



Skills Funding  
Agency

# Apprenticeship data: course directory provider portal user guide

Version 1

August 2016

Of interest to apprenticeship training providers with an apprenticeship contract funding allocation for the 2016 to 2017 funding year.

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## 1. Introduction

The digital apprenticeship service will allow employers to choose and pay for the apprenticeship training that they want and will support the uptake of apprenticeships. The service is designed for employers, with information coming from a range of different sources, including training providers.

A key part of the digital apprenticeship service will be an online search facility for employers to find suitable apprenticeship standards or frameworks by pathway and to identify approved training providers who can deliver that training. We have developed a new, separate apprenticeship data collection in the Course directory provider portal so that you can enter apprenticeship information. This document includes the information and guidance you will need to provide the apprenticeship information needed.

You will be asked to provide information about you as a training provider, the locations or geographical areas you work in and the apprenticeships you offer in those locations. You will need to make sure that information supplied to the digital apprenticeship service, including any links to websites, is suitable for employers.

We recommend that MI staff work with their marketing or business development colleagues on this new data collection. Please refer to the [Course directory provider portal: content guidance for apprenticeship training providers](#) for further information.

If you need help with accessing the Course directory provider portal and submitting your apprenticeship data, please contact the Course directory provider portal support team on 0844 8115073 or [support@coursedirectoryproviderportal.org.uk](mailto:support@coursedirectoryproviderportal.org.uk)

### 1.1. Who can enter data?

Initially, the digital apprenticeship service will only display those training providers who have an adult education budget or apprenticeship 16 to 18 budget contract allocation from the Skills Funding Agency (SFA) for the 2016 to 2017 funding year. Training providers who have an allocation to deliver apprenticeships should submit their apprenticeship offering through the Course directory provider portal.

If you meet this criterion and you are a lead provider who provides apprenticeship training through subcontractor(s), you may wish to also include the subcontracted training. You must submit the subcontractor's apprenticeship data under **your own course directory account**. You **must not** pass on log-in credentials to third-party organisations.

## 1.2. How will my details be presented?

The screenshot (we show below) is an example of how your information will be presented in the digital apprenticeship service. We provide information about the numbered items and how they are populated in the table on the next page.

# Find apprenticeship training

**BETA** This is a new service – your [feedback](#) will help us to improve it.

## ABC Training Limited **1**

ABC Training is based in Birmingham, providing specialist training in engineering for 25 years. **2**

Our team of trainers has been recruited from the automotive, manufacturing, aviation, energy and marine sectors, and more.

This means we can offer role-specific training from industry professionals, each with more than 10 years' experience in their chosen fields.

We offer a bespoke service that can be tailored to suit your business and caters for individuals as well as large and small training groups.

ABC Training actively participates in World Skills competitions and works closely with the Apprenticeship Ambassadors Network.

### Training provider quality assessment

**Employer satisfaction:** 85%

**Learner satisfaction:** 84%

Source: [Skills Funding Agency FE Choices](#)

**Achievement rate:** 62%

Cohort size: 70

**National average:** 69%

## Manufacturing engineer **3**

**Level:** 6 (equivalent to bachelor's degree)

|                          |   |
|--------------------------|---|
| <b>Website</b>           | <a href="#">training provider website</a>   |
| <b>Phone</b>             | 01234 567890  |
| <b>Email</b>             | <a href="mailto:contactus@abc-ltd.co.uk">contactus@abc-ltd.co.uk</a>  |
| <b>Contact page</b>      | <a href="#">contact this training provider</a>  |
| <b>Training options</b>  | <ul style="list-style-type: none"><li>• day release</li><li>• block release</li><li>• at your location</li></ul> <a href="#">▶ Explain training options</a> |
| <b>Training location</b> | Erdington Training Academy 27 CECIL ROAD<br>ERDINGTON BIRMINGHAM B24 8AU  |

## Apprenticeship training information

ABC Training has four learning centres across the Midlands all fitted out with modern, well-equipped classrooms and workshops.

Your Manufacturing Engineer apprentices will benefit from:

- the highest quality of teaching by qualified and experienced industry experts
- classroom-based study using the latest computer-aided programmes
- high-tech, well-equipped workshops where 'hands-on' skills will be honed

At ABC Training, an account manager is always on hand to answer any questions about the training we offer.

Your account manager can arrange for training to take place at any of your locations such as your head office, a branch or other workplace.

|   | <b>Screen item</b>                   | <b>What is it?</b>   | <b>Where do I enter this information on the Course Directory provider portal?</b>   |
|---|--------------------------------------|--|---|
| 1 | Provider name                        | Your trading name  | Provider Details screen   |
| 2 | Text under the provider name         | Brief introductory text about your organisation. The same text will be shown for all apprenticeships.                          | Provider Details screen:<br>'Brief overview of your organisation for employers'   |
| 3 | Apprenticeship name and level        | Standard or framework pathway name and level   | Add/Edit Apprenticeship:<br>Live Framework/Standard Name on Learning Aims Reference Service (LARS)  |
| 4 | Website link and contact options     | Different options for employers to contact you and find out more about the specific apprenticeship                             | Add/Edit Apprenticeship:<br>Contact fields  |
| 5 | Training options and location        | The delivery mode and where the apprenticeship is delivered  | Add/Edit Apprenticeship:<br>Delivery locations  |
| 6 | Apprenticeship training information  | A brief description about how you deliver the specific standard or framework pathway   | Add/Edit Apprenticeship:<br>'Your apprenticeship information for employers'   |
| 7 | Training provider quality assessment | Quality metrics, currently learner and employer satisfaction and achievement rates for the relevant sector subject area (SSA2) | FE Choices and SFA national achievement rates (other quality data will be added as the service develops)<br><br>This information is automatically populated |

## 2. Data fields

Every field is categorised as being either:

- **mandatory:** the field must be completed or you cannot submit the entry
- **optional:** the field is not mandatory, but you can complete it if you wish to

The information you enter will be available in the digital apprenticeship service after an overnight data refresh.

### 2.1. Training provider details

In many cases, you will not need to change the information in these fields as we take the details from the United Kingdom Register of Learning Providers (UKRLP). If you believe that the details are incorrect, please contact the [UKRLP](#).

We have only included information in this document about fields which are relevant for apprenticeships. Please review other guidance documents on the Course directory provider portal for other data entry requirements.

**You should use the upper case for the first character or letter for all address and name fields in the Course directory provider portal.**

#### Provider Name

**Character limit:** 100 characters.

**Type:** Alphanumeric.

**Status:** Optional – will be displayed in the digital apprenticeship service.

**Description:** The name of your organisation. If you don't supply this, we will use the legal name from the UKRLP instead.

