# Lifelong Learning Wales Record user support manual for learning providers 2013/14

Version: 1.2

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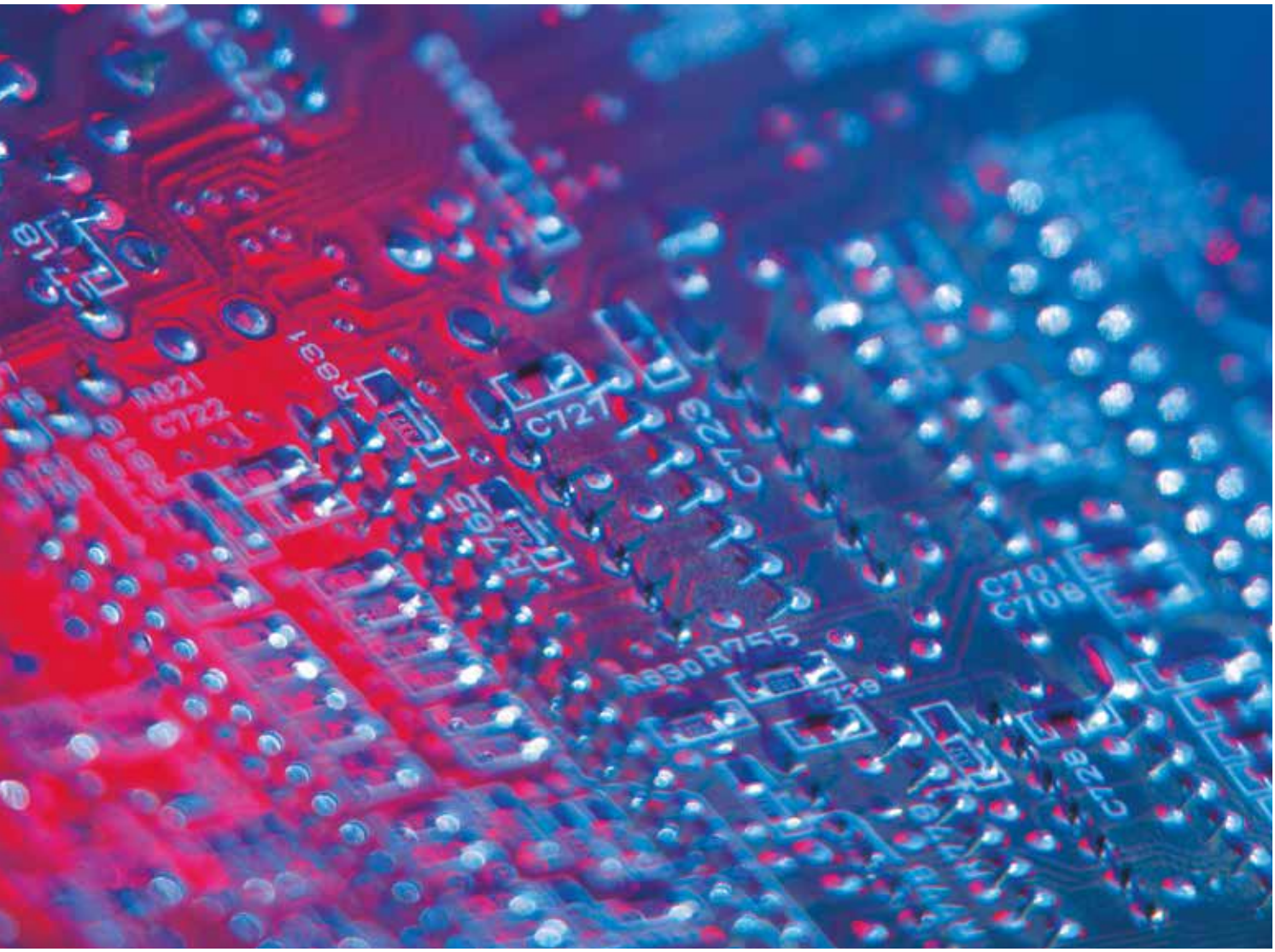

## Information

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# Lifelong Learning Wales Record user support manual for learning providers 2013/14

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**

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**Additional copies** This document can be accessed from the Welsh Government website at www.wales.gov.uk/llwr or LLWR Inform at https://llwrinform.wales.gov.uk under the 'Documents' tab.

**Related documents** *Lifelong Learning Wales Record user support manual for learning providers 2013/14: Version 1.1*

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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 | | LA11 | LA40 | AW11 | HE11 | Annex 11 |
| LN12 | LP12 | LP41 | | LA12 | LA41 | AW12 | HE12 | Annex 12 |
| LN13 | LP13 | LP42 | | LA13 | LA42 | AW13 | HE13 | Annex 13 |
| LN14 | LP14 | LP43 | | LA14 | LA43 | AW14 | HE14 | Annex 14 |
| LN15 | LP15 | LP44 | | LA15 | LA44 | AW15 | HE15 | Annex 15 |
| LN16 | LP16 | LP45 | | LA16 | LA45 | AW16 | HE16 | Annex 16 |
| LN17 | LP17 | LP46 | | LA17 | LA46 | AW17 | HE17 | Annex 17 |
| LN18 | LP18 | LP47 | | LA18 | LA47 | AW18 | HE18 | Annex 18 |
| LN19 | LP19 | LP48 | | LA19 | LA48 | AW19 | HE19 | Annex 19 |
| LN20 | LP20 | LP49 | | LA20 | | AW20 | HE20 | Annex 20 |
| LN21 | LP21 | LP50 | | LA21 | | AW21 | HE21 | Annex 21 |
| LN22 | LP22 | LP51 | | LA22 | | AW22 | HE22 | Annex 22 |
| | LP23 | LP52 | | LA23 | | AW23 | HE23 | Annex 23 |
| | 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 | |

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

# Changes between Versions

Changes between Version 1.1 and Version 1.0 are highlighted in blue.

**LP68**– Change of notes

**Example 1**

3 months employment with employer ABC who then sponsors the learning programme would be coded as "2".

**LA046** – New validation rule (rename)

**XLA046-6-LP17-LA45-LA31-2013**

LA46="9999" and **LA45**="0000" and **LP17** in ("31","32","33","34","35") and **LA31**="2"

**LA046** – Remove validation rule (rename)

~~**XLA046-6-LP17-LA45-LA31-2014** - LA46="9999" and **LA45**="0000" and **LP17** in ("31","32","33","34","35") and **LA31**="2"~~

**AW12** – Change of field length

To facilitate valid results greater than 4 characters the length, **AW12** has been increased from 4 characters maximum to 12 characters maximum.

**AW12** – Change of logic

| | |
|---|---|
| **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") |

**AW12** – Change of notes

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")

**HE27** – Remove validation rules

~~**HE027-2-2013** - HE27="21" and LP55>=01082013 (including "31129999")~~

~~**HE027-3-2013** - HE27 in("10","20") and HE29 is not equal to "9999999999999" and LP55>="01082013" (including "31129999")~~

**HE27** – New cross checks

**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 "9999999999999" and **LP55**>="01082013" (including "31129999")

Changes between Version 1.2 and Version 1.1 are highlighted in green.

**LN13** – Update to Field

**LN13** This field is now mandatory for Learners on mainstream-funded Full Time FE, PTA and WBL programmes.

**LP30** - Remove validation rules

**LP030-2 -** LP30 not in (“21” – “31”, “91”) and ((**LP55** >= “01082008” and **LP55**<="31072013") OR **LP55**= “31129999”)

**LP030-4-2013 -** LP30 =”31” and **LP55** >= “01082013” (including “31129999”).

**LP030-5-2013 -** LP30 not in (“21” – “30”,”32“ – “36” ,“91”) and **LP55** >= “01082013” including “31129999”

**LP30** - New cross checks

**XLA009-50-LP30-2013 – LP30** not in (“21” – “30”,”32“ – “36” ,“91”) and earliest associated LA09 >= “01082013”

**XLA009-52-LP30-2013 - LP30** not in ("21" - "31" , "32" - "36", "91") and earliest LA09 >= "01082013".

**LP31 -** Remove validation rules

~~**LP031-2 -** LP31 not in (“21” – “31”, “91”) and ((**LP55** >= “01082008” and **LP55**<="31072013") OR **LP55**= “31129999”).~~

~~**LP031-5-2013 -** LP31 =”31” and **LP55** >= “01082013” (including “31129999”).~~

~~**LP031-6-2013 -** LP31 not in (“21” – “30”,”32-“36” ,“91”) and **LP55** >= “01082013” including “31129999”.~~

**LP31 -** New cross checks

**XLA009-51-LP31-2013 - LP31** not in (“21” – “30”,”32“–"36” ,“91”) and earliest associated LA09 >= “01082013”.

**XLA009-53-LP31-2013 - LP31** not in ("21" - "31" , "32" - "36", "91") and earliest LA09 >= "01082013".

**LP48** – Update to existing Validation Rule

**LP048-8-2011 -** ( **LP17** in (34-35) or (**LP17** = "08" and **LP51** in ('NEL','NER'))) and LP48 not in (“JSA”,”DWP”)

**LP68** - Remove validation rules

~~**LP068-2-2013 -** LP68 in ( “1” “4”) and LP11 in( “2” “4”) and LP55 >=01082013 (including 31129999).~~

~~**LP068-3-2013 -** LP68=9 and LP17 in(“37”-“39”,”41”-“42”) and LP55 >=01082013 (including 31129999).~~

**LP68** - New cross checks

**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"

**LA06** – Update to Guidance

**LA08** – Update to Guidance

**LA09** – New cross checks

**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".

**XLA009-50-LP30-2013 - LP30** not in (“21” – “30”,”32“ – “36” ,“91”) and earliest associated LA09 >= “01082013”.

**XLA009-51-LP31-2013 - LP31** not in (“21” – “30”,”32“–"36” ,“91”) and earliest associated LA09 >= “01082013”.

**XLA009-52-LP30-2013 - LP30** not in ("21" - "31" , "32" - "36", "91") and earliest LA09 >= "01082013".

**XLA009-53-LP31-2013 - LP31** not in ("21" - "31" , "32" - "36", "91") and earliest LA09 >= "01082013".

**LA21** – Update to Guidance

**LA43 -** Remove validation rules

**XLA043-1- LP17-2011** - **LP17** not in( “31”, “32” ,“33”,”34”,”35”) and LA43 not equal to “9999”

**LA43 -** Update to existing Validation Rules

**XLA043-2-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 LA43 and LA43 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 <LA43) 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"

**LA44** – Remove Validation Rules

**XLA044-1- LP17-2011 - LP17** not in ( “31”, “32” ,“33”, ”34”,”35”) and LA44 not equal to “9999”

**XLA044-3-LP17-LA43-2013 -** LA44="9999" and **LA43** =”9999” and **LP17** in ("31","32","33","34","35")

**LA44** – Update to existing Validation Rules

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

**LA45** – Remove Validation Rules

~~**XLA045-3-LP17-LA46-LA31-2013 -** LA45 ="9999" and **LA46**="9999" and **LP17** in ("31","32","33","34","35") and **LA31** ="2".~~

~~**XLA045-4-LP17-LA46-LA31-2013 -** LA45 ="9999" and **LA46**="0000" and **LP17** in ("31","32","33","34","35") and **LA31** ="2".~~

**LA45** – Update to existing Validation Rules

**XLA045-1-LA31-LP17-2011 -** (**LP17** is in (“31”,”32”,”33”, “34”,”35) OR (**LP17**="08" AND **LP51** IN ("NEL","NER"))) and LA31 = “2” AND LA45 is “9999”.

**XLA045-2-LP17-LA30-LA09-2011 -** (**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”

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”).

**LA46** – Remove Validation Rules

~~**XLA046-3-LP17-LA45-LA31-2013 -** LA46="9999" and **LA45**="9999" and **LP17** in ("31","32","33","34","35") and **LA31**="2"~~

~~**XLA046-5-LP17-LA45-LA31-2013 - LA46="0000" and LA45="9999" and LP17 in ("31","32","33","34","35") and LA31="2"~~

**LA46** – Update to existing Validation Rules

**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 -** (**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”

i.e. **LP17** in (“31”-“35”) and earliest associated **LA09** >=”01082011” and (sum ((**LA30**-**LA09**+1)*12 <LA46 and **LA30** <>”31129999”) and **LA45**<>”9999”).

**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".

**AW08** – Update to Notes

**Special Generic Codes**

**HE30** – Update to Guidance

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.

# Main revisions to the LLWR 2013/14

Some of these revisions do not involve changes to values or validations, only the wording.

Bookmarks: Please note that bookmarks have been added to this document to enable ease of movement from section to section. All bookmarks are shown by underline. To go to the field/area shown, depress Ctrl and left click the mouse once. To go back to the original text, use Alt and the left arrow.

Field Info = changes of length, name, type, abbreviation and mandatory status.
Codes = codes added, removed or changed including code descriptions.
Validation Rules = rules added, removed or changed including cross checks.
Guidance = any textual content not covered elsewhere.

| | | Type of change | | | |
|---|---|---|---|---|---|
| **Code** | **Section/field name** | **Field info** | **Codes** | **Validation rules** | **Guidance** |
| Section 1 | Introduction | | | | |
| Section 2 | Data structures | | | | |
| Section 3 | Data requirements | | | | Y |
| Section 4 | Dataset definitions-listed individually below to show type of change | | | | |
| Section 5 | Validation rules – listed in detail in section 5 | | | | |
| LN01 | (ULI) Unique learner identifier | | | | |
| LN02 | Learner identifier with provider | | | | |
| LN03 | Provider identifiers | | | | |
| LN04 | Surname | | | | Y |
| LN05 | Forename(s) | | | | Y |
| 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 | Y | Y | Y | Y |
| LN14 | Surname on 16th birthday | | | | |
| LN15 | Date of birth | | | | |
| LN16 | Gender | | | | |

| | | Type of change | | | |
|---|---|---|---|---|---|
| **Code** | **Section/field name** | **Field info** | **Codes** | **Validation rules** | **Guidance** |
| LN17 | Ethnic origin | | | | |
| LN18 | National identity | | | | |
| LN19 | First language | | | | |
| LN20 | School last attended | | | | |
| LN21 | Year left school | | | | |
| LN22 | ULN (Unique learner number) | | | | Y |
| LP01 | ULI (Unique learner identifier) | | | | |
| LP02 | Learner identifier with provider | | | | |
| LP03 | Provider identifier | | | | |
| LP04 | Learning programme identifier | | | | |
| LP05 | Regional office | | | | |
| LP06 | Data release date | | | | |
| LP07 | Mode of attendance | | | | |
| LP08 | Country of domicile | | | | |
| LP09 | Postcode (at start of learning programme) | | | | |
| LP10 | Unitary authority code | | | | |
| LP11 | Employment status at start of programme | | | Y | |
| LP12 | Employer name | | | | |
| LP13 | Employer postcode | | | | |
| LP14 | SOC (Standard occupational classification) code | | | | |
| LP15 | Employer role | | | | |
| LP16 | Sector framework code | | | | |
| LP17 | Type of learning programme | | | Y | |
| LP18 | Length of non-employed status before learning | | | Y | |
| LP19 | Expected length of learning programme | | | | |
| LP20 | Joint provider | | | | |
| LP21 | Type of highest qualification achieved prior to learning programme | | | | |
| LP22 | Level of highest qualification achieved prior | | | Y | |

| | | Type of change | | | |
|---|---|---|---|---|---|
| **Code** | **Section/field name** | **Field info** | **Codes** | **Validation rules** | **Guidance** |
| | to learning programme | | | | |
| LP23 | Welsh speaker indicator | | | | Y |
| LP24 | Preferred language of learning | Y | Y | Y | Y |
| LP25 | Financial support for learner | Y | Y | Y | Y |
| LP26 | Total fees paid for learning programme | | | | |
| LP27 | Reserved | | | | |
| LP28 | Major source of fees | | | | |
| LP29 | Disability and/or learning difficulty | | | | Y |
| LP30 | Primary type of disability and/or learning difficulty | | Y | Y | Y |
| LP31 | Secondary type of disability and/or learning difficulty | | Y | Y | Y |
| LP32 | Disadvantaged grouping | | | | |
| LP33 | Level of fluency in Welsh at start of programme | | | | |
| 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 | | | | |
| LP37 | Level of numeracy assessed at termination of learning programme | | | | |
| LP38 | Level of literacy assessed at termination of learning programme | | | | |
| LP39 | Framework achievement | | | Y | |
| LP40 | Employment status at end of learning programme | | | | |
| LP41 | Reason for termination of learning programme | | | | |
| LP42 | Destination within three months of leaving | | Y | Y | Y |
| LP43 | Destination six months after leaving | | | | |

| | | Type of change | | | |
|---|---|---|---|---|---|
| **Code** | **Section/field name** | **Field info** | **Codes** | **Validation rules** | **Guidance** |
| LP44 | Provider specified field 1 | | | | Y |
| LP45 | Provider specified field 2 | | | | Y |
| LP46 | Standard Industrial Classification (SIC) code | | | | |
| LP47 | SME indicator code | | | Y | |
| LP48 | Status of learner | | | Y | |
| LP49 | Guarantee/ex-guarantee learner endorsement status | | | | |
| LP50 | Previous achievements of NVQ (or equivalent) in the same vocational route | | | | |
| LP51 | Special programme funding rules | | | | |
| LP52 | Embedded basic skills support | | | | |
| LP53 | Latest employment status of learner | | | | |
| LP54 | Date of latest change of employment status | | | | |
| LP55 | Date terminated learning programme | | | | |
| LP56 | Work-limiting health condition | | | Y | |
| LP57 | Lone parent indicator | | | Y | |
| LP58 | Understanding Welsh indicator | Y | Y | Y | Y |
| LP59 | Reading/writing in Welsh indicator | Y | Y | Y | Y |
| LP60 | Migrant worker indicator | | | Y | |
| LP61 | Hours worked per week | | | Y | |
| LP62 | Size of employer | | | Y | |
| LP63 | Subcontractor delivering programme | | | | Y |
| LP64 | Lower level standard industrial classification 2007 (SIC) 5 digit code | | | | |
| LP65 | Standard industrial classification 2007 (SIC) code | | | | |
| LP66 | Sector framework code 2011 | | | Y | |
| LP67 | Level of highest Welsh language qualification | Y | Y | Y | Y |

| | | Type of change | | | |
|---|---|---|---|---|---|
| **Code** | **Section/field name** | **Field info** | **Codes** | **Validation rules** | **Guidance** |
| | achieved prior to learning programme | | | | |
| LP68 | Length of employment with same employer | Y | Y | Y | Y |
| 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 | | | | Y |
| LA07 | Learning activity reference used by provider | | | | Y |
| LA08 | Title of learning activity | | | | Y |
| LA09 | Date commenced learning activity | | | Y | |
| LA10 | Expected end date of learning activity | | | | |
| LA11 | Learner provision funding | | | Y | |
| LA12 | Workforce and community development funding | | | | |
| LA13 | Financial support for learners | | | | |
| LA14 | Strategic investment stream | | | | |
| LA15 | LLDD indicator | | | | |
| LA16 | Additional learning support | | | | |
| LA17 | Other source of funding | | | | |
| LA18 | ILA database reference | | | | |
| LA19 | Guided contact hours | | | | |
| LA20 | Method of delivery | | | | |
| LA21 | Subject of learning | | | | Y |
| LA22 | Credit level of learning activity | | | | |
| LA23 | Credit value of learning activity | | | | |
| LA24 | Learning hours | | | | |
| LA25 | Proportion of learning activity delivered through the medium of Welsh | | | | |

| | | Type of change | | | |
|---|---|---|---|---|---|
| **Code** | **Section/field name** | **Field info** | **Codes** | **Validation rules** | **Guidance** |
| LA26 | Type of Welsh medium learning | | | | |
| LA27 | Franchise/partnership percentage | | | | |
| LA28 | Provider delivering learning | | | | Y |
| LA29 | Postcode of site | | | | |
| LA30 | Date terminated learning activity | | | | |
| LA31 | Completion status | | | | |
| LA32 | Special funding rules 1 | | | | |
| LA33 | Special funding rules 2 | | | | |
| LA34 | Provider specified field 1 | | | | Y |
| LA35 | Provider specified field 2 | | | | Y |
| LA36 | Estyn inspection area | Y | Y | Y | Y |
| LA37 | Learning activity sector Framework code for NVQs | | | | |
| LA38 | LA temporary field 2 | | | | |
| LA39 | LA temporary field 3 | | | | |
| LA40 | Assessable learning | | | | |
| LA41 | Suspended activity link id | | | | |
| LA42 | Amended guided contact hours | | | Y | |
| LA43 | Work based hours | | | Y | |
| LA44 | Centre based hours | | | Y | |
| LA45 | Amended work based hours | | | Y | |
| LA46 | Amended centre based hours | | | Y | |
| LA47 | Type of learning activity | | | | |
| LA48 | Accreditation of prior experiential learning indicator | | | | |
| 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 | | | | |

| | | Type of change | | | |
|---|---|---|---|---|---|
| **Code** | **Section/field name** | **Field info** | **Codes** | **Validation rules** | **Guidance** |
| AW08 | Award learning aim reference | | | | Y |
| AW09 | Title of award | | | | |
| AW10 | Date entered for award | | | | |
| AW11 | Date of result | | | | |
| AW12 | Result | Y | | Y | Y |
| AW13 | Award credit value | | | | |
| AW14 | Award credit level | | | | |
| AW15 | Type of award | | | | |
| AW16 | Medium of assessment | | | | |
| AW17 | Award funding rules 1 | | | | |
| AW18 | Award funding rules 2 | | | | |
| AW19 | Exam board identifier | | | | |
| AW20 | AW temporary field 1 | | | | |
| AW21 | Subject of award | | | | |
| AW22 | Award activity link type | | | | |
| AW23 | Attainment indicator | | | | |
| HE01 | ULI (Unique learner identifier) | | | | |
| HE02 | Learner identifier with provider | | | | |
| HE03 | Provider identifier | | | | |
| HE04 | Learning programme identifier | | | | |
| HE05 | Reserved | | | | |
| HE06 | Nationality | | | | |
| HE07 | New entrant to HE | | | | |
| HE08 | Term time accommodation | | Y | Y | Y |
| HE09 | Fee band | | | | |
| HE10 | Major source of HE tuition fees | | | | |
| HE11 | UCAS number | | | | |
| HE12 | Credit value of course | | | Y | |
| HE13 | Mode of attendance | | | | Y |
| HE14 | General qualification aim of programme | | | | |
| HE15 | Type of year of programme | | | | Y |
| HE16 | Subject of learning programme 1 | | | | Y |
| HE17 | Subject of learning programme percentage 1 | | | Y | Y |

| | | Type of change | | | |
|---|---|---|---|---|---|
| **Code** | **Section/field name** | **Field info** | **Codes** | **Validation rules** | **Guidance** |
| HE18 | Subject of learning programme 2 | | | | Y |
| HE19 | Subject of learning programme percentage 2 | | | | Y |
| HE20 | Subject of learning programme 3 | | | | Y |
| HE21 | Subject of learning programme percentage 3 | | | | Y |
| 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 | | Y | Y | Y |
| HE28 | Gross fee for learner on course | | | Y | Y |
| HE29 | Student Loans Company Student Support Number | | | | |
| HE30 | Course title | Y | Y | Y | Y |
| HE31 | Awarding body | Y | Y | Y | Y |
| HE32 | Disabled Student Allowance | Y | Y | Y | Y |
| Annex 1: | Glossary of abbreviations | | | | |
| Annex 2: | Glossary of terms | | | | |
| Annex 3: | Learning provider codes | | | | |
| Annex 4: | Country of domicile codes | | | | |
| Annex 5: | Unitary authority codes | | | | |
| Annex 6: | Sector framework codes | | | | |
| Annex 7: | Qualifications and their CQFW level equivalents, by level | | | | |
| Annex 8: | Standard occupational codes summary | | | | |
| Annex 9: | Credit and qualification framework for Wales | | | | |

| | | Type of change | | | |
|---|---|---|---|---|---|
| **Code** | **Section/field name** | **Field info** | **Codes** | **Validation rules** | **Guidance** |
| | (CQFW) | | | | |
| **Annex 10:** | References | | | | |
| **Annex 11:** | Data collection forms | | | | Y |
| **Annex 12:** | Post code formats | | | | |
| **Annex 13:** | LLWR file formats | | | | |
| **Annex 14:** | Data protection | | | | Y |
| **Annex 15:** | Definition of employer's SME status | | | | |
| **Annex 16:** | Standard industrial classification (SIC) codes 2007 | | | | |
| **Annex 17:** | Learning Records Service (LRS) | | | | |
| **Annex 18:** | Recording of learners' learning difficulties and/or disabilities on the LLWR | | | | Y |
| **Annex 19:** | General qualification aim of programme | | | | |
| **Annex 20:** | LLWR common sense checks prior to submitting data | | | | |
| **Annex 21:** | Postcode of site of delivery | | | | Y |
| **Annex 22:** | Sector framework code 2011 | | | | |
| **Annex 23:** | NULL returns | | | | Y |

## List of variables and annexes

| 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 |
| LN20 | School last attended |
| LN21 | Year left school |
| LN22 | ULN (Unique learner number) |
| LP01 | ULI (Unique learner identifier) |
| LP02 | Learner identifier with provider |
| LP03 | Provider identifier |
| LP04 | Learning programme identifier |
| LP05 | Regional office |
| LP06 | Data release date |
| LP07 | Mode of attendance |
| 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 |
| LP15 | Employer role |
| LP16 | Sector framework code |
| LP17 | Type of learning programme |

| Code | Field name |
|---|---|
| LP18 | Length of non-employed status before learning |
| LP19 | Expected length of learning programme |
| LP20 | Joint provider |
| LP21 | Type of highest qualification achieved prior to learning programme |
| LP22 | Level of highest qualification achieved prior to learning programme |
| LP23 | Welsh speaker indicator |
| LP24 | Preferred language of learning |
| LP25 | Financial support for learner |
| LP26 | Total fees paid for learning programme |
| LP27 | Reserved |
| LP28 | Major source of fees |
| LP29 | Disability and/or learning difficulty |
| LP30 | Primary type of disability and/or learning difficulty |
| LP31 | Secondary type of disability and/or learning difficulty |
| LP32 | Disadvantaged grouping |
| LP33 | Level of fluency in Welsh at start of programme |
| 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 |
| LP37 | Level of numeracy assessed at termination of learning programme |
| LP38 | Level of literacy assessed at termination of learning programme |
| LP39 | Framework achievement |
| LP40 | Employment status at end of learning programme |
| LP41 | Reason for termination of learning programme |
| LP42 | Destination within three months of leaving |
| LP43 | Destination six months after leaving |
| LP44 | Provider specified field 1 |
| LP45 | Provider specified field 2 |
| LP46 | Standard Industrial Classification (SIC) code |
| LP47 | SME indicator code |
| LP48 | Status of learner |
| LP49 | Guarantee/ex-guarantee learner endorsement status |
| LP50 | Previous achievements of NVQ (or equivalent) in the same vocational route |
| LP51 | Special programme funding rules |
| LP52 | Embedded basic skills support |
| LP53 | Latest employment status of learner |
| LP54 | Date of latest change of employment status |
| LP55 | Date terminated learning programme |
| LP56 | Work-limiting health condition |
| LP57 | Lone parent indicator |
| LP58 | Understanding Welsh indicator |

| Code | Field name |
|---|---|
| LP59 | Reading/writing in Welsh indicator |
| 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 |
| LP66 | Sector framework code 2011 |
| LP67 | Level of highest Welsh language qualification achieved prior to learning programme |
| LP68 | Length of employment with same employer |
| 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 |
| LA13 | Financial support for learners |
| LA14 | Strategic investment stream |
| LA15 | LLDD indicator |
| LA16 | Additional learning support |
| LA17 | Other source of funding |
| LA18 | ILA database reference |
| LA19 | Guided contact hours |
| LA20 | Method of delivery |
| LA21 | Subject of learning |
| LA22 | Credit level of learning activity |
| LA23 | Credit value of learning activity |
| LA24 | Learning hours |
| LA25 | Proportion of learning activity delivered through the medium of Welsh |
| LA26 | Type of Welsh medium learning |
| LA27 | Franchise/partnership percentage |
| LA28 | Provider delivering learning |
| LA29 | Postcode of site |
| LA30 | Date terminated learning activity |

| Code | Field name |
|---|---|
| LA31 | Completion status |
| LA32 | Special funding rules 1 |
| LA33 | Special funding rules 2 |
| LA34 | Provider specified field 1 |
| LA35 | Provider specified field 2 |
| LA36 | Estyn inspection area |
| LA37 | Learning activity sector framework code for NVQs |
| LA38 | LA temporary field 2 |
| LA39 | LA temporary field 3 |
| LA40 | Assessable learning |
| LA41 | Suspended activity link id |
| LA42 | Amended guided contact hours |
| LA43 | Work based hours |
| LA44 | Centre based hours |
| LA45 | Amended work based hours |
| LA46 | Amended centre based hours |
| LA47 | Type of learning activity |
| LA48 | Accreditation of prior experiential learning indicator |
| 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 |
| AW08 | Award learning aim reference |
| AW09 | Title of award |
| AW10 | Date entered for award |
| AW11 | Date of result |
| AW12 | Result |
| AW13 | Award credit value |
| AW14 | Award credit level |
| AW15 | Type of award |
| AW16 | Medium of assessment |
| AW17 | Award funding rules 1 |
| AW18 | Award funding rules 2 |
| AW19 | Exam board identifier |
| AW20 | AW temporary field 1 |
| AW21 | Subject of Award |
| AW22 | Award activity link type |
| AW23 | Attainment indicator |

| Code | Field name |
|---|---|
| HE01 | ULI (Unique Learner Identifier) |
| HE02 | Learner identifier with provider |
| HE03 | Provider identifier |
| HE04 | Learning programme identifier |
| HE05 | Reserved |
| HE06 | Nationality |
| HE07 | New entrant to HE |
| 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 |
| Annex 1: | Glossary of abbreviations |
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| Code | Field name |
|---|---|
| Annex 10: | References |
| Annex 11: | Data collection forms |
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| Annex 22: | Sector framework code 2011 |
| Annex 23: | NULL returns |

# Section 1: Introduction

## Background

The data collected by the Welsh Government via the Lifelong Learning Wales Record (LLWR) is required to underpin many aspects of its work, including the implementation of the National Planning and Funding System (NPFS) and the Quality Framework. 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.

