE29. Code 10 applies to those learners who started HE level programmes pre-September 2012 and are not covered by the fee regime.</p> <p>Code 20 applies to students who start HE level learning programmes post-September 2012. All learners who do not form part of these populations should be coded as 99, not applicable. See also HESA field 'FEEREGIME' in the INSTANCE entity.</p>										
Validation rule(s)	HE027-1-2012	HE27 not in ("10","20","21","99")									
Crosscheck(s)	XLA009-45-HE27-2013	See LA09 for additional validation on this field									
	XLA009-46-HE27-2013	See LA09 for additional validation on this field									
	XHE027-1-LP55-2013	HE27="21" and LP55 >="01082013 (including "31129999")									
	XHE027-2-LP55-2013	HE27 in("10","20") and HE29 is not equal to "99999999999999" and LP55 >="01082013" (including "31129999")									

Gross fee for learner on course

Field number	HE28	Field length	5
		Field type	Numeric
Abbreviation	GROSSFEE	Mandatory for	HE learners
Description	This field will capture gross fees for the student on the course (learning programme); that is fees before any financial support such as waivers or bursaries are taken into account.		
Reason required	To monitor the various fee regimes.		
Valid entries	A value in pounds (£).		
Notes	<p>To be completed for all learners on undergraduate and PGCE learning programmes with home fee eligibility (or fee eligibility not assessed)</p> <p>See also HESA field 'GROSSFEE' in the INSTANCE entity.</p> <p>Example £9,000 would be recorded as '9000', £500 as '500' rounded up to the nearest pound.</p>		
Validation rule(s)	HE028-1-2012	HE28 not in ("0" to "99999")	
	HE028-2-2012	HE28 ="0" and HE14 in ("M22", "M26", "H00", "H11", "H16", "H18", "H22", "H23", "H24", "H41", "H42", "H43", "H50", "H60", "H61", "H70", "H71", "H72", "H76", "H78", "H79", "H80", "H81", "H88", "H90", "H91", "I00", "I11", "I16", "I60", "I61", "I70", "I71", "I72", "I74", "I76", "I79", "I80", "I81", "I90", "I91", "J10", "J16", "J20", "J26", "J30", "J41", "J42", "J43", "J45", "J76", "J80", "J90", "C20", "C30", "C41", "C42", "C43", "C77", "C78", "C80", "C90", "D00", "D01", "D90", "E00", "E40", "E43", "E90", "L00", "L80", "L90", "L91", "M00", "M01", "M02", "M10", "M11", "M16", "M40", "M41", "M42", "M43", "M45", "M50", "M70", "M71", "M72", "M76", "M78", "M79", "M80", "M86", "M88", "M90", "M91") and HE27 ="20"	

Student Loans Company Student Support Number

Field number	HE29	Field length	13
		Field type	Alphanumeric
Abbreviation	SLC__SSN	Mandatory for	Learners on HE level programmes
Description	Field to capture the student support number of all learners who are on HE level programmes and are in receipt of support through the Student Loans Company (SLC).		
Reason required	To be able to link LLWR and SLC data		
Valid entries	SLC student support number of 13 character in length, mix of letter and number characters '9999999999999' Learner not in receipt of SLC supported loans.		
Notes	See also HESA field SSN in the INSTANCE entity.		
Validation rule(s)	HE029-1-2012	HE29 not in correct format and not equal to "9999999999999"	

Course title

Field number	HE30	Field length	80
		Field type	Alphanumeric
Abbreviation	CRSTITLE	Mandatory for	HE learners
Description	This field will be determined by the college and in this context relates to the complete programme of study leading to the qualification aim referred to in fields HE04 (LPROG_ID), HE14 (COURSEAIM), HE16 (SBJCA1), HE18 (SBJCA2) HE20 (SBJCA3).		
Reason required	To identify the course being studied by the learner. For publishing aggregate data at course level.		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).		
Notes	<p>This information may be used to publish national student survey and teaching quality information data at course level on the Unistats website, and may be included in Key Information Sets.</p> <p>Colleges need to ensure that the HE30 contains course titles that would be meaningful to a wide range of stakeholders including potential students.</p> <p>Note that brackets are not in the acceptable characters that can be used in this field, it is therefore advised to return courses usually written in formats such as BA(Hons) as BAHons.</p> <p>See also HESA field 'CTITLE' on the COURSE entity.</p>		
Validation rule(s)	HE030-1-2013	HE30 not in (a to z, A to Z, 0 to 9, -, [space], ',.,&, /). (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)	
CrossCheck(s)	XLA009-47-HE30-2013	Earliest associated LA09 >= 01082013 and LA11="2" and HE30="Pre2013"	

Awarding body

Field number	HE31	Field length	8
		Field type	Alphanumeric
Abbreviation	AWARDBOD	Mandatory for	HE learners
Description	This field will collect the qualification awarding body of the qualification awarded in HE22 (QUAL1) in the form of a UK Provider Reference Number (UKPRN) from the UK Register of Learning Providers or a generic code. Required for all learners awarded an HE qualification.		
Reason required	This field is required due to the changing nature of the higher education sector and an increasing interest in the area of joint and collaborative provision.		
Valid entries	A UK Provider Reference Number (UKPRN) from the UK Register of Learning Providers or a generic code: 0 Not applicable – learner has not finished the learning programme or the learner didn't gain a qualification 1 Edexcel 2 SQA 3 Other UK based awarding body 4 Other non-UK based awarding body		
Notes	<p>This field should be coded '0' until the learner finishes/leaves the learning programme.</p> <p>This field should be coded '0' if the learner finishes/leaves the learning programme and no qualification is awarded (HE22='000')</p> <p>Where it is not possible to identify a UKPRN, a generic code from the valid entry list above should be used.</p> <p>This field is not intended to record a body that accredits the course.</p> <p>See also HESA field 'AWARDBOD' on the COURSE entity.</p>		
Validation rule(s)	HE031-1-2013	HE31 not a valid UKPRN and HE31 not in ("0", "1", "2", "3", "4")	
	HE031-2-2013	HE31 not a valid UKPRN and HE31 not in ("1", "2", "3", "4") and HE22 begins with (D, E, L, M, H, I, J or C)	
	HE031-3-2013	HE31 <> 0 and HE22 in ("000", "999")	

Disabled Student Allowance

Field number	HE32	Field length	1
		Field type	Alphanumeric
Abbreviation	DISSUALL	Mandatory for	HE
Description	Identifies whether the learner with a disability is in receipt of Disabled Students' Allowance (DSA) or not.		
Reason required	Requirement of Higher Education Funding Council for Wales (HEFCW) for monitoring and funding purposes.		
Valid entries	1 In receipt of Disabled Students' Allowance 2 Not in receipt of Disabled Students' Allowance 9 Information about Disabled Students' Allowance is not known/not sought		
Notes	This field identifies whether the student with a disability is in receipt of Disabled Students' Allowance (DSA) or not. Colleges are expected to collect this information from students and update annually. See also HESA field 'DISALL' on the INSTANCE entity.		
Validation rule(s)	HE032-1- HE32 not in ("1", "2", "9"). 2013		

Care leaver / looked after status

Field number	HE33	Field length	2
		Field type	Alphanumeric
Abbreviation	CLEAVER	Mandatory for	HE
Description	Identifies whether the learner is a care leaver.		
Reason required	Requirement of Higher Education Funding Council for Wales (HEFCW) for monitoring purposes.		
Valid entries	01 Care leaver 16+ 02 Looked after in Scotland 03 In care in the rest of the UK 04 UCAS defined care leaver 05 Not a care leaver 98 Information refused 99 Not known		
Notes	Colleges are expected to collect this information from all home and EU new entrants. See also HESA field 'CARELEAVER' on the Entry Profile entity for how to define a care leaver.		
Validation rule(s)	HE033-1-2014 HE33 not in ("01","02","03","04","05","98","99").		

Employer funding

Field number	HE34	Field length	1
		Field type	Alphanumeric
Abbreviation	EMPFUND	Mandatory for	HE
Description	Identifies whether a place has employer funding.		
Reason required	Requirement of Higher Education Funding Council for Wales (HEFCW) to assess if future changes in the part-time funding regime affect the level of employer funding, impacting on supply and demand for part-time provision.		
Valid entries	1 This place has some employer funding 2 This place has all employer funding 3 This place has no employer funding 8 Not known 9 Not a part-time student		
Notes	This field is only to be completed for part-time learners. See also HESA field 'EMPFUND' on the Instance entity for further information and guidance.		
Validation rule(s)	HE034-1-2014	HE34 not in ("1", "2", "3", "8", "9").	
	HE034-2-2014	HE13 = "03" and HE34="9"	

Employer contribution to fees

Field number	HE35	Field length	1
		Field type	Alphanumeric
Abbreviation	EMPFEES	Mandatory for	HE
Description	Identifies whether an employer contributes to tuition fees		
Reason required	Requirement of Higher Education Funding Council for Wales (HEFCW) to assess if future changes in the part-time funding regime affect the level of employer contributions to fees, impacting on supply and demand for part-time provision.		
Valid entries	1 Learner's employer wholly pays tuition fees 2 Learner's employer partly pays the tuition fees 3 Learner's employer does not pay tuition fees 8 Not known 9 Not a part-time student		
Notes	This field is only to be completed for part-time learners. See also HESA field 'EMPFEES' on the Instance entity for further information and guidance.		
Validation rule(s)	HE035-1-2014 HE35 not in ("1","2","3","8","9"). HE035-2-2014 HE13 ="03" and HE35="9"		

Section 5: Validation rules

Section 5 has been moved to LLWR Inform (<https://llwrinform.wales.gov.uk>) as a lookup in the “Documents” section, under “LLWR Lookups”.