**Recommended Content:** The name by which employers know you.

#### Current Contract with the SFA

**Character limit:** Not applicable.

**Type:** Checkbox.

**Status:** Optional – apprenticeship data will only be displayed in the digital apprenticeship service if you tick this box.

**Description:** Declaration that your organisation has a current contract with the SFA, which includes an allocation of funding for apprenticeships for the 2016 to 2017 funding year. When you tick this box, the 'Brief overview of your organisation for employers' field will be mandatory.

**Recommended Content:** Tick this box to make the declaration.

#### National

**Character limit:** Not applicable.

**Type:** Checkbox.

**Status:** Optional – will be displayed in the digital apprenticeship service.

**Description:** Indicates to employers that you are a national training provider who is willing to deliver apprenticeship training across England. This applies to all of your apprenticeship provision.

**Recommended Content:** Tick this box if you are a national training provider and you are confident that you can meet employer's expectations about delivering apprenticeships across England.

## Apprenticeships – Overview of your Organisation for Employers

**Character limit:** 750 characters.

**Type:** Alphanumeric.

**Status:** Mandatory – will be displayed in the digital apprenticeship service.

**Description:** A brief introductory overview of your organisation.

**Recommended Content:** Please refer to the '[Course directory provider portal: content guidance for apprenticeship training providers](#)' for help on how to complete this section.

## 2.2. Apprenticeship information

### Live Framework / Standard Name on the Learning Aims Reference Service (LARS)

**Character limit:** Not applicable.

**Type:** Alphanumeric.

**Status:** Mandatory – will be displayed in the digital apprenticeship service.

**Description:** A pre-populated drop-down list of all apprenticeship standards and framework pathways available for delivery.

**Recommended Content:** You must select the relevant apprenticeship standard or framework pathway from the list.

### Your Apprenticeship Information for Employers

**Character limit:** 750 characters.

**Type:** Alphanumeric.

**Status:** Mandatory – will be displayed in the digital apprenticeship service.

**Description:** Information about how your organisation delivers the specific apprenticeship which employers might find useful.

**Recommended Content:** Please refer to the '[Course directory provider portal: content guidance for apprenticeship training providers](#)' for help on completing this section.

### Your Apprenticeship Website Page

**Character limit:** 255 characters.

**Type:** Alphanumeric.

**Status:** Optional - will be displayed in the digital apprenticeship service if you add information.

**Description:** A full URL from your website, providing more information about the apprenticeship.

**Recommended Content:** A link (in order of preference) to employer-focussed content on your organisation's website about:

- the specific apprenticeship, targeted at employers, not potential apprentices, or



- your apprenticeships in general, targeted at employers, not potential apprentices, or
- your general offer for employers, or
- your home page

This field should include the full URL address, including http://.

#### Your Apprenticeship Contact Email

**Character limit:** 255 characters.

**Type:** Alphanumeric.

**Status:** Mandatory – will be displayed in the digital apprenticeship service.

**Description:** A contact email address for employers for the specific apprenticeship.

**Recommended Content:** Your organisation's email address (ideally, not named individuals) for handling employer queries about this apprenticeship.

#### Your Apprenticeship Contact Telephone

**Character limit:** 30 characters.

**Type:** Alphanumeric.

**Status:** Mandatory – will be displayed in the digital apprenticeship service.

**Description:** A telephone number for employers for the specific apprenticeship.

**Recommended Content:** Your organisation's telephone number for handling employer queries about this apprenticeship.

#### Your Apprenticeship Website “Contact Us” Page

**Character limit:** 255 characters.

**Type:** Alphanumeric.

**Status:** Optional - will be displayed in the digital apprenticeship service if you provide information.

**Description:** A full URL to your ‘Contact us’ page for employers.

**Recommended Content:** A URL to a ‘Contact us’ page on your organisation's website where an employer can enquire about this apprenticeship. This field should include the full address, including http://.

## 2.3. Location information

These fields allow you to define locations so that you can link them to specific apprenticeships.

#### Provider Location ID

**Character limit:** 255 characters.

**Type:** Alphanumeric.

**Status:** Optional – will not be displayed in the digital apprenticeship service.

**Description:** Your identifier for each location.

**Recommended Content:** This free text field is a code/ID specified by you to identify a particular location.

### Location Name

**Character limit:** 255 characters.

**Type:** Alphanumeric.

**Status:** Mandatory – will be displayed in the digital apprenticeship service.

**Description:** The name you give a specific location

**Recommended Content:** A unique name for each of your locations.

### Address Details

**Character limit:** 5 x 40, 1 x 8.

**Type:** Alphanumeric.

**Status:** Postcode is mandatory. Address line 1, Address line 2, Town and County are optional.

**Description:** The full address or postcode of a specific location.

**Recommended Content:** Full address or postcode for each of your locations.

### Contact Details:

You do not need to complete this field as it is not currently displayed in the digital apprenticeship service.

## 2.4. Delivery location information

These fields allow you to link locations to specific apprenticeships and define catchment areas for your apprenticeship delivery. You can also define the delivery modes for each apprenticeship. Delivery locations must be entered for all of your apprenticeships.

### Location

**Character limit:** 255 characters.

**Type:** Alphanumeric.

**Status:** Mandatory – will be displayed in the digital apprenticeship service.

**Description:** The relevant locations for the specific apprenticeship. Location names you have created will be available to select.

**Recommended Content:** You must select the relevant delivery location from the drop-down List. You can add multiple locations to each apprenticeship.

### Catchment Radius (Miles)

**Character limit:** 3 (must contain a value between 1 and 874).

**Type:** Numeric.

**Status:** Mandatory.

**Description:** A catchment radius, expressed as a whole number of miles centred on the location's postcode.

**Recommended Content:** The catchment area within which you are prepared to deliver the specific apprenticeship.

### Delivery Mode

**Character limit:** Not applicable – this is a radio button.

**Status:** Mandatory.

**Description:** The way in which the apprenticeship is delivered.

**Recommended Content:** Provide up to three of the delivery mode options for the specific apprenticeship depending on how you are prepared to deliver the apprenticeship training. If you have multiple delivery modes for a particular delivery location and catchment radius, select all that apply.

- **100% Employer-based** - you will deliver the apprenticeship training at an employer's premises within the defined catchment radius.
- **Block Release** - you offer apprenticeship training over a short intensive timeframe at your delivery location.
- **Day Release** - you offer apprenticeship training at regular intervals, such as one day a week, at your delivery location.