1.1 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 other interested parties. Changes from the last version issued are shaded. Changes of name of department/organisation have not been shaded. An electronic version of this manual is available on LLWR Inform and the Welsh Government website (**www.wales.gov.uk/llwr**). LLWR Inform also holds other useful documentation (LLWR Inform at: **https://llwrinform.wales.gov.uk** under the "Documents" tab).

## 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.

1.5 As the option for submission of a short version of the LLWR has not been taken for any learning providers to date, this has now been withdrawn.

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. It is expected that multiple activities and awards will flow from a single programme.

1.7 Details of the format in which data is be returned, are outlined in **Annex 13**.

# Section 2: Data structures

2.1 This section of the manual provides a summary of the fields within the LLWR 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 From 2012/13 onwards fixed width text files can no longer be submitted.

**Format of datasets**

Please note that this is a worked example for a single learner for the main programme types for each sector in the network. Maximum field length – please note that the field length is the maximum length allowable. In some cases for example LN04 (surname) the field can be up to 40 characters in length but may be shorter. As fixed width text files can no longer be submitted do not include trailing spaces after. Position/field length – please note that these are the maximum field lengths/positions.
"Position" removed from table as no longer applicable for $ deliminator file submission.

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| LN01 | (ULI) Unique learner identifier | UNIQUEID | All learners | | | | 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 should **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 |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | 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 required.<br>The learner abbreviates his name to Chris. LN05 is completed with his full name.<br>This field should not include anything else for example it should not include the word deceased. |
| LN06 | Current home - sub dwelling | SUBDWELL | Mainstream – funded | y | y | y | 40 | Alphanumeric | Flat 1a | No trailing spaces required. |
| LN07 | Current home - dwelling | DWELLING | Mainstream – funded | y | y | y | 40 | Alphanumeric | 35 | No trailing spaces required. |
| LN08 | Current home - street | STREETNM | Mainstream – funded | y | y | y | 40 | Alphanumeric | Bolton Drive | No trailing spaces required. |
| LN09 | Current home:- locality | LOCALITY | Mainstream – funded | y | y | y | 35 | Alphanumeric | Caerleon | No trailing spaces required. |
| LN10 | Current home:- town/city | HOMETOWN | Mainstream – funded | y | y | y | 30 | Alphanumeric | NEWPORT | No trailing spaces required. |
| LN11 | Home postcode - current | POSTCODE | Mainstream – funded | 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 | y | y | y | 15 | Alphanumeric | 01633 5556789 | No trailing spaces required. |
| LN13 | National insurance number | NAT_INSU | All learners (Except ACL) | y | y | | 9 | Alphanumeric | NR111111A | |
| LN14 | Surname on | SRNAME16 | All learners | y | y | y | 40 | Alphanumeric | Jones | No trailing spaces |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | 16th birthday | | | | | | | | | required. |
| 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 | Please note that the codes have been amended to include 50 Arab |
| LN18 | National identity | NAT_IDEN | Mainstream – funded | 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 | (required as under 21) |
| LN21 | Year left school | YEARLEFT | Learners aged 21 or under at start of LP | y | y | y | 4 | Numeric | 2010 | (required as under 21) |
| LN22 | ULN (Unique learner number) | ULN_MIAP | All Learners (except ACL) 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 | L000000000000AND1234 | This identifier should **not** contain personal identifiable data e.g. Full surname and full National Insurance number must |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | not be used. |
| LP03 | Provider identifier | PROVI_ID | All learners | y | y | y | 8 | Alphanumeric | F0009010 for FE, T0000030 for WBL, A0680000 for ACL | |
| LP04 | Learning programme identifier | LPROG_ID | All learners | y | y | y | 10 | Alphanumeric | 0122092012 | |
| LP05 | Regional office | REGOFFIC | All learners | y | y | y | 3 | Alphanumeric | 999 | |
| LP06 | Data release date | RELEASED | Mainstream – funded | y | y | y | 8 | Date | 22092012 | Where the learner ticks the data release box on the learner form (agreement to use learner contact details for evaluation follow-up purposes) then the date the form was signed is given in LP06. Where the learner does not use 31129999. |
| LP07 | Mode of attendance | MODE_ATT | None | | | | 0 | Alphanumeric | | Null value in field |
| LP08 | Country of Domicile | DOMICILE | Mainstream – funded | y | y | y | 4 | Alphanumeric | XI | Codes changes in 2010 see field LP08 for details. Codes are now two alpha characters in length and should be submitted with two trailing spaces |
| 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 |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | 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 | Work-related programmes | | y | | 1 | Alphanumeric | 1 for WBL<br>4 for FE/ACL | (This field is now compulsory for WBL courses only) |
| LP12 | Employer name | EMPLNAME | Work-related programmes | | y | | 60 | Alphanumeric | Sheen Electrics for WBL<br>2 for FE/ACL | |
| LP13 | Employer postcode | EMPLPOST | Work-related programmes | | y | | 8 | Alphanumeric | NP20 4UR for WBL<br>99999999 for FE/ACL | |
| 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 | Work-related programmes | y | y | y | 3 | Alphanumeric | 294 for WBL<br>999 for FE/WBL | |
| 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 | STAT_BLN | Mainstream on WBL | | y | | 3 | Numeric | 000 for WBL<br>999 for FE/ACL | |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | learning | | | | | | | | | |
| LP19 | Expected length of learning programme | EXPTLENG | Mainstream – funded | y | y | y | 3 | Numeric | 104 (depends on the qualification) | |
| 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 | Learners on WBL programmes and full time learners only | y | y | y | 1 | Alphanumeric | 2 for WBL learners/FE full time learners<br>9 for FE part time learners/ACL learners | |
| LP23 | Welsh speaker indicator | WELSH_SP | All Learners | y | y | y | 1 | Alphanumeric | 2 | |
| LP24 | Preferred language of learning | PREFLANG | None | | | | 0 | Alphanumeric | | Null value in field |
| LP25 | Financial support for learner | FIN_SUPP | None | y | y | y | 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 for WBL<br>90 for FE/ACL | |
| LP29 | Disability and/or learning difficulty | DISABLE1 | All learners | y | y | y | 2 | Alphanumeric | 98 | |
| LP30 | Primary type of disability and/or | DISABLE2 | All learners | y | y | y | 2 | Alphanumeric | 91 | |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | learning difficulty | | | | | | | | | |
| LP31 | Secondary type of disability and/or learning difficulty | DISABLE3 | All learners | y | y | y | 2 | Alphanumeric | 91 | |
| 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 programme | LIT_STRT | Various categories of learner – see field LP35 | y | y | y | 1 | Alphanumeric | D | |
| 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 | FWORKACH | Mainstream | | y | | 1 | Alphanumeric | 9 | |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | achievement | | on WBL | | | | | | | |
| 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 | Learners on WBL programmes and full time learners only | y | 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 | No learners | | | | 20 | Alphanumeric | 00000000000000000000 | |
| LP45 | Provider specified field 2 | PROVSP_2 | No learners | | | | 20 | Alphanumeric | 00000000000000000000 | |
| LP46 | Standard Industrial Classification (SIC) code | EMPL_SIC | None | | | | 0 | Alphanumeric | | Null value in field |
| LP47 | SME indicator code | EMPL_SME | WBL programmes | | y | | 1 | Alphanumeric | 4 for WBL, 9 for FE/ACL | |
| LP48 | Status of learner | LP_TEMP1 | WBL programmes | | 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 | LP_TEMP3 | None | | | | 0 | Alphanumeric | | Null value in field |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | equivalent) in the same vocational route | | | | | | | | | |
| LP51 | Special programme funding rules | LP_TEMP4 | All learners | | | | 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 |
| 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 programmes | | y | | 1 | Alphanumeric | 2 for WBL, 9 for FE/ACL | |
| LP57 | Lone parent indicator | LONE_PAR | WBL programmes | | y | | 1 | Alphanumeric | 2 for WBL, 9 for FE/ACL | |
| LP58 | Understanding Welsh indicator | WELSHUND | None | y | y | y | 0 | Alphanumeric | | Null value in field |
| LP59 | Reading/writing | WELSHRWR | None | y | y | y | 0 | Alphanumeric | | Null value in field |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | in Welsh indicator | | | | | | | | | |
| LP60 | Migrant worker indicator | MIGRANTW | WBL programmes | | y | | 1 | Alphanumeric | 3 for WBL, 9 for FE/ACL | |
| LP61 | Hours worked per week | HOURS_WK | WBL programmes | | y | | 3 | Numeric | 037 for WBL, 999 for FE/ACL | |
| LP62 | Size of employer | EMPLSIZE | WBL programmes | | 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 | Providers will be notified by the European funding team when required | | 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 programmes | | y | | 5 | Alphanumeric | 99999 | Codes other than “99999” are only required for Foundation Apprenticeships, 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 | LEN_EMPL | Learners on Work based | | y | | 1 | Numeric | 0 | |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | with same employer | | Learning programmes | | | | | | | |
| | | | | | | | | | | |
| 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 | L000000000000AND1234 | This identifier should **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 | | Provider use |
| LA08 | Title of learning activity | TITLE_LA | All learners | y | y | y | 80 | Alphanumeric | 00000000000000

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | date of learning activity | | | | | | | | | |
| LA11 | Learner provision funding | MAIN_STR | All learners | y | y | y | 1 | Alphanumeric | 5 for WBL<br>1 for FE<br>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 | Mainstream – funded | y | y | y | 1 | Alphanumeric | 0 | |
| LA16 | Additional learning support | ADDLNSPT | Mainstream – funded | y | y | y | 2 | Alphanumeric | 00 | |
| LA17 | Other source of funding | OTHERFND | All learners | y | y | y | 2 | Alphanumeric | 99 | |
| LA18 | ILA database reference | ILA_DBRF | None | | | | 0 | Alphanumeric | | Null value in field |
| LA19 | Guided contact hours | CONT_HRS | All learners (except those enrolled on Traineeship and Step-to-employment programmes) | y | y | y | 4 | Numeric | 0245<br>(hours will vary depending on qualification) | For learners enrolled on a Traineeship/Steps-to-employment programmes (**LP17** is '"31","32", "33", "34" or "35") this field does not need to be completed and should be populated with "0000". |
| LA20 | Method of delivery | DELIVERY | All learners | y | y | y | 2 | Alphanumeric | 01 for ACL/FE<br>09 for WBL | |
| LA21 | Subject of learning | SUB_LEAR | Learners funded by NPFS recurrent | y | | | 8 | Alphanumeric | 00000000 | |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | funding and Recurrent funding for teaching from HEFCW | | | | | | | |
| LA22 | Credit level of learning activity | LEV_LEAR | All learners | y | y | y | 2 | Alphanumeric | XX | |
| LA23 | Credit value of learning activity | CREDITVL | All learners | y | y | y | 5 | Numeric | 000.0 | 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. |
| 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 | y | y | y | 3 | Numeric | 000 | Now mandatory for HE only |
| LA26 | Type of Welsh medium learning | WELSHLEA | Mainstream – funded | 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<br>NP19 7UB for ACL<br>NP20 4UR for WBL | |
| LA30 | Date terminated learning activity | TERMDATE | All learners | y | y | y | 8 | Date | 31129999 | |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 | No learners | | | | 20 | Alphanumeric | 00000000000000000000 | |
| LA35 | Provider specified field 2 | PRSPECF2 | No learners | | | | 20 | Alphanumeric | 00000000000000000000 | |
| 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 | | | | 1 | Numeric | 1 | |
| LA41 | Suspended activity link id | SUSPLINK | WBL programmes | | y | | 2 | Alphanumeric | XX | |
| LA42 | Amended guided contact hours | GCHAMEND | Learners on Work based Learning programmes (except those enrolled on Traineeship and Steps-to-employment Programmes) | | y | | 4 | Numeric | 0245 | This field needs to be amended to show the actual guided contact hours at the end of the activity. |
| LA43 | Work based hours | WBGCNT_H | WBL: All learners enrolled on Traineeship/ Steps-to- | | y | | 4 | Numeric | FE/ACL and WBL (not on Traineeship/Steps-to employment programme): | |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | employment programmes | | | | | | 9999<br><br>WBL (on Traineeship/Steps-to employment programme): 0150 | |
| LA44 | Centre based hours | CB_CT_HR | WBL: All learners enrolled on Traineeship/ Steps-to-employment programmes | | y | | 4 | Numeric | FE/ACL and WBL (not on Traineeship/Steps-to employment programme): 9999<br><br>WBL (on Traineeship/Steps-to employment programme): 0100 | |
| LA45 | Amended work based hours | AMWBCNTH | WBL: All learners enrolled on Traineeship/ Steps-to-employment programmes | | y | | 4 | Numeric | FE/ACL and WBL (not on Traineeship/Steps-to employment programme): 9999<br><br>WBL (on Traineeship/Steps-to employment programme): 9999 until completion of LA<br>On completion this should be amended to show the actual hours | |
| LA46 | Amended centre based hours | AMCBCTHR | WBL: All learners enrolled on Traineeship/ Steps-to- | | y | | 4 | Numeric | FE/ACL and WBL (not on Traineeship/Steps-to employment programme): 9999 | NB WBL (on Traineeship/Steps-to employment programme): 9999 until completion of LA. |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | employment programmes | | | | | | | On completion this should be amended to show the actual hours |
| LA47 | Type of learning activity | TP_LRN_A | WBL: All learners enrolled on an Apprenticeship programme | | y | | 2 | Numeric | FE/ACL and WBL (not on Traineeship/Steps-to employment programme): 99 | NB for WBL (on Traineeship/Steps-to employment programme): 01 or 02 needs to be used |
| 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 | L000000000000AND1234 | This identifier should **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, A0680000 for ACL | |
| AW04 | Learning programme identifier | LPROG_ID | All learners | y | y | y | 10 | Alphanumeric | 0122092011 | |
| AW05 | Learning activity link | LACTLINK | All learners with award gained in 2006/07 and | y | y | y | 2 | Numeric | 01 | |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | onwards | | | | | | | |
| 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 | 000000000000000 000000000000000 000000000000000 000000000000000 000000000000000 00000 | |
| 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 | Mainstream – funded | y | y | y | 1 | Alphanumeric | 0 | |
| AW17 | Award funding rules 1 | AWFUNDR1 | Mainstream-funded learners on WBL programmes | | y | | 3 | Alphanumeric | 555 for WBL<br>999 for ACL/FE | |
| AW18 | Award funding rules 2 | AWFUNDR2 | None | | | | 0 | Alphanumeric | | Null value in field |
| AW19 | Exam board identifier | EXAMBRDI | None | | | | 0 | Alphanumeric | | Null value in field |
| AW20 | AW temporary | AW_TEMP1 | None | | | | 0 | Alphanumeric | | Null value in field |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | field 1 | | | | | | | | | |
| AW21 | Subject of Award | SUBAWARD | All learners | y | y | y | 8 | Alphanumeric | 00000000 | |
| AW22 | Award activity link type | AWLKTYP | All learners with awards gained in 2006/07 and onwards | 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 | y | y | y | 13 | Alphanumeric | L000000024325 | |
| HE02 | Learner identifier with provider | LEARN_ID | HE | 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 | y | | | 8 | Alphanumeric | F0009010 for FE | |
| HE04 | Learning programme identifier | LPROG_ID | HE | y | | | 10 | Alphanumeric | 0120092012 | |
| HE05 | Reserved | HERESERV | None | | | | 0 | Alphanumeric | | Null value in field |
| HE06 | Nationality | NATIONAL | HE | y | | | 4 | Alphanumeric | XI | |
| HE07 | New entrant to HE | NEWHEENT | None | | | | 0 | Alphanumeric | | Null value in field |
| HE08 | Term time accommodation | TERMACCO | HE | y | | | 1 | Alphanumeric | 3 | |
| HE09 | Fee band | FEE_BAND | HE | y | | | 2 | Alphanumeric | 60 | |
| HE10 | Major source of HE tuition fees | HE_TFEES | HE | y | | | 2 | Alphanumeric | 52 | |

| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| HE11 | UCAS number | UCASNUM | HE | y | | | 10 | Alphanumeric | 0000000000 | |
| HE12 | Credit value of course | CRDT_PTS | HE | y | | | 3 | Numeric | 120 | |
| HE13 | Mode of attendance | MODE_ATT | HE | y | | | 2 | Alphanumeric | 03 | |
| HE14 | General qualification aim of programme | COURSEAIM | HE | y | | | 3 | Alphanumeric | H23 | |
| HE15 | Type of year of programme | TYPEYR | HE | y | | | 1 | Alphanumeric | 1 | |
| HE16 | Subject of learning programme 1 | SBJCA1 | HE | y | | | 4 | Alphanumeric | N100 | |
| HE17 | Subject of learning programme percentage 1 | SBJPCNT1 | HE | y | | | 3 | Numeric | 50 | |
| HE18 | Subject of learning programme 2 | SBJCA2 | HE | y | | | 4 | Alphanumeric | G490 | |
| HE19 | Subject of learning programme percentage 2 | SBJPCNT2 | HE | 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 | y | | | 4 | Alphanumeric | 9999 | |
| HE21 | Subject of learning programme percentage 3 | SBJPCNT3 | HE | 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**. |
| HE22 | Learning | QUAL1 | HE | y | | | 3 | Alphanumeric | 999 | |

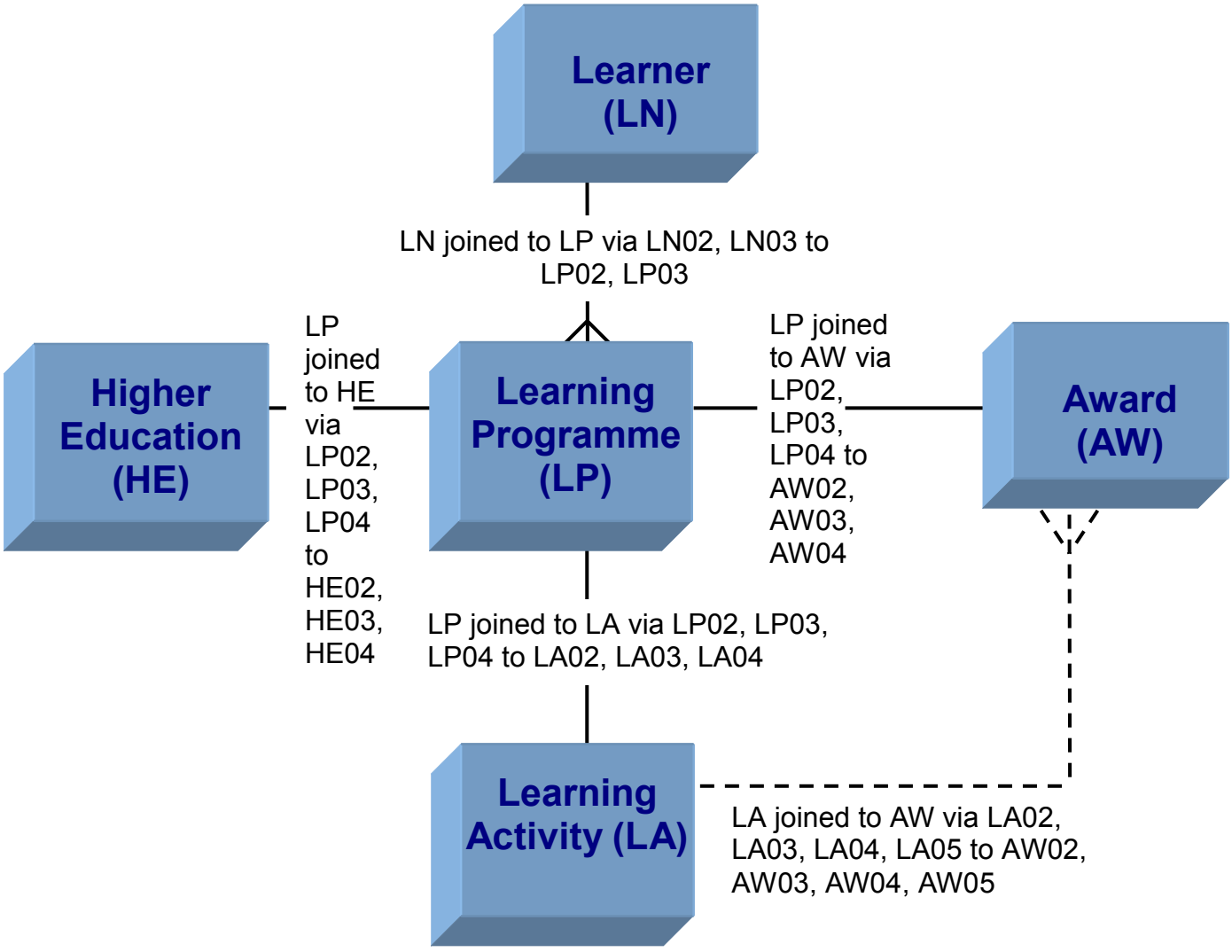
| Code | Field name | Abbreviation | Mandatory for | FE | WBL | ACL | Maximum field length | Field type | Example | Note |
|---|---|---|---|---|---|---|---|---|---|---|
| | programme qualification awarded 1 | | | | | | | | | |
| HE23 | Learning programme qualification awarded – grade 1 | CLASS1 | HE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

## 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 Programme 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, 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 work-based learning 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 further education 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** 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:
- ❑ NPFS 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.

### All learners on work-based learning programmes

The "not required" code may be used only if the learner is not undertaking employment related learning.

### No learners

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 (see Annex 23 for more information).

## 3.6 Date format

3.6.1 All dates should be in the format “ddmmyyyy” (day, day, month, month, year, year, year, year).

# 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 |
| LN20 | School last attended |
| LN21 | Year left school |
| LN22 | ULN (Unique learner number) |

## ULI (Unique learner identifier)

| | | | |
|---|---|---|---|
| Field number | **LN01** | Field length | **13** |
| Field name | **ULI** | Field type | **Alphanumeric** |
| Abbreviation | **UNIQUEID** | Mandatory for | **All learners** |

| | | |
|---|---|---|
| Description | A unique identifier for each learner.<br>This will be determined by the Welsh Government.<br>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*.<br>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.<br><br>*A check digit is a number appended to numeric identifiers to prevent most common keying transposition errors. These work by calculating a digit from the string of numbers, such that common transpositions would produce a number that would not be a valid identifier.<br><br>This definition is by Larry P English, as published in **Data Management Review** (March 2003).<br><br>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 ULIs that are already allocated are provided. If the records are not matched, a new ULI will be provided.<br><br>**LN01** matches **LP01**, **LA01**, **AW01** and **HE01**. | |
| Validation rule(s) | **LN001-1** | UNIQUEID not in the correct format<br>or<br>UNIQUEID check digit shows error. |

## Learner identifier with provider

| | | | |
|---|---|---|---|
| Field number | **LN02** | Field length | **20** |
| Field name | **Learner identifier with provider** | 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 be able to identify the learner within a provider. |
| 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 | 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.<br><br>This identifier should **not** contain personal identifiable data e.g. full surname or full National Insurance number must not be used.<br><br>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.**<br><br>**This field is part of the LN (Learner) compound key for the record.**<br><br>**LN02** matches **LP02**, **LA02**, **AW02** and **HE02**. |

| | | |
|---|---|---|
| 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 name | **Provider identifier** | Field type | **Alphanumeric** |
| Abbreviation | **PROVI_ID** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | An identifier code for the provider, as allocated by the Data Management team. |
| 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 at **Annex 3**.<br><br>Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the Data Management team immediately.<br><br>**This field is part of the LN (Learner) compound key for the record.**<br><br>**LN03** matches **LP03**, **LA03**, **AW03** and **HE03**. |
| Validation rule(s) | **LN003-1** PROVI_ID not in the Welsh Government list. |
| See also | **Data submission guidance for work based learning NPFS Funding (please ensure correct version is referenced)** |

## Surname

| | | | |
|---|---|---|---|
| Field number | **LN04** | Field length | **40** |
| Field name | **Surname** | 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 | 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, unless the learner has given permission for it to be used for follow-up purposes (see field **LP06**).<br><br>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** using 5 (Death).<br><br>The surname (**LN04**) and forename( **LN05**) are also to be submitted to the Learning Records Service for **LN22** allocation. |

| | | |
|---|---|---|
| Validation rule(s) | **LN004-1** | LN04 not in (a to z, A to Z, -,[space], ‘).<br>(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 name | **Forename(s)** | 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 | 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, Richard not Dick.<br><br>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, unless the learner has given permission for it to be used for follow-up purposes (see field **LP06**).<br><br>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** using 5 (Death).<br><br>The surname (**LN04**) and forename( **LN05**) are also to be submitted to the Learning Records Service for **LN22** allocation. |
| Validation rule(s) | **LN005-1** LN05 not in (a to z, A to Z, -,[space], ‘).<br>(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 name | **Current home – sub dwelling** | 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).<br><br>“NOT REQUIRED” must be entered if no address is provided for learners funded from other sources or if 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 under conditions of strict security, unless the learner has given permission for it to be used for follow-up purposes (see field **LP06**). |

| | | |
|---|---|---|
| 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 name | **Current home – dwelling** | 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).<br><br>"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 under conditions of strict security, unless the learner has given permission for it to be used for follow-up purposes (see field **LP06**). |

| | | |
|---|---|---|
| Validation rule(s) | **LN007-1** | LN07 not in (a to z, A to Z, 0 to 9, -,[space], ',.,&,/).<br>(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 name | **Current home – street** | 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).<br><br>“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 under conditions of strict security, unless the learner has given permission for it to be used for follow-up purposes (see field **LP06**). |

| | | |
|---|---|---|
| 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 name | **Current home – locality** | 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).<br><br>“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 under conditions of strict security, unless the learner has given permission for it to be used for follow-up purposes (see field **LP06**). |

| | | |
|---|---|---|
| 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 name | **Current home – town/city** | 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).<br><br>"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 under conditions of strict security, unless the learner has given permission for it to be used for follow-up purposes (see field **LP06**). | | |
| Validation rule(s) | **LN010-1** | LN10 not in (a to z, A to Z, 0 to 9, -,[space], ',.,&,/).<br>(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 name | **Home postcode - current** | 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.<br>**This field is used by the National Planning and Funding System (NPFS) funding allocations.** |
| Valid entries | Any valid postcode character string.<br><br>99999999 Not known<br>00000000 Domicile outside UK |
| Notes | This field identifies the postcode of the learner's permanent home address and should be updated during the course of their learning.<br><br>Where the country of domicile of the learner is not a UK country, this field should be filled with zeros.<br><br>The post code for British Forces Posted Overseas (BFPO) is "NW7 1PX".<br><br>For information on valid postcode formats, please see **Annex 12**.<br><br>Please only use a single space between the first part of the postcode and the second. For example CF5 8DF not CF5 8DF. |
| Validation rule(s) | **LN011-1** LN11 not valid and not in ("00000000","99999999"). |

