Education & Skills Funding Agency

Apprenticeship data: course directory provider portal user guide

Version 6

March 2018

Of interest to apprenticeship training providers.

Contents

1. Introduction

The apprenticeship service allows employers to choose and pay for the apprenticeship training they want and supports 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 apprenticeship service is 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 training providers can enter apprenticeship information. This document includes the information and guidance that training providers will need to supply the apprenticeship information that needs to appear on the apprenticeship service.

In this document where we use the term 'you', we mean training providers who wish to deliver apprenticeship training.

As a training provider we will ask you to provide information about your organisation, the locations or geographical areas you work in and the apprenticeships you offer in those locations. You will need to make sure that the information you supply to the apprenticeship service, including any links to websites, is **suitable for employers**.

We recommend that management information staff work with their marketing or business development colleagues on this data collection. Please refer to the course directory provider portal: content guidance for further information.

If you need help with accessing the course directory provider portal and submitting your apprenticeship data, please email the course directory support desk or call 0844 8115073.

1.1. Who can enter data?

You can enter data if you are, or apply to be, a main provider on the register of apprenticeship training providers (RoATP).

The new apprenticeship funding system was introduced in May 2017. Employers that pay the apprenticeship levy can select training providers who are on the RoATP. If you are, or apply to be, a main provider on the RoATP, you must provide your apprenticeship information to the course directory provider portal.

If you provide apprenticeship training through a 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 any other organisations.

If you only intake apprentices at certain points in the year, or you have a minimum cohort size, you should state this in the 'your apprenticeship information for employers' section (see Section 5).

You are responsible for checking whether the apprenticeship (standards only) requires regulation and / or should be delivered by an approved provider. You can check the standards on the Institute for Apprenticeships (IfA) website.

If you are, or apply to be, on the RoATP through the employer-provider route, or the supporting route, you do not need to provide your apprenticeship information to the course directory provider portal because your information will not be visible on the apprenticeship service.

1.2. How will my details be presented?

The screenshot below is an example of how the apprenticeship service will present your information. On pages 4 and 5 of this document we also provide information about the items (numbered in red in the screenshot below) and how they are populated in the table.

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.

7 **Provider information**

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.

Employer satisfaction:	no data available
8 Learner satisfaction:	no data available
Legal trading name:	ABC Training Ltd **9**

10 Content maintained by ABC Training Limited

Give us your feedback

This is a new service and your feedback will help us improve it.
Use the link below to take part in a short survey.

[Take the survey]

Content disclaimer

Education and Skills Funding Agency cannot guarantee the accuracy of course information on this site and makes no representations about the quality of any courses which appear on the site. Education and Skills Funding Agency is not liable for any losses suffered as a result of any party relying on the course information provided.

	Screen item	What is it?	Where do I enter this information on the course directory provider portal?
1	Provider name	Your trading name	This is automatically populated using the details from your organisation's United Kingdom Register of

			Learning Provider (UKRLP) record
2	Apprenticeship name and level	Standard or framework pathway name and level	Add/edit apprenticeship: Live framework/standard Name on Learning Aims Reference Service (LARS)
3	Contact details	Details of how employers can contact you to find out more about a specific apprenticeship	Add/edit apprenticeship: Contact fields Ensure that you only include your details, as a main provider, in this section.
4	Training options and location	The delivery mode(s) and where the apprenticeship is delivered	Add/edit apprenticeship: Delivery locations
5 & 8	Training provider quality assessment	Quality metrics, currently: • learner satisfaction • employer satisfaction • achievement rates for the relevant sector subject area (SSA2) by level, for all ages	FE Choices and ESFA national satisfaction / achievement rates (other quality data will be added as the service develops) This information is automatically populated
6	Apprenticeship training information	A brief description about how you deliver the specific apprenticeship training	Add/edit apprenticeship: 'Your apprenticeship information for employers'
7	Provider information	Brief introductory text about your organisation The same text will be shown for all apprenticeships	Provider Details screen: 'Brief overview of your organisation for employers'
9	Legal trading name	The name you are contractually known by	Automatically populated from UKRLP
10	Content maintained by	You are responsible for maintaining the content and ensuring accuracy	Provider details screen

2. Where do I start?

You can upload your apprenticeship information either manually or using the bulk upload functionality.