You can set different catchment areas for each delivery mode if this more accurately reflects the way you deliver specific apprenticeships.

## 3. Provider portal user interface

### 3.1. Provider details

To input or update your provider details, select **Provider Details**, then **Update the main information details**. Please make sure that your **Provider Name** is written in the upper case.

The screenshot shows the Skills Funding Agency website. At the top right, there are two status indicators: 'Last activity: Never' and 'Traffic light status:'. The main navigation bar includes 'Home', 'Provider Details' (highlighted with a red box), 'Venues', 'Courses', 'Apprenticeships', 'Bulk Upload', 'Manage Users', and 'Reports'. Below the navigation, the page title is 'ABC Training Limited'. Underneath, there are three sections: 'Main provider details' with a red box around the 'Update the main information details' link and a 'View dashboard' link; 'Course data'; and 'Venue information' with an 'Add new venue' link.

A new section under the heading **Apprenticeships** has been added to the Provider Details section of the Course directory provider portal.

#### Apprenticeships

**Current contract with SFA**  Apprenticeship information will only be displayed on the digital apprenticeship service website if 'Current contract with the SFA' is checked

**National**

**Brief overview of your organisation for employers**   
(max 750 characters) \*

Format

ABC Training is based in Birmingham, providing specialist training in engineering for 25 years. Our team of trainers has been recruited from the automotive, manufacturing, aviation, energy and marine sectors, and more. This means we can offer role-specific training from industry professionals, each with more than 10 years' experience in their chosen fields. We offer a bespoke service that can be tailored to suit your business and caters for individuals as well as large and small training groups. ABC Training actively participates in World Skills competitions and works closely with the Apprenticeship Ambassadors Network. We use partner organisations to provide some of our apprenticeship training.

Paragraphs: 1, Words: 105, Characters: 704

Save

## Current Contract with SFA

The current contract with the SFA checkbox appears on the Provider Details screen of the Course directory provider portal. By clicking this box, you are declaring that your organisation has a contract with the SFA, which includes an allocation of funding for apprenticeship delivery for the 2016 to 2017 funding year.

You must tick this box must be ticked for apprenticeship information to be displayed on the digital apprenticeship service.

## National Training Providers

The national training provider checkbox appears on the Provider Details screen of the Course directory provider portal. You can use this box to indicate to employers that you are a national training provider who is willing to deliver apprenticeship training across England. The checkbox applies to all of your apprenticeship provision. You should only tick the national provider checkbox if you are confident that you can meet employers' expectations about delivering apprenticeships across England.

Ticking this box does not mean that your apprenticeship provision will automatically be found in searches. You must still enter delivery locations and catchment areas for all of your apprenticeships. You will only appear in search results if the employer enters a postcode that falls within your defined catchment areas.

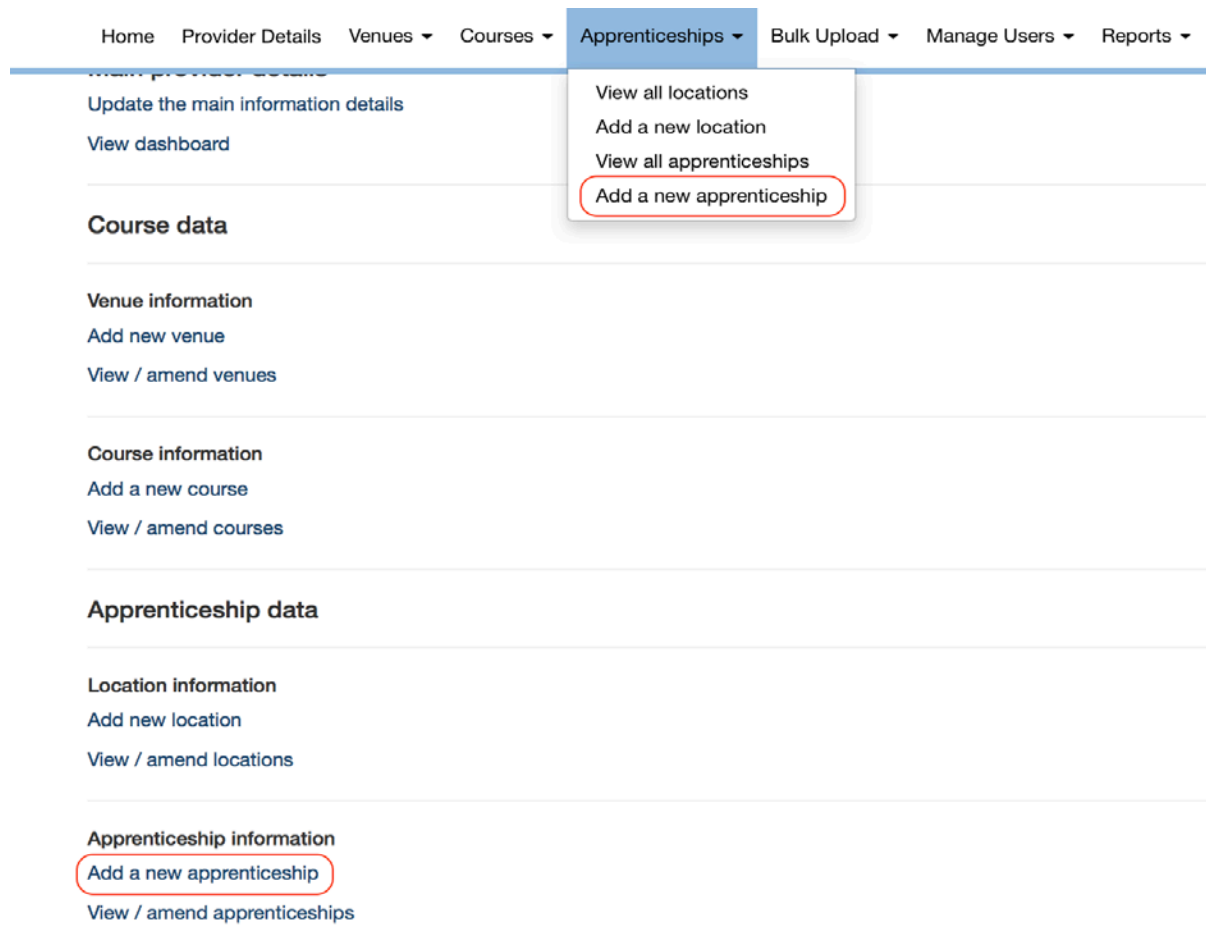
## Overview of your Organisation for Employers

We show the **Apprenticeships – Overview of your Organisation for Employers** data entry box is at the bottom of the page. Please refer to the '[Course directory provider portal: content guidance for apprenticeship training providers](#)' for details on the kind of information employers want to see in that box.