## Current home – telephone number

| | | | |
|---|---|---|---|
| Field number | **LN12** | Field length | **15** |
| Field name | **Current home – telephone number** | 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<br><br>000000000000000 Not available/not required |
| 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, unless the learner has given permission for it to be used for follow-up purposes (see field **LP06**). |
| Validation rule(s) | **LN012-1** LN12 not in (0 to 9, -, (), [space]).<br>(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 name | **National insurance number** | 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.<br><br>To link with benefits system for National Insurance (NI) credits for those on WBL programmes. |
| Valid entries | Any valid NI number.<br>999999999 Not known<br>888888888 Not required<br>111111111 Under the age to receive an NI, studying at an FEI<br>222222222 Foreign student, no NI studying at an FEI |
| Notes | The National Insurance Number (NI) is unique to the learner that has been issued with it by the Department for Work and Pensions.<br><br>**Only NI numbers issued by the Department for Work and Pensions should be submitted to the LLWR.**<br><br>The only temporary numbers which should be used are official temporary numbers issued by the Department for Work and Pensions.<br><br>The NI is required for learners undertaking Work Based Learning (WBL), Pathways To Apprenticeship and those studying at an FEI on a full time, mainstream-funded basis. Please note that 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.<br>Validation rules below amended for ease of interpretation only, formats have not changed.<br><br>The characters D, F, I, Q, U and V are not used as either the first or second letter of a NI number. Sourced from HMRC *"Quality Standard and Business Validation Specification From April 2011"*. |
| Validation rule(s) | **LN013-1** LN13 is not in ("888888888","999999999", "111111111", "222222222")<br><br>AND first two characters not in ("AA","AB","AE","AH","AK","AL","AM","AP","AR","AS","AT","AW |

| | | |
|---|---|---|
| | | ","AX","AY","AZ"<br>"BA","BB","BE","BH","BK","BL","BM","BT"<br>"CA","CB","CE","CH","CK","CL","CR"<br>"EA","EB","EE","EH","EK","EL","EM","EP","ER","ES","ET","EW","EX","EY","EZ"<br>"GY"<br>"HA","HB","HE","HH","HK","HL","HM","HP","HR","HS","HT","HW","HX","HY","HZ"<br>"JA","JB","JC","JE","JG","JH","JJ","JK","JL","JM","JN","JP","JR","JS","JT","JW","JX","JY","JZ"<br>"KA","KB","KE","KH","KK","KL","KM","KP","KR","KS","KT","KW","KX","KY","KZ"<br>"LA","LB","LE","LH","LK","LL","LM","LP","LR","LS","LT","LW","LX","LY","LZ"<br>"MA","MW","MX"<br>"NA","NB","NE","NH","NL","NM","NP","NR","NS","NW","NX","NY","NZ"<br>"OA","OB","OE","OH","OK","OL","OM","OP","OR","OS","OX"<br>"PA","PB","PC","PE","PG","PH","PJ","PK","PL","PM","PN","PP","PR","PS","PT","PW","PX","PY"<br>"RA","RB","RE","RH","RK","RM","RP","RR","RS","RT","RW","RX","RY","RZ"<br>"SA","SB","SC","SE","SG","SH","SJ","SK","SL","SM","SN","SP","SR","SS","ST","SW","SX","SY","SZ"<br>"TA","TB","TE","TH","TK","TL","TM","TP","TR","TS","TT","TW","TX","TY","TZ"<br>"WA","WB","WE","WK","WL","WM","WP"<br>"YA","YB","YE","YH","YK","YL","YM","YP","YR","YS","YT","YW","YX","YY","YZ"<br>"ZA","ZB","ZE","ZH","ZK","ZL","ZM","ZP","ZR","ZS","ZT","ZW","ZX","ZY") |
| | **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 name | **Surname on 16th birthday** | Field type | **Alphanumeric** |
| Abbreviation | **SRNAME16** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | The family name of the learner (as written) on 16th birthday. |
| Reason required | To assist in allocating and checking ULIs. |
| 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 | This information is regarded as strictly confidential and will not be accessible outside Welsh Government.<br><br>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.<br><br>All learners both male and female should be asked this, it should not be assumed from their current surname. |

| | | |
|---|---|---|
| Validation rule(s) | **LN014-1** | LN14 not in (a to z, A to Z, -,[space], ',.).<br>(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 name | **Date of birth** | Field type | **Date** |
| Abbreviation | **DATEBRTH** | 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.<br>**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.**<br><br>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 name | **Gender** | 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<br>F Female |
| Notes | The gender type indicated by the learner should be recorded.<br><br>In those instances where learners indicate they wish to be recorded as a different gender, providers should update their records accordingly.<br><br>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 name | **Ethnic origin** | 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 | The information should be recorded according to the learner's own self-assessment.<br><br>Providers should not estimate the information where the learner declines to provide it.<br><br>This field will be combined with **LN18** to give subcategories, such as White – Welsh.<br><br>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" |

| | | |
|---|---|---|
| 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 name | **National identity** | Field type | **Alphanumeric** |
| Abbreviation | **NAT_IDEN** | Mandatory for | **Mainstream-funded learners** |

| | |
|---|---|
| Description | National identity of learner – as indicated by learner. |
| Reason required | To allow analysis according to national identity, as perceived by the learner. |
| Valid entries | WAL Welsh<br>ENG English<br>SCO Scottish<br>IRE Irish<br>BRI British<br>OTH Other<br>NKN Not known/not required<br>NOR No response |
| Notes | The national identity should be assessed by the learner only.<br><br>It is not necessarily the nationality as shown on the learner's passport.<br><br>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 name | **First language** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. | | |
| Notes | Null return from 2012 | | |
| Validation rule(s) | ~~**LN019-1**~~ | ~~LN19 not in ("A", "B", "C", "Z").~~ | |
| | **LN019-2-2012** | LN19 Not NULL | |
| Cross check(s) | ~~**XLP004-2-LN19-2010**~~ | ~~See LP04 for additional validation on this field~~ | |
| | ~~**XLA009-9-LN19-2011**~~ | ~~See LA09 for additional validation on this field~~ | |

## School last attended

| | | | |
|---|---|---|---|
| Field number | **LN20** | Field length | **8** |
| Field name | **School last attended** | Field type | **Alphanumeric** |
| Abbreviation | **LTSCHOOL** | 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**.<br><br>S9999999 Not known/not required |
| Notes | The codes supplied in **Annex 3** should be used. If a school no longer exists, (and therefore is not included in the list in **Annex 3**, but this was due to, for example, a merger or a change of name, the new code should be used where known.<br><br>This information is regarded as strictly confidential and will not be accessible outside Welsh Government.<br><br>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.<br><br>This field should only record the last school attended, **not the last further education institution, training provider or Adult Community Learning provider attended**. |

| | | |
|---|---|---|
| Validation rule(s) | **LN020-1** | LN20 not in Welsh Government list and is not in ("S9999999"). |
| | **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 name | **Year left school** | 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.<br><br>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. |

## ULN (Unique learner number)

| | | | |
|---|---|---|---|
| Field number | **LN22** | Field length | **10** |
| Field name | **Unique learner number** | Field type | **Alphanumeric** |
| Abbreviation | **ULN_MIAP** | Mandatory for | **All Learners (except ACL) who started a learning programme on or after 1/8/2011** |

| | | |
|---|---|---|
| Description | Unique number for learners across Britain. | |
| Reason required | To allow providers to record the Learning Records Service (LRS) (previously known as MIAP) 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 sector and support the provision of a comprehensive learner record for CQFW. | |
| Valid entries | Valid ULN or | |
| | 9999999999 | ULN not known |
| Notes | Providers should register a learner using the Learning Records Service (LRS) (previously known as MIAP).<br><br>Those learners who started their learning programme before 1/8/2011 or are on ACL learning programmes can be submitted to LLWR with an LN22 of 9999999999.<br><br>See **Annex 17** for additional details on this field.<br><br>The surname (**LN04**) and forename( **LN05**) are also to be submitted to the LRS for LN22 allocation. | |
| 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 |
| LP06 | Data release date |
| LP07 | Mode of attendance |
| 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 |
| LP15 | Employer role |
| LP16 | Sector framework code |
| LP17 | Type of learning programme |
| LP18 | Length of non-employed status before learning |
| LP19 | Expected length of learning programme |
| LP20 | Joint provider |
| LP21 | Type of highest qualification achieved prior to learning programme |
| LP22 | Level of highest qualification achieved prior to learning programme |
| LP23 | Welsh speaker indicator |
| LP24 | Preferred language of learning |
| LP25 | Financial support for learner |
| LP26 | Total fees paid for learning programme |
| LP27 | Reserved |
| LP28 | Major source of fees |
| LP29 | Disability and/or learning difficulty |
| LP30 | Primary type of disability and/or learning difficulty |
| LP31 | Secondary type of disability and/or learning difficulty |
| LP32 | Disadvantaged grouping |
| LP33 | Level of fluency in Welsh at start of programme |
| 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 |

| | |
|---|---|
| LP37 | Level of numeracy assessed at termination of learning programme |
| LP38 | Level of literacy assessed at termination of learning programme |
| LP39 | Framework achievement |
| LP40 | Employment status at end of learning programme |
| LP41 | Reason for termination of learning programme |
| LP42 | Destination within three months of leaving |
| LP43 | Destination six months after leaving |
| LP44 | Provider specified field 1 |
| LP45 | Provider specified field 2 |
| LP46 | Standard Industrial Classification (SIC) code |
| LP47 | SME indicator code |
| LP48 | Status of learner |
| LP49 | Guarantee/ex-guarantee learner endorsement status |
| LP50 | Previous achievements of NVQ (or equivalent) in the same vocational route |
| LP51 | Special programme funding rules |
| LP52 | Embedded basic skills support |
| LP53 | Latest employment status of learner |
| LP54 | Date of latest change of employment status |
| LP55 | Date terminated learning programme |
| LP56 | Work-limiting health condition |
| LP57 | Lone parent indicator |
| LP58 | Understanding Welsh indicator |
| LP59 | Reading/writing in Welsh indicator |
| 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 |
| LP66 | Sector framework code 2011 |
| LP67 | Level of highest Welsh language qualification achieved prior to learning programme |
| LP68 | Length of employment with same employer |

## ULI (Unique learner identifier)

| | | | |
|---|---|---|---|
| Field number | **LP01** | Field length | **13** |
| Field name | **ULI (Unique learner identifier)** | Field type | **Alphanumeric** |
| Abbreviation | **UNIQUEID** | Mandatory for | **All learners** |

| | | |
|---|---|---|
| Description | A unique identifier for each learner.<br>This will be determined by the Welsh Government.<br>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. The number allocated should be included in this field.<br><br>**LP01** matches with **LN01**, **LA01**, **AW01** and **HE01** (see **LN01** for more details). | |
| Validation rule(s) | **LP001-1** | UNIQUEID not in the correct format.<br>or<br>UNIQUEID check digit shows error. |

## Learner identifier with provider

| | | | |
|---|---|---|---|
| Field number | **LP02** | Field length | **20** |
| Field name | **Learner identifier with provider** | 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 be able to identify 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 | 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.<br><br>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.<br><br>**LP02** matches with **LN02**, **LA02**, **AW02** and **HE02**.<br><br>**This field is part of the Learning Programme (LP) compound key for the record.** | | |
| 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 name | **Provider identifier** | 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 at **Annex 3**. |
| Notes | A full list of the Welsh Government provider reference codes is provided at **Annex 3.**<br>Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the Data Management team immediately.<br>**LP03** matches with **LN03**, **LA03**, **AW03** and **HE03**.<br>**This field is part of the Learning Programme (LP) compound key for the record.** |
| 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 name | **Learning programme identifier** | 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 | 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.<br>The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.<br>**LP04** matches with **LA04**, **AW04** and **HE04**.<br>**This field is part of the Learning Programme (LP) compound key for the record.** | |
| 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”. |
| | ~~**XLP004-2-LN19-2010**~~ | ~~LN19 in (“A”, “B”, “C”) and LP04 date of last eight characters >=01/08/2010.~~ |

## Regional office

| | | | |
|---|---|---|---|
| Field number | **LP05** | Field length | **3** |
| Field name | **Regional office** | Field type | **Alphanumeric** |
| Abbreviation | **REGOFFIC** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | The region to which the contract/funding agreement with Welsh Government relates (i.e. under which, the learner's Learning Programme is supported).<br><br>**This field informs WBL funding.** |
| Reason required | To identify which region the contract/funding agreement relates. |
| Valid entries | **For those learners starting their learning programme on or after 01/08/2011 Code "999" is to be used as region will be derived from the Unit Authority in LP10.**<br><br>999 Default code from 2011 onwards.<br><br>**For those learners starting their learning programme on or after 01/08/2008 and before 31/07/2011, the LLWR codes listed below should still be used, but they will be mapped to the new Welsh Government areas as follows:**<br><br>NOR North Wales Area (Not to be used from 01/08/2011)<br>SWW South Wales Area (Not to be used from 01/08/2011)<br>MID South West/Mid Wales Area (Not to be used from 01/08/2011)<br>LLN Llanishen (Not to be used from 01/08/2011)<br>SEW South East Wales Area (Not to be used from 01/08/2011)<br>XXX No Welsh Government contract/funding agreement (Not to be used from 01/08/2011)<br><br>**These codes were introduced as a result of the new Welsh Government Area teams operating from 2008/09 onwards.**<br><br>**The following codes should be used for learners starting their programme of study BEFORE 01/08/2008:**<br><br>NOR North Wales<br>SWW South West<br>MID Mid Wales<br>LLN Llanishen<br>XXX No Welsh Government contract/funding agreement<br>SEW South East |
| Notes | The field should be updated if the management of the contract moves to a different office during the programme of learning.<br><br>"LLN" should be used for all Welsh Government-funded mainstream FE delivery and Adult Community Learning provision. |

| | | |
|---|---|---|
| | The code for the relevant region should be used for all Welsh Government-funded WBL provision. This code should relate to the Regional Schedule under which the provision is being delivered. For 2008/09 starts onwards, the mapping of regional code to unitary authority is as follows:<br><br>NOR Anglesey, Conwy, Denbighshire, Flintshire, Gwynedd and Wrexham<br><br>MID Carmarthenshire, Ceredigion, Neath Port Talbot, Pembrokeshire, Powys and Swansea<br><br>SEW Blaenau Gwent, Cardiff, Monmouthshire, Newport and Torfaen<br><br>SWW Caerphilly, Bridgend, Merthyr Tydfil, Rhondda Cynon Taff and the Vale of Glamorgan | |
| Validation rule(s) | **LP005-1** | LP05 not in (“NOR”,”MID”,”SEW”,“SWW”, ”LLN”, “XXX”,”999”). |
| Crosscheck(s) | **XLA011-2-LP05** | See **LA11** for additional validation on this field. |
| See also | **Data submission guidance for work based learning funding (please use appropriate version)** | |

## Data release date

| | | | |
|---|---|---|---|
| Field number | **LP06** | Field length | **8** |
| Field name | **Data release date** | Field type | **Date** |
| Abbreviation | **RELEASED** | Mandatory for | **Mainstream-funded learners** |

| | |
|---|---|
| Description | Date the learner agreed for Welsh Government to use data for non-statutory follow-up activities. |
| Reason required | To ensure that confidential information is only released for non-statutory follow-up activities where the learner has given consent. |
| Valid entries | Valid date in the format “ddmmyyyy”.<br>31129999 Permission not given/data not required |
| Notes | All learners must be asked on registration whether their data can be used by Welsh Government for non-statutory follow-up activities. Only learners who give permission will be approached for non-statutory follow-up monitoring activities by Welsh Government. |
| Validation rule(s) | **LP006-1** LP06 not a valid date in the format “ddmmyyyy”. |

## Mode of attendance

| | | | |
|---|---|---|---|
| Field number | **LP07** | Field length | **0** |
| Field name | **Mode of attendance** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP007-1**~~ | ~~LP07 not in (“01” – “09”,”99”).~~ |
| | ~~**LP007-2**~~ | ~~LP07 in (“07”,”08”,”09”) and LP17 not in (“51”,”52”,”53”,”54”,”55”,”56”,”57”,”58”,”59”).~~ |
| | ~~**LP007-3**~~ | ~~LP07 in (“01” – ”06”) and LP55 >= 01/08/2007 and LP17 in (“51”,”52”,”53”,”54”,”55”,”56”,”57”,”58”,”59”).~~ |
| | ~~**LP007-4-2010**~~ | ~~LP07 not equal to “99” and LP04 date of last eight characters >=01/08/2010.~~ |
| | **LP007-5-2012** | LP07 Not NULL |
| Crosscheck(s) | ~~**XLA009-30- LP07-2011**~~ | ~~See LA09 for additional validation on this field~~ |

## Domicile

| | | | |
|---|---|---|---|
| Field number | **LP08** | Field length | **4** |
| Field name | **Country of Domicile** | 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 **Annex 4**. |
| Notes | Domicile is the country in which the learner has his/her permanent home prior to learning.<br><br>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**<br><br>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.** |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP008-1**~~ | ~~LP08 not in (**Lookup_LP08_HE06Old** list or "9999") and LP04 date of last eight characters <01082010~~ **Replaced by XLA009-23-LP08-2011** |
| | ~~**LP008-2-2010**~~ | ~~LP08 not in (**Lookup_LP08_HE06New** list or "ZZ ") and LP04 date of last eight characters >=01082010~~ **Replaced by XLA009-24-LP08-2011** |
| | **LP008-3-2012** | LP08 not in (**Lookup_LP08_HE06Old** list or "9999") and LP08 not in (**Lookup_LP08_HE06New** list or "ZZ ") |
| Crosscheck(s) | ~~**XLA011-3-LP08**~~ | ~~See LA11 for additional validation on this field~~ **Replaced by XLA009-28-LP08-LA11-2011** |
| | ~~**XLA011-14-LP08-2010**~~ | ~~See LA11 for additional validation on this field~~ **Replaced by XLA009-29-LP08-LA11-2011** |
| | **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 name | **Postcode (at start of learning programme)** | 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.<br>**This field is used for NPFS funding allocations.** |
| Valid entries | Any valid postcode character string.<br><br>99999999 Not known<br>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.**<br><br>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.<br><br>The post code for British Forces Posted Overseas (BFPO) is “NW7 1PX”.<br><br>For information on valid postcode formats, please see **Annex 12**.<br><br>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”). |
| | ~~**LP009-2**~~ | ~~**LP15** not “6” and LP09=”99999999” and **LP10**=”999” and LP13 = “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 name | **Unitary authority code** | 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 | Valid codes from **Annex 5**:<br>660 Isle of Anglesey<br>661 Gwynedd<br>662 Conwy<br>663 Denbighshire<br>664 Flintshire<br>665 Wrexham<br>666 Powys<br>667 Ceredigion<br>668 Pembrokeshire<br>669 Carmarthenshire<br>670 Swansea<br>671 Neath Port Talbot<br>672 Bridgend<br>673 The Vale of Glamorgan<br>674 Rhondda Cynon Taff<br>675 Merthyr Tydfil<br>676 Caerphilly<br>677 Blaenau Gwent<br>678 Torfaen<br>679 Monmouthshire<br>680 Newport<br>681 Cardiff<br>998 Not known<br>999 Outside Wales |
| Notes | **Do not use "998" when LP09 is "00000000".**<br>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".<br>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.<br>**LP010-2** **LP09** = "00000000" and LP10 is not "999".<br>**LP010-3** **LP09** = "99999999" and LP10 is "998". |

## Employment status at start of programme

| | | | |
|---|---|---|---|
| Field number | **LP11** | Field length | **1** |
| Field name | **Employment status at start of programme** | Field type | **Alphanumeric** |
| Abbreviation | **EMPSTART** | Mandatory for | **Learners on work based learning programmes** |

| | |
|---|---|
| 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).<br>**This field informs WBL 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, beginning of the programme is the first day of any learning undertaken with the provider.<br><br>All learners who are employed must be coded "1". This includes full-time learners with a part-time job, even if the job is not related to the learning.<br><br>The distinction between those for whom the employment is related to the learning and those, whose work is not related to their learning, will be made using the information in field **LP15. (LP15 not applicable from 1 August 2012 onwards, kept for reference purposes).**<br><br>Code "4" (not known) must NOT be coded for learners on WBL programmes.<br><br>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.<br><br>This field will be of critical importance in European Social Fund (ESF) funding eligibility and determining which ESF project the learner may be included within. |

| | | |
|---|---|---|
| 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-** | LP11 not equal to "3" and **LP17** in ("31"-"35") |

| | | |
|---|---|---|
| | **2011** | |
| | **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)** | |

## Employer name

| | | | |
|---|---|---|---|
| Field number | **LP12** | Field length | **60** |
| Field name | **Employer name** | Field type | **Alphanumeric** |
| Abbreviation | **EMPLNAME** | Mandatory for | **All learners on work based learning programmes** |

| | |
|---|---|
| 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. |
| Valid entries | Valid name or (left justified):<br>1 Not known<br>2 Not requested/not required |
| Notes | This field should be completed at the start of the programme and not changed unless to correct an error.<br><br>Where a learner has more than one employer, the name of the employer which provides the main or most relevant work should be returned.<br><br>Information on the placement employer should be returned for non-employed learners on WBL programmes.<br><br>Code "1" – must be used where the employer's name is not known (not to be used for work-related programmes).<br><br>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).**<br><br>This field should be completed for all learners whose learning is related to their work and for non-employed learners on WBL programmes.<br><br>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**. |
| 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 name | **Employer postcode** | Field type | **Alphanumeric** |
| Abbreviation | **EMPLPOST** | Mandatory for | **All learners on work based learning programmes** |

| | |
|---|---|
| Description | Postcode of employer of learner at the **start** of the Learning Programme. |
| Reason required | To assist with learner tracking and labour market intelligence. |
| Valid entries | Valid postcodes.<br>99999999 Not known/not required |
| Notes | This field should be completed at the start of the programme and not changed unless to correct an error.<br><br>Where a learner has more than one employer, the postcode of the employer which provides the main or most relevant work should be returned.<br><br>Information on placement employer must be returned for non-employed learners on WBL programmes.<br><br>The postcode must relate to the employer shown in **LP12**.<br><br>The name (**LP12**) and postcode will be used to identify employers on the employer database and to allow more detailed analysis.<br><br>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.<br><br>For information on valid postcode formats, please refer to **Annex 12.** |
| 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 name | **SOC code** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP014-1**~~ | ~~LP14 not valid SOC code and not "XXXX".~~ |
| | ~~**LP014-2**~~ | ~~LP14="XXXX" and LP07 ="04" and date of LP04 last eight characters is <01/08/2010~~ |
| | ~~**LP014-3**~~ | ~~LP17 in ("01" – "10", "21", "22") and LP11 = "1" and LP14 = "XXXX".~~ |
| | **LP014-4-2012** | LP14 Not NULL |

### Employer role

| | | | |
|---|---|---|---|
| Field number | **LP15** | Field length | **0** |
| Field name | **Employer role** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. | | |
| Notes | Null return from 2012 | | |
| Validation rule(s) | ~~**LP015-1**~~ | ~~LP15 not in ("1" – "6").~~ | |
| | **LP015-2-2012** | LP15 Not NULL | |

## Sector framework code

| | | | |
|---|---|---|---|
| Field number | **LP16** | Field length | **3** |
| Field name | **Sector framework code** | Field type | **Alphanumeric** |
| Abbreviation | **SECTRCOD** | Mandatory for | **Learners on WBL programmes** |

| | |
|---|---|
| Description | Sector framework being followed. |
| Reason required | To monitor work-based learning within sector framework.<br>This has been changed to take into account the working of the NPFS for WBL providers<br>**This field informs WBL funding.** |
| Valid entries | Sector Framework code (from **Annex 6**).<br><br>999 Not applicable/not required |
| Notes | LP16 (Lookup_LP16_LA37) is available as a lookup table on LLWR Inform (**https://llwrinform.wales.gov.uk** ) under Documents/LLWR Lookups/Lookups<br><br>Codes other than “999” are only required for **LP17** codes (“01”,”02”,“05”).<br><br>Codes other than “999” may be needed by the provider to specify WBL priority for Adult and Youth Skills Learning.<br><br>LP16 should be recorded as at the start of the Learning Programme and should only be subsequently changed if found to be materially incorrect at the start of the Learning Programme. |
| Validation rule(s) | **LP016-1** LP16 not on Welsh Government list and not “999”.<br>**LP016-2** **LP17** in (“01”,”02”,“05”,) and LP16 = “999” |
| Crosscheck(s) | **XLA009-1-LP16- LP17-2011** See **LA09** for additional validation on this field<br>**XLA009-2-LP16-LP17-2011** See **LA09** for additional validation on this field |
| See also | **Data submission guidance for work-based learning funding (please use appropriate version)** |

## Type of learning programme

| | | | |
|---|---|---|---|
| Field number | **LP17** | Field length | **2** |
| Field name | **Type of LP** | 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.<br>This field informs WBL funding. |

Valid entries

08 Other WBL programme
17 Welsh for Adults
21 Skill Build (Not to be used from 01/08/2011 (exceptions apply – see Notes))
30 ACL (Adult Community Learning)
31 Traineeship - Engagement
32 Traineeship - Level1
33 Traineeship - Bridge-to-Employment
34 Steps to employment - Work Focussed Learning
35 Steps to employment - Routeways to Work
36 Flexible Learning
37 Foundation Apprenticeship
38 Apprenticeship
39 Higher Apprenticeship
40 Pathways to Apprenticeship
41 Shared Foundation Apprenticeship (Level 2)
42 Shared Apprenticeship (Level 3)
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
71 Access to FE
72 Access to HE
80 Welsh Baccalaureate
81 Baccalaureate (other)
92 Other FE

**Codes no longer used**

01 Modern Apprenticeship (Not to be used from 01/08/2011)
02 Foundation Modern Apprenticeships (Not to be used from 01/08/2011)
03 Skillbuild Preparatory*
04 Skillbuild Level 1*
05 Modern Skills Diploma (Not to be used from 01/08/2011)
06 WBLA endorsed*
07 WBLA non-endorsed*
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)
22 Pre-Apprenticeship Learning (Not to be used from 01/08/2011)
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)

* Only to be used for learners first registered on the learning programme before 2004/05
** Not to be used from 2007/08 onwards

Notes

**Other FE**
Code 92 to be used by Providers with a provider id starting with an "F" for all delivery not falling into codes 1-10 , 17, 21-22, 31-42, 53-59, 71-72, 80-81.

**Skill Build**
Skill Build code "21" should not be used from 01/08/2011 except for learners who commenced their skill build programme before 01/08/2011 and are continuing their skill build programme with a different provider during the 2011/12 contract year.

**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"**
For both FE providers and ACL providers code "30" has been introduced to record all ACL provision including franchised delivery. Code "30" should be used for all ACL delivery even if the programme falls into another category, for example code "30" should be used if an ACL/FE provider is delivering any type of ACL even if it is Curriculum 2000, GCSE, OCN, or any of the other

codes listed above. Details of the ACL activity can then be identified through **LA06** when linked to code "30".

Providers need to 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 (e.g. Curriculum 2000 + GCSE) 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 would have two LP datasets one for the FE side and one for the ACL side where both are delivered by the same provider.

**Please note that codes "01" – "10", "21" with learning programme start dates prior to 01/08/2011 ,codes "31"-"42" with learning programme start dates after 01/08/2011 and code "22" are for WBL programmes only.**

Providers should use code "11" – Curriculum 2000 to include:
- ❑ A2/AS levels
- ❑ AVCEs
- ❑ National Diplomas/Certificates
- ❑ Key skills

Use of code "13" (General Education unspecified or mixed) should be for:
- ❑ Basic Skills learning aims
- ❑ Other general education

Code "14" (Vocational education unspecified or mixed) should be used for:
- ❑ NVQs
- ❑ C & G activities
- ❑ Other vocational education

This field should not be updated during the lifetime of the learning 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”). |
| | ~~**LP017-2**~~ | ~~LP17 in (“51” - “59”) and **LP55** >= “01/08/2007” (including “31/12/9999”) and **LP55** less than 01/08/2010 and **LP07** not in (“07”,“08”,“09”).~~ |
| | **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” |
| | ~~**LP017-6-2012**~~ | ~~LP17=”40” and **LP58**=”9”~~ |
| | ~~**LP017-7-2012**~~ | ~~LP17=”40” and **LP59**=”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-** | See **LA42** for additional validation on this field. |

| | |
|---|---|
| **LA30.LA31.LP17** | |
| **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 name | **Length of non-employed status before learning** | Field type | **Numeric** |
| Abbreviation | **STAT_BLN** | Mandatory for | **Mainstream-funded learners on WBL programmes** |

| | |
|---|---|
| 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 |
| 991 | Employed in same business on the day before starting learning (not to be used from 1 August 2010) |
| 992 | Employed elsewhere on the day before starting learning (not to be used from 1 August 2010) |
| 993 | In full-time education before entering learning (not to be used from 1 August 2010) |
| 994 | Other (not classified as unemployed) (not to be used from 1 August 2010) |

Notes

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.