Annexes

List of annexes contained within the LLWR User Support manual

Code	Field name
<u>Annex 1:</u>	Glossary of abbreviations
<u>Annex 2:</u>	Glossary of terms
<u>Annex 3:</u>	Learning provider codes
<u>Annex 4:</u>	References
<u>Annex 5:</u>	Data collection forms
<u>Annex 6:</u>	Postcode formats
<u>Annex 7:</u>	LLWR file formats
<u>Annex 8:</u>	Data protection
<u>Annex 9:</u>	Definition of employer's SME status
<u>Annex 10:</u>	Recording of learners' learning difficulties and/or disabilities on the LLWR
<u>Annex 11:</u>	LLWR common sense checks prior to submitting data

Annex 1: Glossary of abbreviations

ACL	Adult Community Learning
APL	Accredited Prior Learning
ADD	Attention Deficit Disorder
ADHD	Attention Hyperactivity Disorder
AW	Abbreviation of the award dataset
CQFW	Credit and Qualification Framework for Wales
DWP	Department for Work and Pensions
DfE	Department for Education (England)
DfES	Department for Education and Skills
DAQW	Database of Approved Qualifications in Wales (also see QAN)
DSA	Disabled Students' Allowance
EMA	Education Maintenance Allowance
ESF	European Social Fund
ESOL	English for speakers of other languages
EU	European Union
FE	Further Education
FEI(s)	Further Education Institution(s)
GOALS	Gaining Opportunities and Living Skills
GNVQs	General National Vocational Qualifications
HE	Higher Education
HEFCW	Higher Education Funding Council for Wales
HESA	Higher Education Statistics Agency
HNC	Higher National Certificate
HND	Higher National Diploma
ILA	Individual Learning Account
LA	Learning activity (and abbreviation of the learning activity dataset)
LLDD	Learner with Learning Difficulties and/or Disabilities
LLWR	Lifelong Learning Wales Record
LN	Abbreviation used for the Learner dataset
LP	Learning Programme (and abbreviation for the learning programme dataset)
LRS	Learning Records Service (see Annex 4)
NI	National Insurance
NVQ	National Vocational Qualification
OCN	Open College Network
QAN	[DAQW] Qualification Accreditation Number
SIC	Standard Industrial Classification
SLC	Student Loan Company
SME(s)	Small and medium enterprise(s)
SOC	Standard Occupational Codes

UCAS	Universities and Colleges Admissions Service
ULI	Unique Learner Identifier
ULN	Unique Learner Number (see Annex 4)
WG	Welsh Government
WBL	Work based Learning
WEFO	Welsh European Funding Office
WLAD	Welsh Learning Aims Database

Annex 2: Glossary of terms

Dataset

A dataset is a related group of data fields. For example, the LEARNER dataset contains the group of data fields related directly to a specific learner.

Franchising/third party arrangements/partnership arrangements

These are arrangements where a provider in receipt of Welsh Government funding makes a contractual agreement with a third party to deliver provision. The provision is under the control of the provider but is delivered by, or with the assistance of, staff who are not employed by the provider.

Recording work based hours and centre based hours

Centre based hours

Centre based hours include the number of **centre based** teaching, instructional or assessment guided contact hours for the learning activity (rounded to a whole number) where the learner is enrolled on a Traineeship, Steps to Employment or Work Ready programme.

The centre based hours should **only** include those when a member of the learning provider's staff (or a staff member for a sub-contracted organisation when that applies) is present to give specific guidance towards the learning activity. It may include lectures, tutorials and supervised study. It will also include any hours relating to group based activities which take place outside the learning centre for example in 'open learning centres', libraries, learning workshops, community projects or other educational visits which are specific to the learning activity. Any group based delivery undertaken within the workplace should also be included.

The definition does not include contact time with staff assessing the learner's achievements, for example, in the assessment of competence, as this should be recorded as part of the learner's work based hours (see definition of 'Work based hours' below). It would however **include group based delivery in the workplace**, eg as part of the delivery of a Routeways to Work programme.

It does not include hours where supervision or assistance is of a general nature and is not specific to the study or training of the learner.

Work based hours

Number of **work based** hours for the learning activity (rounded to a whole number) where the learner is enrolled on a Traineeship, Steps to Employment or Work Ready programme. This includes time spent in the workplace either undertaking voluntary work, work experience or on a work placement.

Any group based delivery undertaken in the workplace e.g. as part of the delivery of a Routeways to Work programme are not included in the definition of Work Based hours as they should be recorded as 'Centre based hours'.

The hours should include only those where the learner is in the workplace as part of their Traineeship, Steps to Employment or Work Ready programme.

It also includes any contact time in the workplace with staff assessing the learner's progress or achievements, for example, in the assessment of competence.

It does not include hours for centre-based learning activities, for example any lectures, tutorials and supervised study contact time with staff in the learning centre. Neither does it include any hours for **group based** activities which take place outside the learning centre, for example group-based teaching in the workplace, community projects or other educational visits which are specific to the learning activity. Such activities should be recorded as centre based hours.

Learning activity

This is a generic term which includes any activity which is intended to result in learning. Each learning activity is to be recorded in the LLWR on its own dataset. Frequently, the learning activities towards a specific qualification are grouped together into a course and, in general, this will be recorded as a single learning activity. In other cases, the group will be into units or modules which may contribute to a variety of awards (or no awards). Separate learning activities should be defined if the information about the activities cannot be recorded accurately within a single Learning Activity dataset.

Learning programme

The Learning Programme includes all learning that the learner plans to undertake during a specified period. It may be intended to lead to the achievement of a pre-specified set of qualifications, but, in other cases, the qualifications to be taken may not have been decided at the start or there may not be an intention to take any formal qualifications. The Learning Programme will normally include all learning activities during the specified period.

The various elements of learning programmes may be delivered by different providers (see fields [LA28](#), [LA29](#) for this to be recorded).

Although, in general, a single learning programme will include all learning being undertaken during a given period, in some circumstances, the additional learning must be regarded as a separate programme and a new Learning Programme record should be created.

For example:

- for Apprenticeships: when the additional learning is not included within the framework; and
- for all learners: where the additional learning is not directly related to the original programme and will extend beyond the original predicted period of learning.

Withdrawal

A learner should be considered to have withdrawn from a learning programme where the learner is known to have made a decision to withdraw and either the learner or the learner's tutor/supervisor has confirmed this in writing. Oral notification from the learner should be confirmed in writing by the learner's tutor/supervisor.

The definition should also include the definitions currently employed for WBL and FE to determine when a learner who has dropped out/failed to attend. For example, a learner who has not attended for 4 weeks is considered to have withdrawn.

Annex 3: Learning provider codes

As the manual is only updated on an annual basis providers should refer to the LLWR Inform website (<https://llwrinform.wales.gov.uk>) for an up to date list of provider codes.

Providers are allocated an eight character code. The first character is alphabetic and the remainder is numeric- the required number of zeros, followed by the code used in previous systems.

In all cases, names which are no longer current are retained, as they may be required for older records. Schools numbers will be required for completing the Field "Last school attended" or **LA28** and **LP63** where learning is provided by a school as a third party under a franchise or other arrangement.

The list has been made as complete as possible, and attempts to include those that have been renamed or merged.

When two organisations merge and adopt a new name, another number would be allocated and the old ones discontinued. If the merged body continues under one of the old names, then the number used for that name previously may continue to be used at the Welsh Government.

Schools and other institutions in other parts of the United Kingdom can be found in lists on the web sites of the appropriate organisations such as Skills Funding Agency, HESA, HEFCE, SHEFC etc.

Providers are advised to check their UKRLP code and inform the Welsh Government should there be any inconsistencies and providers will be required to re-register with UKRLP on a change of name.

UK

www.hesa.ac.uk

www.bis.gov.uk

England

[HEFCE](#)

[UKRLP](#)

[Learning Records Service](#)

[Skills Funding Agency](#)

[YPLA](#)

Scotland

www.sfc.ac.uk/home/home.aspx

Northern Ireland

www.deni.gov.uk

Please note: All web links are correct at time of publishing.