Click **Save** to confirm the new information.

### 3.2. Add apprenticeship information

To add a new apprenticeship, either use the **Add a new apprenticeship link** under the **Apprenticeship data** section on the left-hand side of the screen, or click on the **Add a new apprenticeship** option from the Apprenticeships menu.




You will need to enter a relevant standard or framework pathway from the list of available apprenticeships. As you start to type the name of an apprenticeship from the **Live Framework / Standard Name on LARS** field, the system will auto-populate the results for you to select.


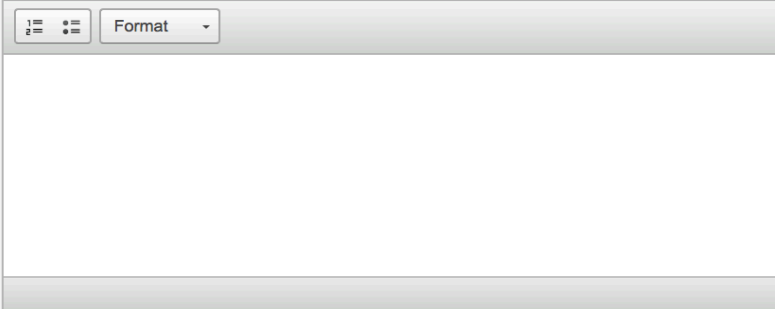



## Add New Apprenticeship


Information entered here will appear on the digital apprenticeship service website after an overnight refresh.


Fields marked \* are required.


**Live Framework / Standard Name on LARS \*** 

**Your Apprenticeship Information for Employers \* (max 750 characters)**   


**Your Apprenticeship Website Page** 

**Your Apprenticeship Contact Email \*** 

**Your Apprenticeship Contact Telephone \*** 

**Your Apprenticeship Website "Contact Us" Page** 

Please refer to section 2.2 of this document for further information about these fields.

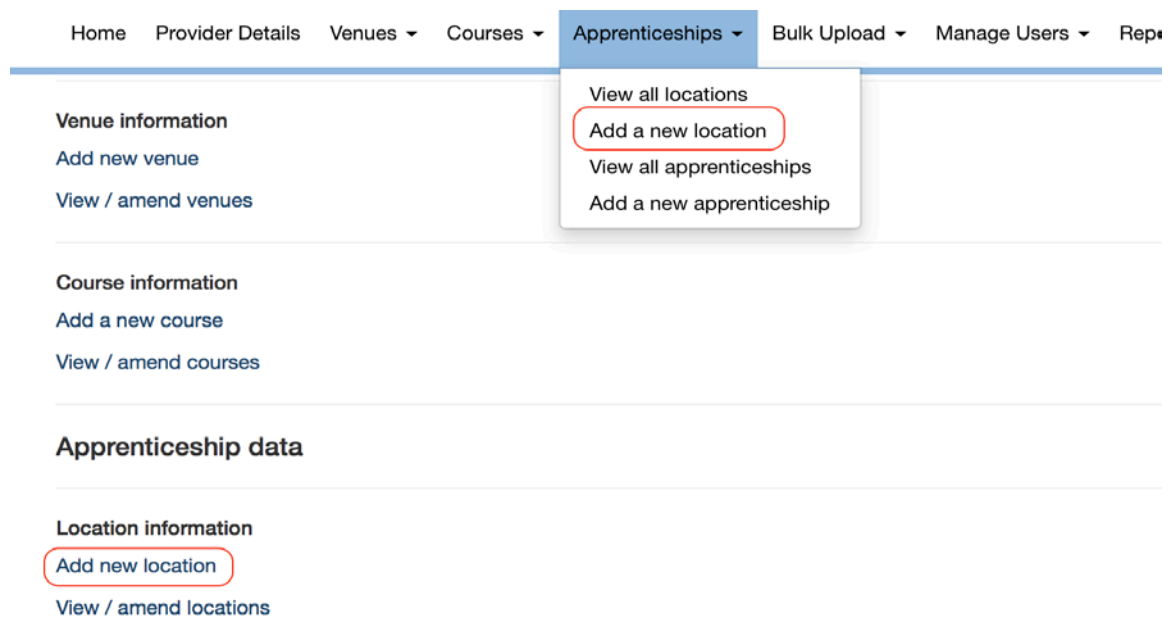
### 3.3. Enter location information

Once you have created an apprenticeship you will need to add delivery location details. Your apprenticeship will not be visible in the digital apprenticeship service until it has at least one delivery location. If you do not add a delivery location, you will see a notification banner, like the one shown below, when you view the apprenticeship.

**Warning:** this apprenticeship is currently PENDING as it does not have any delivery locations. It will not be viewable to employers on the website.

Click on **Create and Add Delivery Location** to link a location to the apprenticeship.

To add a new location, either use the **Add new location** under the **Apprenticeship data** section on the left-hand side of the screen, or click on the **Apprenticeships** menu at the top of the screen and select **Add a new location**.





Next, you need to enter information for each of your locations.

---

## Add New Location

---

Fields marked \* are required.

Provider Location Id

Location Name \*

### Address Details

---

Address line 1

Address line 2

Town

County

Post code \*  [Find Address](#)

### Contact Details

---

Telephone

Email

There are two mandatory fields marked with a red asterisk that you must populate, these are **Location Name** (this must be unique) and **Post code**.

### 3.4. Link an apprenticeship to a location

Once you have created your locations, you can link relevant locations to each apprenticeship by selecting from the drop-down list.

You will also need to complete the remaining fields for each delivery location. Please refer to section 2.4 in this document for further information about these fields.

#### Add New Delivery Location

Fields marked \* are required.