At LP18, we are seeking to ascertain the length of time that the learner had spent out of work before commencing on a WBL programme. The LP18 for persons taken into employment with the intention of entering a WBL programme at an agreed date which is recorded in writing, should be the number of months of continuous non-employment prior to entering employment.

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.<br><br>Where the learner was employed prior to learning use code “000”. Should be padded with leading zeros e.g. 12 months coded as “012”. |
| 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” |
| | ~~**LP018-3-2011**~~ | ~~**LP17** in (“31”-“35”) and **LP11**=”1” and LP18 =”000”~~ |
| | ~~**LP018-4-2011**~~ | ~~**LP17** in (“36”-“39”) and **LP11** in (“2”,”3”) and LP18 not equal to “000”~~ |
| | **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 name | **Expected length of learning programme** | Field type | **Numeric** |
| Abbreviation | **EXPTLENG** | Mandatory for | **Mainstream-funded learners** |

| | |
|---|---|
| Description | The time over which the provider and learner plan to complete the learning related to this learning programme. |
| Reason required | To calculate expected learning delivery periods for the programme as a whole and to monitor variations in length of learning. |
| Valid entries | The elapse time (in weeks) of the learner's learning programme – "000" to "320".<br><br>888 Not required |
| Notes | An estimate of the expected length should be provided for all learners. This may be a notional length (e.g. for some distance learning programmes).<br><br>The information in this field should not be changed if it is subsequently found that the length of the programme is longer or shorter than originally expected. |
| Validation rule(s) | **LP019-1** LP19 > "320" and not "888". |
| Crosscheck(s) | **XLA011-6-LP19** See **LA11** for additional validation on this field. |
| See also | **Data submission guidance for work based learning funding (please use appropriate version)** |

## Joint provider

| | | | |
|---|---|---|---|
| Field number | **LP20** | Field length | **0** |
| Field name | **Joint provider** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. | | |
| Notes | Null return from 2012 | | |
| Validation rule(s) | ~~**LP020-1**~~ | ~~LP20 not on DCELLS list and not in ("00000000","99999999").~~ | |
| | **LP020-2-2012** | LP20 Not NULL | |

## Type of highest qualification achieved prior to learning programme

| | | | |
|---|---|---|---|
| Field number | **LP21** | Field length | **0** |
| Field name | **Type of highest qualification achieved prior to learning programme** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP021-1**~~ | ~~LP21 not valid entry.~~ |
| | ~~**LP021-2**~~ | ~~LP21 is "99" and LP17 is in ("01" – "10", "21","22") AND LP55>="01/08/2007" (including "31/12/9999").~~ |
| | **LP021-3-2012** | LP21 Not NULL |
| Crosscheck(s) | ~~**XLA009-5-LP21- 2011**~~ | ~~See LA09 for additional validation on this field~~ |

## Level of highest qualification achieved prior to learning programme

| | | | |
|---|---|---|---|
| Field number | **LP22** | Field length | **1** |
| Field name | **Level of highest qualification achieved prior to learning programme** | Field type | **Alphanumeric** |
| Abbreviation | **LVL_HQUA** | Mandatory for | **Learners on WBL programmes and full time learners only*** |

| | |
|---|---|
| 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 | | |
|---|---|---|
| | 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 Level7/HE Masters |
| | 8 | CQFW Level 8/HE Doctorate |
| | 9 | Not known/not required |

| | |
|---|---|
| Notes | For learners who do not have any formal qualifications code “0” (Pre-Entry level) should be used.<br><br>The codes in this field should relate to the level of highest qualification achieved prior to the learning programme.<br><br>See **Annex 7** for allocation of the main types of qualifications to levels.<br>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.<br><br>Further information is available on CQFW website: **www.cqfw.net** and the DAQW web link: **www.daqw.org.uk**.<br><br>* Full time (Non-WBL) learners are defined as those with >450 guided contact hours on a learning programme in a year. |

| 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 name | **Welsh speaker indicator** | 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

To be defined by the learner.

Select the "best-fit" of the three descriptors:

Fluent Welsh speaker. 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.

Welsh speaker not fluent. 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.

Not Welsh speaker. Understands very little or none of the language when spoken normally. Unlikely to have studied Welsh in school to examination level.

| | | |
|---|---|---|
| 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 name | **Preferred language of learning** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. | | |
| Notes | Null return from 2012 | | |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP024-1**~~ | ~~LP24 not in ("1" – "4","9").~~ |
| | ~~**LP024-2-2010**~~ | ~~LP24 not equal to "9" and LP04 date of last eight characters >=01/08/2010.~~ |
| | **LP024-3-2012** | LP24 Not NULL |
| Crosscheck(s) | ~~**XLA009-11-LP24-2011**~~ | ~~See LA09 for additional validation on this field~~ |

## Financial support for learner

| | | | |
|---|---|---|---|
| Field number | **LP25** | Field length | **0** |
| Field name | **Financial support for learner** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2013 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP025-1**~~ | ~~LP25 not in (“01” – “15”,“80”, “90”, “99”)~~ |
| | ~~**LP025-2-2010**~~ | ~~LP25 =”99” and **LP04** date of last eight characters>=01/08/2010~~ |
| | ~~**LP025-3-2010**~~ | ~~LP25 in (“01”,”02”) and **LP04** date of last eight characters>=01/08/2010~~ |
| | **LP025-4-2013** | LP25 Not NULL |
| Crosscheck(s) | ~~**XLA009-12-LP25-2011**~~ | ~~See **LA09** for additional validation on this field~~ |
| | ~~**XLA009-36-LP25-2012**~~ | ~~See **LA09** for additional validation on this field~~ |

## Total fees paid for learning programme

| | | | |
|---|---|---|---|
| Field number | **LP26** | Field length | **0** |
| Field name | **Total fees paid for learning programme** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP026-1**~~ | ~~LP26 not in correct format (should be numeric in the format nnnnn. Only whole numbers should be used).~~ |
| | **LP026-2-2012** | LP26 Not NULL |

## Reserved

| | | | |
|---|---|---|---|
| Field number | **LP27** | Field length | **0** |
| Field name | **Reserved** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP027-1**~~ | ~~LP27 not "000".~~ |
| | **LP027-2-2012** | LP27 Not NULL |

## Major source of fees

| | | | |
|---|---|---|---|
| Field number | **LP28** | Field length | **2** |
| Field name | **Major source of fees** | 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.<br><br>Tuition fees are monies paid by learners or on their behalf to cover the tuition fees charged for the learning programme.<br><br>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 | **2** |
| Field name | **Disability and/or learning difficulty** | Field type | **Alphanumeric** |
| Abbreviation | **DISABLE1** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | Records whether a learner has a disability and/or learning difficulty which impacts on their ability to learn and/or use general facilities. |
| Reason required | To monitor the distribution of learners with learning difficulties and/or disabilities in post-16 learning in Wales. |

Valid entries

91 Learner considers himself or herself to have a learning difficulty and/or disability

98 Learner does not consider himself or herself to have a learning difficulty and/or disability.

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)
08 Temporary disability after illness (for example, post-viral) or accident ( not to be used from 2008/09)
09 Profound and multiple disabilities ( 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)
99 Not known/information not provided/not required (not to be used from 2008/09)

Notes

There are many ways of asking learners about disability/learning difficulties. The enrolment form may ask:
'Do you consider yourself as having a disability or learning difficulty (for example, visual impairment, hearing impairment, mental health difficulty, mobility difficulty, autistic spectrum disorder, dyslexia) which could affect your learning or the extent to which you can access general facilities".

This question would enable you to complete this field and identify

| | | |
|---|---|---|
| | learners who may want further information about learning support. Useful guidance on disclosure entitled 'Do you have a disability - yes or no? or is there a better way of asking?' (Rose 2005) can be viewed **here.** Further related guidance on disclosure in FE/HE is available via the **Equality Challenge Unit.**<br><br>Learners who consider themselves to have a learning difficulty and/or disability (LD/D) which impacts on their ability to learn and/or use facilities are likely to require a learning needs assessment so the provider can make reasonable adjustments and avoid discrimination.<br><br>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.<br><br>Entries in this field are not conditional upon a learner being in receipt of additional learning support.<br><br>The information recorded in this field must be consistent with entries in **LP30** and **LP31**.<br><br>Where learners choose not to provide any information regarding disability or learning difficulty, you should record no disability or learning difficulty and let the learner know that this is the default position offering him/her other opportunities for disclosure in confidence (see disclosure guide above).<br><br>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.<br><br>Further guidance on how to complete this field can be found at **Annex 18.**<br><br>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 above, regardless of whether they are in receipt of additional learning support. | |
| Validation rule(s) | **LP029-1** | LP29 not in ("01" – "12", "90", "91", "97" – "99"). |
| | **LP029-2** | LP29 not in ("91","98") and **LP55** date of last eight characters is >= "01082008" (including entries of "31129999"). |
| | **LP029-3-2012** | LP29 = "98" and **LP30** in ("21" – "31") |
| | **LP029-4-** | LP29 = "98" and **LP31** in ("21" – "31") |

## Primary type of disability and/or learning difficulty

| | | | |
|---|---|---|---|
| Field number | **LP30** | Field length | **2** |
| Field name | **Primary type of disability and/or learning difficulty** | Field type | **Alphanumeric** |
| Abbreviation | **DISABLE2** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | The primary type of disability and/or learning difficulty field records the main type of disability and/or learning difficulty that a learner has. |
| Reason required | To monitor the extent and effect of disability in post-16 learning in Wales. |

Valid entries

21 Visual impairment
22 Hearing impairment
23 Physical and/or medical difficulties
24 Behavioural, emotional and social difficulties
25 Multi-sensory impairment
26 Autistic spectrum disorders
27 Speech, language and communication difficulties
28 Moderate Learning Difficulties
29 Severe Learning Difficulties
30 Profound and Multiple Learning Difficulties
32 SPLD - Dyslexia
33 SPLD - Dyscalculia
34 SPLD - Dyspraxia
35 SPLD - Attention Deficit Hyperactivity Disorder
36 General Learning Difficulties
91 Does not apply

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. Therefore, in this field, entry 91 should be used **only** when the entry in **LP29** is 98.<br><br>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.<br><br>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.<br><br>Where a learner has more than one type of disability or learning difficulty, a primary **and** secondary type is required. Secondary types are recorded in field **LP31**.<br><br>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.<br><br>Further guidance on how to complete this field and how to record types of disability can be found at **Annex 18.**<br><br>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.<br><br>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”, “97” – “99”). |
| | ~~**LP030-2**~~ | ~~LP30 not in (“21” – “31”, “91”) and ((**LP55** >= “01082008” and **LP55**<="31072013") OR **LP55**= “31129999”)~~ |
| | **LP030-3-2011** | LP30=91 and **LP29**= 91 and **LP55** >=”01082011” (including “31129999”) and **LP41**=01 |
| | ~~**LP030-4-2013**~~ | ~~LP30 =”31” and **LP55** >= “01082013” (including “31129999”).~~ |
| | ~~**LP030-5-2013**~~ | ~~LP30 not in (“21” – “30”,”32“ – “36” ,“91”) and **LP55** >= “01082013” including “31129999”~~ |

| | | |
|---|---|---|
| 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 | **2** |
| Field name | **Secondary type of disability and/or learning difficulty** | Field type | **Alphanumeric** |
| Abbreviation | **DISABLE3** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | This field records the secondary type of disability and/or learning difficulty that a learner has where a secondary type exists. |
| Reason required | To monitor the extent and effect of disability in post-16 learning in Wales. |

| | |
|---|---|
| Valid entries | 21 Visual impairment<br>22 Hearing impairment<br>23 Physical and/or medical difficulties<br>24 Behavioural, emotional and social difficulties<br>25 Multi-sensory impairment<br>26 Autistic spectrum disorders<br>27 Speech, language and communication difficulties<br>28 Moderate Learning Difficulties<br>29 Severe Learning Difficulties<br>30 Profound and Multiple Learning Difficulties<br>32 SPLD - Dyslexia<br>33 SPLD - Dyscalculia<br>34 SPLD - Dyspraxia<br>35 SPLD - Attention Deficit Hyperactivity Disorder<br>36 General Learning Difficulties<br>91 Does not apply<br><br>31 (not to be used from 2013/14)<br>01, 02, 10, 12, 19 - (not to be used from 2008/09)<br>90,94, 97, 98, 99 (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.<br><br>Entries other than 91 will only be required for learners with more than one disability/learning difficulty.<br><br>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.<br><br>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. |

| | | |
|---|---|---|
| | | 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.<br><br>Further guidance on how to complete this field and how to record types of disability can be found at **Annex 18.**<br><br>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.<br><br>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) | **LP031-1** | LP31 not in (“01” – “02”, “10” – “12”, “19”, “21” – “36”, “90”, “91”, “94” - “99”). |
| | ~~**LP031-2**~~ | ~~LP31 not in (“21” – “31”, “91”) and ((**LP55** >= “01082008” and **LP55**<="31072013") OR **LP55**= “31129999”)~~ |
| | **LP031-3** | LP31 in (“21” – “31”) and **LP30** =LP31. |
| | **LP031-4** | **LP30** = “91” and LP31 not “91”. |
| | ~~**LP031-5-2013**~~ | ~~LP31 =”31” and **LP55** >= “01082013” (including “31129999”).~~ |
| | ~~**LP031-6-2013**~~ | ~~LP31 not in (“21” – “30”,”32-“36” ,“91”) and **LP55** >= “01082013” including “31129999”~~ |
| Crosschecks | **XLA009-51-LP31-2013** | See **LA09** for additional validation on this field |
| | **XLA009-53-LP31-2013** | See **LA09** for additional validation on this field |

## Disadvantaged grouping

| | | | |
|---|---|---|---|
| Field number | **LP32** | Field length | **0** |
| Field name | **Disadvantaged grouping** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP032-1**~~ | ~~LP32 not in ("A"-"D", "F" –"I", "N", "X").~~ |
| | ~~**LP032-2**~~ | ~~LP32 = "H" AND LP55 >="01/08/2008" (including "31/12/9999").~~ |
| | ~~**LP032-3-2010**~~ | ~~LP32 not equal to "X" and LP04 date of last eight characters is >=01/08/2010~~ |
| | **LP032-4-2012** | LP32 Not NULL |
| Crosscheck(s) | ~~**XLA009-13-LP32-2011**~~ | ~~See LA09 for additional validation on this field~~ |

## Level of fluency in Welsh at start of programme

| | | | |
|---|---|---|---|
| Field number | **LP33** | Field length | **0** |
| Field name | **Level of fluency in Welsh at start of programme** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP033-1**~~ | ~~LP33 not in (“0” - “4”, “9”).~~ |
| | ~~**LP033-2-2010**~~ | ~~LP33 not equal to “9” and LP04 date of last eight characters is >=01/08/2010~~ |
| | **LP033-3-2012** | LP33 Not NULL |
| Crosscheck(s) | ~~**XLA009-14-LP33-2011**~~ | ~~See LA09 for additional validation on this field~~ |

## Level of numeracy assessed at start of learning programme

| | | | |
|---|---|---|---|
| Field number | **LP34** | Field length | **1** |
| Field name | **Level of numeracy determined at start of learning programme** | 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 Basic Skills needs in numeracy to inform the **Basic Skills Strategy for Wales**. |

| 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 Adult Basic Skills Unit (formerly Basic Skills Cymru), which identifies levels mapped to outcomes in the Essential Skills Wales framework/Numeracy core curriculum.

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.

Providers should contact the Welsh Government Adult Basic Skills Unit via email **post16basicskills@wales.gsi.gov.uk** for further advice and information relating to the requirements for screening and assessment of basic skills.

* 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) | **LP034-1** | LP34 not in (“B”, “D”, “0” – “9”). |
| | **LP034-2-2010** | LP34=”6” and **LP04** date of last eight characters >=”01082010” |
| Crosscheck(s) | **XLA009-15-LP34-2011** | See **LA09** for additional validation on this field |
| | ~~**XLA009-19-LP37-LP34-LP41-2011**~~ | ~~See **LA09** for additional validation on this field~~ |
| | ~~**XLA009-21-LP38-LP34-LP41-2011**~~ | ~~See **LA09** for additional validation on this field~~ |

## Level of literacy assessed at start of learning programme

| | | | |
|---|---|---|---|
| Field number | **LP35** | Field length | **1** |
| Field name | **Level of literacy determined at start of learning programme** | 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 Basic Skills needs in literacy to inform the **Basic Skills Strategy for Wales**. |

| 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 Adult Basic Skills Unit (formerly Basic Skills Cymru), which identifies levels mapped to outcomes in the Essential Skills Wales framework/numeracy core curriculum.

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.

Providers should contact the Welsh Government Adult Basic Skills Unit via email **post16basicskills@wales.gsi.gov.uk** for further advice and information relating to the requirements for screening and assessment of basic skills.

* 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 |

## Level of fluency in Welsh at termination of learning programme

| | | | |
|---|---|---|---|
| Field number | **LP36** | Field length | **0** |
| Field name | **Level of fluency in Welsh at termination of learning programme** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. | |
| Notes | Null return from 2012 | |
| Validation rule(s) | ~~**LP036-1**~~ | ~~LP36 not in ("0" "4", "9").~~ |
| | ~~**LP036-2-2010**~~ | ~~LP36 not equal to "9" and LP04 date of last eight characters is >=01/08/2010~~ |
| | **LP036-3-2012** | LP36 Not NULL |
| ~~Crosscheck(s)~~ | ~~**XLA009-17-LP36-2011**~~ | ~~See LA09 for additional validation on this field~~ |

## Level of numeracy assessed at termination of learning programme

| | | | |
|---|---|---|---|
| Field number | **LP37** | Field length | **0** |
| Field name | **Level of numeracy assessed at termination of learning programme** | 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 character submitted will fail validation.<br>See **Annex 23** for definition and explanation of a NULL return | |
| Notes | Null return from 2012 | |
| Validation rule(s) | ~~**LP037-1**~~ | ~~LP37 not in (“B”, “D”, “0” – “9”).~~ |
| | ~~**LP037-2-2010**~~ | ~~LP37 in (”6”,”8”) and LP04 date of last eight characters >=01/08/2010~~ |
| | **LP037-3-2012** | LP37 Not NULL |
| Crosscheck(s) | ~~**XLA009-18-LP37-2011**~~ | ~~See LA09 for additional validation on this field~~ |
| | ~~**XLA009-19-LP37-LP34-LP41-2011**~~ | ~~See LA09 for additional validation on this field~~ |

## Level of literacy assessed at termination of learning programme

| | | | |
|---|---|---|---|
| Field number | **LP38** | Field length | **0** |
| Field name | **Level of literacy assessed at termination of learning programme** | 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 character submitted will fail validation.<br>See **Annex 23** for definition and explanation of a NULL return |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP038-1**~~ | ~~LP38 not in (“B”, “D”, “0” – “9”).~~ |
| | ~~**LP038-2-2010**~~ | ~~LP38 in (”6”,”8”) and **LP04** date of last eight characters >=01/08/2010~~ |
| | **LP038-3-2012** | LP38 Not NULL |
| Crosscheck(s) | ~~**XLA009-20-LP38-2011**~~ | ~~See **LA09** for additional validation on this field~~ |
| | ~~**XLA009-21-LP38-LP34-LP41-2011**~~ | ~~See **LA09** for additional validation on this field~~ |

## Framework achievement

| | | | |
|---|---|---|---|
| Field number | **LP39** | Field length | **1** |
| Field name | **Framework achievement** | Field type | **Alphanumeric** |
| Abbreviation | **FWORKACH** | Mandatory for | **Mainstream-funded learners**<br>**Learners on WBL funded programmes** |

| | | |
|---|---|---|
| Description | Whether learner has completed the whole framework. | |
| Reason required | To monitor framework completions. | |
| Valid entries | 1 | Achieved |
| | 2 | Not achieved |
| | 9 | Not applicable/not required |
| Notes | 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.<br><br>Initially, to be used only for Foundation Apprenticeships, Apprenticeships, Higher Apprenticeships (previously known as Modern Skills Diploma).<br><br>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).<br><br>Where the provider is not responsible for ensuring the full framework is complete, code “9” should be used. | |
| 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 name | **Employment status at end of learning programme** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. | | |
| Notes | Null return from 2012 | | |
| Validation rule(s) | ~~**LP040-1**~~ | ~~LP40 not in ("1" "3", "9").~~ | |
| | **LP040-2-2012** | LP40 Not NULL | |
| Crosscheck(s) | ~~**XLA009-6-LP40-2011**~~ | ~~See LA09 for additional validation on this field~~ | |

## Reason for termination of learning programme

| | | | |
|---|---|---|---|
| Field number | **LP41** | Field length | **2** |
| Field name | **Reason for termination LP** | Field type | **Alphanumeric** |
| Abbreviation | **TERM_REA** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | Whether learner is continuing or has completed or the reason for learner terminating learning programme if learner is not continuing or has not completed the 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 known to be transferring to other providers.<br>**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 | Not to be used in 2007/08 |
| | 04 | Health reasons |
| | 05 | Death |
| | 06 | Financial reasons |
| | 07 | Other personal reasons leading to dropping out |
| | 08 | Not to be used in 2007/08 |
| | 09 | Exclusion/left in bad standing |
| | 10 | Not to be used in 2007/08 |
| | 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.<br><br>Codes “02” to “13” should only be used if the learner has not completed his/her learning programme.<br><br>Code “01” should be used if learners complete the programme, whether the outcome is successful or not.<br><br>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”).~~ |
| | **~~LP041-2~~** | ~~LP41 = “00” and LP42 is not in (“00”, “01”) and LP04 date of last eight characters <01/08/2010~~ |
| | | **Replaced by LP041-14-2011** |
| | **~~LP041-3~~** | ~~LP41= “03” and LP42 not in (“01”,“03”) and LP04 date of last eight characters <01/08/2010~~ |
| | | **Replaced by LP041-15-2011** |
| | **~~LP041-4~~** | ~~LP41= “05” and LP42 not in (“20”, “99”).~~ |
| | | **Replaced by LP041-20-2012** |
| | **~~LP041-5~~** | ~~LP41= “12” and LP42 is not in (“03”, “04”) and LP04 date of last eight characters <01/08/2010~~ |
| | | **Replaced by LP041-16-2011** |
| | **~~LP041-6~~** | ~~LP41= “13” and LP42 is not in (“02”, “05”) and LP04 date of last eight characters <01/08/2010~~ |
| | | **Replaced by LP041-17-2011** |
| | **~~LP041-7~~** | ~~LP41= “01” and LP42 is in (“00”, “01”) and LP04 date of last eight characters <01/08/2010~~ |
| | | **Replaced by LP041-18-2011** |
| | **~~LP041-8-2010~~** | ~~LP41 = “00” and LP42 is not ”00” and LP04 date of last eight characters >=01/08/2010~~ |
| | | **Replaced by LP041-11-2011** |
| | **~~LP041-9-2010~~** | ~~LP41 in (“12”,”13”) and LP42 is not in (“15”,”16”,”19”,”00”) and LP04 date of last eight characters >=01/08/2010~~ |
| | | **Replaced by LP041-12-2011** |
| | **~~LP041-10-2010~~** | ~~LP41= “01” and LP42 =”00” and LP04 date of last eight characters >=01/08/2010~~ |
| | | **Replaced by LP041-13-2011** |
| | **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 |
| | ~~**XLA009-19-LP37-LP34-LP41-2011**~~ | ~~See **LA09** for additional validation on this field~~ |
| | ~~**XLA009-21-LP38-LP34-LP41-2011**~~ | ~~See **LA09** for additional validation on this field~~ |

## Destination within three months of leaving

| | | | |
|---|---|---|---|
| Field number | **LP42** | Field length | **2** |
| Field name | **Destination within three months of leaving** | Field type | **Alphanumeric** |
| Abbreviation | **DEST_IPL** | Mandatory for | **Learners on WBL programmes and full time 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.<br>**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 |
| | 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 (Non-WBL) learners are defined as those with >450 guided contact hours on a learning programme in a year.<br><br>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.<br><br>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.<br><br>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.<br><br>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**<br><br>Codes 21 or 22 should be used when learners have left the programme and continuing their current employment.<br><br>Code "09” should be used where learners are referred to Careers Wales, Job Centre Plus or other referral agencies.<br><br>**This field should be coded “00” until the learner finishes/leaves the learning programme.**<br><br>**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”). |
| | ~~**LP042-2-2010**~~ | ~~LP42 in (“01” – “06”,“10” “12”) and LP04 date of last eight characters >=01/08/2010~~<br>**Replaced by LP042-3-2011** |
| | **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 name | **Destination six months after leaving** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. | |
| Notes | Null return from 2012 | |
| Validation rule(s) | ~~**LP043-1**~~ | ~~LP43 not in (“01” – “10”,“12”,“13”,“97” – “99”).~~ |
| | ~~**LP043-2-2010**~~ | ~~LP43 not equal to “99” and LP04 date of last eight characters >=01/08/2010~~ |
| | **LP043-3-2012** | LP43 Not NULL |
| Crosscheck(s) | ~~**XLA009-22-LP43-2011**~~ | ~~See LA09 for additional validation on this field~~ |

## Provider specified field 1

| | | | |
|---|---|---|---|
| Field number | **LP44** | Field length | **20** |
| Field name | **Provider specified field 1** | Field type | **Alphanumeric** |
| Abbreviation | **PROVSP_1** | Mandatory for | **No learners** |
| 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 name | **Provider specified field 2** | Field type | **Alphanumeric** |
| Abbreviation | **PROVSP_2** | Mandatory for | **No learners** |

| | | |
|---|---|---|
| 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], ‘).<br>(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 name | **SIC code** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP046-1**~~ | ~~LP46 is not valid format and first character is not in (“A”, ”B”, “C”, “D”, “E”, “F”, “G”, “H”, “I”, “J”, “K”, “L”, “M”, “N”, “O”, “P”, “Q”, “Z”).~~ |
| | ~~**LP046-2**~~ | ~~LP17 in (“01” – “10”, “21”, “22”) and LP11 = “1” and LP12 not in (“1”, “2”, “CENTRE”) and LP46=”Z00” and LP04 date of last eight characters is less than 01/08/2010~~ |
| | ~~**LP046-3-2010**~~ | ~~LP46 not equal to “Z00” and LP04 date of last eight characters is >=01/08/2010~~ |
| | **LP046-4-2012** | LP46 Not NULL |

## SME indicator code

| | | | |
|---|---|---|---|
| Field number | **LP47** | Field length | **1** |
| Field name | **SME indicator code** | Field type | **Alphanumeric** |
| Abbreviation | **EMPL_SME** | Mandatory for | **Mainstream-funded learners on work based learning programmes** |

| | |
|---|---|
| Description | Indicator of status of employer as public/private sector Small and Medium Enterprise (SME) or non-SME, as confirmed within the relevant signed SME3 form. |
| Reason required | To monitor whether employer of a learner is an SME. Information will be used for European Social Fund (ESF) monitoring.<br><br>**This field is required to draw down ESF funding.**<br><br>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 and, thus, determines which ESF project the learner may be counted in.<br><br>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. Therefore, it is important that SME status returned for LP47 accords with the "SME" or non SME" status as confirmed within the relevant signed SME form.<br><br>**This field and the corresponding SME form will be subject to European audit.** |

| Valid entries | | |
|---|---|---|
| | 0 | Employer is not an SME (not to be used from 2008/09 onwards) |
| | 1 | Employer is an SME (not to be used from 2008/09 onwards) |
| | 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 |
| | 9 | Not required |

| | | |
|---|---|---|
| Notes | The SME status entered must be in accordance with guidance provided by European Funding team (see **Annex 15**). Where the learner was not employed status, as indicated at **LP11**, please select code "2". | |
| Validation rule(s) | **LP047-1** | LP47 not in ("0" - "6", "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 name | **Status of learner** | Field type | **Alphanumeric** |
| Abbreviation | **LP_TEMP1** | Mandatory for | **Mainstream-funded learners on WBL programmes** |

| | |
|---|---|
| Description | Status of learner. |
| Reason required | To calculate funding payments.<br>**This field informs funding.** |

Valid entries

GUA Guarantee
EXG Extended Guarantee
NGU Non Guarantee
ADL Adult in receipt of Department of Works and Pensions (DWP) Benefit (not to be used from 2008/09)
JSA Adult in receipt of JSA
DWP Adult in receipt of DWP benefit - other
999 Not applicable/not required

Additional entries (to be used in place of GUA/EXG) for new Skillbuild Programme (i.e. where **LP17** =“21”):

GU1 Guarantee Learner whose learning at entry is up and including level 1.
GU2 Guarantee Learner whose learning at entry is at level 2 or above.
GU3 Guarantee Learner whose learning at entry is at level 3.
EX1 Extended Guarantee Learner whose learning at entry is up and including level 1.
EX2 Extended Guarantee Learner whose learning at entry is at level 2 or above.
EX3 Extended Guarantee Learner whose learning at entry is at level 3.