FE Sector

(Required for: [LN03/LP03/LA03/AW03/LA28](#))

Format: "Fnnnnnnn"

Please note that the UK Register of Learning Provider Codes have been included, where available. Where these were not found, the field entry is blank. **Providers are advised to check their UKRLP code and inform the Welsh Government should there be any inconsistencies and providers will be required to re-register with UKRLP on a change of name.**

FE provider codes area available on the LLWR Inform Website (<https://llwrinform.wales.gov.uk>) and under the "Documents" tab "Providers (Annex3)" are identified under "Provider Type" by "FE"

Secondary schools

(Required for: [LN20/LA28](#))

Format: "SLLLNNN", where **S** is constant, **LLL** is the Welsh Local Authority number, and **n** is a number within that authority.

The schools are shown in alphabetical order of name.

School codes area available at

<https://llwrinform.wales.gov.uk>

under the "Documents" tab "Providers (Annex3)" and are identified under "Provider Type" by "S".

Providers are advised to check their UKRLP code and inform the Welsh Government should there be any inconsistencies and providers will be required to re-register with UKRLP on a change of name.

HE sector

(Required for: [LA28](#))

Format: "Hnnnnnnn"

HE provider codes area available at on the LLWR Inform website (<https://llwrinform.wales.gov.uk>) and under the "Documents" tab "Providers (Annex3)" are identified under "Provider Type" by "HE".

ACL sector

(Required for: [LN03/LP03/LA03/AW03/LA28](#))

Format: "Annnnnnn"

Community Learning provider codes area available on the LLWR Inform website (<https://llwrinform.wales.gov.uk>) and under the "Documents" tab "Providers (Annex3)" are identified under "Provider Type" by "ACL".

Providers are advised to check their UKRLP code and inform the Welsh Government should there be any inconsistencies and providers will be required to re-register with UKRLP on a change of name.

WBL providers (including FE institutions) with current contracts (Required for: [LN03/LP03/LA03/AW03/LA28](#))

Some FE institutions submit WBL data using codes beginning with 'F' which are now listed. WBL provider codes are available at <https://llwrinform.wales.gov.uk> and under the "Documents" tab "Providers (Annex3)" and are identified under "Provider Type" by "WBL".

Providers are advised to check their UKRLP code and inform the Welsh Government should there be any inconsistencies and providers will be required to re-register with UKRLP on a change of name.

WBL Providers without current contracts

These providers no longer have a current WBL Contract with the Welsh Government. If these providers are now subcontractors, LA28 or LP63 should be filled with the correct subcontractor code.

Codes for WBL providers with no current contracts area available at <https://llwrinform.wales.gov.uk> and under the "Documents" tab "Providers (Annex3)" and are identified under "Provider Type" by "No current contract".

Providers are advised to check their UKRLP code and inform the Welsh Government should there be any inconsistencies and providers will be required to re-register with UKRLP on a change of name.

Subcontractors and sponsored bodies

As this manual is only updated annually providers should check the LLWR inform website (<https://llwrinform.wales.gov.uk>) for an up to date list of sub contractor codes that have been allocated.

Sub-contractor provider codes area available at <https://llwrinform.wales.gov.uk> and under the "Documents" tab "Providers (Annex3)" and are identified under "Provider Type" by "SubCont".

Providers are advised to check their UKRLP code and inform the Welsh Government should there be any inconsistencies and providers will be required to re-register with UKRLP on a change of name.

Other

One of these codes could be appropriate if the precise details are not available for 'School last attended' or 'Provider delivering learning'. **These should not be used to record where sub-contractor arrangements are in place [LA28] and LP63 and will also NOT be appropriate to use for Provider identifier LN02, LP03, LA03, AW03, HE03.**

Other codes area available at (**LLWR Inform at: <https://llwrinform.wales.gov.uk>** under the "Documents" tab "Providers (Annex3)" and are identified under "Provider Type" by "Other".

Annex 4: References

Relevant Websites

Welsh Government LLWR	www.wales.gov.uk/llwr
The Skills Funding Agency (formerly the Learning and Skills Council)	skillsfundingagency.bis.gov.uk
Department for Education	http://www.gov.uk/df
Higher Education Funding Council for Wales	www.hefcw.ac.uk
Higher Education Statistics Agency	www.hesa.ac.uk
Office of National Statistics	www.statistics.gov.uk
LearnDirect	www.learndirect.co.uk
<p>The Learning Records Service (LRS) formerly known as MIAP (Managing Information Across Partners), supplies providers with the Unique Learner Number (ULN) for their learners.</p> <p>The ULN is mandatory for all learners starting learning programmes from August 2011 except those on Adult Community Learning (ACL).</p> <p>Further information on the LRS can be found at www.learningrecordsservice.org.uk.</p> <p>In case of difficulty relating to the LRS or ULN please email miap@wales.gsi.gov.uk.</p>	www.learningrecordsservice.org.uk/

Please note: All web links are correct at time of publishing.

Annex 5: Data collection forms

The forms can be downloaded from the link below:

<http://wales.gov.uk/topics/educationandskills/learningproviders/datacollection/llwr09/llwrforms/?lang=en>

Forms may be used as they are, or adapted by providers.

Forms used for WBL, PtA and ESF-Funded Programmes must contain the European Social Fund (ESF) logo and statement.

Annex 6: Postcode formats

(Required for: [LN11/LP09/LP13/LA29](#))

All UK postcodes are a combination of between five and seven letters and numbers that define four different levels of geographic unit.

Valid postcode formats

Outcode	Incode	Example postcode
AN	NAA	M2 5BQ
ANN	NAA	M34 4AB
AAN	NAA	CR0 2YR
AANN	NAA	DN16 9AA
ANA	NAA	W1A 4ZZ
AANA	NAA	EC1A 1HQ

Note: All Welsh postcodes are of the form AAN NAA or AANN NAA.

All postcodes in Wales have an outcode starting with two alpha characters and have the same general structure. The first two characters identify a locality based on a major post city or town.

There are eight of these areas that are involved in Welsh postcodes:

Four are wholly within Wales:

CF Cardiff, SA Swansea, LL Llandudno, and NP Newport

There are four others that cross the Wales England border:

CH Chester, SY Shrewsbury, LD Ludlow, HR Hereford

Annex 7: LLWR file formats

7.1 Export file name specification

- 7.1.1 The export file name will identify the dataset, the provider, the file sequence number, and the number of rows in the file.
- 7.1.2 The export file name will be constructed by combining the dataset identifier, the provider identifier, the file sequence number and the number of rows in the file.
- 7.1.3 The file sequence number is the current number of export files submitted for the given dataset. For the first export file submitted (for the given dataset) this will be number 1. For each subsequent export file submitted (for the given dataset) the sequence number will be incremented by 1.
- 7.1.4 The file sequence number can reach an upper limit of 9999. In this instance the subsequent file submitted will have a file sequence number of 1.
- 7.1.5 The export file name will not have a file extension.

7.1.6 The following table describes how to construct the export file name:

Field name	Character positions	Valid values
Provider Identifier	1-8	As allocated by Welsh Government
Dataset Identifier	9-10	LN, LP, LA, AW, HE
File Sequence Number	11 to 14	Positive integer in the range- 1 to 9999 or 0001 to 9999
Number of rows in file	15 to end	Positive integer in the range- 1 to 100,000

7.1.6 The following table lists the identifier to use for a given dataset:

Dataset name	Identifier
Learner	LN
Learning Programme	LP
Learning Activity	LA
Award	AW
Higher Education	HE

Examples:

T0009013LN00015000

Provider T0009013, Learner Dataset, Sequence number 1, 5000 rows

T0009013LN00025000

Provider T0009013, Learner Dataset, Sequence number 2, 5000 rows

T0009013LP000310

Provider T0009013, Learning Programme Dataset, Sequence number 3, 10 rows

T0009013LA000150100

Provider T0009013, Learning Activity Dataset, Sequence number 150, 100 rows

T0009013AW1003000

Provider T0009013, Award Dataset, Sequence number 100, 3000 rows

F0009043HE5010

Provider F0009003, HE Dataset, Sequence number 50, 10 rows

7.2 Export file specification

7.2.1 The export file will be in ASCII format.

7.2.2 The export file must be \$ delimited.

7.2.3 The export file will contain at least one row and at most one hundred thousand rows.

Delimited file

- The delimiter character for a delimited file is "\$", ASCII character code 36.
- Every field in a delimited file must be in delimited format; and
- In a delimited file, the delimiter character marks the end of every field apart from the final field for a row.

Fixed width file

- Fixed width format is no longer acceptable from 2012

Row termination

- The end of every row in a delimited file (including the FINAL row) will be indicated as follows :

Either: ASCII character code 10 (line feed character)

OR ASCII character code 13 (carriage return character) followed by ASCII character code 10.

The method used to indicate row termination does not have to be consistent throughout the file.

7.3 Notification of ULI

7.3.1 New Learner records (submitted by a learning provider) that are acceptable in terms of the specified validation will be allocated a Unique Learner Identifier (ULI).