**Apprenticeship** Construction Building - Advanced level apprenticeship - Wood Occupations

**Location \*** SFA Nottingham Create New Location

**Catchment Radius (miles) \*** 25

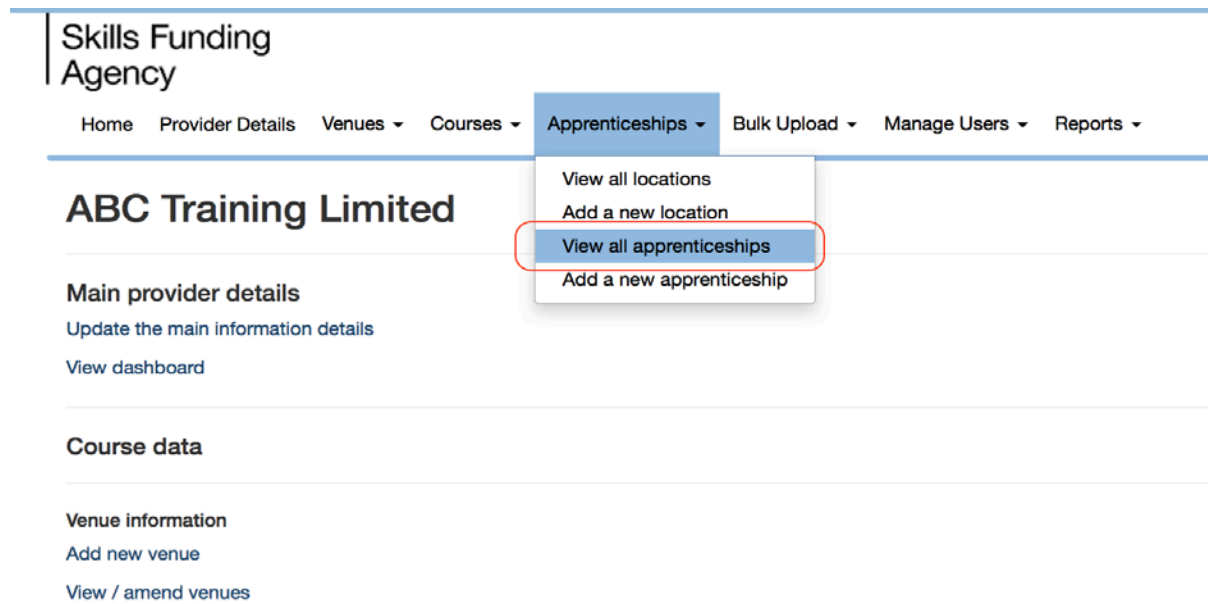
**Delivery Mode \***

- 100% Employer Based
- Block Release
- Day Release

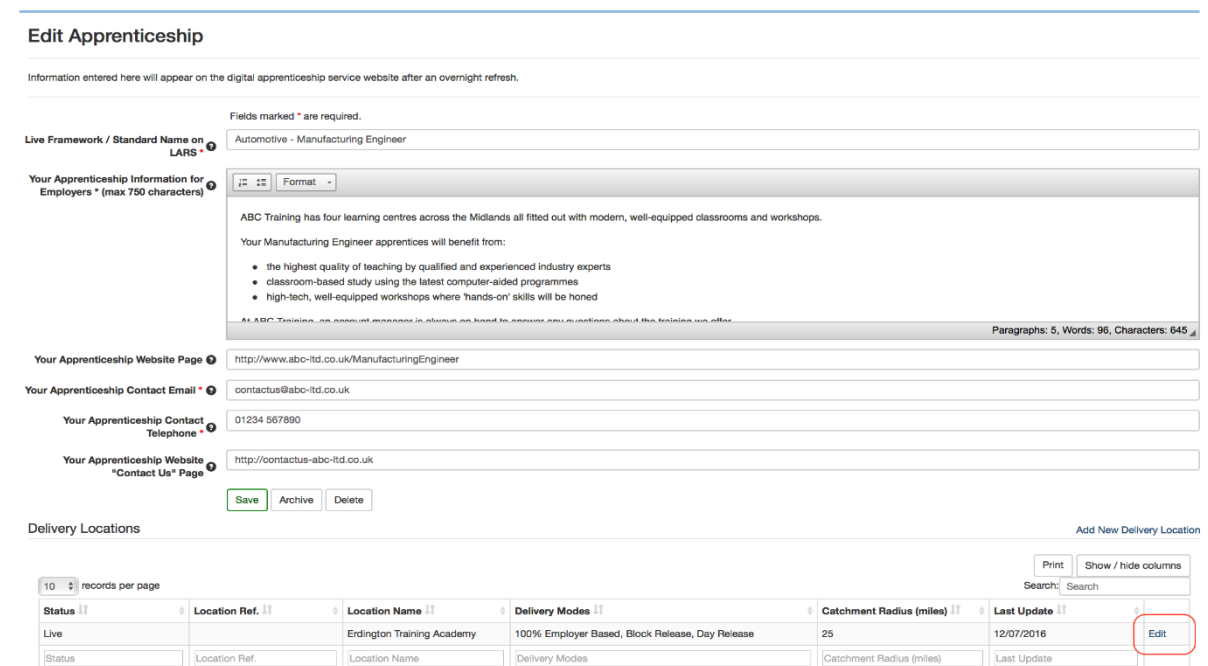
You can then click **Create** or **Create and Add Another Delivery Location**.

### 3.5. Edit apprenticeship information

To edit an apprenticeship, click on **Apprenticeships** and **View all apprenticeships**.



Then click the **Edit** button for the apprenticeship that you want to change.



Make any changes directly into the applicable field(s) and click **Save** to keep your changes.

You may also scroll to the lower-half of the screen to make changes to the specific apprenticeship delivery location, radius or delivery mode details. Click **Edit** to make a change.

## Edit Delivery Location

Fields marked \* are required.

**Apprenticeship** Automotive - Manufacturing Engineer

**Location \*** Erdington Training Academy [Create New Location](#)

**Catchment Radius (miles) \*** 25

**Delivery Mode \***

- 100% Employer Based
- Block Release
- Day Release

[Save](#) [Archive](#) [Delete](#)

Make any changes directly into the applicable field(s).

If the location you want does not exist in the drop-down list, you can also create a new one from this screen by clicking on the **Create New Location** link.

---

## Add New Delivery Location

Fields marked \* are required.

**Apprenticeship** Automotive - Manufacturing Engineer

**Location \*** Erdington Training Academy [Create New Location](#)

**Catchment Radius (miles) \*** 30

**Delivery Mode \***

- 100% Employer Based
- Block Release
- Day Release

[Create](#) [Create and Add Another Delivery Location](#)

### 3.6. Archive, delete or change the status of an apprenticeship

If you haven't linked at least one delivery location to an apprenticeship we will give it a 'pending' status. To change an apprenticeship from pending to live you will need to click the **Edit** link against the pending apprenticeship on the **View All Apprenticeships** screen and add one or more locations as described in section 3.6 of this document.

You can **delete** or **archive** specific apprenticeships. Deleting an apprenticeship will remove it from the Course directory provider portal. Archiving an apprenticeship will change the status to 'archived' and it will no longer be displayed on the digital apprenticeship service.

Archived apprenticeships will still be visible on the Course directory provider portal and you can reactivate them by clicking **Unarchive Selected** on the **View all Apprenticeships** screen. Click **Save** to keep the changes.