**For all other Learning Programmes, please use current codes.**

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”, ”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”) |
| 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 name | **Guarantee/ex-guarantee learner endorsement status** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP049-1**~~ | ~~LP49 contains characters other than (“0” – “9”).~~ |
| | ~~**LP049-2**~~ | **LP48** ~~in (“GUA”,”EXG”, “GU1”, “GU2”, “GU3”, ”EX1”, “EX2”, “EX3”) and~~ **LP17** ~~in (“03”,“04”, “09”,“10”,“21”) and LP49 = “999”.~~ |
| | **LP049-3-2012** | LP49 Not NULL |

| | |
|---|---|
| See also | **Data submission guidance for work based learning funding (please use appropriate version)** |

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

| | | | |
|---|---|---|---|
| Field number | **LP50** | Field length | **0** |
| Field name | **Previous achievements of NVQ (or equivalent) in the same vocational route** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP050-1**~~ | ~~LP50 not in (“000”, “222”,“333”,”999”).~~ |
| | ~~**LP050-2**~~ | ~~LP17 in (“01”,“02”,“05”) and LP50 = “999”~~ |
| | **LP050-3-2012** | LP50 Not NULL |
| See also | **Data submission guidance for work based learning funding (please use appropriate version)** | |

## Special programme funding rules

| | | | |
|---|---|---|---|
| Field number | **LP51** | Field length | **3** |
| Field name | **Special programme funding rules** | 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<br><br>OR<br><br>Valid codes as determined by DfES Learner Provision Team<br><br>**WBL Providers should refer to the latest WBL Data Submission Guidance for a list of valid entries.**<br><br>**Other Providers will be notified of relevant codes e.g. for Pathways to Apprenticeship (PTA) programmes, via separate communication.**<br><br>Queries regarding codes for LP51 should be sent to **askwbl@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. |
| Validation rule(s) | **LP051-1** LP51 not “000” or not all Uppercase Alphabetic characters<br>~~**LP051-2**~~ ~~LP17 =”08” and LP51 = “000” and LP55 > “31/07/2008”.~~<br>Has been removed from 2010/11 onwards<br>~~**LP051-3**~~ ~~LP17 not “08” and LP51 is NOT ‘000’~~<br>Has been removed from 2010/11 onwards |

## Embedded basic skills support

| | | | |
|---|---|---|---|
| Field number | **LP52** | Field length | **0** |
| Field name | **Embedded basic skills support** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |
| Validation rule(s) | ~~**LP052-1**~~ ~~LP52 not in ("00" – "04", "90","99").~~<br><br>**LP052-2-2012** LP52 Not NULL |

## Latest employment status of learner

| | | | |
|---|---|---|---|
| Field number | **LP53** | Field length | **0** |
| Field name | **Latest employment status of learner** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP053-1**~~ | ~~LP53 not in ("0" – "4").~~ |
| | ~~**LP053-2**~~ | ~~LP17 in ("01" – "10", "21","22","31"-"39") and LP53 = "4"~~ |
| | **LP053-3-2012** | LP53 Not NULL |

## Date of latest change of employment status

| | | | |
|---|---|---|---|
| Field number | **LP54** | Field length | **0** |
| Field name | **Date of latest change of employment status** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP054-1**~~ | ~~LP54 not valid date.~~ |
| | ~~**LP054-2**~~ | ~~LP53 in (”1” – “3”) and LP54 is “31129999”.~~ |
| | **LP054-3-2012** | LP54 Not NULL |

## Date terminated learning programme

| | | | |
|---|---|---|---|
| Field number | **LP55** | Field length | **8** |
| Field name | **Date terminated learning programme** | 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 programme).<br>Please note that this date is not when all award results have been issued. |
| Reason required | To allow both Welsh Government and provider software houses to simply and consistently introduce data validations which are contract/academic year specific, enabling more thorough data checks to be applied to data at the point of submission. It will also simplify the production of many time-specific data reports for Welsh Government and learning providers alike. |
| Valid entries | Any valid date, or<br>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.<br>**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-** | See **LA11** for additional validation on this field |

**LP55.HE**

| | |
|---|---|
| **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 name | **Work-limiting health condition** | Field type | **Alphanumeric** |
| Abbreviation | **HEALTHLD** | Mandatory for | **Learners on Work based Learning programmes** |

| | | |
|---|---|---|
| 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.<br><br>**Learning providers will be required to ensure that this field is updated for those learners continuing into or after 2008/09.** | |
| 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 name | **Lone parent indicator** | Field type | **Alphanumeric** |
| Abbreviation | **LONE_PAR** | Mandatory for | **Learners on work-based learning programmes** |

| | |
|---|---|
| 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 16-18 and in full-time education. **This should be established at the start of the learning programme.**<br><br>**This information is required for learners starting or continuing on or after 01/08/2008.** |

| | | |
|---|---|---|
| Validation rule(s) | **LP057-1** | LP57 not in (“1”, “2”, “9”). |
| | **LP057-2** | LP57 =“9” and **LP17** in (“01” – “10”, “21”, “22” ,“31”- “39””, “41”-“42”) and **LP55** >= “01082008” (including “31129999”). |

## Understanding Welsh Indicator

| | | | |
|---|---|---|---|
| Field number | **LP58** | Field length | **0** |
| Field name | **Understanding Welsh indicator** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2013 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP058-1**~~ | ~~LP58 not in ("1", "2", "9")~~ |
| | ~~**LP058-2**~~ | ~~LP58 = "9" and **LP17** in ("01" – "10", "21", "22","31"-"39") and **LP55** >= "01/08/2008" (including "31/12/9999").~~ |
| | ~~**LP058-3-2010**~~ | ~~LP58="2" and **LP23** in ("1","2")~~ |
| | ~~**LP058-4-2011**~~ | ~~LP58 = "9" and **LP55** >= "01/08/2011" (including "31/12/9999").~~ |

## Reading/writing in Welsh indicator

| | | | |
|---|---|---|---|
| Field number | **LP59** | Field length | **0** |
| Field name | **Reading/writing in Welsh indicator** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. | |
| Notes | Null return from 2013 | |
| Validation rule(s) | ~~**LP059-1**~~ | ~~LP59 not in (“1” – “4”, “9”).~~ |
| | ~~**LP059-2**~~ | ~~LP59 = “9” and **LP17** in (“01” – “10”, “21”, “22” ,“31”- “39”) and **LP55**>= “01/08/2008” (including “31/12/9999”).~~ |
| | ~~**LP059-3-2010**~~ | ~~LP59 in (”2”,”3”) and **LP23** =”3”~~ |
| | ~~**LP059-4-2010**~~ | ~~LP59 in (“1”,”2”,”3”) and **LP58** =”2”~~ |
| Cross check(s) | ~~**XLA009-7-LP59-2011**~~ | ~~See **LA09** for additional validation on this field~~ |

## Migrant worker indicator

| | | | |
|---|---|---|---|
| Field number | **LP60** | Field length | **1** |
| Field name | **Migrant worker indicator** | Field type | **Alphanumeric** |
| Abbreviation | **MIGRANTW** | Mandatory for | **Learners on work-based learning programmes** |

| | |
|---|---|
| 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.

WEFO require us to differetiate between migrants from EU and Non-EU member states. List of EU member states listed below.

**Learning providers will be required to ensure that this field is updated for those learners continuing on or after 1 August 2008/09.**

| **List of current EU member states** | | |
|---|---|---|
| Austria | France | Malta |
| Belgium | Germany | Netherlands |
| Bulgaria | Greece | Poland |
| Cyprus | Hungary | Portugal |
| Czech Republic | Ireland | Romania |
| Denmark | Italy | Slovakia |
| Estonia | Latvia | Slovenia |
| Finland | Lithuania | Spain |
| Austria | Luxembourg | Sweden |

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 name | **Hours worked per week** | Field type | **Numeric** |
| Abbreviation | **HOURS_WK** | Mandatory for | **Learners on work-based learning programmes** |

| | |
|---|---|
| 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 Work-Based Learning projects. |
| Valid entries | Whole number (rounded down to nearest hour), padded with leading zeros (i.e. “010” for 10 hours), or<br><br>999 Not applicable |
| Notes | If a Participant is employed, then the number of gross hours worked per typical week should be provided.<br><br>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.<br><br>Learning providers will be required to ensure that this field is updated for those learners starting or continuing on or after 01/08/2008. |

| | | |
|---|---|---|
| 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 name | **Size of employer** | Field type | **Alphanumeric** |
| Abbreviation | **EMPLSIZE** | Mandatory for | **Learners on work-based learning programmes** |

| | |
|---|---|
| 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 employee 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 | If a Participant is employed, then the number of staff employed by his/her employer needs to be recorded. This should be established at the start of the learning programme.<br><br>Learning providers will be required to ensure that this field is updated for those learners starting or continuing on or after 01/08/2008.<br><br>This field will also help inform **LP47** (SME Indicator).<br><br>Employee count should be on FTE posts measured at UK level, not just at local outlet for non-franchise organisations.<br><br>Franchise organisations FTE employee count should be measured at a local level. For example national franchised fast food retailers should be measured at a local level. |

| 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 name | **Subcontractor delivering programme** | 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<br><br>00000000 No arrangement |
| **Notes -** | **For Consortia**<br>Where training 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.<br><br>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<br><br>**Non Consortia Arrangements**<br>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.<br><br>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”. |
| | **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 name | **SIC code5** | Field type | **Numeric** |
| Abbreviation | **EMPLSIC5** | Mandatory for | **Providers will be notified by the European Funding team when required** |

| | |
|---|---|
| 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<br><br>Providers will be notified by the European Funding team when there is a requirement for their project to complete this field.<br><br>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 |
| | ~~**LP064-3-2010**~~ | ~~LP64 not equal to “00000” and first two characters of LP64 do not match LP65.~~ |

## Standard Industrial Classification 2007 (SIC) code

| | | | |
|---|---|---|---|
| Field number | **LP65** | Field length | **0** |
| Field name | **SIC code** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LP065-1-2010**~~ | ~~LP65 is not in Annex 16 list.~~ |
| | ~~LP065-2-2010~~ | ~~LP17 in (“01” – “10”, “21”, “22”) and LP11 = “1” and LP12 not in (“1”, “2”, “CENTRE”) and LP65=’00’ and LP04 date of last eight characters >= 01/08/2010~~ |
| | ~~**LP065-3-2010**~~ | ~~LP65 not in correct format~~ |
| | ~~**LP065-4-2010**~~ | ~~LP17 in (“01” – “10”, “21”, “22”) and LP65=”00” and LP04 date of last eight characters >= 01/08/2010 and < 01/08/2011~~ |
| | ~~**LP065-5-2010**~~ | ~~LP65 not equal to “00” and LP04 date of last eight characters < 01/08/2010~~ |
| | **LP065-6-2012** | LP65 Not NULL |

## Sector framework code 2011

| | | | |
|---|---|---|---|
| Field number | **LP66** | Field length | **5** |
| Field name | **Sector framework code 2011** | Field type | **Alphanumeric** |
| Abbreviation | **SECT2011** | Mandatory for | **Learners on WBL programmes** |

| | |
|---|---|
| Description | Sector framework being followed from 2011 onwards. |
| Reason required | To monitor work-based learning within sector framework from 2011 onwards.<br><br>This has been changed to take into account the working of the NPFS for WBL providers.<br><br>**This field informs WBL funding.** |
| Valid entries | Sector Framework code (from **Annex 22**).<br><br>99999 Not required |
| Notes | Sector framework codes from 2011 have changed. LP66 lookup will be available from LLWR Inform (**https://llwrinform.wales.gov.uk** ) under /Documents/LLWR Lookups/Lookups.<br><br>Codes other than “99999” are only required for Foundation Apprenticeships, Apprenticeships, Higher Apprenticeships and Flexible Learning.<br><br>LP66 should be recorded as at the start of the Learning Programme and should only be subsequently changed if found to be materially incorrect at the start of the Learning Programme. |

| | | |
|---|---|---|
| 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 name | **Level of highest Welsh language qualification achieved prior to learning programme** | 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 | Welsh second language<br>0 Welsh second language: Pre-Entry Level<br>1 Welsh second language qualification: Entry level<br>2 Welsh second language qualification: Level 1 e.g. GCSE D-G<br>3 Welsh second language qualification: Level 2 e.g. GCSE A*-C<br>4 Welsh second language qualification: Levels 3 and above e.g. AS, A level<br><br>Welsh first language<br>5 Welsh first language: Pre-Entry Level<br>6 Welsh first language qualification: Entry level<br>7 Welsh first language qualification: Level 1 e.g. GCSE D-G<br>8 Welsh first language qualification: Level 2 e.g. GCSE A*-C<br>9 Welsh first language qualification: Levels 3 and above e.g. AS, A level<br><br>A Continuing learner (earliest activities prior to 2013), previous entries on LP23, LP58 ,LP59 apply |
| Notes | Levels refer to CQFW equivalent.<br>The codes should relate to the level of highest Welsh qualification achieved prior to the learning programme.<br>Pre-Entry level includes no qualification.<br>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.<br>Students who can speak Welsh but have no formal qualification in the language should enter code 5.<br>The list is not a hierarchy of qualifications. |

| | | |
|---|---|---|
| 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 name | **Length of employment with same employer** | Field type | **Numeric** |
| Abbreviation | **LEN_EMPL** | Mandatory for | **Learners on Work based Learning programmes** |

| | |
|---|---|
| Description | The length of time that a learner has been with the same employer prior to commencing the learning programme. |
| Reason required | Informing future Apprenticeship policy |
| Valid entries | 0 Not employed with same employer prior to commencing learning programme.<br>1 1 day to less than 3 months<br>2 3 months to less than 6 months<br>3 6 months to less than 12 months<br>4 12 months or more<br>9 Not applicable |
| Notes | Only required for apprenticeship programmes codes “37”-“39” and “41-“42” in **LP17.**<br>This is the length of employment that the learner has been with the same employer that is sponsoring the learning programme.<br>**Example 1**<br>3 months employment with employer ABC who then sponsors the learning programme would be coded as “2”.<br>**Example 2**<br>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”). |
| | ~~**LP068-2-2013**~~ | ~~LP68 in ( “1”-“4”) and LP11 in( “2”-“4”) and LP55 >=01082013 (including 31129999)~~ |
| | ~~**LP068-3-2013**~~ | ~~LP68=9 and LP17 in(“37” “39”,”41” “42”) and LP55 >=01082013 (including 31129999)~~ |
| 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 |

## 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 |
| LA13 | Financial support for learners |
| LA14 | Strategic investment stream |
| LA15 | LLDD indicator |
| LA16 | Additional learning support |
| LA17 | Other source of funding |
| LA18 | ILA database reference |
| LA19 | Guided contact hours |
| LA20 | Method of delivery |
| LA21 | Subject of learning |
| LA22 | Credit level of learning activity |
| LA23 | Credit value of learning activity |
| LA24 | Learning hours |
| LA25 | Proportion of learning activity delivered through the medium of Welsh |
| LA26 | Type of Welsh medium learning |
| LA27 | Franchise/partnership percentage |
| LA28 | Provider delivering learning |
| LA29 | Postcode of site |
| LA30 | Date terminated learning activity |
| LA31 | Completion status |
| LA32 | Special funding rules 1 |
| LA33 | Special funding rules 2 |
| LA34 | Provider specified field 1 |
| LA35 | Provider specified field 2 |
| LA36 | Estyn inspection area |

| | |
|---|---|
| **LA37** | Learning activity sector framework code for NVQs |
| **LA38** | LA temporary field 2 |
| **LA39** | LA temporary field 3 |
| **LA40** | Assessable learning |
| **LA41** | Suspended activity link id |
| **LA42** | Amended guided contact hours |
| **LA43** | Work based hours |
| **LA44** | Centre based hours |
| **LA45** | Amended work based hours |
| **LA46** | Amended centre based hours |
| **LA47** | Type of learning activity |
| **LA48** | Accreditation of prior experiential learning indicator |

## ULI (Unique learner identifier)

| | | | |
|---|---|---|---|
| Field number | **LA01** | Field length | **13** |
| Field name | **ULI (Unique learner identifier)** | Field type | **Alphanumeric** |
| Abbreviation | **UNIQUEID** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | A unique identifier for each learner.<br>This will be determined by the Welsh Government.<br>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. This number allocated should be included in this field.<br><br>**LA01** matches with **LN01** ,**LP01, AW01** and **HE01**. See **LN01** for more details. |
| Validation rule(s) | **LA001-1** UNIQUEID not in the correct format<br>or<br>UNIQUEID check digit shows error. |

## Learner identifier with provider

| | | | |
|---|---|---|---|
| Field number | **LA02** | Field length | **20** |
| Field name | **Learner identifier with provider** | 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 be able to identify the learner. |
| Valid entries | Any combination of numerics & alphanumerics (excluding spaces and quotation marks). |
| Notes | 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.<br><br>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.<br><br>**This field is part of the Learning Activity (LA) compound key for the record.**<br><br>**LA02** matches with **LN02**, **LP02**, **AW02** **and** **HE02**. |

| | | |
|---|---|---|
| Validation rule(s) | **LA002-1** | LEARN_ID not in (a to z, A to Z, 0 to 9, -,[space], ‘).<br>(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 name | **Provider identifier** | 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 | A full list of Welsh Government provider reference codes is provided at **Annex 3**<br><br>Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the Data Management team immediately.<br><br>**This field is part of the Learning Activity (LA) compound key for the record.**<br><br>**LA03** matches with **LN03**, **LP03**, **AW03** and **HE03**. | | |
| 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 name | **Learning programme identifier** | 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.<br><br>The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.<br><br>**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 name | **Learning activity identifier** | 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.<br>**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 name | **Learning aim reference** | 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.<br><br>**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**<br><br>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”).<br><br>The Welsh Learning Aims Database (WLAD) is updated with the Approval information from DAQW on a 3 monthly basis.<br><br>If a record is submitted with a valid QAN that has yet to be recorded on the WLAD then the record will be rejected.<br><br>Please inform the Learner Provision team (**askwbl@wales.gsi.gov.uk**) or the Data Management team (**LLWR@wales.gsi.gov.uk**) quoting the QAN submitted should this occur. This will then facilitate an update to the WLAD.<br><br>DAQW web link : **www.daqw.org.uk**<br>General queries: **DAQW@wales.gsi.gov.uk**<br><br>**Special generic codes**<br><br>**LDKKCORE** Traineeship Core (for learning programmes commencing after 01/08/2011)<br>**LDKKSBCR** - Skill Build Core (for learning programmes commencing after 01/08/2007) **(Not to be used for new learners from 01/08/2011)**<br>**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 Baccalaureate

Providers should record all entries for the learning activities relating to the Welsh Baccalaureate 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 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)

### 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** | Key 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 name | **Learning activity reference used by provider** | 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.<br>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. | |
| 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) | **LA007-1** | LA07 not in (a to z, A to Z, 0 to 9, -, ‘, ( ), [space], &, +,., _, /).<br>(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 name | **Title of learning activity** | 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 | ~~Only letters and numbers may be included. Other characters should not be used.~~ |

Where **LA06** is a special generic code, LA08 should be coded as below:

| LA06 | LA08 |
|---|---|
| LDKKCORE | Traineeship Core |
| LDKKSBCR (Skill Build Core) | Skill Build Core **(Not to be used for new learners from 01/08/2011)** |
| LAKKxxxx (Preparatory Skill Build Core) | Preparatory Skill Build Core **(Not to be used for new learners from 01/08/2011)** |
| LDLLxxPA (Pacific Institute Award) | Pacific Institute |
| LDLLxxMS (GOALS Award) | GOALS (Gaining opportunities and living skills) |
| **LDLLWBAC** | **Welsh Bacalaureate Core** |
| **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** |

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],&,.,-,/,_,+)<br>(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 name | **Date commenced learning activity** | 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 the learning activities making up the learning programme.<br>To determine whether learner is undertaking learning on a given date.<br>**This field informs funding.**<br>**This field informs eligibility timescales for ESF funding.** |
| Valid entries | Any valid date, **not in the future from date of submission**. |
| 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.<br><br>**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.**<br><br>This field (from all Learning Activity records contributing to the programme) will be used to derive the start date of the learning programme.<br><br>**Earliest associated LA09**<br>The "earliest associated LA09" is the LA09 which has the earliest date associated to the learning programme(s) for a particular learner. It is not necessarily the numeric order of the associated **LA05**.<br>Example<br>Learner with two Learning programmes 1 and 2:<br>Learning Programme 1 with 3 associated activities A, B, C:<br>**LP04** ="0101082003"<br>**A** **LA04** ="0101082003", **LA05** ="01", LA09 date= "05/05/2006".<br>**B** LA04 ="0101082003", LA05 ="02", LA09 date= "10/05/2006".<br>**C** LA04 ="0101082003", LA05 ="03", LA09 date= "20/05/2006".<br>Earliest LA09 for **LP04** ="0101082003" is A with an LA09 date of "05/05/2006" for LA05 ="01".<br>Learning Programme 2 with 4 associated activities D,E,F,G:<br>**LP04**= "0201032010"<br>**D** LA04 = "0201032010", LA05 = "01", LA09 date= "09/03/2010". |

| | | |
|---|---|---|
| | **E** LA04 = “0201032010”, LA05 = “02”, LA09 date= “01/03/2010”.<br>**F** LA04 = “0201032010”, LA05 = “03”, LA09 date= “11/03/2010”.<br>**G** LA04 = “0201032010”, LA05 = “04”, LA09 date= “21/03/2010”.<br>Earliest LA09 for LP04 =“0201032010” is E with an LA09 date= “01/03/2010” for LA05 =”02”. | |
| 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” |
| | ~~**XLA009-2-LP16-LP17-2011**~~ | ~~LP17 in (“36”-“39”) 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” |
| | ~~**XLA009-5-LP21- 2011**~~ | ~~LP21 not equal to “99” and earliest associated LA09 >=”01082011”~~ |
| | ~~**XLA009-6-LP40-2011**~~ | ~~LP40 not equal to “9” and earliest associated LA09 >=”01082011”~~ |
| | ~~**XLA009-7-LP59-2011**~~ | ~~**LP59** =”9” and earliest associated LA09 >=”01082011”~~ |
| | **XLA009-8-LP23-2011** | **LP23** =”9” and earliest associated LA09 >=”01082011” |
| | ~~**XLA009-9-LN19-2011**~~ | ~~LN19 not equal to ”Z” and earliest associated LA09 >=”01082011”~~ |
| | **XLA009-10-LP18-2011** | **LP18** in (“991”,”992”,”993”,”994”) and earliest associated LA09 >=”01082011” |
| | ~~**XLA009-11-LP24-2011**~~ | ~~LP24 not equal to “9” and earliest associated LA09 >=”01082011”~~ |
| | ~~**XLA009-12-LP25-2011**~~ | ~~**LP25** in (“01”,”02”,”99”) and earliest associated LA09 >=”01082011”~~ |
| | ~~**XLA009-13-LP32-2011**~~ | ~~LP32 not equal to “X” and earliest associated LA09 >=”01082011”~~ |
| | ~~**XLA009-14-LP33-2011**~~ | ~~LP33 not equal to “9” and earliest associated LA09 >=”01082011”~~ |
| | **XLA009-15-** | **LP34** =”6” and earliest associated LA09 >=”01082011” |

| | |
|---|---|
| **LP34-2011** | |
| **XLA009-16-LP35-2011** | **LP35** =”6” and earliest associated LA09 >=”01082011” |
| ~~**XLA009-17-LP36-2011**~~ | ~~LP36 not equal to “9” and earliest associated LA09 >=”01082011”~~ |
| ~~**XLA009-18-LP37-2011**~~ | ~~**LP37** in (”6”,”8”) and earliest associated LA09 >=”01082011”~~ |
| ~~**XLA009-19-LP37-LP34-LP41-2011**~~ | ~~**LP37** in (“7”,”9”) and **LP34** in (“B”,”1”,”2”,”3”,”5”,”7”,”8”) and **LP41**=01 and earliest associated LA09 >=”01082011”~~ |
| ~~**XLA009-20-LP38-2011**~~ | ~~**LP38** in (”6”,”8”) and earliest associated LA09 >=”01082011”~~ |
| ~~**XLA009-21-LP38-LP34-LP41-2011**~~ | ~~**LP38** in (“7”,”9”) and **LP34** in (“B”,”1”,”2”,”3”,”5”,”7”,”8”) and **LP41**=01 and earliest associated LA09 >=”01082011”~~ |
| ~~**XLA009-22-LP43-2011**~~ | ~~LP43 not equal to “99” 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 ” 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” |
| ~~**XLA009-30-LP07- 2011**~~ | ~~LP07 not equal to “99” and earliest associated LA09 >=”01082011”~~ |
| **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 =”00000000” and earliest associated |

| | |
|---|---|
| **LP09-2012** | 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” |
| ~~**XLA009-36-LP25-2012**~~ | ~~**LP25** in (“04”,”05”,”06”) 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-HE27-2013** | **HE27** in (“20”, “21”) and earliest associated LA09 < “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" |
| **XLA009-50-LP30-2013** | **LP30** not in (“21” – “30”,”32“ – “36” ,“91”) and earliest associated LA09 >= “01082013” |
| **XLA009-51-LP31-2013** | **LP31** not in (“21” – “30”,”32“–”36” ,“91”) and earliest associated LA09 >= “01082013” |
| **XLA009-52-LP30-2013** | **LP30** not in ("21" - "31" , "32" - "36", "91") and earliest LA09 >= "01082013" |
| **XLA009-53-LP31-2013** | **LP31** not in ("21" - "31" , "32" - "36", "91") and earliest LA09 >= "01082013" |
| **XAW011-1-LA09-2011** | See **AW11** for additional validation on this field |
| ~~**XAW007-1-AW08-LA11-LA09-**~~ | ~~See **AW07** for additional validation on this field~~ |

| | |
|---|---|
| | ~~2011~~ |
| See also | http://wales.gov.uk/topics/educationandskills/learningproviders/workbasedlearning/?lang=en |