7.3.2 The learning provider will be notified of the ULI for each new learner record via a text file, which will be available to the provider for download via the Internet.

7.3.3 The text file will be referred to as the ULI notification file.

ULI notification file - file name

- The ULI notification file name will be constructed by combining the provider identifier, the date that the notification file was created, and the file sequence number;
- The file sequence number identifies the current number of ULI notification files created for the given provider; and

- The file extension will be .ULI.

The following describes the structure of the ULI notification file name:

Field name	Character positions	Notes
Provider identifier	1-8	As allocated by the Welsh Government.
Date allocated	9-16	DDMMYYYY
Sequence number	17 onwards	Positive integer starting at 1.
		Increment will be 1.
File Extension		This will be ULI

Example: **T0009013101020031.ULI**

ULI notification file - File format

- The notification file will be in ASCII format;
- The notification file will be a delimited file;
- The delimiter character will be \$, ASCII character code 36;
- The delimiter character will mark the end of every field apart from the final field for a row; and
- The end of every row (including the FINAL row) will be indicated by a single new line character, ASCII character code 10.

The following describes the structure of the ULI notification file:

Field name	Field number	Character positions
Learner Identifier with the provider	1	1 - 20
Provider Identifier	2	22 - 29
Allocated ULI	3	31 - 43

7.4 Delete file specification

- 7.4.1 The delete file will contain delete information relating to a single dataset.
- 7.4.2 A delete file may be submitted for each dataset.
- 7.4.3 A single row in the delete file indicates the record in the dataset to be deleted; and
- 7.4.4 There is no limit on the number of delete files that can be submitted.
- 7.4.5 Providers should note that if a learner record is deleted, if this learner returns to the same provider, the LN02 and ULI initially given should be used.

Delete file structure

- The delete file will be in ASCII format;
- The delete file will be delimited;

- ❑ The delimiter character will be \$, ASCII character code 36; and
- ❑ The delimiter character will mark the end of every field apart from the final field for a row.

Row termination

The end of every row in the delete file (including the FINAL row) will be indicated, as follows:

Either: ASCII character code 10 (linefeed character)
or ASCII character code 13 (carriage return character) followed by ASCII character code 10.

The method used to indicate row termination does not have to be consistent throughout the file.

Contents of the delete file

Dataset: Learner

Fields: UNIQUEID, LEARN_ID, PROVI_ID
([LN01](#), [LN02](#), [LN03](#))

Dataset: Learning Programme

Fields: UNIQUEID, LEARN_ID, PROVI_ID, LPROG_ID
([LP01](#), [LP02](#), [LP03](#), [LP04](#))

Dataset: Learning Activity

Fields: UNIQUEID, LEARN_ID, PROVI_ID, LPROG_ID, LACTI_ID
([LA01](#), [LA02](#), [LA03](#), [LA04](#), [LA05](#))

Dataset: Award

Fields: UNIQUEID, LEARN_ID, PROVI_ID, LPROG_ID, AWARDENT
([AW01](#), [AW02](#), [AW03](#), [AW04](#), [AW06](#))

Dataset: Higher Education

Fields: UNIQUEID, LEARN_ID, PROVI_ID, LPROG_ID
([HE01](#), [HE02](#), [HE03](#), [HE04](#))

7.4.6 Delete Records – how do I process?

The online Data Collection System offers the option of “Start a Delete Records Transaction”. When does this happen and why?

When a record is deleted on the provider’s local data application (i.e. the database in the MIS being used by the provider to collect data), it is necessary to ensure that this information is also deleted on the main LLWR database. To achieve this, the local application must create deletion files to send to the online Data Collection System to delete records that the provider no longer wishes the Welsh Government to hold (and in many cases, base funding on). It is the provider’s responsibility to ensure that deletion files are sent and processed to maintain the integrity of the provider’s data on the LLWR.

There are five deletion file types and the filenames are in the same structure as for the standard submission files, except that the filename starts with ‘DEL’.

To maintain the integrity of LLWR data, it is important that the deletion of records is done promptly to ensure that the data held by the Welsh Government accurately reflects that

which the provider requires the Welsh Government to have. Deletion files should therefore be created and submitted promptly.

Learning Providers should ensure that they are clear as to how and when their MIS creates deletion files. It is recommended that, where the MIS creates deletion files as part of an export for submission to the online Data Collection System, that the deletion files are submitted before the standard submission files for the datasets.

LN deletions: When an LN delete file is submitted it will also delete all associated LP, LA, AW and HE records associated with the LN01/02/03 combination(s) submitted.

LP deletions: When an LP delete file is submitted it will also delete all associated LA, AW and HE records associated with the LP01/02/03/04 combination(s) submitted.

LA deletions: When an LA delete file is submitted it will also delete all associated AW associated with the LA01/02/03/04/05 combination(s) submitted.

AW deletions: When an AW delete file is submitted it will only delete all associated AW records associated with the AW01/02/03/04/06 combination(s) submitted.

HE deletions: When a HE delete file is submitted it will only delete all associated HE records associated with the HE01/02/03/04 combination(s) submitted.

If you are considering deleting large numbers of records for any reason please discuss with the Data Management Team before processing.

When a delete file is processed the LLWR portal will inform you of the number of records of each type which are about to be deleted. You may abandon at this stage or proceed. If you proceed these numbers will be retained under the Previous Delete Transactions report.

7.5 Delete file name specification

- 7.5.1 The delete file name will identify the dataset, the provider, the file sequence number, and the number of rows in the file.
- 7.5.2 The delete file name will be constructed by combining the characters DEL, the dataset identifier, the provider identifier, the file sequence number and the number of rows in the file.
- 7.5.3 The file sequence number is the current number of delete files submitted for the given dataset. For the first delete file submitted (for the given dataset) this will be number 1. For each subsequent delete file submitted (for the given dataset) the sequence number will be incremented by 1.
- 7.5.4 The file sequence number can reach an upper limit of 9999. In this instance, the subsequent file submitted will have a file sequence number of 1.
- 7.5.5 The delete file name will not have a file extension.

The following table describes how to construct the delete file name:

Field name	Character positions	Valid values
Delete file Identifier	1-3	DEL
Provider Identifier	4-11	As allocated by the Welsh Government
Dataset Identifier	12-13	LN, LP, LA, AW, HE
File Sequence	14 to 17	Positive integer in the range- 1 to 9999

Number		
Number of rows in file	18 to end	Positive integer in the range- 1 to 100,000

The following table lists the identifier to use for a given dataset:

Dataset name	Identifier
Learner	LN
Learning Programme	LP
Learning Activity	LA
Award	AW
Higher Education	HE

Examples:

DELT0009013LN00015000

The Provider number is T0009013, the file is for the Learner Dataset, Sequence number 1, 5000 rows.

DELT0009013LP00025000

The Provider number is T0009013, the file is for the Learning Programme Dataset, Sequence number 2, 5000 rows.

DELT0009013LA000212

The Provider number T0009013, the file is for the Learning Activity Dataset, Sequence number 2, 12 rows.

DELT0009013AW01003000

The Provider number is T0009013, Award Dataset, Sequence number 100, 3000 rows.

DELF0009043HE0101200

The Provider F0009043, HE Dataset, Sequence number 101, 200 rows.

Illegal characters

The following allowable keyboard characters will not be rejected on a file submission 0-9A-Za-z\$&.'/()+*`~!"£€%^()_={ }::@#~, <>? \ | [] !, these may however then fail the validations on individual fields; these form a white list of allowable characters on submission.

Where on submission a character other than that contained in the white list is submitted, then the file will be rejected and the location of the first 20 illegal characters will be shown. The total number of illegal characters in a file will also be shown with following error message:

File "Z" contains illegal characters in X rows

Row: A, Column: B, Character Y

Row: A, Column: B, Character Y

Row: A, Column: B, Character Y

Row: A, Column: B, Character Y...up to 20

Note: Blanks represent unprintable characters

A= Row location
B= Column location
X= total number of illegal rows
Y = Illegal character or will be blank where it is unprintable
Z=Filename submitted

A few examples of commonly submitted illegal characters are: é, í, ó, ú, ©, ™, ½, ¼, ¹, ², ³, etc.

Example

File "T1234567LN001001" contains illegal characters in 4 rows

Row: 10, Column: 11, Character ú

Row: 101, Column: 13, Character ½

Row: 203, Column: 17, Character ó

Row: 567, Column: 21, Character

Note: Blanks represent unprintable characters

7.6 Additional system requirements for software houses and in-house builders

From 2012 onwards the systems used by providers must be able to send output files for:

7.6.1 Individual datasets.

7.6.2 All changed records within a dataset.

7.6.3 Individual changed records within a dataset.

7.6.4 Systems must be able to send the output files in any order, apart from the delete file which must be first output file to be submitted.

7.6.5 Systems must generate a delete file for individual or group of records within a dataset whenever a record is deleted locally.

7.6.6 System must facilitate the creation of a delete file when specified by a user.

7.6.7 Systems must be able to generate a NULL '\$\$' return for individual fields when specified in the LLWR manual. Providers may however wish to store this data locally for their own use which should then not be submitted to the LLWR.