You can also delete, archive and unarchive delivery locations.

## 4. Bulk upload data transfer user guide

### 4.1. Introduction

Bulk upload allows you to upload all your apprenticeship training data in a single file. The Comma Separated Values (CSV) format used is a series of rows and columns. It can be exported from many information management systems, or easily prepared using spreadsheet programs such as Microsoft Excel. Preparing your first bulk upload will take some work, but once you have set it up, it's an easy way to keep all your apprenticeship information up to date. You can find the formatting instructions for the Overview of your Organisation text and Apprenticeship Information for Employers text in APPENDIX A: Bulk Upload Text Formatting Guide in this document.

A bulk upload of your **apprenticeship** training data will not change any course data you have in the course directory. There is a separate set of instructions on how to bulk upload course data.

### 4.2. Invalid characters

Certain characters are not accepted when performing a bulk upload. For example:

- ^
- ~
- \_
- \
- { or }
- [ or ]
- – (hyphens must be -)
- ` (apostrophes must be ')

### 4.3. Mandatory fields

The mandatory fields for successful bulk upload are as follows.

| Providers                   | Locations      | Apprenticeships (Framework) | Apprenticeships (Standard) | Delivery Locations |
|-----------------------------|----------------|-----------------------------|----------------------------|--------------------|
| GENERIC_APPRENTICESHIP_INFO | LOCATION_ID*   | APPRENTICESHIP_ID*          | APPRENTICESHIP_ID*         | APPRENTICESHIP_ID* |
|                             | LOCATION_NAME* | FRAMEWORK_CODE              | STANDARD_CODE              | LOCATION_ID*       |
|                             | POSTCODE*      | FRAMEWORK_PROGRAM_TYPE      | STANDARD_VERSION           | RADIUS_(MILES)*    |

|  |  |                              |                              |                 |
|--|--|------------------------------|------------------------------|-----------------|
|  |  | FRAMEWORK_PATHWAY_CODE       | APPRENTICESHIP_DELIVERY_INFO | DELIVERY_MODES* |
|  |  | APPRENTICESHIP_DELIVERY_INFO | CONTACT_EMAIL*               |                 |
|  |  | CONTACT_EMAIL*               | CONTACT_PHONE*               |                 |
|  |  | CONTACT_PHONE*               |                              |                 |

#### 4.4. Bulk upload data fields

The data fields below are only required for the bulk upload and are in addition to any of the data fields described in section 2 of this document.

##### Apprenticeships (Standard)

**Character limit:** Not applicable.

**Bulk Upload file column header:** STANDARD\_CODE, STANDARD\_VERSION.

**Type:** Numeric.

**Status:** Mandatory for apprenticeship standards.

**Description:** The LARS standard code and version of the apprenticeship.

**Recommended Content:** Refer to Appendix B in this document for a list of apprenticeship standards.

##### Apprenticeships (Framework)

**Character limit:** Not applicable.

**Bulk Upload file column header:** FRAMEWORK\_CODE, FRAMEWORK\_PROG\_TYPE, FRAMEWORK\_PATHWAY\_CODE.

**Type:** Numeric.

**Status:** Mandatory for apprenticeship framework pathways.

**Description:** The LARS framework code, programme type and pathway code for the apprenticeship.

**Recommended Content:** Refer to Appendix B in this document for a list of apprenticeship frameworks.

##### Apprenticeship ID

**Character limit:** 50 characters.

**Bulk Upload file column header:** APPRENTICESHIP\_ID\*

**Type:** Alphanumeric.

**Status:** Mandatory .

**Description:** A unique identifier for the apprenticeship used by you.

**Recommended Content:** The APPRENTICESHIP\_ID entered in the **Apprenticeships** section must be entered against at least one **Delivery Location** in order to link apprenticeships and delivery locations together.

##### Location ID

**Character limit:** Not applicable.

**Bulk Upload file column header:** LOCATION\_ID\*

**Type:** Numeric.

**Status:** Mandatory.

**Description:** A unique identifier for the location used for this apprenticeship.

**Recommended Content:** This must be a Location ID from the locations(s) you have on the system.

### Provider Information

The providers section in the bulk upload file is not mandatory, apart from the GENERIC\_APPRENTICESHIP\_INFO field. If any of the fields are not populated, they will be populated with the information held on the UKRLP.

## 4.5. Delivery locations: linking apprenticeships to locations

The Bulk Upload file requires two fields to be populated in order to link apprenticeships to locations. These are as follows.

**APPRENTICESHIP\_ID\*:** This is entered in the Apprenticeships section under the APPRENTICESHIPS\_ID\* field (that is, framework or standard) and must be a unique value created by the provider. The relevant APPRENTICESHIP\_ID\* entered in the Apprenticeships section must then be entered in the Delivery Locations section under the APPRENTICESHIPS\_ID\* field at least once to enable Apprenticeships and Locations to be linked together.

**LOCATION\_ID\*:** This is entered under the Locations section in the LOCATION\_ID\* field and must be a unique value created by the provider. The relevant LOCATION\_ID\* entered in the Locations section must then be entered under the Delivery Locations section in the LOCATION\_ID\* field next to the relevant APPRENTICESHIP\_ID\* field **at least once** to ensure that the required link between an Apprenticeship and a Location is made to create a Delivery Location.

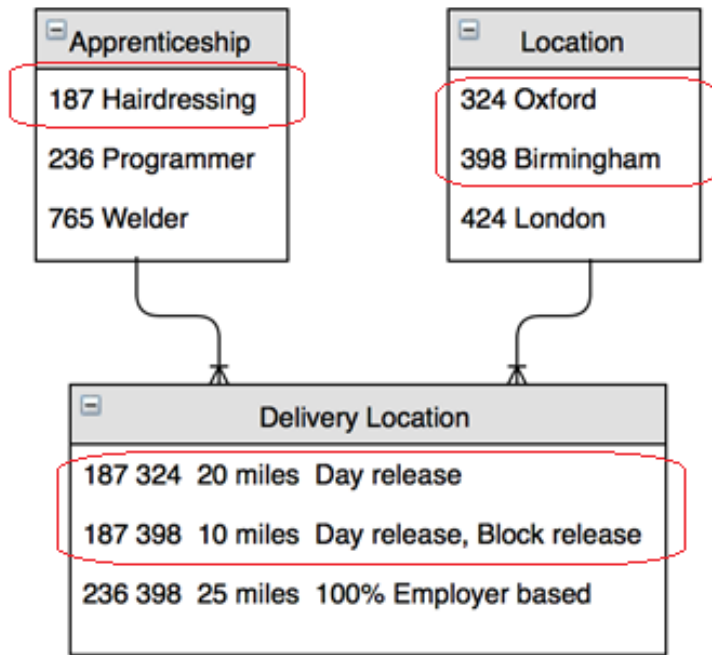
We include more detail about this process in section 3.4 of this document.