## Expected end date of learning activity

| | | | |
|---|---|---|---|
| Field number | **LA10** | Field length | **8** |
| Field name | **Expected end date of learning activity** | 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.<br>**This field informs funding.** |
| 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.<br><br>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.<br><br>**The field must not be left blank.** |

| | | |
|---|---|---|
| Validation rule(s) | **LA010-1** | LA10 not a valid date in the format “ddmmyyyy”. |
| | **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 name | **Learner provision funding** | 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.<br>**This field informs funding.** |

| | |
|---|---|
| Valid entries | 1 National Planning and Funding System (NPFS) Recurrent Funding<br>2 Recurrent funding for teaching from HEFCW<br>3 No mainstream Welsh Government or HEFCW funding<br>4 Not to be used from 2006/07 onwards<br>5 Welsh Government Work based Learning (WBL)<br>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”.<br>**Renamed from LA011-5** |
| 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”. |
| | **XLA011-2-LP05** | Any associated LA11 = “5”, and **LP05** in (“LLN”,”XXX”). |
| | ~~**XLA011-3-LP08**~~ | ~~Any associated LA11 in (“1”,”2”,”4”,”5”,”6”) and LP08 is “9999” and LP04 date of last eight characters <01082010~~<br>**Replaced by XLA009-28-LP08-LA11-2011** |
| | **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”. |
| | **XLA011-6-LP19** | Any associated LA11 in (“1”, “2”, “4”, “5”,“6”) and **LP19** = “888”. |
| | **XLA011-7-LP17** | **LP17** not in (“01”-“10”, “21” - “22”,“31”- “39””, “41”-“42”) and any associated LA11 = “5”. |
| | **XLA011-8-** | If **LP17** is in ("01"-"10","21","22",“31”- “39””, “41”-“42”) and |

| | |
|---|---|
| **LP17.LP18** | LA11 is “5” then LP18 cannot be "999" |
| ~~**XLA011-10-LP07.LP55**~~ | ~~LA11 is “2” and **LP55** >= 01/08/2007 and **LP55** <01/08/2010 and **LP07** not in (“07”-“09”).~~ |
| **XLA011-11-LP17** | LA11 is “2” and **LP17** not in (“51”,“52”,“53”,“54”,“55”,“56”, “57”,“58”,“59”). |
| **XLA011-12-LP55.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). |
| ~~**XLA011-14-LP08-2010**~~ | ~~Any associated LA11 in (“1”,”2”,”4”,”5”,”6”) and LP08 is “ZZ  ” and LP04 date of last eight characters >=01082010~~<br>**Replaced by XLA009-29-LP08-LA11-2011** |
| ~~**XAW010-1-LA11**~~ | ~~See AW10 for additional validation on this field~~ |
| ~~**XAW007-1-AW08-LA11-LA09-2011**~~ | ~~See **AW07** for additional validation on this field.~~ |
| ~~**XAW007-2-AW08-LA11- 2011**~~ | ~~See **AW07** for additional validation on this field.~~ |

| | |
|---|---|
| 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 name | **Workforce and community development funding** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LA012-1**~~ | ~~LA12 not in ("XXX", "CLA", "COM", "EBS", "WDA", "OTH").~~ |
| | ~~**LA012-2-2011**~~ | ~~LA12 not equal to "XXX" and earliest associated LA09 >="01082011"~~ |
| | **LA012-3-2012** | LA12 Not NULL |

## Financial support for learners

| | | | |
|---|---|---|---|
| Field number | **LA13** | Field length | **0** |
| Field name | **Financial support for learners** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |
| Validation rule(s) | ~~**LA013-1**~~ ~~LA13 not "000".~~<br>**LA013-2-2012** LA13 Not NULL |

## Strategic investment fund

| | | | |
|---|---|---|---|
| Field number | **LA14** | Field length | **0** |
| Field name | **Strategic investment fund** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LA014-1**~~ | ~~LA14 not in ("NKN","NON","LCF").~~ |
| | ~~**LA014-2-2011**~~ | ~~LA14 not equal to "NKN" and earliest associated LA09 >="01082011"~~ |
| | **LA014-3-2012** | LA14 Not NULL |

## LLDD indicator

| | | | |
|---|---|---|---|
| Field number | **LA15** | Field length | **1** |
| Field name | **LLDD indicator** | Field type | **Alphanumeric** |
| Abbreviation | **LLDDFUND** | Mandatory for | **Mainstream-funded learners** |

| | |
|---|---|
| Description | Learning being undertaken by learner with learning difficulties and/or disabilities (LLDD). |
| Reason required | To allow the funding of provision designed for learners with learning difficulties and/or disabilities (LLDD) to be allocated and monitored. |

| | | |
|---|---|---|
| Valid entries | 0 | Not Learner with Learning Difficulties and/or Disabilities (LLDD)/not required |
| | 1 | Learner with moderate learning difficulties and/or disabilities and requiring an extra level of support, being registered on a learning activity designed for LLDD |
| | 2 | Learner with profound and/or multiple learning difficulties and/or disabilities requiring one-to-one support and a high level of support needs, being registered on a learning activity designed for LLDD |
| | 3 | Learner with learning difficulties and/or disabilities registered on a mainstream learning activity |
| | 4 | Learner with moderate learning difficulties and/or disabilities and requiring an extra level of support, being registered on a learning activity designed for LLDD and also being registered on mainstream provision |
| | 5 | Learner with profound and/or multiple learning difficulties and/or disabilities requiring one-to-one support and a high level of support needs, being registered on a learning activity designed for LLDD and also being registered on mainstream provision |

| | |
|---|---|
| Notes | Acronym used: LLDD Learner with Learning Difficulties and/or Disabilities |
| Validation rule(s) | **LA015-1** LA15 not in (“0” – “5”). |
| See also | **Definitions relating to provision for Learners with Learning Difficulties And/Or Disabilities 2003/04 (Annex C of FE funding allocations 2003/04)** |

## Additional learning support

| | | | |
|---|---|---|---|
| Field number | **LA16** | Field length | **2** |
| Field name | **Additional learning support** | Field type | **Alphanumeric** |
| Abbreviation | **ADDLNSPT** | Mandatory for | **All mainsteam-funded learners** |

| | |
|---|---|
| Description | Additional Learning Support arising from learning difficulties and/or disabilities. |
| Reason required | To allow additional funding to be allocated correctly in recognition of the provider's need to make provision accessible to a learner with learning difficulties and/or disabilities. |

| | | |
|---|---|---|
| Valid entries | 00 | Not Learner with Learning Difficulties and/or Disabilities (LLDD) or not accessing funding in learning activity area 14 |
| | 01 | Learning support needs are met in a discrete setting |
| | 02 | Learner is not accessing provision in a discrete setting and Additional Learning Support needs have been identified |
| | 03 | Learner has learning difficulties and/or disabilities but no Additional Learning Support needs have been identified |
| | 04 | Not required |

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 activity; and
3) Is necessary to empower individual learners to achieve.

Identification of Additional learning support needs should arise from a formal assessment of the individual learner's learning needs

Interventions made by the provider, which differ from the usual learning activity, may be the most effective way to meet a learner's needs (e.g. provision of different learning materials; liaison with LLDD Co-ordinator etc). These interventions fall within the provisions of a learning activity and do not constitute Additional Learning Support.

A discrete setting is one where all learners in the group require a similar level of learning support.

| | |
|---|---|
| Validation rule(s) | **LA016-1** LA16 not in ("00" – "04") |
| See also | **NPFS website** **wales.gov.uk/topics/educationandskills/learningproviders/p16planningandfunding/npfs/?lang=en** |

## Other source of funding

| | | | |
|---|---|---|---|
| Field number | **LA17** | Field length | **2** |
| Field name | **Other source of funding** | Field type | **Alphanumeric** |
| Abbreviation | **OTHERFND** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | Main source of funding other than Welsh Government, or HEFCW. |
| Reason required | To monitor other sources of funding in the sector. |

**Valid entries**

The Welsh Government no longer require LA17 from 2012 onwards and can be submitted with code 99 if not used by the provider.

Where the provider wishes to continue using the field, submit with a code from the below list.

| | |
|---|---|
| 00 | Costs met solely from private sources |
| 01 | European Social Fund (ESF) |
| 02 | European Regional Development Fund (ERDF) |
| 03 | European Agricultural Guidance and Guarantee Fund (EAGGF) |
| 04 | Financial Instrument for Fisheries Guidance (FIFG) |
| 05 | DWP/Job Centre Plus |
| 06 | Research Council |
| 07 | Local Authority |
| 08 | Youth Gateway |
| 09 | Youth Access |
| 10 | Department of Health/Regional Health Authority |
| 11 | Other HM Government Departments and public bodies including EC |
| 12 | Overseas student award from HM Government/British Council |
| 13 | Overseas funding |
| 14 | UK industry and commerce |
| 15 | Multinational organisation (non-UK based) |
| 16 | Voluntary organisation |
| 18 | Other European source |
| 19 | Home Office |
| 20 | Trade Union Education funding |
| 21 | Wales Union Learning Fund (WULF) |
| 98 | Other |
| 99 | None-no sources of funding other than Welsh Government/HEFCW funding |

**Notes**

All learning activities with support from European funds must be accurately identified in this field by the use of codes “01” to “04”.

TUC Education funding provides support for the education and training of Union Representatives including, Union Learning Representatives (ULRs). Wales Union Learning Fund (WULF) provides support for the education and training of Union Members.

**Validation rule(s)** **LA017-1** LA17 not in (“00” – “16”,”18”-“21”,“98”, “99”).

## ILA database reference

| | | | |
|---|---|---|---|
| Field number | **LA18** | Field length | **0** |
| Field name | **ILA database reference** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LA018-1**~~ | ~~LA18 not in (a to z, A to Z, 0 to 9, –, [space]).~~<br>~~(must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)~~ |
| | ~~**LA018-2-2011**~~ | ~~LA18 not equal to "9" and earliest associated LA09 date >="01082011"~~ |
| | **LA018-3-2012** | LA18 Not NULL |
| Crosscheck(s) | ~~**XLA018-1-LP04-2010**~~ | ~~LA18 not equal to "9" and LP04 date of last eight characters >=01/08/2010.~~ |

## Guided contact hours

| | | | |
|---|---|---|---|
| Field number | **LA19** | Field length | **4** |
| Field name | **Guided contact hours** | Field type | **Numeric** |
| Abbreviation | **CONT_HRS** | Mandatory for | **All learners ( except those enrolled on Traineeship and Steps-to-employment Programmes)** |

| | |
|---|---|
| Description | Number of teaching, instructional or assessment contact hours for the learning activity (rounded to a whole number) for this learner. |
| Reason required | To monitor and analyse guided learning hours.<br>**This field informs NPFS funding allocations.** |
| Valid entries | "0000" – "3000" (hours) (must be padded with zeros) |
| Notes | 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.<br><br>It also includes contact time with staff assessing the learners' achievements, for example, in the assessment of competence.<br><br>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.<br><br>For learners enrolled on a Traineeship/Steps-to-employment programmes (**LP17** is '"31","32", "33", "34" or "35") this field does not need to be completed and should be populated with "0000".<br><br>Please refer to **Annex 2** for further details about this field. |
| Validation rule(s) | **LA019-1** LA19 not in correct format.<br>**LA019-2** LA19 > 3000<br>~~**LA019-3** LA19 > LA24~~ |
| See also | **NPFS website:**<br>wales.gov.uk/topics/educationandskills/learningproviders/p16planningandfunding/npfs/?lang=en |

## Method of delivery

| | | | |
|---|---|---|---|
| Field number | **LA20** | Field length | **2** |
| Field name | **Method of delivery** | 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.<br>**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 that 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 name | **Subject of learning** | Field type | **Alphanumeric** |
| Abbreviation | **SUB_LEAR** | Mandatory for | **Learners funded by NPFS recurrent funding and Recurrent funding for teaching from HEFCW** |

| | |
|---|---|
| Description<br>Reason required | Learn Direct classification system code for subject of study.<br>To enable analysis and monitoring to be carried out by subject of learning.<br><br>This field informs NPFS funding allocations. |
| Valid entries | Any valid Learn Direct classification system code.<br><br>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 by NPFS recurrent funding (**LA11**=”1”) or Recurrent funding for teaching from HEFCW (**LA11** =”2”).<br><br>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”.<br><br>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**<br><br>LA21(Lookup_LA21_AW21) is available as a lookup table on LLWR inform (**https://llwrinform.wales.gov.uk**) Under /Documents/LLWR Lookups/Lookups.<br><br>Or the DAQW website:**www.daqw.org.uk**<br>General queries: **DAQW@wales.gsi.gov.uk**<br><br>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**)<br><br>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” |
| | ~~**LA021-7-2011**~~ | ~~LA11=”5” and LA06 is a generic code and LA06 is not equal to “LDLLWBAC” and earliest associated LA09 >=”01082011” and LA21 not equal to “HC.42”~~ |
| | **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** |
| Field name | **Credit level of learning activity** | Field type | **Alphanumeric** |
| Abbreviation | **LEV_LEAR** | 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 |
| 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.

See **Annex 9** for information for consulting CQFW descriptors.

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**

For special generic codes listed at **LA06**, please use “0E”.

| | | |
|---|---|---|
| Validation rule(s) | **LA022-1** | LA22 not in (“0E”, “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 name | **Credit value of learning activity** | 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 place of decimals.<br><br>888.8 Credit not applicable to this activity<br>999.9 Credit value not known<br>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 name | **Learning hours** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LA024-1**~~ | ~~LA24 not "0000" – "6000", "9999"~~ |
| | ~~**LA024-2-2011**~~ | ~~LA24 not equal to "9999" and earliest associated LA09 >="01082011"~~ |
| | **LA024-3-2012** | LA24 Not NULL |

## Proportion of learning activity delivered through the medium of Welsh

| | | | |
|---|---|---|---|
| Field number | **LA25** | Field length | **3** |
| Field name | **Proportion of learning activity delivered through the medium of Welsh** | Field type | **Numeric** |
| Abbreviation | **WELSHMED** | Mandatory for | **HE** |

| | |
|---|---|
| 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".<br>**LA025-2** LA25 is "000" and LA26 is "W1" and **LA11**=2. |

## Type of Welsh medium learning

| | | | |
|---|---|---|---|
| Field number | **LA26** | Field length | **2** |
| Field name | **Type of Welsh medium learning** | Field type | **Alphanumeric** |
| Abbreviation | **WELSHLEA** | Mandatory for | **Mainstream – funded learners** |

| | |
|---|---|
| Description | Type of delivery of Welsh medium learning. |
| Reason required | To monitor use of Welsh in learning across the network.<br>**This field informs funding.** |

| Valid entries | | |
|---|---|---|
| | 00 | Not mainstream-funded |
| | E1 | Learning activity delivered through English only |
| | P1 | Learning activity delivered bilingually – formal bilingual model |
| | R1 | Learning activity delivered through separate language groups in same class |
| | W1 | Learning activity delivered through Welsh only |
| | Q1 | Not to be used from 2006/07 |
| | T1 | Not to be used from 2006/07 |
| | U1 | Not to be used from 2006/07 |

| | |
|---|---|
| Notes | **E1** Should only be used if all aspects of learning are through the medium of English.<br>**W1** Should be used if learning is solely through the medium of Welsh including written, oral and group work, and assessment/examination. There may be occasional and tightly controlled use of English terminology and key phrases to reinforce learning.<br>**P1** Should be used if both English and Welsh in a class are used alternately in a planned manner for different modules or component parts of a module with the language being used entirely for that component irrespective of whether the work is written, oral, group work or assessment. Students are taught as a class with no separate language groups.<br>**R1** Should be used if separate English and Welsh language groups are taught in the same class simultaneously. The Welsh language group may use Welsh amongst its members and the teacher/tutor (if that person is bilingual) for the whole class discussion. Assessment is either language.<br>Entries W1, P1 and R1 are eligible for the Welsh and bilingual funding uplift. For these entries there is therefore a requirement for at least 50 per cent of the learning materials (including notes, overheads, Power Point presentations, teaching books/handouts, white board presentations, and terminology) to be in Welsh. |

| | | |
|---|---|---|
| Validation rule(s) | **LA026-1** | LA26 not in (“00”, “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<br>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“ |

## Franchise/partnership percentage

| | | | |
|---|---|---|---|
| Field number | **LA27** | Field length | **0** |
| Field name | **Franchise/partnership percentage** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. | |
| Notes | Null return from 2012 | |
| Validation rule(s) | ~~**LA027-1**~~ | ~~LA27 not in ("000" – "100") or not whole number or non-numeric.~~ |
| | **LA027-2-2012** | LA27 Not NULL |
| Crosscheck(s) | ~~**XLA027-1-LP17-LA09-2011**~~ | ~~LA27 not equal to "100 " and associated LP17 in ("08","31" "40") and earliest associated LA09 >="01082011"~~ |

## Provider delivering learning

| | | | |
|---|---|---|---|
| Field number | **LA28** | Field length | **8** |
| Field name | **Provider delivering learning** | 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<br><br>00000000 No arrangement |
| Notes | **Consortium arrangements**<br>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 consortia lead.<br><br>Where a consortia 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.<br><br>**Non Consortium arrangements**<br>The contracted provider **must** record the learner provider code of the provider undertaking delivery of a learning activity on their behalf.<br><br>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.<br><br>Please contact the LLWR Data Management section (**LLWR@Wales.gsi.gov.uk**) if the provider is not listed in **Annex 3**. |

| | | |
|---|---|---|
| Validation rule(s) | **LA028-1** | LA28 not valid Welsh Government code from list and not "00000000". |
| | ~~**LA028-2**~~ | ~~LA28 = "00000000" and **LA27** is not "100".~~ |
| | ~~**LA028-3**~~ | ~~LA28 is not "00000000" and LA27 is "100".~~ |
| | **LA028-4** | LA28 is **LA03**. |

## Postcode of site

| | | | |
|---|---|---|---|
| Field number | **LA29** | Field length | **8** |
| Field name | **Postcode of site** | 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<br><br>999999999 Not known | | |
| Notes | For FE providers a list of postcodes covering the main sites of delivery can be found in **Annex 21**. 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.<br><br>The LA29 postcode lookup is available on LLWR Inform (**https://llwrinform.wales.gov.uk** ) under Documents/LLWR Lookups/Lookups<br>Lookup_LA29.<br><br>**Annex 21** lists the postcodes of main sites as at August 2010. Please email notification of any significant change to **Post16Ed.stats@wales.gsi.gov.uk** and Lookup_LA29 will be adjusted accordingly.<br><br>This field should be completed for all learning activities, showing the location of where the majority of the learning is undertaken.<br><br>For distance and e-Learning, the site should be the location from which the learning is delivered.<br><br>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. | | |
| Validation rule(s) | **LA029-1** LA29 not valid postcode and not "99999999". | | |

## Date terminated learning activity

| | | | |
|---|---|---|---|
| Field number | **LA30** | Field length | **8** |
| Field name | **Date terminated learning activity** | 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.<br>To allow the date of termination of all learning activities to be calculated.<br><br>**This field informs WBL NPFS funding.**<br>**This field informs eligibility timescales for European Social Fund (ESF) funding.**<br><br>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<br>31129999 Continuing |
| Notes | 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.<br><br>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.<br><br>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.<br><br>When a learner finishes/leaves the learning programme, it is essential that all learning activities are terminated in **LA30**. |

| | | |
|---|---|---|
| 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”. |
| | ~~**XLA030-3-LP55**~~ | ~~LP55 not ”31129999” and any associated LA30 is “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 name | **Completion status** | 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.<br>**This field informs the calculation of provider performance measures.** |
| Valid entries | 1 The learner is continuing the learning activity<br>2 The learner has completed the learning activity<br>3 The learner has withdrawn from the learning activity<br>4 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)<br>5 The learner has suspended learning but plans to return and commence a new learning activity at a later date<br>6 The learning activity was withdrawn from delivery by the provider (this information is required for learners starting or continuing on or after 1 August 2008).<br><br>Learning providers will be required to ensure that this field is updated for those activities finishing on or after 1 August 2008. |
| Notes | An indication of the degree of completion of the learning activities leading to the learning programme.<br><br>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. |
| 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”.<br><br>**XLA042-1-LA30.LA31.LP17** See **LA42** for additional validation on this field |
| See also | **Data submission guidance for work based learning funding (please refer to appropriate version)** |

## Special funding rules 1

| | | | |
|---|---|---|---|
| Field number | **LA32** | Field length | **0** |
| Field name | **Special funding rules 1** | 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 character submitted will fail validation.<br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | This field may require revision, as necessary, for funding purposes. |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LA032-1**~~ | ~~LA32 not in ("WA1","XXX","999","GUA","EXG","NGU").~~ |
| | ~~**LA032-2**~~ | ~~LA32 not in ("WA1","XXX") and **LA11** = "4".~~ |
| | **LA032-3-2012** | LA32 Not NULL |

## Special funding rules 2

| | | | |
|---|---|---|---|
| Field number | **LA33** | Field length | **3** |
| Field name | **Special funding rules 2** | 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-funded or community learning providers:**<br><br>A relevant whole number (padded with zeros), or<br><br>999 Not applicable to this activity<br><br>**For other providers (i.e. WBL-funded):**<br><br>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.<br>**LA033-2** **LA06** begins “LB” and **LA11** =”4” and LA33 = “999”. |

## Provider specified field 1

| | | | |
|---|---|---|---|
| Field number | **LA34** | Field length | **20** |
| Field name | **Provider specified field 1** | Field type | **Alphanumeric** |
| Abbreviation | **PRSPECF1** | Mandatory for | **No learners** |
| 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 name | **Provider specified field 2** | Field type | **Alphanumeric** |
| Abbreviation | **PRSPECF2** | Mandatory for | **No learners** |

| | | |
|---|---|---|
| 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) | **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 name | **Estyn inspection area** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2013 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LA036-1**~~ | ~~LA36 not valid entry and not "0000".~~ |

## Learning activity sector framework code for NVQs

| | | | |
|---|---|---|---|
| Field number | **LA37** | Field length | **0** |
| Field name | **Learning activity sector code for NVQs** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**LA037-1**~~ | ~~LA37 not valid code and not "999".~~ |
| | ~~**LA037-2-2011**~~ | ~~LA37 not equal to "999" and earliest associated LA09 >="01082011"~~ |
| | **LA037-3-2012** | LA37 Not NULL |
| Crosscheck(s) | ~~**XLA037-1-LA06.LA30.LP17**~~ | ~~LP17 is in ("01" – "10", "21" – "22") and associated LA37 is "999" and associated LA06 is NVQ code and associated LA30 is >="01/08/2007" (including "31/12/9999")~~ |
| See also | **Data Submission Guidance for Work-Based Learning Funding (please refer to appropriate version)** | |

## LA temporary field 2

| | | | |
|---|---|---|---|
| Field number | **LA38** | Field length | **0** |
| Field name | **LA temporary field 2** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. | | |
| Notes | Null return from 2012 | | |
| Validation rule(s) | ~~**LA038-1**~~ ~~LA38 not "000".~~<br><br>**LA038-2-2012** LA38 Not NULL | | |

## LA temporary field 3

| | | | |
|---|---|---|---|
| Field number | **LA39** | Field length | **0** |
| Field name | **LA temporary field 3** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |
| Validation rule(s) | ~~**LA039-1**~~ ~~LA39 not "000".~~<br>**LA039-2-2012** LA39 Not NULL |

## Assessable learning

| | | | |
|---|---|---|---|
| Field number | **LA40** | Field length | **1** |
| Field name | **Assessable learning** | 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 name | **Suspended activity link id** | Field type | **Alphanumeric** |
| Abbreviation | **SUSPLINK** | Mandatory for | **Learners on Work based Learning programmes** |

| | |
|---|---|
| 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 Welsh Government that payments made under the National Planning and Funding System (NPFS) for Work Based Learning (WBL) programmes fully take into account suspensions from specific learning activities. |
| Valid entries | 01 – 99<br><br>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 | Where the delivery of a qualification has **not** finished prior to 1 August 2008, **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. This will include qualification delivery suspended at 1 August 2008 where previous suspensions have also occurred.<br><br>For avoidance of doubt, where the learning activity finished (rather than suspended) prior to 1 August 2008 and the learning programme continues, it is **not** necessary to update **LA41**. |

| | | |
|---|---|---|
| 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 | **4** |
| Field name | **Amended guided contact hours** | Field type | **Numeric** |
| Abbreviation | **GCHAMEND** | Mandatory for | **Learners on Work based Learning programmes**<br>**(except those enrolled on Traineeship and Steps-to-employment Programmes)** |

| | |
|---|---|
| Description | Recording the amended guided contact hours at the end of the learning activity. |
| Reason required | Introduced to assure Welsh Government that payments made under the National Planning and Funding System (NPFS) for Work Based Learning (WBL) programmes have been correctly allocated on the basis of guided contact hours. |

| | | |
|---|---|---|
| Valid entries | 0001 – 3000 | (Left padded with zeros) |
| | 9999 | Not applicable |

| | |
|---|---|
| Notes | This field needs to be amended to show the actual guided contact hours at the end of the activity.<br><br>**This information is only required for learners who complete their activity.**<br><br>For learners enrolled on a Traineeship/Steps-to-employment programmes (**LP17** is '"31","32" , "33","34"or "35") this field does not need to be completed and should be populated with"9999".<br><br>Maximum allowable amended guided contact hours is 12 per day for the learning activity period. e.g. start date of **LA09** "01082011" end date **LA30** "02082011", the maximum allowable hours for LA42 is 24 for the activity learning period. |

| | | |
|---|---|---|
| Validation rule(s) | **LA042-1** | LA42 not in ("0001" – "3000", "9999"). |

| | | |
|---|---|---|
| Crosscheck(s) | **XLA042-1-LA30.LA31.LP17** | LA42 is "9999" and **LP17** is in ("01" – "10", "21", "22","36"-"39"", "41"-"42") and **LA31** = "2" and **LA30** >= "01082008" (excluding "31129999"). |
| | **XLA042-2-LP17-LA30-LA09-2011** | **LP17** not in ( "31"-"35") 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 LA42 and LA42 not equal to "9999"<br><br>i.e. LP17 <> ("31"-"35") and earliest associated LA09 >="01082011" and (sum ((LA30-LA09+1)*12 <LA42 and LA30 <>"31129999") and LA42<>"9999"). |

## Work based hours

| | | | |
|---|---|---|---|
| Field number | **LA43** | Field length | **4** |
| Field name | **Work based hours** | Field type | **Numeric** |
| Abbreviation | **WBGCNT_H** | Mandatory for | **WBL: All learners enrolled on Traineeship/Steps-to-Employment 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 programme. This includes any spent in the workplace undertaking, either undertaking voluntary work or on work experience or a work placement. |
| Reason required | To monitor and analyse group based guided learning hours.<br>**This field informs NPFS funding allocations.** |
| Valid entries | "0000" – "3000" (hours) (must be padded with leading zeros)<br>9999 Not applicable |
| Notes | The hours should include only those where the learner is in the workplace as part of their Traineeship or Steps to Employment programme.<br><br>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 learners' progress or achievements, for example, in the assessment of competence.<br><br>It does not include hours for centre-based learning acivities, for example any lectures, tutorials and supervised studycontact 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.<br><br>Please refer to **Annex 2** for further details about this field. |

| | | |
|---|---|---|
| Validation rule(s) | **LA043-1-2011** | LA43 not in ("0000" – "3000", "9999"). |
| | **LA043-2-2011** | LA43 > 3000 (excluding "9999") |
| Crosscheck(s) | ~~**XLA043-1-LP17-2011**~~ | ~~**LP17** not in( "31", "32", "33","34","35") and LA43 not equal to "9999"~~ |
| | **XLA043-2-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 LA43 and |

| | | |
|---|---|---|
| | | LA43 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 <LA43) 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" |
| See also | **NPFS website** **wales.gov.uk/topics/educationandskills/learningproviders/p16planningandfunding/npfs/?lang=en** | |

## Centre based hours

| | | | |
|---|---|---|---|
| Field number | **LA44** | Field length | **4** |
| Field name | **Centre based hours** | Field type | **Numeric** |
| Abbreviation | **CB_CT_HR** | Mandatory for | **WBL: All learners enrolled on Traineeship/Steps-to-Employment 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 programme. |
| Reason required | To monitor and analyse guided learning hours.<br>**This field informs NPFS funding allocations.** |
| Valid entries | "0000" – "3000" (hours) (must be padded with leading zeros)<br>9999 Not applicable |
| Notes | 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.<br><br>It does not include work place contact time with staff assessing the learners' achievements, for example, in the assessment of competence, as this should be recorded at **LA43**.<br><br>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.<br><br>Please refer to **Annex 2** for further details about this field. |

| | | |
|---|---|---|
| Validation rule(s) | **LA044-1-2011** | LA44 not in ("0000"-"3000","9999") |
| | **LA044-2-2011** | LA44 > 3000 (excluding "9999") |
| Crosscheck(s) | ~~**XLA044-1-LP17-2011**~~ | ~~**LP17** not in ( "31", "32", "33", "34","35") and LA44 not equal to "9999"~~ |
| | **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"<br><br>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"). |

| | |
|---|---|
| ~~**XLA044-3-LP17-LA43-2013**~~ | ~~LA44="9999" and **LA43** ="9999" and **LP17** in ("31","32","33","34","35")~~ |
| **XLA044-4-LP17-LA43-2013** | (**LP17** in ("31","32","33","34","35") OR (**LP17**="08" AND **LP51** IN ("NEL","NER"))) AND LA44="0000" and **LA43**="0000" |

| | |
|---|---|
| See also | **NPFS website: www.wales.gov.uk/npfs** |

## Amended work based hours

| | | | |
|---|---|---|---|
| Field number | **LA45** | Field length | **4** |
| Field name | **Amended work based hours** | Field type | **Numeric** |
| Abbreviation | **AMWBCNTH** | Mandatory for | **WBL: All learners enrolled on Traineeship/Steps-to-Employment 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 under the National Planning and Funding System (NPFS) for Work Based Learning (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 | 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<br>**This information is only required for learners who complete their activity.** | |
| Validation rule(s) | **LA045-1-2011** | LA45 not in (“0000” – “3000”, “9999”). |
| Crosscheck(s) | **XLA045-1-LA31-LP17-2011** | (**LP17** is in (“31”,”32”,”33”, “34”,”35) OR (**LP17**="08" AND **LP51** IN ("NEL","NER"))) and LA31 = “2” AND LA45 is “9999”. |
| | **XLA045-2-LP17-LA30-LA09-2011** | (**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”<br>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”). |
| | ~~**XLA045-3-LP17-LA46-LA31-2013**~~ | ~~LA45 ="9999" and **LA46**="9999" and **LP17** in ("31","32","33","34","35") and **LA31** ="2"~~ |
| | ~~**XLA045-4-LP17-LA46-LA31-2013**~~ | ~~LA45 ="9999" and **LA46**="0000" and **LP17** in ("31","32","33","34","35") and **LA31** ="2"~~ |