Annex 8: Data protection

Some of the data collected by providers and sent to Welsh Government for the LLWR will be personal data as defined in the Data Protection Act 1998.

There are several items which are defined as “Sensitive Personal Data”:

- Ethnic origin;
- Disability;
- Learning difficulty and/or disability; and
- Disadvantaged groupings such as single parent and migrant worker status.

All the organisations which use the data will be considered to be Data Controllers. This will include the Learning Provider, the Welsh Government, the National Assembly for Wales and organisations, such as HEFCW and Estyn, who will need to access individual data. Other education and training organisations may need to use aggregated data, but this will not make them Controllers under the Data Protection Act.

To comply with the Act the following are implied:

Each Provider (and the Welsh Government and the other organisations dealing with personal data) must have a Notification with the Information Commissioner, which should be renewed annually. There will be a charge for this.

Forms used to collect the data from individuals will need to show a Privacy Notice (see below).

When a written request is made by a data subject, a Data Controller must provide the information held about the subject. A fee per request may be charged.

Further details of the Data Protection Act can be found as follows:

The text of the Act may be purchased from the Stationery Office, or read from their website at www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1

The Office of the Information Commissioner has a few web sites with useful information -

The main site is at www.ico.gov.uk

The section regarding data protection can be found at:

www.ico.gov.uk/Home/for_organisations/data_protection_guide.aspx

Facilities exist for searching through these notifications, although copying is restricted to the organisation that owns the notification.

It is also possible to telephone the Information Commissioner’s Office with queries. The Enquiry/Information Line is **08456 30 60 60**.

Data collected about learning providers is mostly not personal data. The two main exceptions are:

- Businesses which trade under the name of the owner; and
- Contact details of individuals.

When the core data is collected about learning providers, permission will be requested to use the names and contact details for contacting providers, and in limited circumstances to give the contact details to other organisations for purposes agreed by the Welsh Government.

Privacy notice to be used when collecting learner data

The long and short privacy notices can be found at:

<http://wales.gov.uk/topics/educationandskills/learningproviders/datacollection/llwr09/llwrp-rivacy/?lang=en>

Annex 9: Definition of employer's SME status

(Required for: [LP47](#))

The Welsh Government is required under European funding rules to identify trainees employed by Small and Medium Enterprises (SMEs). Providers are therefore required to request, obtain and retain a signed declaration sheet from every employer for every learner participating in ESF-funded programmes, to the effect that they meet the European Union definition of an SME.

This definition relates not only to the number of total individuals employed by the employer, but also by its turnover, balance sheet, and independence from organisations which themselves fail to meet the SME definition. **Employers would need to meet the criteria to be recognised as an SME.**

Employers that do not meet this SME definition may continue to be eligible to participate in the learning programme (this issue will be separately determined by the individual rules of each learning programme - [as set out in Section D of Work Based Learning Programme Specifications](#)) but this factor will help the Welsh Government determine which trainees to include in its European funding claims.

SME threshold

The following sets out the current European Union definition of an SME. (This definition may change (most recently updated 1 January 2005), and it is the definition extant and valid at the time of the learner's registration on the programme which counts.)

SME criteria:

- a) This organisation has fewer than 250 FTE employees;
- b) This organisation is not 25% or more owned by, or a subsidiary of, an enterprise which does not meet criteria (a) to (c).

And meet one of the following two tests, either:-

- c) This organisation has a balance sheet of less than 43m Euros (based on most recent set of company audited accounts).
- d) This organisation has a turnover of no more than 50m Euros (based on most recent set of company audited accounts).

Public Sector Employer:

The following may reasonably be considered as Public Sector Employer: for this purpose the public sector consists of governments and all publicly controlled core government departments, organisations and agencies that deliver public programs, goods, or services, including enterprises who are substantially funded by central government and partly follow the acts and regulations that govern the core government. However, this definition of public sector does not include legally independent entities outside government that receive public funding — under contract or agreement — to deliver public programs, goods, or services as their primary business. Due primarily to their limited public control, these organisations usually would be classified as not for-profit (Third Sector) or private sector entities.

As a further guide, positive answers to most of the following questions will suggest the organisation probably falls within the Public Sector. 1. Does the organisation deliver

programs, goods, or services that can be considered a public good or that are established by government policy? 2. Is substantially all of the organisation's funding provided by government or determined by government policy? 3. Is the organisation accountable to, and does it report directly to government, including a government department or agency, or a minister of government? 4. If the organisation has a board of directors, commission, or similar appointed body, does government control a majority of appointments? 5. If the organisation has share capital, is government the majority shareholder? 6. Are the organisation's employees members of the public service, subject to public service rules, and receiving public service benefits? 7. Overall, does government control, directly or indirectly, the organisation's policies, operations, administration, or service delivery? 8. Is there a legislative requirement for the organisation to be audited by the government auditor or national audit organisation?

Third Sector Employer:

Third sector organisations are ones which a person might reasonably consider exists wholly or mainly to provide benefits for society, but do not fall under the classification of public sector. As a guide, the following may reasonably be considered as Third Sector: Voluntary organisations, community, volunteer or self-help organisations or groups, community co-operatives, social enterprises/community businesses, co-operatives and mutual organisations, religious/faith based organisations and other not for profit organisations of benefit to communities and people in Wales (including for example housing associations). They are value driven and principally reinvest any financial surpluses to further social, environmental or cultural objectives. A not for profit organisation could still sell goods and services as with a private sector commercial organisation but their primary goal isn't to make a profit but to continue to fund their activities to achieve society or community benefits.

Private Sector Employer

The following may reasonably be considered as Private Sector:
The part of the economy that is not state/government controlled, and is run by individuals and companies for profit. For this purpose the private sector encompasses all businesses/employers that are not owned or operated by the government as per the Public Sector definition above, but also do not fit the above definition of Third Sector. Key features will often involve the distribution of profits to individuals and/or private share holders, payment of share dividends, and the absence of most or all of the features which describe the Public or Third Sector.

Annex 10: Recording of learners' learning difficulties and/or disabilities on the LLWR

Guidance to Support the Recording of Learners' Learning Difficulties and/or Disabilities on the LLWR Database

PART 1

Introduction

What does the guidance seek to do?

This guidance is designed to help further education institutions, work based learning providers and providers of adult continuing learning to collect and record accurate and consistent information about learners' learning difficulty and/or disability in the LLWR. It should be read in conjunction with the LLWR User Support Manual for Learning Providers.

This guidance seeks to promote greater consistency between special educational needs (SEN) information gathered by schools on the PLASC database and similar information gathered about learning difficulty and/or disabilities by post-school providers on the LLWR. Greater consistency in these areas should help to improve the tracking and evaluation of learner outcomes.

Who needs this information, and why?

The purpose of entering information about individual learners' special educational needs, and the provision to meet those needs, is to provide post-school providers and the Welsh Government with reliable baseline data to inform:

- the work that co-ordinators do with tutors to identify and plan appropriate provision for individuals and groups of learners with learning difficulties and/or disabilities;
- decisions on post-16 funding policy;
- self-evaluation and planning for improvement in further education institutions;
- the identification of emerging trends, including gaps in provision for individual learners, providers or nationally; and
- the monitoring and evaluation of the outcomes of initiatives and interventions affecting learners with different types of learning difficulty and/or disability.

Information gathered in LLWR field [LP30](#) does **not** influence recurrent funding allocations.

Definition of Learning Difficulty and/or Disability

The Learning and Skills Act 2000 defines a person as having a learning difficulty if:

(a) (s)he has significantly greater difficulty in learning than the majority of persons of his/her age;

or

(b) (s)he has a disability which either prevents or hinders him/her from making use of facilities of a kind generally provided by institutions providing post-16 education or training.

The Act goes on to state that a person is **not** deemed as having a learning difficulty only because the language in which (s)he is or will be taught is different from a language which has at any time been spoken in his/her home.

For funding purposes, a person is **not** deemed as having a learning difficulty just because they have a deficit in basic skills.

The Equality Act 2010 has a broader definition covering every aspect of a person's life, including education. The Act places legal duties on all post-16 providers to ensure that they are not discriminating against disabled people and to make reasonable adjustments for disabled learners. The Equality and Human Rights Commission's (EHRC) Guidance for education providers is a helpful source of information on this subject and is available on the EHRC website (www.equalityhumanrights.com)

Under this legislation providers are expected to take steps to find out about a learner's disability. Applicants should be encouraged to disclose a disability and any reasonable adjustment requirements both when applying for a course and when offered a place. As well as asking applicants to courses to declare their disabilities on application and enrolment forms, this might include:

- publicising the provision that is made for disabled people, or providing opportunities for learners to tell tutors/teachers or other staff in confidence;
- asking learners once they are on the course whether they need any specific arrangements because of a disability;
- explaining to learners the benefit of disclosure and how this information will be kept confidential; and
- ensuring that the atmosphere and culture at the institution or service is open and welcoming so that disabled people feel safe to disclose a disability.