### Delivery Modes

For the DELIVERY\_MODES\* field under Delivery Locations, you will need to supply one or more codes. These codes are as follows.

| Delivery Mode       | Bulk Upload Code |
|---------------------|------------------|
| 100% Employer-based | DM1              |
| Day Release         | DM2              |
| Block Release       | DM3              |

For the bulk upload, separate each delivery mode that applies with the 'pipe' (|) character.



The example in the diagram above shows how hairdressing (Apprenticeship ID 187) is delivered in Oxford (Location ID 324) by day release and in Birmingham (Location ID 398) by day release and block release.

#### 4.6. How to bulk upload your apprenticeship data

Each time you upload your apprenticeship data, **all existing apprenticeship training data will be deleted and replaced with the new upload.**

You should back up your existing data using the 'Download CSV' function on the bulk upload screen (**Bulk Upload – Apprenticeship data – Upload a file – Download Current Provision as CSV**). This will give you a file containing all your data in bulk upload format that you can upload at any time. You must save this file as a **Comma Separated Value file .csv** (it will be downloaded as a Unicode text file .txt).

The first time you perform the bulk upload task, you should download your existing data and upload the same file.





## Bulk Upload Apprenticeship Data

Bulk upload allows you to upload all your provision in a single file. If you've not bulk uploaded before, please [click here](#) to read the detailed instructions.

The table below has a summary of your current provision.

| Offered for  | Apprenticeships | Delivery Locations |
|--|-----------------|--------------------|
| ABC Training Limited   | 6               | 15                 |
| <div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block;">Download Current Provision as CSV</div>   |                 |                    |
| <p>Warning: The following will NOT be included in the downloaded csv file:</p> <ol style="list-style-type: none"> <li>Any apprenticeships/locations/delivery locations with a validationStage of 'Archived' or 'Pending'.</li> <li>Any invalid apprenticeships/locations/delivery locations which you uploaded are not published on the site.</li> </ol> <p>These will be lost if you then Bulk Upload the file.</p> |                 |                    |

**Upload a new file**

Click Browse and select your bulk upload file. Click upload.

Choose File no file selected

I understand this replaces all existing data for each group of apprenticeships offered by a single organisation/provider.

Upload

### 4.7. Templates and file formats

Bulk upload files are in Comma Separated Values (.csv) format with a defined column and section order. You can review a blank example with headers by clicking on the [CSV Template for Apprenticeship Bulk Upload link](#) or see an example with test data by following the [Organisation CSV Template for Apprenticeship Bulk Upload](#) link. This page always has the latest versions. Previous versions may not work. Take careful note of the following.

- Your file must have four sections running vertically, which you must present in the following order – **Providers**, then **Locations**, then **Apprenticeships** and then **Delivery Locations**. The easiest way to make sure you upload the correct file format is to first download your current training data and save it locally.
- Headers for each section should read exactly as they are in the template, including the \* where it is shown.
- Each section should include all data items for that section: **Locations** section should have ALL locations, **Apprenticeships** section should have ALL apprenticeships, and so on.
- Each location and apprenticeship should have a unique identifier, stored in the LOCATION\_ID\* and APPRENTICESHIP\_ID\* columns in the relevant section. Neither field is in the manual entry data standards. They are only used for the bulk upload and will be discarded after the file is loaded – they're simply there to enable successful processing of your file. This may be any identifier you choose. If you've already got a unique identifier in your own system, use this; if not, you can use numbers.

- All columns need to be present in the file (even if they have no data in them) and in the same order as the example files.

| Locations          |                      |                   |                   |
|--------------------|----------------------|-------------------|-------------------|
| LOCATION_ID*       | PROVIDER_LOCATION_ID | LOCATION_NAME*    | ADDRESS_1         |
| 41007              |                      | Location number 3 | 1 VICTORIA STREET |
| 41008              |                      | Location 1        | CHEYLESMORE HOUSE |
| Apprenticeships    |                      |                   |                   |
| APPRENTICESHIP_ID* | STANDARD_CODE        | STANDARD_VERSION  | FRAMEWORK_CODE    |
| 61307              |                      |                   | 460               |
| 61308              | 4                    | 1                 |                   |
| 61309              |                      |                   | 611               |
| Delivery Locations |                      |                   |                   |
| APPRENTICESHIP_ID* | LOCATION_ID*         | RADIUS_(MILES)*   | DELIVERY_MODES*   |
| 61307              | 41007                | 25                | DM1 DM3           |
| 61307              | 41011                | 25                | DM1 DM2 DM3       |
| 61308              | 41008                | 50                | DM1 DM2 DM3       |

- Include your catchment radius distance in miles and the relevant delivery mode(s) as shown above using the bulk upload codes outlined in section 4.5.

### Review errors and re-upload if necessary

If your file contains errors, the entire file will be rejected and no data will be published. You are likely to have errors the first time you try an upload, and may need more than one attempt to get it exactly right. To view the errors, you must click **View Upload Status** on the notification screen you will see after you have uploaded your file.

If your file contains errors, they will be identified under the **Status** column with the status being **'Failed Validation at Stage x of y'**. Click under the corresponding link in the **File Name** column to see the upload summary.

## Latest files uploaded

10 records per page

Print Show / hide columns

Search: Search

| Uploaded date    | File Name                                   | Status                            | User Name   | Download  |
|------------------|---|-----------------------------------|-------------|-----------|
| 27/07/2016 12:14 | ABC Training Limited_Apprenticeships-2.csv  | Published                         | Michael Fee | Available |
| 27/07/2016 12:13 | ABC Training Limited_Apprenticeships-2.csv  | Published                         | Michael Fee | Available |
| 27/07/2016 12:09 | ABC Training Limited_Apprenticeships-2.csv  | Failed Validation at Stage 4 of 4 | Michael Fee | Available |
| 27/07/2016 12:06 | ABC Training Limited_Apprenticeships-2.csv  | Failed Validation at Stage 3 of 4 | Michael Fee | Available |
| 19/07/2016 22:08 | ABC Training Limited_Apprenticeships.csv    | Failed Validation at Stage 4 of 4 | Michael Fee | Available |
| 19/07/2016 22:06 | ABC Training Limited_Apprenticeships.csv    | Failed Validation at Stage 4 of 4 | Michael Fee | Available |
| 30/06/2016 13:54 | ACME Training Limited_Apprenticeships-3.csv | Failed Validation at Stage 3 of 4 | Michael Fee | Available |
| 30/06/2016 13:53 | ACME Training Limited_Apprenticeships-3.csv | Failed Validation at Stage 3 of 4 | Michael Fee | Available |
| 30/06/2016 13:49 | ACME Training Limited_Apprenticeships-3.csv | Failed Validation at Stage 4 of 4 | Michael Fee | Available |
| 30/06/2016 13:48 | ACME Training Limited_Apprenticeships-3.csv | Failed Validation at Stage 3 of 4 | Michael Fee | Available |

Uploaded date File Name Status User Name Download

Showing 1 to 10 of 66 entries

First Previous 1 2 3 4 5 6 7 Next Last

Click on the green box which will open up a summary of your errors. The error list is broken down into provider, location, apprenticeship and delivery location errors and where possible, a line number is given.