When you update your information manually you will need to enter the apprenticeship details one at a time – this option is better for providers who have a small number of apprenticeships.

If you choose to upload using bulk upload you can upload hundreds of apprenticeships in one go. Please see the **Bulk upload data transfer section of this document** for full details on this process.

You can use both methods to update your information, however, every time you bulk upload a file, the existing information, including any changes you make manually, will be erased and replaced with the new information.

3. Provider details and data fields

You **must** complete this section before you can add any apprenticeships.

Every field is categorised as being either:

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

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

3.1. Provider details

We take the details shown in the blue box on this provider details from the UKRLP. If you believe that the details are incorrect, please contact the UKRLP.

The other details on the provider details page come from your application to the RoATP.

To update your provider details, select **Provider Details**, then **Update the main information details.**

There is a section under the heading **Apprenticeships** in the Provider Details section of the course directory provider portal.

This is a brief description of your organisation written for **employers**. It should be accurate, clear and concise and should be relevant to all of your apprenticeships.

National training providers

The **National training provider** checkbox appears on the Provider Details screen of the course directory provider portal. You may use this box to indicate to employers that you are a national training provider and can 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.

Section 4 of this document provides advice about how to add your delivery locations.

Brief overview of your organisation for employers

The **Apprenticeships – Brief Overview of your Organisation for Employers** data entry box is in the **Provider Details** section. Please refer to the 'course directory provider portal: content guidance' for details of the kind of information employers want to see in this box.

Click **Save** to confirm any new information you enter.

3.2. Data fields

In many cases, you will not need to change the information in these fields as we take the details from the 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 to 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. For example Title Case.

Provider Name

Character limit: 100 characters.
Type: Alpha-numeric.
Status: Pre-populated - this will be displayed in the apprenticeship service.
Description: The name of your organisation. This has already been populated for you.
Recommended content: The name by which employers know you.

National training provider

Character limit: Not applicable.
Type: Checkbox.
Status: Optional – will be displayed in the 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 employers' expectations about delivering apprenticeships across England.

Apprenticeships – Brief overview of your organisation for employers

Character limit: 750 characters.
Type: Alpha-numeric.
Status: Mandatory – will be displayed in the apprenticeship service.
Description: A brief introductory overview of your organisation.
Recommended content: Please refer to the 'course directory provider portal: content guidance' for help on how to complete this section.

4. Location details and data fields

4.1 Location details

You can choose three training options to display to employers:

1. At your location only
2. Block release
3. Day release

You can select any combination of these three options.

Offering 'at your location' only
If you are offering apprenticeships at the employer's location only, you should add a sufficient number of postcodes to represent the geographical coverage that you offer.

Given that large geographical areas of the country can be covered with a relatively small number of location postcodes (and associated radius values), we will monitor the number you use to ensure they are appropriate to each apprenticeship.

Offering 'block release' or 'day release'
You **MUST** deliver training at the postcodes you have specified. These locations must be where the learning is delivered. This could be a permanent training centre / office-base or a location which you regularly lease or hire to deliver training.

Try to be reasonable in the number of postcodes you add. On average, **larger** providers have around 50 locations.

Use your discretion on how far people are willing to travel, to determine what radius to enter.

If the apprenticeship you deliver is very specialised and only a few providers deliver it, consider putting in a larger radius to make sure you appear in employers' search results.

Offering users the best experience
To offer employers the best service, please avoid using an excessive number of postcodes and ensure the data you enter is accurate and genuine.

If we are not satisfied with the data you have supplied, we will consider whether or not to display it on Find apprenticeship training.

We advise that you use the Find apprenticeship training site to get an idea of how your search result could look. Once you know you have been successful on the RoATP we advise you look at the site to see how your data looks to employers. Any changes you make to your data will refresh overnight.

Enter location information in the apprenticeship tab
Once you have entered your provider details you will need to add delivery location details. **Your apprenticeship will not be visible in the apprenticeship service until you have linked at least one delivery location to it.** 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.

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.

There are two mandatory fields, marked with a red asterisk, that you must populate; these are **Location Name** (this must be unique, and cannot be the same name as any other location name) and **Postcode**.

4.2 Location data fields

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

Provider Location ID

Character limit: 255 characters.
Type: Alpha-numeric.
Status: Optional – will not be displayed in the 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: Alpha-numeric.
Status: Mandatory – will be displayed in the apprenticeship service.
Description: The name you give a specific location.
Recommended content: A unique name for each of your locations.