Further information on this and ensuring confidentiality can be found in the EHRC's Technical Guidance on Further and Higher Education. This EHRC guidance offers examples of 'dos' and 'don'ts' and describes what the law requires.

<http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/equality-act-guidance-downloads/>

When gathering general information about learners, providers should let learners know why the information is being collected.

Who to Record

This guidance applies to learners with learning difficulties and/or disabilities as defined by the Learning and Skills Act 2000.

There is just one field in the Learning Programme Dataset of the LLWR which records information relating to learning difficulty and disability:

LP30: Consideration of an individual's disability/learning difficulty and type of Disability and/or Learning Difficulty

You should use this field to record:

- all learners who consider themselves not to have a learning difficulty and/or disability; and
- all learners who consider themselves as having a disability or learning difficulty.

'Does not apply' should be used where no learning difficulty and/or disability exists.

Where learners choose not to provide any information at all regarding disability or learning difficulty, you should record no disability or learning difficulty and let the learner know that this is the default position.

Under disability legislation post-16 providers must be pro-active in encouraging people to disclose a disability. Post-16 providers should, therefore, also take steps to inform all learners of what opportunities there may be to disclose a disability in confidence and make sure that learners have information about what additional learning support is available and who they need to ask should they need to know more.

LLWR entry **92** should be used where a learner considers himself/herself to have a learning difficulty and/or disability but does not know or chooses not to declare what type of disability it is.

You should **not** use this field to record:

- learners whose first language is not English or Welsh; or
- learners whose learning difficulty arises from a basic skills deficit,

unless these learners also have an identified learning difficulty and/or disability which impacts on their ability to learn and/or use general facilities.

Where a learner considers himself/herself to have a learning difficulty and/or disability and chooses to declare which type of disability it is from a given list, consistent with that in LP30, then the relevant code associated with that learning difficulty/disability should be used.

Learners with a medical condition and/or a disability, as defined in the Equality Act 2010, should be recorded in this field if their medical condition and/or disability impacts on their ability to learn and/or use general facilities.

The Equality Act 2010 places legal duties on all post-16 providers to make reasonable adjustments for disabled learners. In order to determine what adjustments are needed to enable an individual learner with learning difficulties or disabilities to access provision and facilities the provider may have to contribute to or undertake their own assessment of need.

A contribution towards the costs of making adjustments arising from an assessment of individual learner need is available from the Welsh Government in the form of supplementary funding (FE) or support cost funding (WBL).

Initial entries in this field may be derived from a self assessment by the learner on enrolment and will not need to be changed unless contradicted by an assessment of individual learner needs undertaken before or after enrolment.

This check against records of learners needs is important to ensuring quality data, and should be made later in the year.

Entries in this field are **not** conditional upon a learner being in receipt of additional learning support

Additional guidance on recording type of disability and learning difficulty and describes the meaning of primary need is given below.

Example 1 sets out as a flow chart the process to follow when recording information on disability and learning difficulty in LLWR.

Example 2 provides three case studies that illustrate the process.

Types of Disability or Learning Difficulty

It can be helpful to view learners' needs and requirements as falling within a number of broad areas:

- cognition and learning;
- behaviour, emotional and social development;
- communication and interaction;
- sensory and/or physical.

Within these broad areas, the LLWR requires a choice to be made from the following descriptors to describe a learner's primary type of learning difficulty and/or disability:

Cognition and learning

- SPLD – Specific Learning Difficulties:
 - ▶ SPLD – Dyslexia
 - ▶ SPLD – Dyscalculia
 - ▶ SPLD – Dyspraxia
 - ▶ SPLD – Attention Deficit Hyperactivity Disorder
- MLD – Moderate Learning Difficulties
- GLD – General Learning Difficulties
- SLD – Severe Learning Difficulties
- PMLD – Profound and Multiple Learning Difficulties

Behaviour, emotional and social development

- BESD – Behavioural, Emotional and Social Difficulties

Communication and interaction

- SLCD – Speech, Language and Communication Difficulties
- ASD – Autistic Spectrum Disorders

Sensory and/or physical

- HI – Hearing Impairment
- VI – Visual Impairment
- MSI – Multi-Sensory Impairment
- PMED – Physical and/or Medical Difficulties

Type of Disability or Learning Difficulty

Although needs and requirements can usefully be organised into areas, individual learners may have needs which span two or more areas. For example, a learner with moderate learning difficulties may also have behavioural difficulties or a sensory impairment.

The one that has the greatest impact on the learner's ability to learn and access the institution's facilities should be entered in the LLWR.

Selecting the Most Appropriate Type of Disability or Learning Difficulty

Many learners with learning difficulties, particularly those leaving school, will have had assessments by educational psychologists, specialist teachers and others. This information will help to decide which type of disability or learning difficulty to record. The learner may also have a Learning and Skills Plan, drawn up by Careers Wales, which summarises the learner's post-16 additional learning needs and identifies suitable provision available to meet those needs.

Initial entries in this field may be derived from a learner's own assessment of their disability or learning difficulty. Learners should be told why this information is needed and they may need some guidance.

The provider's Learning Difficulty/Disability (LDD) Co-ordinator is likely to be best placed to decide on what type(s) of learning difficulty or disability to record for each learner. The LDD Co-ordinator should be consulted later in the year, by the person updating the LLWR, to check whether changes need to be made to the disability fields as a result of individual needs assessments.

Descriptions of Types of Disability and Learning Difficulty

COGNITION AND LEARNING

1. Specific Learning Difficulty (SPLD)

Specific learning difficulties is an umbrella term which indicates that learners display differences across their learning. Learners with SPLD may have a particular difficulty in learning to read, write, spell or manipulate numbers so that their performance in these areas is below their performance in other areas. Learners may also have problems with:

- fine or gross motor control skills;
- tasks involving specific abilities such as sequencing, organisation or phonological or short-term memory abilities;
- language development;
- forming concepts, especially when information requires first hand sensory experiences;
- frustration and/or low self-esteem, taking the form, in some cases, of behaviour difficulties.

Learners with SPLD cover the whole ability range, and the severity of their learning difficulty varies widely.

Specific learning difficulties may include:

Dyslexia

Learners with dyslexia may learn readily in some areas of the curriculum but have a marked and persistent difficulty in acquiring accuracy or fluency in learning to read, write and spell. Learners may have poor reading comprehension, handwriting and punctuation. They may also have difficulties in concentration and organisation and in remembering sequences of words. They may mispronounce common words, or reverse letters and sounds in words.

Dyscalculia

Learners with dyscalculia have difficulty in acquiring mathematical skills. Learners may have difficulty understanding simple number concepts, lack an intuitive grasp of numbers and have problems learning number facts and procedures.

Dyspraxia

Learners with dyspraxia are affected by an impairment or immaturity of the organisation of movement, often appearing to be clumsy. They find gross and fine motor skills hard to learn and difficult to retain and generalise. They may have poor balance and co-ordination, and poor awareness of body position. Their language may be late to develop, and they may have immature articulation.

You should note that for funding purposes a professional diagnosis of specific learning difficulties is required.

Attention Deficit Hyperactivity Disorder

ADHD is a heterogeneous behavioural syndrome characterised by the core symptoms of inattention, hyperactivity and impulsivity. Not every person with ADHD has all of these symptoms – some people are predominantly hyperactive and impulsive; others are mainly inattentive. Symptoms of ADHD are distributed throughout the population and vary in severity; only those people with at least a moderate degree of psychological, social and/or educational or occupational impairment in multiple settings should be diagnosed with ADHD.

Determining the severity of ADHD is a matter for clinical judgement, taking into account severity of impairment, pervasiveness, individual factors and familial and social context. Symptoms of ADHD can overlap with those of other disorders, and ADHD cannot be considered a categorical diagnosis. Therefore care in differential diagnosis is needed. ADHD is also persistent and many young people with ADHD will go on to have significant difficulties in adult life.

2. Moderate Learning Difficulty (MLD)

Learners with moderate learning difficulties will have attainments well below expected levels for learners of similar age in all or most areas of the curriculum, despite appropriate interventions. They have much greater difficulty than their peers in

acquiring basic literacy and numeracy skills, in understanding concepts, in dealing with abstract ideas and generalising from experience. They may also have problems with:

- developing speech and language skills;
- low self-esteem;
- concentration and attention;
- social skills.

3. General Learning Difficulty (GLD)

Learners with learning difficulties, which may be of moderate severity, will not yet have been assessed as having MLD.

4. Severe Learning Difficulty (SLD)

Learners with severe learning difficulties have significant intellectual or cognitive impairments. This has a major effect on their ability to participate in the curriculum without support. They may also have associated difficulties in mobility and co-ordination, communication and perception and the acquisition of self-help skills.

Learners with SLD will need support in all areas of the curriculum. They are likely to require teaching of self-help, independence and social skills. Some learners may use sign and symbols but most will be able to hold simple conversations and gain some literacy skills. Their attainments may be below Level 1.