## Amended centre based hours

| | | | |
|---|---|---|---|
| Field number | **LA46** | Field length | **4** |
| Field name | **Amended centre based hours** | Field type | **Numeric** |
| Abbreviation | **AMCBCTHR** | Mandatory for | **WBL: All learners enrolled on Traineeship/Steps –to Employment 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 under the National Planning and Funding System (NPFS) for Work Based Learning (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 | 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.<br>**This information is only required for learners who complete their activity.** | |
| 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** | (**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”<br>i.e. **LP17** in (“31”-“35”) and earliest associated **LA09** >=”01082011” and (sum ((**LA30**-**LA09**+1)*12 <LA46 and **LA30** <>”31129999”) and **LA45**<>”9999”). |
| | ~~**XLA046-3-LP17-LA45-LA31-2013**~~ | ~~LA46="9999" and **LA45**="9999" and **LP17** in ("31","32","33","34","35") and **LA31**="2"~~ |
| | **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". |
| | ~~**XLA046-5-LP17-LA45-LA31-2013**~~ | ~~**LA46="0000" and LA45="9999" and LP17 in ("31","32","33","34","35") and LA31="2"**~~ |

| | |
|---|---|
| ~~**XLA046-6-LP17-LA45-LA31-2014**~~ | ~~LA46="9999" and **LA45**="0000" and **LP17** in ("31","32","33","34","35") and **LA31**="2"~~ |
| **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** |
| Field name | **Type of learning activity** | Field type | **Numeric** |
| Abbreviation | **TP_LRN_A** | Mandatory for | **WBL: All learners enrolled on an apprenticeship programme** |

| | |
|---|---|
| Description | Indicator to indentify whether the learning activity relates to technical knowledge or occupational competence element of an apprenticeship framework. |
| Reason required | Introduced to assure Welsh Government that payments made under the National Planning and Funding System (NPFS) for Work Based Learning (WBL) programmes have been correctly allocated. |
| Valid entries | 01 Technical Knowledge<br>02 Occupational Competence<br>03 Mixed – competencies and knowledge based qualification<br>99 Not applicable |
| Notes | **This information is only required for learners who commence their learning programme on or after 1 August 2011.**<br><br>01 Technical Knowledge - sometimes referred to as a technical certificate, this provides the underpinning knowledge so that the apprentice can demonstrate occupational competence.<br><br>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 National Vocational Qualification (NVQ). Under the Qualifications and Credit Framework, NVQs will be replaced by Award, Certificate and Diploma qualifications.<br><br>03 'Mixed' refers to a QCF qualification which has been designed to assess both skills (occupational competence) and underpinning knowledge.<br><br>**99 Not Applicable - Refers to a qualification where neither Technical Knowledge (01) / Occupational Competence (02) / Mixed (03) is relevant 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", "99"). |
| | **LA047-2-2011** | LA47 not equal to "99" and earliest associated **LA09** <"01082011" |

| | | |
|---|---|---|
| Crosscheck(s) | ~~**XLA047-1-LP17-2011**~~ | ~~LA47=”99” and **LP17** is in (“36”,”37’,”38”,”39”)~~ |

## Accreditation of prior experiential learning indicator

| | | | |
|---|---|---|---|
| Field number | **LA48** | Field length | **1** |
| Field name | **APEL indicator** | 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<br>2 APEL module<br>3 Module not taken/available through APEL<br>4 not applicable |
| Notes | 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:<br>• gain entry to further or higher education courses<br>• give exemption from certain parts of a new course of study<br>• qualify for an award in an appropriate subject in further or higher education<br>• organised prior-learning where the learning has been assessed and where certificates are awarded on completion<br>• learning gained through unstructured experiences and short courses, arising through leisure pursuits, family experiences and work<br><br>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.<br><br>Code 2 is to be used where the module the student is on is available through APEL only.<br><br>Code 3 is to be used where the student was not assessed through APEL or the module was not available through APEL.<br><br>To be used for learning activities starting in 2012/13 and onwards.<br>See also **HESA** field 'APEL' in the STUDENTONMODULE entity. |

| | | |
|---|---|---|
| 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 |
| AW08 | Award learning aim reference |
| AW09 | Title of award |
| AW10 | Date entered for award |
| AW11 | Date of result |
| AW12 | Result |
| AW13 | Award credit value |
| AW14 | Award credit level |
| AW15 | Type of award |
| AW16 | Medium of assessment |
| AW17 | Award funding rules 1 |
| AW18 | Award funding rules 2 |
| AW19 | Exam board identifier |
| AW20 | AW temporary field 1 |
| AW21 | Subject of Award |
| AW22 | Award activity link type |
| AW23 | Attainment indicator |

## ULI (Unique learner identifier)

| | | | |
|---|---|---|---|
| Field number | **AW01** | Field length | **13** |
| Field name | **ULI (Unique learner identifier)** | Field type | **Alphanumeric** |
| Abbreviation | **UNIQUEID** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | A unique identifier for each learner.<br><br>This will be determined by the Welsh Government.<br><br>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. This number allocated should be included in this field.<br><br>**AW01** matches with **LN01**, **LP01**, **LA01** and **HE01**. |
| Validation rule(s) | **AW001-1** UNIQUEID not in the correct format<br>or<br>UNIQUEID check digit shows error. |

## Learner identifier with provider

| | | | |
|---|---|---|---|
| Field number | **AW02** | Field length | **20** |
| Field name | **Learner identifier with provider** | 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 be able to identify the learner. | | |
| Valid entries | Any combination of numerics and alphanumerics (excluding spaces and quotation marks). | | |
| Notes | 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.<br><br>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. Ideally, codes previously used for the same learner in the Individual Student Record (ISR) or on claims forms will be adopted.<br><br>**This field is part of the Award (AW) compound key for the record.**<br><br>**AW02** matches with **LN02**, **LP02**, **LA02** and **HE02**. | | |
| 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 name | **Provider identifier** | 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 in **Annex 3**. |
| Notes | A full list of Welsh Government provider reference codes is provided at **Annex 3**.<br><br>**This field is part of the Award (AW) compound key for the record.**<br><br>**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 name | **Learning programme identifier** | 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 “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.<br><br>The data element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.<br><br>**This field is part of the Award (AW) compound key for the record.**<br><br>**AW04** matches with **LP04**. |

| | | |
|---|---|---|
| Validation rule(s) | **AW004-1** | LPROG_ID not in correct format, with “nnddmmyyyy”. |
| | **AW004-2** | Fields (LEARN_ID PROVI_ID LPROG_ID AWARDENT) are not unique when combined. |

## Learning activity link

| | | | |
|---|---|---|---|
| Field number | **AW05** | Field length | **2** |
| Field name | **Learning activity link** | Field type | **Numeric** |
| Abbreviation | **LACTLINK** | Mandatory for | **All learners with award gained in 2006/07 and onwards** |

| | |
|---|---|
| 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-AW11-2010** | 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 | **Data Submission Guidance for Work based Learning Funding (please refer to appropriate version)** | |

## Award entry identifier

| | | | |
|---|---|---|---|
| Field number | **AW06** | Field length | **2** |
| Field name | **Award entry identifier** | 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.<br><br>**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 name | **Awarding body identifier** | 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 character submitted will fail validation.<br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**AW007-1**~~ | ~~AW07 not in valid format.~~ |
| | ~~**AW007-2**~~ | ~~AW07 is "0000000000" and AW08 is generic code.~~ |
| | | **Replaced by XAW007-2-AW08-LA11- 2011** |
| | **AW007-3-2012** | AW07 Not NULL |
| Crosscheck(s) | ~~**XAW007-1-AW08-LA11-LA09-2011**~~ | ~~AW07 not in Lookup_AW07 on LLWR inform and associated **LA11** in ("1","2","6") and earliest associated **LA09** >="01082011" and **AW08** begins with "L" (generic code)~~ |
| | ~~**XAW007-2-AW08-LA11-2011**~~ | ~~**LA11** not equal to "5" and AW07 is "0000000000" and **AW08** begins with "L" (generic code).~~ |

## Award learning aim reference

| | | | |
|---|---|---|---|
| Field number | **AW08** | Field length | **8** |
| Field name | **Award learning aim reference** | Field type | **Alphanumeric** |
| Abbreviation | **AWARDREF** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | Identifier for learning activity. |
| Reason required | To identify the award entered for/taken.<br>**This field informs funding.** |
| Valid entries | Valid entries from the Welsh Learning Aims Database or Database of Approved Qualifications in Wales (DAQW) Qualification Accreditation Number (QAN) or special generic code. Please contact the Data Management team if the award is not listed on either database. |
| Notes | **Special Generic Codes**<br><br>The use of the following special generic codes is required for WBL Programmes only:<br>**LDKKCORE** **Traineeship Core**<br>**LDLLxxPA** **Pacific Institute Award**<br>**LDLLxxMS** **GOALS Award**<br>**LDKKFRAM** **Framework Completion**<br><br>**Coding for Welsh Baccalaureate**<br><br>Providers should record all entries for the learning activities relating to the Welsh Bacalaureate 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.<br><br>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:<br><br>**10023811** **- Welsh Baccalaureate Diploma (General Qualification) Level 3**<br>**10023823** **- Welsh Baccalaureate Diploma (General Qualification) Level 2**<br>**10061186** **- Welsh Baccalaureate Foundation Diploma (General Qualification -) Level 1**<br>**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”. |
| Crosscheck(s) | ~~**XAW007-1-AW08-LA11-LA09-2011**~~ | ~~See **AW07** for additional validation on this field~~ |
| 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 name | **Title of award** | 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],&, ., /, _, +).<br>(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 name | **Date entered for award** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |

| | | |
|---|---|---|
| Validation rule(s) | ~~**AW010-1**~~ | ~~AW10 not valid date.~~ |
| | **AW010-2-2012** | AW10 Not NULL |
| Crosscheck(s) | ~~**XAW010-1-LA11**~~ | ~~Any associated LA11 in ("1","2","4","5","6") and AW10 = "31129999".~~ |

## Date of result

| | | | |
|---|---|---|---|
| Field number | **AW11** | Field length | **8** |
| Field name | **Date of result** | Field type | **Date** |
| Abbreviation | **DATERESU** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | Date learner is given results. |
| Reason required | To determine when results are received.<br>**This field informs funding.** |
| Valid entries | Any valid date, or<br><br>31129999 Result not yet received |
| Notes | 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.<br><br>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. |
| Validation rule(s) | **AW011-1** AW11 not valid date.<br>~~**AW011-2** AW11 earlier than AW10.~~<br>~~**AW011-3** **AW10** is after AW11 where **AW10** is not "31129999".~~<br>**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 | **Data Submission Guidance for Work based Learning Funding (please refer to appropriate version)** |

## Result

| | | | |
|---|---|---|---|
| Field number | **AW12** | Field length | **12** |
| Field name | **Result** | Field type | **Alphanumeric** |
| Abbreviation | **RESULTAW** | Mandatory for | **All learners** |

| | |
|---|---|
| Description | Result of award. |
| Reason required | To monitor results.<br>**This field informs funding.** |
| Valid entries | Any valid result of award.<br><br>0000 Not yet known<br>PART Partially achieved learning<br><br>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 no longer required)<br><br>DIST Distinction<br>MERT Merit<br>CRDT Pass with credit<br>PASS Pass<br>FAIL Fail<br>REFR Referred<br>UNGD Ungraded<br>NATT Not attempted<br>WDRN Withdrawn from course<br>0001 to 0100 Percentage<br>FIRS First class honours<br>SHIG Upper second class honours<br>SLOW Lower second class honours<br>SUND Undivided second class honours<br>THIR Third class honours<br>FOUR Fourth class honours<br>UCLA Unclassified honours<br>HPAS Honours pass<br>ORDN Ordinary<br>GENE General |
| Notes | The result should be as provided by the awarding body. This should include fails and codes for not sitting exams.<br><br>PART should only be used if the number of units achieved cannot be recorded.<br>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.<br><br>For WBL funding for Outcome payments, AW12 should be coded as |

| | | |
|---|---|---|
| | “PASS”.<br>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 name | **Award credit value** | 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<br><br>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.<br><br>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 name | **Award credit level** | 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 Level7/HE Masters |
| | 8 | CQFW Level 8/HE Doctorate |
| | 9 | Not known/not required |
| | Not required if valid Welsh Learning Aims Database code used. | |

| | |
|---|---|
| Notes | 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.<br><br>See **Annex 9** for information for consulting CQFW descriptors.<br><br>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).<br><br>Further information is available on CQFW website **www.cqfw.net** and the DAQW web link: **www.daqw.org.uk**.<br><br>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). |
| Validation rule(s) | **AW014-1** AW14 not in (“0” – “9”,”E”). |

## Type of award

| | | | |
|---|---|---|---|
| Field number | **AW15** | Field length | **2** |
| Field name | **Type of award** | 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**

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.

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.

However, for some qualifications, only the entry and result of the full awards will be recorded and code “01” will be used.

For special generic codes listed at **AW08**, AW15 should be completed with “01”.

| | | |
|---|---|---|
| Validation rule(s) | **AW015-1** | AW15 not in (“01” – “04”). |

## Medium of assessment

| | | | |
|---|---|---|---|
| Field number | **AW16** | Field length | **1** |
| Field name | **Medium of assessment** | Field type | **Alphanumeric** |
| Abbreviation | **MEDIUMAS** | Mandatory for | **Mainstream – funded** |

| | |
|---|---|
| Description | Medium of assessment. |
| Reason required | To analyse award by Welsh medium assessment. |
| Valid entries | 0 Not assessed through medium of Welsh (where Welsh medium assessment available)<br>1 Assessed through medium of Welsh<br>2 Assessment through medium of Welsh not available<br>9 Medium of assessment not known/not required |
| Notes | If part of the assessment is carried out in Welsh, code “1” (assessed through medium of Welsh) should be returned. |
| Validation rule(s) | **AW016-1** AW16 not in (“0” – “2”, “9”). |

## Award funding rules 1

| | | | |
|---|---|---|---|
| Field number | **AW17** | Field length | **3** |
| Field name | **Award funding rules 1** | Field type | **Alphanumeric** |
| Abbreviation | **AWFUNDR1** | Mandatory for | **Mainstream-funded learners on WBL programmes** |

| | |
|---|---|
| Description | Special rules for funding 1. |
| Reason required | To determine whether the attainment of an award is eligible for Welsh Government funding.<br><br>**This field informs funding.** |
| Valid entries | 111 Award not eligible for Welsh Government WBL funding<br>555 Award eligible for Welsh Government WBL funding<br>999 Not required |
| Notes | This field must be completed for all awards for which results are achieved after 1 August 2004.<br><br>Code “555” will be required for WBL funding. |
| Validation rule(s) | **AW017-1** AW17 not in (“111”,”555”,”999”). |
| See also | **Data submission guidance for work based learning funding (please refer to appropriate version)** |

## Award funding rules 2

| | | | |
|---|---|---|---|
| Field number | **AW18** | Field length | **0** |
| Field name | **Award funding rules 2** | 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 character submitted will fail validation.<br>See **Annex 23** for definition and explanation of a NULL return. | | |
| Notes | Null return from 2012 | | |
| Validation rule(s) | ~~**AW018-1**~~ ~~AW18 not in (“001”, “002”, “000”).~~<br>**AW018-2-2012** AW18 Not NULL | | |

## Exam board identifier

| | | | |
|---|---|---|---|
| Field number | **AW19** | Field length | **0** |
| Field name | **Exam board identifier** | 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 character submitted will fail validation.<br>See **Annex 23** for definition and explanation of a NULL return. | |
| Notes | Null return from 2012 | |
| Validation rule(s) | ~~**AW019-1**~~ | ~~AW19 not in (a to z, A to Z, 0 to 9, -,(), [space], ‘).~~<br>~~(Must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter)~~ |
| | **AW019-2-2012** | AW19 Not NULL |

### AW temporary field 1

| | | | |
|---|---|---|---|
| Field number | **AW20** | Field length | **0** |
| Field name | **AW temporary field 1** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. | | |
| Notes | Null return from 2012 | | |
| Validation rule(s) | ~~**AW020-1**~~ ~~AW20 not "000".~~<br>**AW020-2-2012** AW20 Not NULL | | |

## Subject of award

| | | | |
|---|---|---|---|
| Field number | **AW21** | Field length | **8** |
| Field name | **Subject of award** | 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.<br><br>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** (see **Annex 6**) and **LP66** (see **Annex 22**). |
| Notes | For acceptable Learn Direct Classification System codes, refer to **http://wales.gov.uk/topics/educationandskills/learningproviders/datacollection/resource/guidance/learndirectcodes/?lang=en**<br><br>AW21 (Lookup_LA21_AW21) is available as a lookup table 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 name | **Award activity link type** | Field type | **Numeric** |
| Abbreviation | **AWLKTYP** | Mandatory for | **All learners with awards gained in 2006/07 and onwards** |

| | |
|---|---|
| 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<br>1 Award linked to a specific learning activity and full attainment of this award will indicate attainment of the learning activity aim<br>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”.<br>**AW022-2** **AW05** = “00” and AW22 > “0”.<br>**AW022-3** **AW05** > “00” and AW22 = “0”. |

## Attainment indicator

| | | | |
|---|---|---|---|
| Field number | **AW23** | Field length | **1** |
| Field name | **Attainment indicator** | Field type | **Alphanumeric** |
| Abbreviation | **ATTAINED** | Mandatory for | **All learners with awards gained in 2008/09 and onwards** |

| | |
|---|---|
| Description | Recording whether or not an award has been successfully attained. |
| Reason required | To facilitate appropriate calculation of attainment for specific awards. |
| Valid entries | 1 Not yet known<br>2 Award achieved<br>3 Award partially achieved<br>4 Award not achieved<br>9 Not applicable |
| Notes | **This information is required for learners who are notified of an award outcome from 2008/09 onwards.**<br><br>Until the outcome of the Award is known, code “1” should be used.<br><br>**This field informs funding.** |

| | | |
|---|---|---|
| Validation rule(s) | **AW023-1** | AW23 not in (“1” – “4”, “9”). |
| | **AW023-2** | AW23 = “9” and **AW11**> =“01082008” (excluding “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 |
| HE06 | Nationality |
| HE07 | New entrant to HE |
| 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 |

## ULI (Unique learner identifier)

| | | | |
|---|---|---|---|
| Field number | **HE01** | Field length | **13** |
| Field name | **ULI (Unique learner identifier)** | Field type | **Alphanumeric** |
| Abbreviation | **UNIQUEID** | Mandatory for | **HE** |

| | |
|---|---|
| Description | A unique identifier for each learner.<br><br>This will be determined by the Welsh Government.<br><br>Format : “Lnnnnnnnnnnn”. |
| 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.<br><br>**HE01** matches to **LN01**, **LP01**, **LA01** and **AW01**. |
| Validation rule(s) | **HE001-1** UNIQUEID not in the correct format<br>or<br>UNIQUEID check digit shows error. |

## Learner identifier with provider

| | | | |
|---|---|---|---|
| Field number | **HE02** | Field length | **20** |
| Field name | **Learner identifier with provider** | Field type | **Alphanumeric** |
| Abbreviation | **LEARN_ID** | Mandatory for | **HE** |

| | |
|---|---|
| Description | An identifier number for the learner, allocated by the learning provider. |
| Reason required | To be able to identify the learner. |
| Valid entries | Any combination of numerics and alphanumerics (excluding spaces and quotation marks). |
| Notes | 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.<br><br>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. Ideally, codes previously used for the same learner in the Individualised Student Record (ISR) will be adopted.<br><br>**This field is part of the Higher Education (HE) compound key for the record.**<br><br>**HE02** matches to **LN02**, **LP02**, **LA02** and **AW02**. |

| | | |
|---|---|---|
| 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 name | **Provider identifier** | Field type | **Alphanumeric** |
| Abbreviation | **PROVI_ID** | Mandatory for | **HE** |

| | |
|---|---|
| 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 at **Annex 3**.<br><br>**This field is part of the Higher Education (HE) compound key for the record.**<br><br>**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 name | **Learning programme identifier** | Field type | **Alphanumeric** |
| Abbreviation | **LPROG_ID** | Mandatory for | **HE** |

| | | |
|---|---|---|
| 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.<br><br>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 “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.<br><br>The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.<br><br>**This field is part of the Higher Education (HE) compound key for the record.**<br><br>**HE04** matches to **LP04** and **LA04**. | |
| Validation rule(s) | **HE004-1** | LPROG_ID not in correct format, with “nnddmmyyyy”. |
| | **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 name | **Reserved** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |
| Validation rule(s) | ~~**HE005-1**~~ ~~HE05 not "00".~~<br>**HE005-2-2012** HE05 Not NULL |

## Nationality

| | | | |
|---|---|---|---|
| Field number | **HE06** | Field length | **4** |
| Field name | **Nationality** | Field type | **Alphanumeric** |
| Abbreviation | **NATIONAL** | Mandatory for | **HE** |

| | |
|---|---|
| Description | This field defines the country of legal nationality. |
| Reason required | To distinguish between home and overseas learners. |
| Valid entries | Codes as per **Annex 4**. See also **HESA** field 'NATION' on the STUDENT entity' |
| Notes | Domicile is where the learner has his/her permanent home. It may not be the same country as the legal nationality of the learner.<br><br>The coding is based on the same list that is used for domicile in **LP08**.<br><br>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**<br><br>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.**<br><br>Further information can be found in **Annex 4**. |

| | | |
|---|---|---|
| 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 name | **New entrant to HE** | 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 character submitted will fail validation.<br><br>See **Annex 23** for definition and explanation of a NULL return. |
| Notes | Null return from 2012 |
| Validation rule(s) | ~~**HE007-1**~~ ~~HE07 not in ("1", "4","5","6" – "9", "X").~~<br>**HE007-2-2012** HE07 Not NULL |

## Term time accommodation

| | | | |
|---|---|---|---|
| Field number | **HE08** | Field length | **1** |
| Field name | **Term time accommodation** | Field type | **Alphanumeric** |
| Abbreviation | **TERMACCO** | Mandatory for | **HE** |

| | |
|---|---|
| Description | Relates to where the learner is living. |
| Reason required | To monitor learner accommodation patterns. |

| | | |
|---|---|---|
| Valid entries | 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 | *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.<br><br>Accommodation owned or rented by the learner should be coded as “3”.<br><br>Code “1” includes housing owned by the provider.<br><br>Code “3” 'Own residence' includes a student's permanent residence, which may be either owned or rented by them.<br><br>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.<br><br>Record the term time accommodation at the start of the programme of study.<br><br>See also **HESA** field ‘TTACCOM’ on the STUDENT entity. |
| Validation rule(s) | **HE008-1** HE08 not in (“1” – “8”,”0”). |

## Fee band

| | | | |
|---|---|---|---|
| Field number | **HE09** | Field length | **2** |
| Field name | **Fee band** | Field type | **Alphanumeric** |
| Abbreviation | **FEE_BAND** | Mandatory for | **HE** |

| | |
|---|---|
| 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<br>61 Sandwich placement<br>62 Language year abroad & not full-year outgoing ERASMUS<br>63 Full-year outgoing ERASMUS<br>64 Final year of a full-time course lasting less than 15 weeks<br>65 Final year of a full-time course lasting more than 14 weeks but less than 24 weeks<br>66 Other fee<br>99 No fee band<br>01 Prescribed undergraduate fee, full fee (Not to be used for 2010/11 onwards)<br>02 Prescribed undergraduate fee, half fee (Not to be used for 2010/11 onwards)<br>03 Prescribed undergraduate fee, zero fee (Not to be used for 2010/11 onwards)<br>41 Postgraduate (Not to be used for 2010/11 onwards)<br>42 Half postgraduate fee (Not to be used for 2010/11 onwards)<br>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.<br><br>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 name | **Major source of HE tuition fees** | Field type | **Alphanumeric** |
| Abbreviation | **HE_TFEES** | Mandatory for | **HE** |

| | |
|---|---|
| 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

| | |
|---|---|
| 01 | No award or financial backing |
| 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 DfES) |
| 05 | Institutional waiver of support costs |
| 07 | Fee waiver under government unemployed students scheme |
| 08 | British Academy |
| 09 | Fees paid under part-time graduate apprentice study programme |
| 19 | Research Council – not specified |
| 21 | Charitable foundation |
| 22 | International agency |
| 31 | Departments of Health/NHS/Social Care |
| 32 | Departments of Social Services |
| 33 | DIUS |
| 34 | Other HM government departments/public bodies |
| 35 | Scholarship of HM forces |
| 37 | Local Authority training grants scheme |
| 41 | EU Commission (EC) |
| 42 | Overseas student award from HM government/British Council |
| 43 | Overseas government |
| 44 | Department for International Development |
| 45 | Overseas institution |
| 46 | Overseas industry or commerce |
| 47 | Other overseas funding |
| 48 | Other overseas – repayable loan |
| 52 | Mix of learner & SLC |
| 61 | UK industry/commerce |
| 71 | Absent for year |
| 81 | Learner's employer |
| 97 | Other |
| 98 | No fees |
| 99 | Not known |

| | |
|---|---|
| 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","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 name | **UCAS number** | Field type | **Alphanumeric** |
| Abbreviation | **UCASNUM** | Mandatory for | **HE** |

| | |
|---|---|
| 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.<br><br>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 name | **Credit value of course** | Field type | **Numeric** |
| Abbreviation | **CRDT_PTS** | Mandatory for | **HE** |

| | | |
|---|---|---|
| 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. | |
| 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 name | **Mode of attendance** | Field type | **Alphanumeric** |
| Abbreviation | **MODE_ATT** | Mandatory for | **HE** |

| | | |
|---|---|---|
| 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 | Paragraph removed<br>This field should be updated if the mode of attendance changes during the programme of learning.<br><br>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 name | **General qualification aim of programme** | Field type | **Alphanumeric** |
| Abbreviation | **COURSEAIM** | Mandatory for | **HE** |
| 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 | Codes as per **Annex 19**. 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 list found in **Annex 19** 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 name | **Type of year of programme** | Field type | **Alphanumeric** |
| Abbreviation | **TYPEYR** | Mandatory for | **HE** |

| | |
|---|---|
| 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.<br><br>2 Course academic year not contained within the reporting year 1 August - 31 July. |
| Notes | This field identifies which of the basic types of academic year is applicable to the learning programme.<br><br>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.<br><br>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.<br><br>See also **HESA** field 'TYPEYR' on the INSTANCE entity. |
| Validation rule(s) | **HE015-1-2010** HE15 not in ("1","2") |