Address Details

Character limit: first 5 lines are 40 characters, line 5 is 8 characters.
Type: Alpha-numeric.
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. See section 4.1 for further guidance.

Contact Details:

You do not need to complete these fields as they are not currently displayed in the apprenticeship service.

4.3 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. You must enter delivery locations for all of your apprenticeships. **Do not** use the same postcode / location more than once for any apprenticeship as this will create duplicate listings in search results.

Location

Character limit: 255 characters.
Type: Alpha-numeric.
Status: Mandatory – will be displayed in the 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. See section 4.1 for further guidance.

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, in miles, within which you are prepared to deliver the specific apprenticeship. See section 4.1 for further guidance.

Delivery Mode

Character limit: Not applicable.
Status: Mandatory.
Description: The way in which you will deliver the apprenticeship.
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 those that apply. See section 4.1 for further guidance.

- **100% Employer-based** - you will deliver all the apprenticeship training at an employer's premises within the defined catchment area.

- **Block Release** - you will deliver the apprenticeship training at your location in a block of activity, such as one week, or 2 or more weeks at a time.

- **Day Release** - you will deliver the apprenticeship training at your location in regular short intervals, such as one day a week.

For each delivery location select all the delivery modes that apply to that location; the catchment area will apply to all delivery modes for that location.

5. Apprenticeship details and data fields

5.1 Apprenticeship details

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 must only add information about apprenticeships which are **currently available** for delivery, and which you are able to offer to employers.
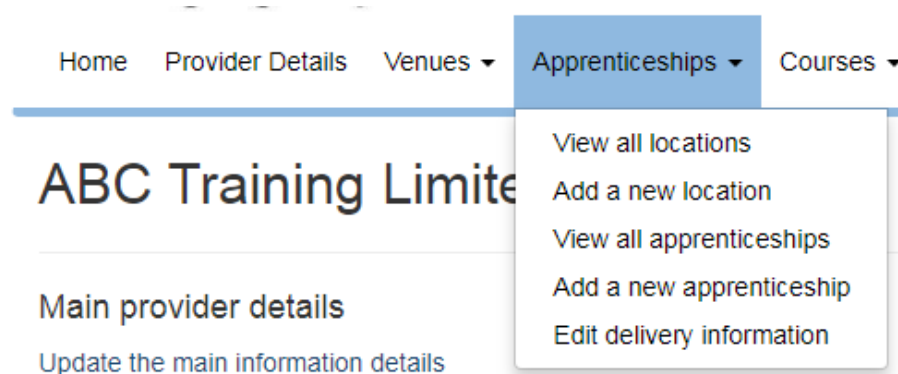
You will need to enter a relevant standard or framework pathway from the list of available apprenticeships. As you start to type the name of an apprenticeship from the **Live Framework / Standard Name on LARS** field, the system will auto-populate the results for you to select.

Please refer to section 5.5 of this document for further information about these fields. Click on the **Create and Add Delivery Location** button to link a location to the apprenticeship; please refer to section 4.3 of this document.

Your apprenticeship will not be visible on the apprenticeship service until you have linked at least one delivery location to it.

5.2. 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.
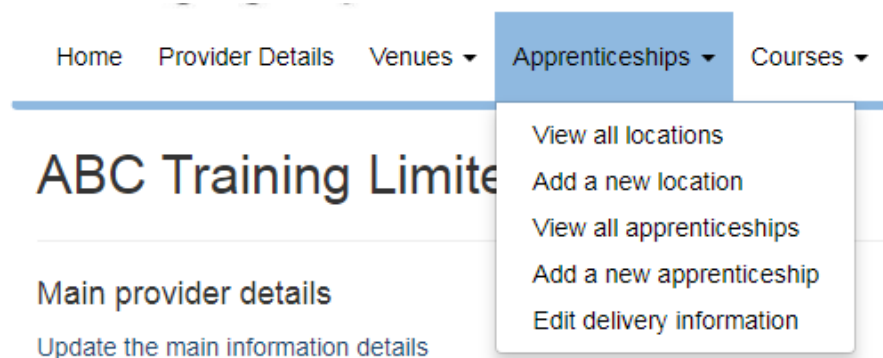
You will also need to complete the **Catchment Radius** and **Delivery Mode** fields for each delivery location.