5. Profound and Multiple Learning Difficulty (PMLD)

Learners with profound and multiple learning difficulties have a profound cognitive impairment/learning difficulty, leading to significant delay in reaching developmental milestones. In addition, they display one or more of the following:

- significant motor impairments;
- significant sensory impairments;
- complex health care needs/dependence on technology.

The inter-relationship of these disabilities increases the complexity of need, in turn affecting all areas of learning.

Learners with PMLD need a distinctive curriculum to help them to develop sensory, motor, social and communication skills. Some learners communicate by gesture, eye pointing or symbols, others by very simple language. Learners require a very high level of support, both for their learning needs and also for personal care.

6. Behavioural, Emotional and Social Difficulties (BESD)

Learners with behavioural, emotional and social difficulties cover the full range of ability, and a continuum of severity. Their emotional needs and behaviours present a barrier to learning and persist despite the implementation of effective behaviour policies and pastoral support.

Learners may be:

- withdrawn or isolated;
- disruptive and disturbing;
- hyperactive and lacking in concentration;
- immature in social skills;
- unable to form and maintain positive relationships with peers and/or adults; and/or
- presenting challenging behaviours.

Learners with mental health difficulties, including depression, eating disorders, attention deficit disorder (ADD) and attention deficit hyperactivity disorder (ADHD) should be recorded as BESD if additional or different learning arrangements are in place to support them.

COMMUNICATION AND INTERACTION DIFFICULTIES

1. Speech, Language and Communication Difficulties (SLCD)

Learners with speech, language and communication needs cover the whole ability range. They have difficulty in understanding and/or making others understand information conveyed through spoken language.

Speech and language difficulties may show themselves in the following ways:

- problems with the production of speech;
- difficulty in finding words and joining them together in meaningful and expressive language;
- problems in communicating through speech and other forms of language;
- difficulties or delays in understanding or responding to the verbal cues of others;
- difficulties with the acquisition and expression of thoughts and ideas;
- difficulty in understanding and using appropriate social language; and
- frustrations and anxieties arising from a failure to communicate, possibly leading to apparent behavioural difficulties and deteriorating social and peer relationships.

Please note that learners whose first language is not English/Welsh should not be recorded as having SLCD unless they also have a learning difficulty or disability in this area.

2. Autistic Spectrum Disorders (ASD)

Autistic spectrum disorders are characterised by a triad of impairments in social relationships, social communication and imaginative thought, and may show themselves in the following ways:

- difficulties in attuning to social situations and responding to normal environmental cues;
- evidence of emerging personal agendas which are increasingly not amenable to direction;
- a tendency to withdraw from social situations and an increasing passivity and absence of initiative;
- repressed, reduced or inappropriate social interactions extending to highly ego-centric behaviour with a lack of awareness of the needs or emotions of others;
- impaired use of language, either expressive or receptive; this may include odd intonation, literal interpretations and idiosyncratic phrases and may extend to more bizarre expressive forms and limited expression, reducing the potential for two way communication; and
- limitations in expressive or creative peer activities extending to obsessive interests or repetitive activities.

Learners with autistic spectrum disorder cover the full range of ability and the severity of their impairment varies widely. Some learners also have other learning difficulties or disabilities, making identification difficult.

There are a number of sub-groups within the spectrum of autism. Learners with Asperger's syndrome, for example, should be recorded in this category.

SENSORY AND PHYSICAL DIFFICULTIES

1. Hearing Impairment (HI)

Learners with a hearing impairment range from those with a mild hearing loss to those who are profoundly deaf. Learners cover the whole ability range.

It is possible for specialists to assess and quantify learners' hearing loss and in many cases this will have been done before the learner leaves school. Other learners may have acquired hearing loss later in life. However, the level of hearing loss alone does not determine the level of difficulty which learners experience. It has to be set alongside other indicators more directly related to the place of learning.

For learning purposes, a learner is regarded as having a hearing impairment if he or she uses hearing aids, requires adaptations to their environment and/or particular teaching strategies in order to access learning.

2. Visual Impairment (VI)

Learners with a visual impairment range from those with partial sight to those who are blind. Learners cover the whole ability range.

It is possible for specialists to assess and quantify learners' visual loss and in many cases this will have been done before the learner leaves school. Other learners may have

acquired a visual impairment later in life. However, the level of visual impairment alone does not determine the level of difficulty which learners experience. It has to be set alongside other indicators more directly related to the place of learning.

For learning purposes, a learner is regarded as having a visual impairment if he or she requires adaptations to their environment or specific differentiation of learning materials in order to access learning.

3. Multi-sensory impairment (MSI)

Learners with multi-sensory impairment have a combination of visual and hearing difficulties. They are sometimes referred to as deaf blind, but may have some residual sight and/or hearing. Many also have additional disabilities but their complex needs mean that it may be difficult to ascertain their intellectual abilities.

4. Physical and Medical Difficulties (PMED)

There is a wide range of physical and medical difficulties, some temporary and others permanent. Learners cover the whole ability range.

Some learners who experience physical or medical difficulties have no problems in accessing learning effectively. In such cases, therefore, simply having a medical diagnosis does not imply that the learner is unable to learn and/or use facilities of a kind generally provided by the institution.

On the other hand, some learners begin post-school education/training with identified physical needs or a medical diagnosis and well-understood educational difficulties. They may have received an educational assessment in school, and may also have had a statement of special educational need. Providers should monitor the **educational** needs of these learners carefully, but are likely to have been forewarned of the need to do this.

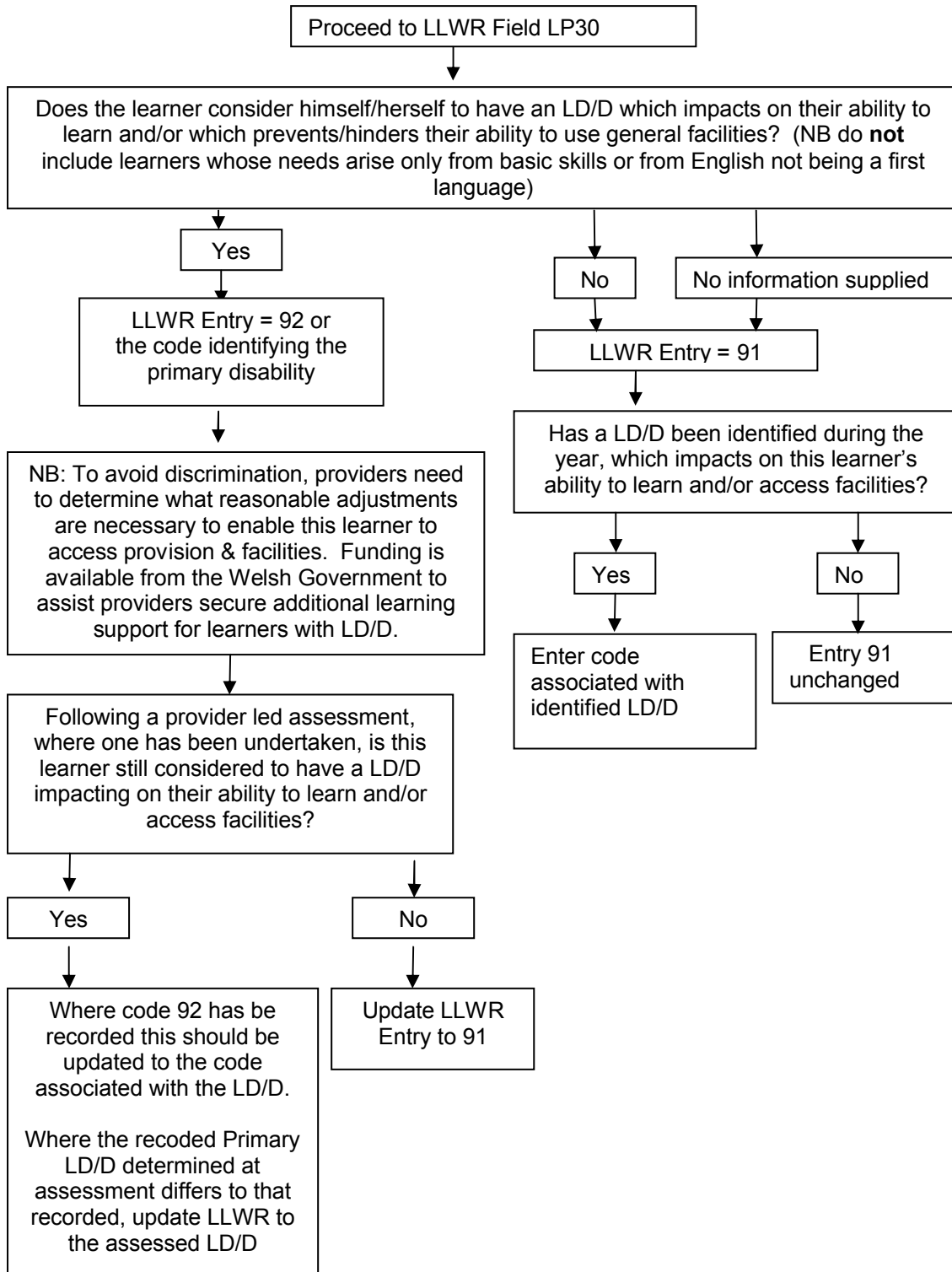
There are a number of medical conditions associated with physical disability that can affect a learner's mobility. These conditions include cerebral palsy, spina bifida and muscular dystrophy. Learners with physical disabilities may also have sensory impairments, neurological problems or learning difficulties.