### Upload summary

|               |  |
|---------------|--|
| File Name     | ABC Training Limited_Apprenticeships-2.csv |
| User Name     | Michael Fee                                |
| Date uploaded | 27/07/2016 12:19                           |
| Stage         | Failed Validation at Stage 3 of 4          |

Apprenticeships: 1 error, 0 warnings, 0 notices

View the errors and make the necessary changes directly to the CSV file as outlined under the **Details** column. Once you have made the changes, re-attempt the bulk upload: **Bulk Upload – Apprenticeship data – Upload a file – Choose File - Upload**. The bulk upload will only fail if you have **Error** recorded under the ‘notification type’ column; a **Warning** notification type will not result in a failed bulk upload attempt.

10 records per page

Print Show / hide columns

Search: Search

| Notification Type | Line Number | Column Name                   | Column Value  | Provider Id | Details                            |
|-------------------|-------------|-------------------------------|---|-------------|------------------------------------|
| Error             | 22          | APPRENTICESHIP_DELIVERY_INFO* | ABC Training has four learning centres across the Midlands all fitted out with modern, well-equipped classrooms and workshops. Your Manufacturing Engineer apprentices will benefit from: * the highest quality of teaching by qualified and experienced in ... | 307290      | Character exceeds size limit : 750 |

Notification Line Nur Column Name Column Value Provider Details

You will be sent an email after you have uploaded the file to confirm the status of the upload.

## Appendix A: Bulk upload text formatting guide

The GENERIC\_APPRENTICESHIP\_INFO and APPRENTICESHIP\_DELIVERY\_INFO free text fields in both the Providers and Apprenticeships sections allow limited formatting of their contents, summarised in this table and described in more detail below.

| Formatting    | Prefix Text With | Example  |
|---------------|------------------|--|
| Heading 3     | ###              | ### This is a heading  |
| Bulleted List | *, + or -        | * Red or + Red or - Red<br>* Green or + Green or - Green<br>* Blue or + Blue or - Blue |
| Numbered List | 1., 2., 3., etc. | 1. Red<br>2. Green<br>3. Blue  |

### Paragraph

A paragraph consists of one or more lines of text separated by one or more blank lines.

### Heading

We will only allow Heading 3. To add a heading to your content, at the start of a new line prefix the heading text with ###. For example:

### This is a Heading

### Bulleted lists

To add a bulleted list to your content prefix each line with an asterisk, a plus sign or a hyphen. For example:

\* Red                    + Red                    - Red  
\* Green                 + Green                 - Green  
\* Blue                   + Blue                   - Blue

On the digital apprenticeship service all of the above will be displayed as follows:

- Red
- Green
- Blue

You can separate items in the list with blank lines or include paragraphs of additional text.

### Numbered lists

To add a numbered list, prefix each line with a number followed by a full stop. For example:

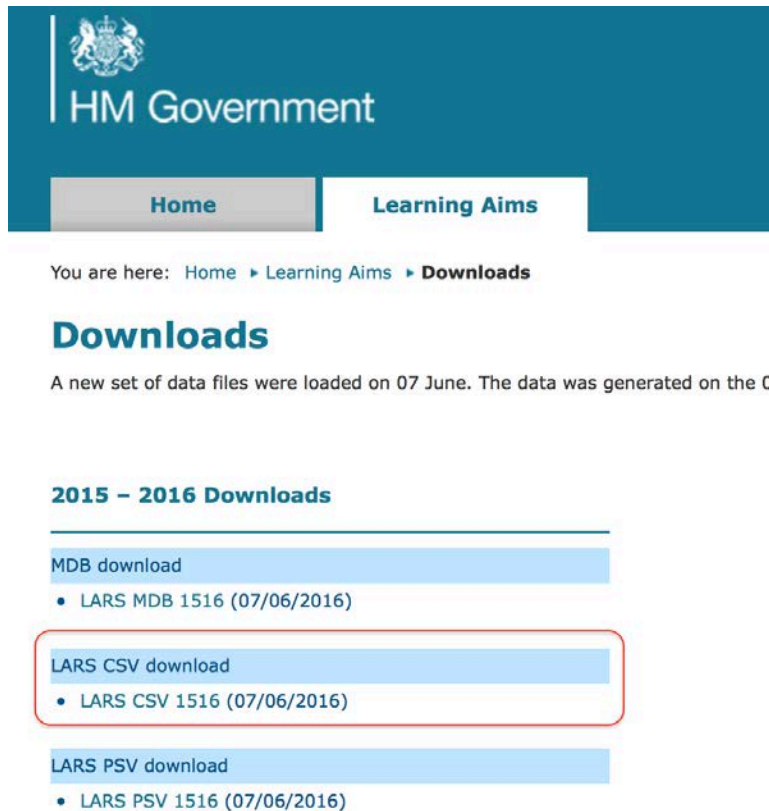
1. text
2. text
3. text

Items will always be formatted with the numbering starting at one regardless of the actual numbers you specify. You can separate items in the list with blank lines or include paragraphs of additional text.

## Appendix B: Apprenticeship standard and framework pathway codes

You can find a list of the latest apprenticeship standard and framework pathway codes in the download files on the [Learning Aims site](#).

Click LARS CSV download



HM Government

Home Learning Aims

You are here: Home > Learning Aims > Downloads

### Downloads

A new set of data files were loaded on 07 June. The data was generated on the 07/06/2016

#### 2015 - 2016 Downloads

MDB download

- LARS MDB 1516 (07/06/2016)

LARS CSV download

- LARS CSV 1516 (07/06/2016)

LARS PSV download

- LARS PSV 1516 (07/06/2016)



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