You can then click **Create** to only create one delivery location or **Create and Add Another Delivery Location** to create multiple delivery locations for this apprenticeship**.**

5.3. 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.

Make any changes directly into the field(s) that apply.

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.

5.4. 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 and it will not be displayed in the apprenticeship service. 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.

You can **delete** or **archive** specific apprenticeships. If you delete an apprenticeship this will remove it from the course directory provider portal. If you archive an apprenticeship this will change the status to 'archived' and it will no longer be displayed in the 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.

You may want to archive specific apprenticeships when you are not ready for employers to view them yet, or where, for example, we may request you to do this because we are waiting for you to register on our systems.

5.5. Apprenticeship data fields

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

Character limit: Not applicable.

Type: Alpha-numeric.
Status: Mandatory – will be displayed in the 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: Alpha-numeric.
Status: Mandatory – will be displayed in the 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 help on completing this section.

Your apprenticeship website page

Character limit: 255 characters.
Type: Alpha-numeric.
Status: Optional - will be displayed in the apprenticeship service if you add information.
Description: A full URL (http://) from your website, providing more information about the apprenticeship.
Recommended content: A link (in order of preference) to **employer-focused** 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: Alpha-numeric.
Status: Mandatory – will be displayed in the 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 an apprenticeship.

Your apprenticeship contact telephone

Character limit: 30 characters.
Type: Alpha-numeric.
Status: Mandatory – will be displayed in the 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: Alpha-numeric.
Status: Optional - will be displayed in the apprenticeship service if you provide information.
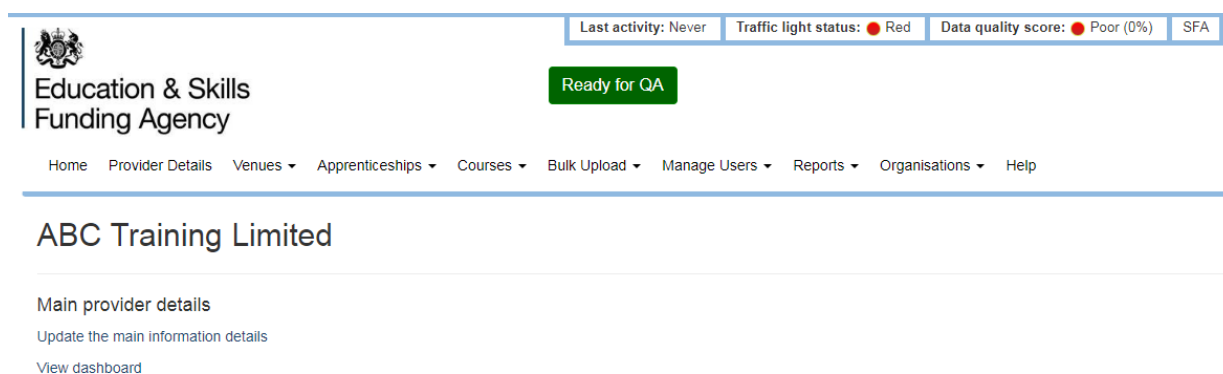**Description:** A full URL to your 'Contact us' page for employers.
Recommended content: A URL to a 'Contact us' page on your organisation's website where an employer can enquire about this apprenticeship. This field should include the full address, including http://.

6. Data quality assurance

This is for providers who are **new to the RoATP** and submitting their apprenticeship information for the **first time**. If you already have your apprenticeship information displayed on the apprenticeship service, you do not need to complete this page.

Once you have entered all your apprenticeship data, you need to submit your data for quality assurance by clicking the 'ready for QA' button. This button appears at the top and at the bottom of the screen.

We will quality assure your information and contact you to let you know the results. We may ask you to make some changes if your information does not comply with the course directory provider portal: content guidance.

For providers who already have their apprenticeship information displayed on the apprenticeship service, we will make regular sample checks on the quality of the data in the service.

7. Bulk upload data transfer user guide

7.1. 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. You can export it from many information management systems, or you can easily prepare it using spreadsheet programmes such as Microsoft Excel. Preparing your first bulk upload will take some work, but once you have set it up, it is 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, of 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; you can find these through the Help page on the provider portal.