The impact of physical or medical difficulties on a learner's ability to learn or access facilities range from mild to severe and may become apparent in the following ways:

- evidence of difficulties in the other areas of learning difficulty or disability as set out elsewhere in this guidance;
- impact of the physical or medical difficulty on the learner's confidence, self-esteem, emotional stability or relationships with peers;
- impact of the physical or medical difficulty on educational performance (e.g. through drowsiness, lack of concentration, lack of motivation);
- impact of the physical or medical difficulty on participation in activities connected with their programme of study.

Example 1

The flow chart below summarises the process of recording learning difficulty and/or disability (LD/D) information in the LLWR.



Example 2

Case Studies to Illustrate the Use of the LLWR Codes

Case study 1: Dafydd

Type of need

Dafydd is a learner aged 16 who attends an FE college. In addition to a bi-lateral hearing impairment that requires hearing aids in both ears, he has difficulty with speech articulation. Although not presenting any major difficulties learning as part of a group he does find it increasingly difficult to remain on task or to complete activities. The college's initial assessment and information from Dafydd's school suggests that he has an uneven profile of skills. Dafydd has difficulties in distinguishing and articulating certain sounds, although he appears much stronger when it comes to tasks involving visual discrimination.

LLWR entry

The LLWR entry for Dafydd would be:

LP30

- A learning difficulty and/or disability difficulty: **Yes**
- Main type of learning difficulty and/or disability: **HI** (hearing impairment) (**LLWR Entry: 22**)

These LLWR entries were checked with the college's LDD co-ordinator later in the year and changes were not needed.

Case study 2: Sian

Type of need

Sian is aged 19 and is in work based learning. Sian has a specific learning difficulty which was diagnosed whilst she was at school and her learning needs have been documented. Sian's learning provider has undertaken an initial assessment of her learning needs and has made a dictaphone and speech recognition software available to assist her with her written work.

LLWR entry

The LLWR entry for Sian would be:

LP30

- A learning difficulty and/or disability: **Yes**
- Main type of learning difficulty and/or disability: **SPLD – Dyslexia (LLWR Entry: 32)**

Checks later in the year showed that changes were not needed.

Case study 3: Nia

Type of need

Nia is aged 19 and is in a further education college. On enrolment Nia did not consider herself to have a learning difficulty and/or disability. By the end of her first term, however, Nia was struggling to keep up. Nia's tutor suggested that she talk to student services who, following an initial dyslexia screening test, arranged for Nia to have a full dyslexia test, conducted and interpreted by a suitably qualified professional employed by the college. The results confirmed that Nia has a specific learning difficulty. On the advice of the professional and in consultation with Nia, the college issued Nia with a laptop and speech recognition software and arranged for her to have regular sessions with a dyslexia trained tutor who was able to equip her with the techniques she needed to access the course.

LLWR entry

The LLWR entry for Nia would be:

LP30

- Initially: **'Does not apply' (LLWR Entry: 91)**

Later, further to checks with student services and the LDD co-ordinator: **Yes**

- Main type of learning difficulty and/or disability:

Later, further to checks with student services and the LDD co-ordinator: **SPLD – Dyslexia (LLWR Entry: 32)**

Abbreviations

LLWR	Lifelong Learning Wales Record
LLDD	Learners with learning difficulties and/or disabilities
LDD	Learning difficulty and/or disability
SEN	Special Educational Needs
PLASC	Pupil Level Annual Schools Census
SPLD	Specific Learning Difficulties
MLD	Moderate Learning Difficulties
GLD	General Learning Difficulties
SLD	Severe Learning Difficulties
PMLD	Profound and Multiple Learning Difficulties
BESD	Behavioural, Emotional and Social Difficulties
SLCD	Speech, Language and Communication Difficulties
ASD	Autistic Spectrum Disorders
HI	Hearing Impairment
VI	Visual Impairment
MSI	Multi Sensory Impairment
PMED	Physical and/or Medical Difficulties
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
GP	General Practitioner

Annex 11: LLWR common sense checks prior to submitting data

We are aware that providers are keen to prevent delays in any funding due to learners having incorrect or incomplete data. To facilitate this it is recommended that the following be undertaken by providers and software houses respectively.

Recommended data checks that should be undertaken by providers

To facilitate easier matching of learners between providers the following checks are recommended to be undertaken by providers prior to submitting data to LLWR:

- Populate key fields used for matching as much as possible:
 - [LN15](#) - Date of birth
 - [LN11](#) - Home postcode - current
 - [LN13](#) - National Insurance Number (where work related)
- Only use the [LN01](#) numbers supplied, they are unique to the learner and should not change when/if the learner moves provider. Learners should only have one [LN01](#).
- Check for duplicate [LN02](#) records on your system, ensure that they are unique. **Do not re-issue [LN02](#) numbers.**
- Where a learner is already on your system check the following:
 - Date of birth ([LN15](#)) matches record held.
 - Forename ([LN05](#)) and Surname on 16th Birthday ([LN14](#)) matches record held on your system.

Recommended data checks that should be undertaken by software houses

Some software houses are already undertaking the below actions that should be regarded as best practice:

- Give providers a facility to send only new or changed records to LLWR, rather than the whole dataset for a provider. If a complete dataset submission is required, please contact the Data Management team to arrange a specific date and time for such an exercise to be carried out. Matching learners between providers becomes a repetitive and time consuming process where complete datasets are submitted.
- [LN02](#) field should be a unique and locked system generated auto number that, once derived, cannot be amended by provider. [AW02](#), [LP02](#), [LA02](#) and [HE02](#) should all be derived automatically from the [LN02](#) field and also be a locked system generated field that, once derived, cannot be amended by provider.
- [LN03](#) field should be a unique and locked system generated auto number once derived that cannot be amended by provider. [AW03](#), [LP03](#), [LA03](#) and [HE03](#)

should all be derived automatically from the **LN03** field and also be a locked system generated field that, once derived, cannot be amended by provider.

- **AW01, LP01, LA01** and **HE01** should all be derived automatically from the **LN01** field and also be a locked system generated field received from the Welsh Government that cannot be amended by provider.

- AW, LP, LA and HE datasets should not be able to be submitted by a provider without an appropriate LN record linked by the appropriate **LN02** primary key.
- Where a learner is already on a providers system the following should match:
 - LN13** - National Insurance Number matches record held on system and automatically allocated to any new file submitted to LLWR.

LN14 - Surname on 16th birthday should match if populated.

LN15 - Date of birth matches record held on system and automatically allocated to any new file submitted to LLWR.

LN17 - Ethnic origin should match if populated.

LN22 - Unique learner number (ULN) should match if populated.

LN20 - Last school attended should match if populated.

AW04 - should be auto generated from the **LA04** variable and should match.

A definition of null value fields

From August 2012 onwards only \$ delimited files are allowable for all file submissions. (Up to 2012 fixed width files were also submitted based on the software house configuration).

This allows a NULL field return for a submission file to be returned to the Welsh Government LLWR data collection portal.

Two \$s next to each other in the submission file is a NULL

\$\$=NULL

\$NULL\$ does not equal NULL and is four alphanumeric characters.

Fields should be submitted empty if they are marked as a NULL return. Any characters submitted in this field will be automatically cleared and not submitted to the database if a field is marked as a NULL return.

Example for a LN19 NULL return:

LN01	LN02	LN03	... fields in between LN03 and LN19... populated as normal	LN19	LN20	...fields after LN20 populated as normal
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L0123457891345	12345	ADMIN001	populated as normal for LN04 to LN18		S99999999	
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The submission file based on example of an LN19 NULL return:

L0123457891345\$12345\$ADMIN001\$...**\$\$**S99999999\$... Empty for [LN19](#)

Where “...”represents the fields in between or after a fields location which have been populated with data as normal.

Historic data retained

A system has been put in place to prevent data that was present on a field being overwritten with a NULL return on a submission. This prevents an impact on historic data and allows for data analysis on fields no longer collected.

This may lead to the provider systems and Welsh Government LLWR database being out of synchronisation where the provider has overwritten historic data with a NULL and data has been retained on the Welsh Government LLWR database.

Note: Dataset downloads from the portal will show the data present on the Welsh Government database.

A full list of fields which have been marked as a **Null return** can be found at [Section 2](#) (highlighted in grey).



Llywodraeth Cymru Welsh Government

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