7.2. Invalid characters

There are certain characters you cannot use when you perform a bulk upload. For example:

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

7.3. 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_PROG_TYPE	STANDARD_VERSION	RADIUS_(MILES)*
		FRAMEWORK_PATHWAY_CODE	APPRENTICESHIP_DELIVERY_INFO	DELIVERY_MODES*
		APPRENTICESHIP_DELIVERY_INFO	CONTACT_EMAIL*	

		CONTACT_EMAIL*	CONTACT_PHONE*	
		CONTACT_PHONE*		

7.4. Bulk upload data fields

You only need to complete the data fields below if you are doing a bulk upload. They are additional 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 of 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 of this document for a list of apprenticeship frameworks.

Apprenticeship ID

Character limit: 50 characters.
Bulk Upload file column header: APPRENTICESHIP_ID*
Type: Alpha-numeric.
Status: Mandatory.
Description: A unique identifier for the apprenticeship used by you.
Recommended content: The APPRENTICESHIP_ID you enter in the **Apprenticeships** section must be entered against at least one **Delivery Location** to link apprenticeships and delivery locations. .

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 an apprenticeship.
Recommended content: This must be a Location ID from the locations(s) you have on the system.

Provider Information

The provider section in the bulk upload file is not mandatory, apart from the GENERIC_APPRENTICESHIP_INFO field. If you don't populate any of the fields, they will be auto-populated with the information held on the UKRLP.

7.5. Delivery locations: linking apprenticeships to locations

The Bulk Upload file requires you to populate two fields so that apprenticeships are linked to locations. These are as follows.

APPRENTICESHIP_ID*: You enter this in the Apprenticeships section under the APPRENTICESHIPS_ID* field (that is, framework or standard) and it must be a unique value created by you. You must then enter the relevant APPRENTICESHIP_ID* (entered in the Apprenticeships section) in the Delivery Locations section under the APPRENTICESHIPS_ID* field at least once to enable apprenticeships and locations to be linked.

LOCATION_ID*: You enter this under the Locations section in the LOCATION_ID* field and it must be a unique value created by you. The relevant LOCATION_ID* you 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. You must do this **at least once** to ensure that the required link between an apprenticeship and a location is successful to create a delivery location.

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

Radius

Enter a catchment radius, in miles, in the relevant RADIUS_(MILES)* field.
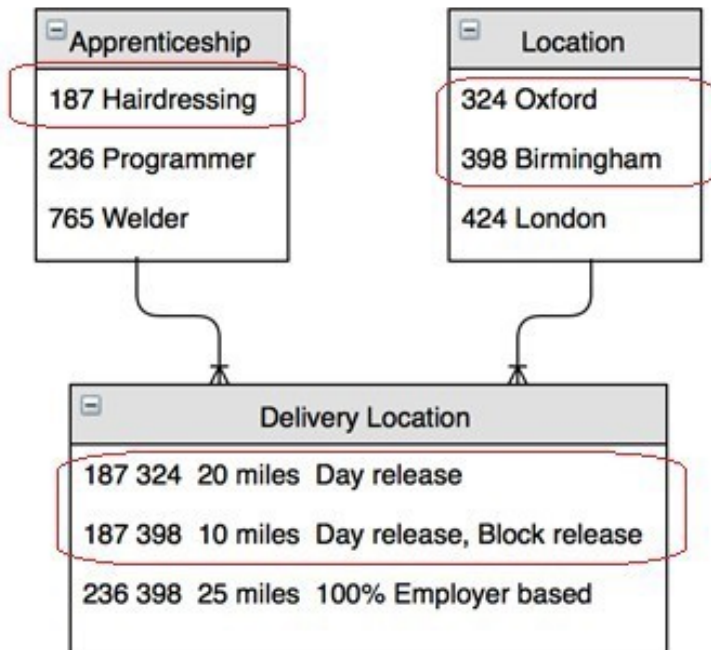
The example in the diagram above shows how hairdressing (Apprenticeship ID 187)
is delivered in Oxford (Location ID 324) by day release and in Birmingham (Location
ID 398) by day release and block release.

7.6 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**.

If you are creating your CSV file for the first time, you can download a template containing your basic provider details by clicking on the Download Current Provision CSV button. You can then add your information to this template and save it locally.

Once you have created and saved the file in CSV format, please follow the steps below.

Click on the browser/choose file button, select the file you want to upload and click open; this will highlight the file on the portal. Check the tick box that you agree for the new file information to replace the existing data and click on the upload button.

7.7. 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 the 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.

7.8 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, either click on view previous upload status under the bulk upload tab or 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

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, do the bulk upload again: **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.

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 * Green or + Green or - Green * Blue or + Blue or - Blue
Numbered List	1., 2., 3., etc.	1. Red 2. Green 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 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:
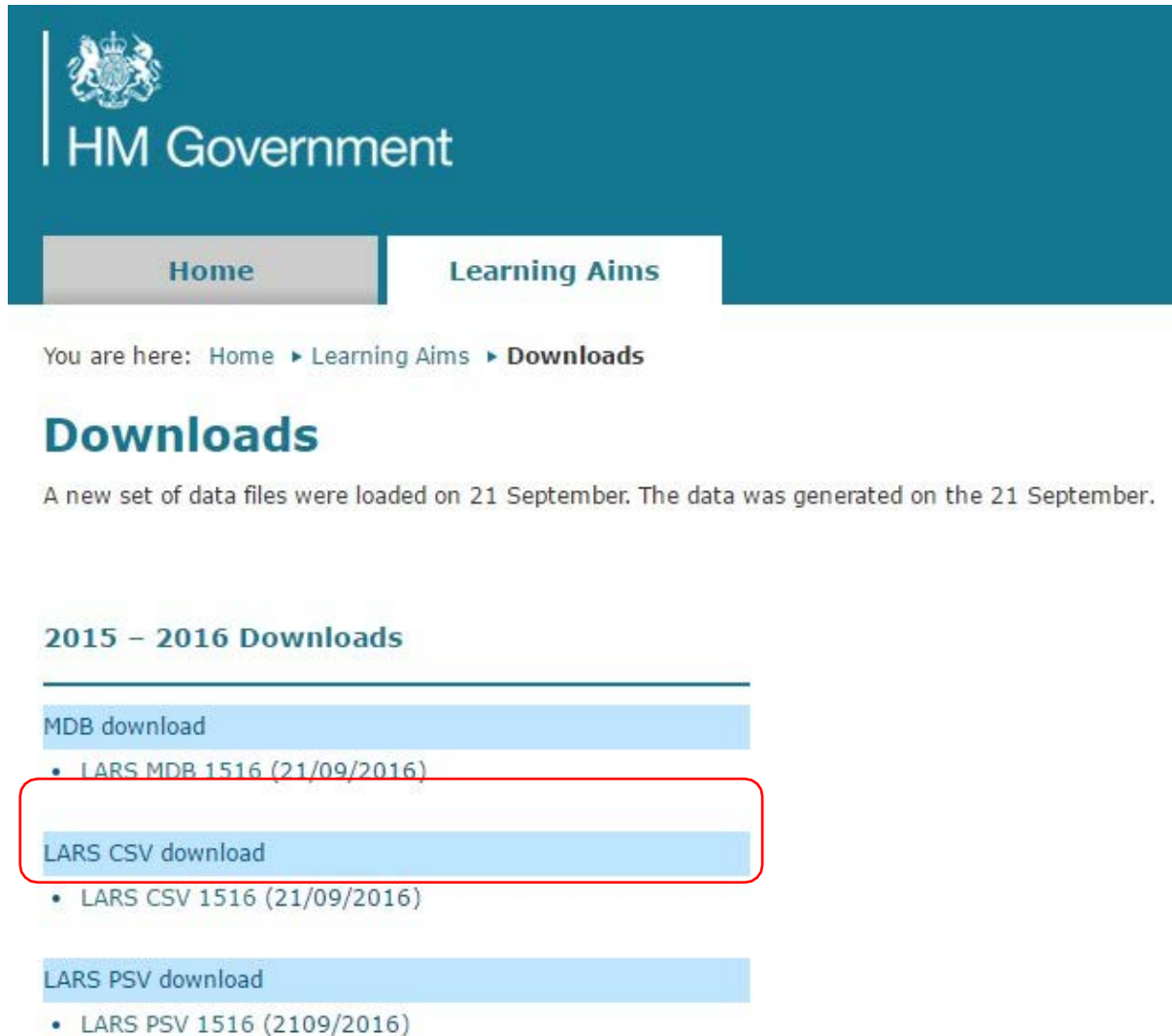
1. text
2. text
3. text

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.