## Subject of learning programme 1

| | | | |
|---|---|---|---|
| Field number | **HE16** | Field length | **4** |
| Field name | **Subject of learning programme 1** | Field type | **Alphanumeric** |
| Abbreviation | **SBJCA1** | Mandatory for | **HE** |

| | |
|---|---|
| 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.<br>For learning programmes with a start date before 01/08/2012 use the JACS2 coding system which can be found on the **HESA** website. |
| Notes | Where the earliest associated **LA09** >= 01/08/2012 use the JACS3 coding system.<br><br>Where the earliest associated **LA09** < 01/08/2012 use the JACS2 coding system.<br><br>This field describes the subject appropriate to the current course.<br><br>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.<br><br>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**.<br><br>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:<br>HE16 =’N100’ and HE17=’050’<br>HE18=’G020’ and HE19=’050’<br>HE20= ‘9999’ and HE21=’999’<br><br>See also **HESA** field ‘SBJCA’ on the COURSE SUBJECT entity.<br><br>The sum of all subject of learning percentages must add up to “100” for HE16, **HE18** and **HE20**. |
| Validation rule(s) | **HE016-1-2010** HE16 not a valid JACS code or = “9999”. |

| | | |
|---|---|---|
| Cross check(s) | **XHE016-1-LP55 - 2012** | HE16= “9999” and **LP55** >=01082012 (including “31129999”) |
| | **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 name | **Subject of learning programme percentage 1** | Field type | **Numeric** |
| Abbreviation | **SBJPCNT1** | Mandatory for | **HE** |

| | |
|---|---|
| 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 | This field indicates the proportion of time allocated for each subject studied on a course. It should contain an integer between 1 and 100.<br><br>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**.<br><br>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:<br>HE16 ='N100' and HE17='050'<br>HE18='G020' and HE19='050'<br>HE20= '9999' and HE21='999'<br><br>The sum of all subject of learning percentages must add up to "100" for **HE16**, **HE18** and **HE20**. |

| | | |
|---|---|---|
| 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 name | **Subject of learning programme 2** | Field type | **Alphanumeric** |
| Abbreviation | **SBJCA2** | Mandatory for | **HE** |

| | |
|---|---|
| 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.<br>For learning programmes with a start date before 01/08/2012 use the JACS2 coding system which can be found on the **HESA** website. |
| Notes | Where the earliest associated **LA09** >= 01/08/2012 use the JACS3 coding system.<br><br>Where the earliest associated **LA09** < 01/08/2012 use the JACS2 coding system.<br>This field describes the subject appropriate to the current course.<br>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.<br><br>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**.<br><br>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:<br>HE16 ='N100' and HE17='050'<br>HE18='G020' and HE19='050'<br>HE20= '9999' and HE21='999'<br><br>If no entry is to be made to the field '9999' should be entered.<br><br>See also **HESA** field 'SBJCA' on the COURSE SUBJECT entity.<br>The sum of all subject of learning percentages must add up to "100" for **HE16**, HE18 and **HE20**. |
| Validation rule(s) | **HE018-1-2010** HE18 not a valid JACS code or = "9999". |

| | | |
|---|---|---|
| | **HE018-2-2012** | HE18 = “9999” and **HE20** has a Valid JACS code. |
| | **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 name | **Subject of learning programme percentage 2** | Field type | **Numeric** |
| Abbreviation | **SBJPCNT2** | Mandatory for | **HE** |
| 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 | This field indicates the proportion of time allocated for each subject studied on a course. It should contain an integer between 1 and 100.<br><br>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**.<br><br>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:<br>HE16 =’N100’ and HE17=’050’<br>HE18=’G020’ and HE19=’050’<br>HE20= ‘9999’ and HE21=’999’<br><br>The sum of all subject of learning percentages must add up to “100” for **HE16**, **HE18** and **HE20**.<br><br>If no entry is to be made to the field ‘999’ should be entered. | | |
| 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 name | **Subject of learning programme 3** | Field type | **Alphanumeric** |
| Abbreviation | **SBJCA3** | Mandatory for | **HE** |

| | |
|---|---|
| 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.<br>For learning programmes with a start date before 01/08/2012 use the JACS2 coding system which can be found on the **HESA** website. |
| Notes | Where the earliest associated **LA09** >= 01/08/2012 use the JACS3 coding system.<br><br>Where the earliest associated **LA09** < 01/08/2012 use the JACS2 coding system.<br>This field describes the subject appropriate to the current course.<br>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.<br><br>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**.<br><br>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:<br>HE16 =’N100’ and HE17=’050’<br>HE18=’G020’ and HE19=’050’<br>HE20= ‘9999’ and HE21=’999’<br><br>If no entry is to be made to the field ‘9999’ should be entered.<br><br>See also **HESA** field ‘SBJCA’ on the COURSE SUBJECT entity.<br><br>The sum of all subject of learning percentages must add up to “100” for **HE16**, **HE18** and HE20. |
| Validation rule(s) | **HE020-1-2010** HE20 not a valid JACS code or = “9999”. |

| | | |
|---|---|---|
| | **XLA009-41-HE20-2012** | See **LA09** for additional validation on this field |
| | **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 name | **Subject of learning programme percentage 3** | Field type | **Numeric** |
| Abbreviation | **SBJPCNT3** | Mandatory for | **HE** |
| 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 | This field indicates the proportion of time allocated for each subject studied on a course. It should contain an integer between 1 and 100.<br><br>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.<br><br>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:<br>HE16 ='N100' and HE17='050'<br>HE18='G020' and HE19='050'<br>HE20= '9999' and HE21='999'<br><br>The sum of all subject of learning percentages must add up to "100" for **HE16**, **HE18** and **HE20**.<br><br>If no entry is to be made to the field '999' should be entered. | | |
| 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 name | **Learning programme qualification awarded 1** | Field type | **Alphanumeric** |
| Abbreviation | **QUAL1** | Mandatory for | **HE** |

| | |
|---|---|
| Description | This field records the qualification awarded. |
| Reason required | To allow analysis of qualifications awarded. |
| Valid entries | Codes as per **Annex 19**.<br><br>This field should be coded '999' until the learner finishes/leaves the learning programme.<br><br>This code must be replaced by a valid entry from **Annex 19** once the learner finishes the programme, or should be coded as '000' – 'no qualification awarded' if the learner leaves without gaining any qualification. |
| Notes | This field records the qualification awarded.<br><br>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.<br><br>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.<br><br>The HE qualification class that the learner obtained in HE22 must be returned in **HE23**.<br><br>See also **HESA** field 'QUAL' on the QUALIFICATIONS AWARDED entity. |

| | | |
|---|---|---|
| Validation rule(s) | **HE022-1-2010** | HE22 entry not on list found in **Annex 19** |
| | **HE022-2-2010** | HE22 = "999" and **HE23** not = "99" |
| | **HE022-3-2010** | HE22 = "000" and **HE23** not = "00" |
| | **HE022-4-2010** | HE22 entry on list found in **Annex 19** (Excluding "000","999") and **HE23** not in ("01" - "12","00"). |
| Crosscheck(s) | ~~**XHE022-LP41-1-**~~ | ~~HE22 ="999" and LP41 in ("01" – "16", "99")~~ |

| | |
|---|---|
| ~~2010~~ | **Replaced by XHE022-1-LP41-2010** |
| **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 name | **Learning programme qualification awarded – grade 1** | Field type | **Alphanumeric** |
| Abbreviation | **CLASS1** | Mandatory for | **HE** |

| | |
|---|---|
| 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 **HE22**.<br>This field should be coded '99' until the learner finishes/leaves the learning programme.<br><br>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.<br>See also **HESA** field 'CLASS' on the QUALIFICATIONS AWARDED entity. |
| 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 name | **Learning programme qualification awarded 2** | Field type | **Alphanumeric** |
| Abbreviation | **QUAL2** | Mandatory for | **HE** |

| | |
|---|---|
| Description | This field records the qualification awarded. |
| Reason required | To allow analysis of qualifications awarded. |
| Valid entries8 | Codes as per **Annex 19**.<br><br>This field should be coded '999' until the learner finishes/leaves the learning programme.<br><br>This code must be replaced by a valid entry from **Annex 19** 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.<br>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.<br><br>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.<br><br>The HE qualification class that the learner obtained in HE24 must be returned in **HE25**.<br><br>See also **HESA** field 'QUAL' on the QUALIFICATIONS AWARDED entity. |

| | | |
|---|---|---|
| Validation rule(s) | **HE024-1-2010** | HE24 entry not on list found in **Annex 19** |
| | **HE024-2-2010** | HE24="999" and **HE25** not ="99" |
| | **HE024-3-2010** | HE24 = "000" and **HE25** not = "00" |
| | **HE024-4-2010** | HE24 entry on list found in **Annex 19** (Excluding "000","999) and **HE25** not in ("01" - "12","00"). |
| | **HE024-5-2010** | HE24 not equal to "999" and HE24 entry on list found in **Annex 19** and **HE22** not in entry on list found in **Annex 19** |

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

## Learning programme qualification awarded – grade 2

| | | | |
|---|---|---|---|
| Field number | **HE25** | Field length | **2** |
| Field name | **Learning programme qualification awarded – grade 2** | Field type | **Alphanumeric** |
| Abbreviation | **CLASS2** | Mandatory for | **HE** |

| | |
|---|---|
| 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 name | **Type of highest qualification achieved prior to learning programme** | Field type | **Alphanumeric** |
| Abbreviation | **HETPHQUA** | Mandatory for | **HE** |

| | |
|---|---|
| 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) |
| | 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 Baccalaureate |
| | 81 | Baccalaureate (other) |
| | 98 | No formal qualification |
| | QA | QCF Award |
| | QC | QCF Certificate |
| | QD | QCF Diploma |

| | |
|---|---|
| Notes | The valid entries have not changed but the dataset has.<br><br>NB this field has moved to the HE dataset. This data was previously recorded in **LP21**.<br><br>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 7** for allocation of main qualification types to levels.<br><br>The type of highest qualification achieved as identified above should be linked to a level in the learning programme using LP22. | |
| 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 name | **Fee regime indicator** | Field type | **Alphanumeric** |
| Abbreviation | **FEEREGIM** | Mandatory for | **HE** |

| | |
|---|---|
| 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.<br>To monitor and predict HEFCW's responsibility for fee grant. |

| | | |
|---|---|---|
| Valid entries | 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 | 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.<br>Code 10 applies to those learners who started HE level programmes pre-September 2012 and are not covered by the fee regime.<br><br>Code 20 applies to students who start HE level learning programmes post-September 2012.<br>All learners who do not form part of these populations should be coded as 99, not applicable.<br>See also **HESA** field 'FEEREGIME' in the INSTANCE entity. |

| | | |
|---|---|---|
| Validation rule(s) | **HE027-1-2012** | HE27 not in ("10","20","21","99") |
| | ~~**HE027-2-2013**~~ | ~~HE27="21" and LP55>=01082013 (including "31129999")~~ |
| | ~~**HE027-3-2013**~~ | ~~HE27 in("10","20") and HE29 is not equal to "9999999999999" and LP55>="01082013" (including "31129999")~~ |
| 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 "9999999999999" and **LP55**>="01082013" (including "31129999") |

## Gross fee for learner on course

| | | | |
|---|---|---|---|
| Field number | **HE28** | Field length | **5** |
| Field name | **Gross fee for student on course** | Field type | **Numeric** |
| Abbreviation | **GROSSFEE** | Mandatory for | **HE** |
| 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 | To be completed for all learners on undergraduate and PGCE learning programmes with home fee eligibility (or fee eligibility not assessed)<br><br>See also **HESA** field 'GROSSFEE' in the INSTANCE entity.<br><br>Example £9,000 would be recorded as '9000', £500 as '500' rounded up to the nearest pound. | | |
| 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 name | **SLC Student Support Number** | 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<br>'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 name | **Course title** | Field type | **Alphanumeric** |
| Abbreviation | CRSTITLE | Mandatory for | HE |
| 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 | This information may be used to publish national student survey and teaching quality information data at course level on the Unistats website and be included in Key Information Sets.<br>Colleges need to ensure that the HE30 contains course titles that would be meaningful to a wide range of stakeholders including potential students.<br>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.<br>See also **HESA** field 'CTITLE' on the COURSE entity. | | |
| 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 name | **Awarding body** | Field type | **Alphanumeric** |
| Abbreviation | **AWARDBOD** | Mandatory for | **HE** |

| | |
|---|---|
| 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:<br>0 Not applicable – learner has not finished the learning programme or the learner didn't gain a qualification<br>1 Edexcel<br>2 SQA<br>3 Other UK based awarding body<br>4 Other non-UK based awarding body |
| Notes | This field should be coded '0' until the learner finishes/leaves the learning programme.<br>This field should be coded '0' if the learner finishes/leaves the learning programme and no qualification is awarded (**HE22**='000')<br>Where it is not possible to identify a UKPRN, a generic code from the valid entry list above should be used.<br>This field is not intended to record a body that accredits the course.<br>See also **HESA** field 'AWARDBOD' on the COURSE entity. |

| | | |
|---|---|---|
| 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 name | **Disabled Student Allowance** | 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<br>2 Not in receipt of Disabled Students' Allowance<br>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.<br>Colleges are expected to collect this information from students and update annually.<br>See also **HESA** field 'DISALL' on the INSTANCE entity. | | |
| Validation rule(s) | **HE032-1-2013** HE32 not in ("1", "2", "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”/”Lookups”
LLWR Validation Rules (LLWR Manual Section 5).

# Annexes

List of annexes contained within the LLWR User Support manual

| Code | Field name |
|---|---|
| Annex 1: | Glossary of abbreviations |
| Annex 2: | Glossary of terms |
| Annex 3: | Learning provider codes |
| Annex 4: | Country of domicile codes |
| Annex 5: | Unitary authority codes |
| Annex 6: | Sector framework codes |
| Annex 7: | Qualifications and their CQFW level equivalents, by level |
| Annex 8: | Standard Occupational Codes summary |
| Annex 9: | Credit and Qualification Framework for Wales (CQFW) |
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| Annex 16: | Standard Industrial Classification (SIC) Codes 2007 |
| Annex 17: | Learning Records Service (LRS) |
| Annex 18: | Recording of learners' learning difficulties and/or disabilities on the LLWR |
| Annex 19: | General qualification aim of programme |
| Annex 20: | LLWR common sense checks prior to submitting data |
| Annex 21: | Postcode of site of delivery |
| Annex 22: | Sector framework code 2011 |
| Annex 23: | NULL returns |

# Annex 1: Glossary of abbreviations

| | |
|---|---|
| ACL | Adult Community Learning |
| ALG | Adult Learning Grant |
| APL | Accredited Prior Learning |
| ADD | Attention Deficit Disorder |
| ADHD | Attention Hyperactivity Disorder |
| AVCE | Advanced Vocational Certificate of Education |
| AW | Abbreviation of the award dataset |
| BFPO | British Forces Overseas |
| CQFW | Credit and Qualification Framework for Wales |
| C & G | City & Guilds |
| DWP | Department for Works for Pensions |
| DCELLS | Department for Children, Education, Lifelong Learning and Skills – former name of DfES |
| DfEE | Department for Education and Employment |
| DfES | Department for Education and Skills |
| DAQW | Database of Approved Qualifications in Wales (see QAN also) |
| DSA | Disabled Students' Allowance |
| EAGGF | European Agricultural Guidance and Guarantee Fund |
| EMA | Education Maintenance Allowance |
| ERDF | European Regional Development Fund |
| ESF | European Social Fund |
| ESOL | English for speakers of other languages |
| EU | European Union |
| FIFG | Financial Instrument for Fisheries Guidance |
| 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 |
| HESES | Higher Education Student Early Statistics |
| HNC | Higher National Certificate |
| HND | Higher National Diploma |
| ILA | Individual Learning Account |
| ISR | Individual Student Record |
| JCP | Job Centre Plus |
| LA | Learning activity (and abbreviation of the learning activity dataset) |
| LCF | Learning Challenge Fund |

| | |
|---|---|
| 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 17**) |
| MIAP | Managing Information Across Partners (see Annex 17) – former name of LRS |
| NHS | National Health Service |
| NI | National Insurance |
| NVQ | National Vocational Qualification |
| NPFS | National Planning and Funding System |
| OCN | Open College Network |
| QAN | [DAQW] Qualification Accreditation Number |
| QCA | Qualification and Curriculum Authority<br>Has now been replaced by the Database of Approved Qualifications in Wales (DAQW) |
| RFM | Recurrent Funding Methodology |
| 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 |
| Ufi | University For Industry |
| ULI | Unique Learner Identifier |
| ULN | Unique Learner Number (see **Annex 17**) |
| WAG | Welsh Assembly Government (now Welsh Government) |
| WBL | Work based Learning |
| WBLA | Work based Learning for Adults |
| WEFO | Welsh European Funding Office |
| WG | Welsh Government |
| 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 guided contact hours, work based hours and centre based hours

## Guided contact hours (GCH) – mandatory for all learners (except those enrolled on Traineeship and Steps-to-Employment programmes)

Guided Contact Hours (GCH) include those where a member of the learning provider's staff is present (or a staff member for a sub-contracted organisation when that applies) to give specific guidance towards the learning activity being undertaken. This includes lectures, tutorials, and supervised study in; for example, open learning centres and learning workshops. It also includes time spent by the learning provider's staff assessing learners' achievements, for example in the assessment of an occupational competence qualification. It does not include time spent by staff in the day-to-day marking of assignments or homework where the learner is not present. It does not include hours where supervision or assistance is of a general nature and is not specific to the study of the learners.

Providers should note particularly the final sentence of the definition and only include as guided contact hours, supervision or assistance where provided by a member of the learning provider's staff able to give specific support to the learner. General study time, for example in a library, should **not** be included, even though a member of staff is in attendance.

Where a learner undertaking a competency based qualification is being assessed in the workplace, only those hours when the provider's staff are directly assessing the learner's competence should be counted as guided contact hours.

The completion of GCH is mandatory for all learners **except those enrolled on Traineeship and Steps-to-Employment programmes.**

## 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 or Steps to Employment 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 or Steps to Employment 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 or Steps to Employment 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 acivities, 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.

### Local authorities

Previously called Local Education Authorities (LEAs), now called Local Authorities. Not abbreviated to LA as it might cause confusion with learning activity.

### 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 WBL: 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.

## Tuition fees

Tuition fees are monies paid by learners or on their behalf to cover the tuition fees charged for the learning activity at the provider.

## 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 provider 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**
**www.hefce.ac.uk**
**www.ukrlp.co.uk**
**www.learningrecordsservice.org.uk**
**skillsfundingagency.bis.gov.uk**
**ypla.gov.uk**

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

**Northern Ireland**
**www.deni.gov.uk**

### 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”.

### Community learning
**(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.**

### Work-based learning providers (including FE institutions) with current contracts (Required for: LN03/LP03/LA03/AW03/LA28)

Some FE providers submit WBL data using codes beginning with 'F' which are now listed. Work Based Learning (WBL) provider codes area 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.**

### Work-Based Learning Providers no 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 Work Based Learning 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: Country of domicile codes

(Required for: **LP08**, **HE06**)

**LP08**and **HE06** are available as a lookup table on the LLWR Inform website under Documents/LLWR Lookups/Lookups **LLWR Inform at: https://llwrinform.wales.gov.uk**

For data with a learning programme start date with an earliest associated LA09 >=01/08/2010 then use Lookup_LP08_HE06New.

For data with a learning programme start date with an earliest associated LA09 <01/08/2010 then use Lookup_LP08_HE06OLd.

**Lookup_LP08_HE06New**
Country codes have been derived from the ONS standard for National Statistics Country Classification they are now two alpha characters in length.

These are available on the LLWR Inform website (**https://llwrinform.wales.gov.uk**) under Documents/LLWR Lookups/Lookups/Lookup_LP08_HE06New

or available for direct download from the National Statistics website:
**http://www.ons.gov.uk/ons/index.html** search under **"**Country Classification"

**Only the Alpha-2 code should be used when submitting data padded with two trailing spaces.**

**Lookup_LP08_HE06Old**
These are available on the LLWR inform website (**https://llwrinform.wales.gov.uk**) under documents/LLWR Lookups/Lookups/Lookup_LP08_HE06Old
and should be used **where the date of the earliest associated LA09 <01/08/2010.**

# Annex 5: Unitary authority codes

**(Required for: LP10)**

**LP10** (Lookup_LP10) is available as a lookup table on the LLWR Inform website (**https://llwrinform.wales.gov.uk**)
Under Documents/LLWR Lookups/Lookups

| Unitary Authority Code | Unitary Authority Name |
|---|---|
| **660** | Isle of Anglesey |
| **661** | Gwynedd |
| **662** | Conwy |
| **663** | Denbighshire |
| **664** | Flintshire |
| **665** | Wrexham |
| **666** | Powys |
| **667** | Ceredigion |
| **668** | Pembrokeshire |
| **669** | Carmarthenshire |
| **670** | Swansea |
| **671** | Neath Port Talbot |
| **672** | Bridgend |
| **673** | The Vale of Glamorgan |
| **674** | Rhondda Cynon Taff |
| **675** | Merthyr Tydfil |
| **676** | Caerphilly |
| **677** | Blaenau Gwent |
| **678** | Torfaen |
| **679** | Monmouthshire |
| **680** | Newport |
| **681** | Cardiff |
| **998** | not known |
| **999** | outside Wales |

# Annex 6: Sector framework codes

**(Required for: LP16 ) No longer required for LA37**

Sector codes have been replaced by framework codes which map directly to the previous Sector codes.

Enquiries with regard to framework codes should be directed to **ASKWBL@wales.gsi.gov.uk** or your relevant Sector Skills Council.

Sector framework codes are updated by the funding area, **LP16** (Lookup_LP16_LA37) is available as a lookup table on the LLWR Inform website (**https://llwrinform.wales.gov.uk**) under Documents/LLWR Lookups/Lookups.

The codes are derived from the data available from the Learning and Skills Council (LSC) Learning Aims Database (LAD)

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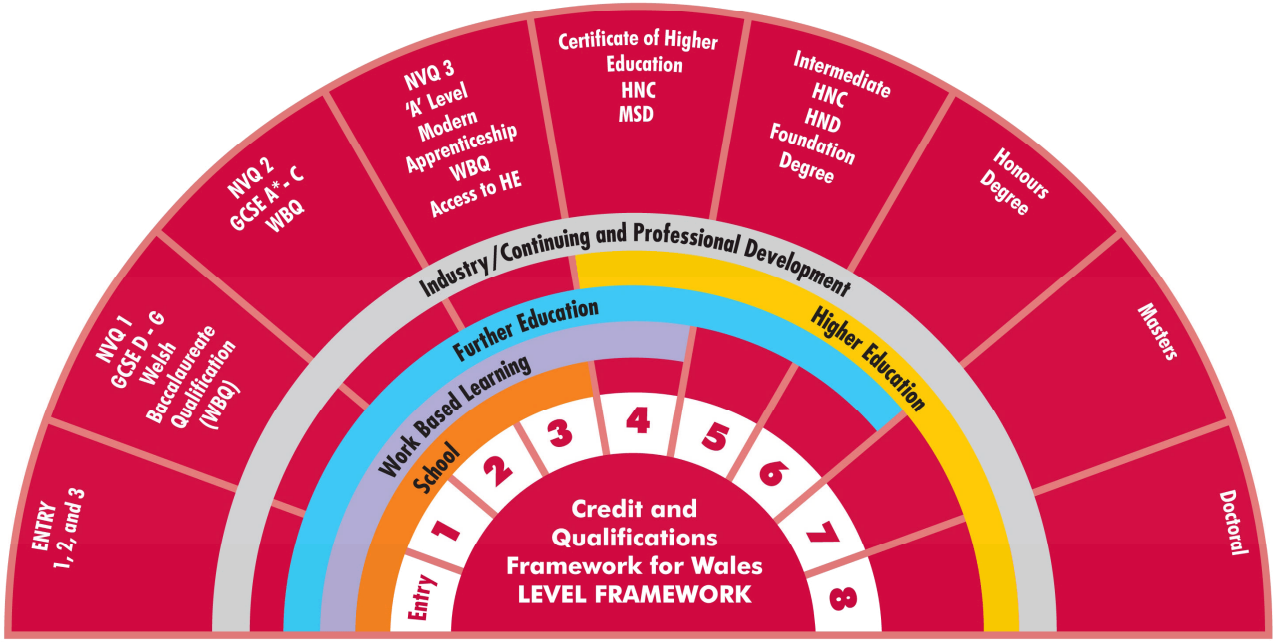
# Annex 7: Qualifications and their CQFW level equivalents, by level

(Required for: LA22/AW14) Further information is available on CQFW website www.cqfw.net and the DAQW web link: www.daqw.org.uk. For enquires on CQFW please contact: cqfwenquiries@wales.gsi.gov.uk

**Credit and Qualifications Framework for Wales**
Learning and Progression Routes



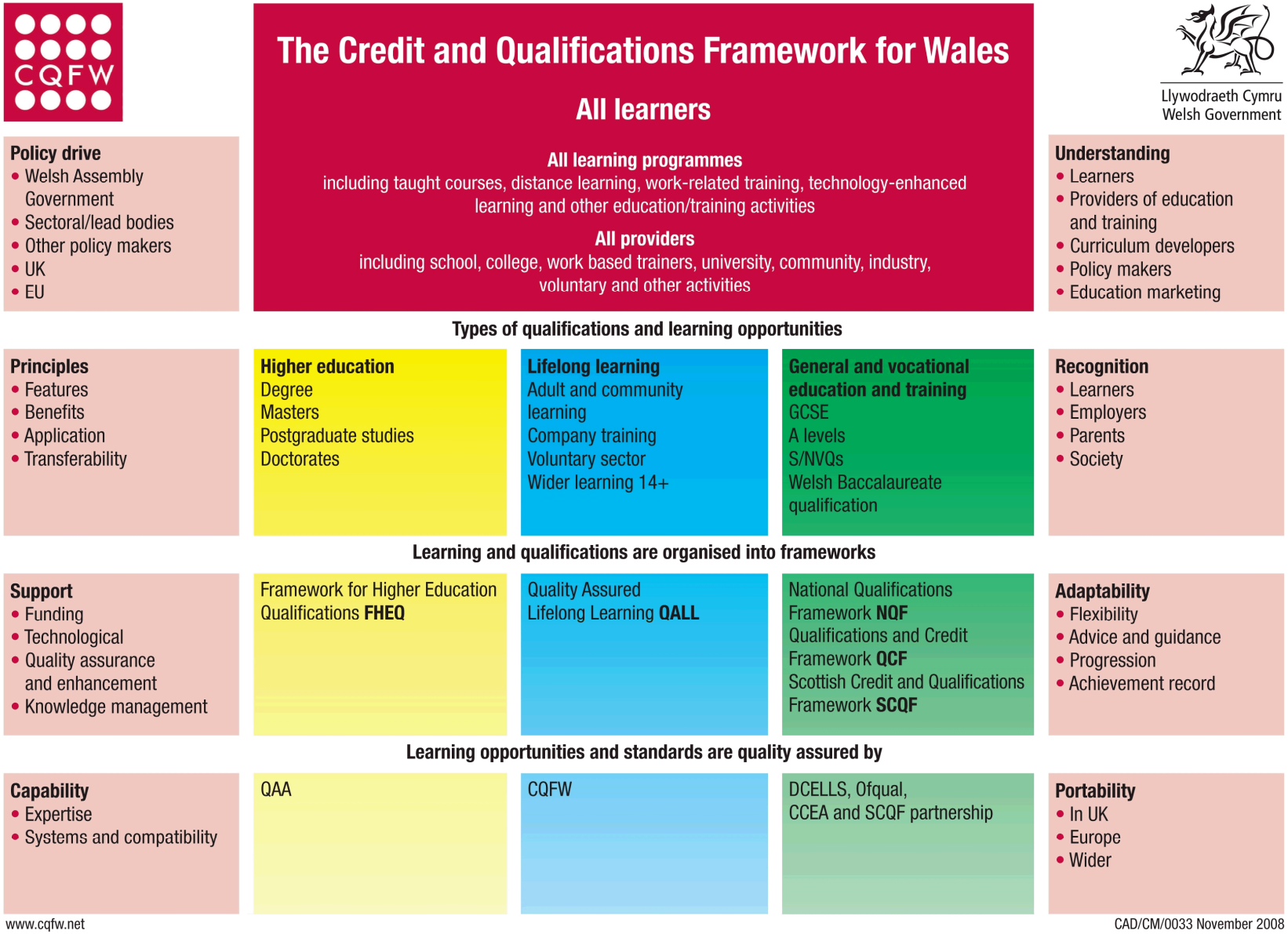

The Credit and Qualifications Framework for Wales was introduced in 2003 as a fully inclusive learning framework. The Levels capture all learning from the very initial stages (Entry) to the most advanced (Level 8). The Fan diagram illustrates the levels and examples of qualifications and learning provision that are included in it.


For further details contact the CQFW Secretariat:
**Tel:** 01443 663 663 **Fax:** 01443 663 653
**E-mail:** info@cqfw.net **Visit:** www.cqfw.net


Cyngor Cyllido Addysg Uwch Cymru
Higher Education Funding Council for Wales
hefcw

CREDIT & QUALIFICATIONS FRAMEWORK FOR WALES
FFRAMWAITH CREDYDAU A CHYMWYSTERAU CYMRU

ESF
Llywodraeth Cymru Welsh Government
Ewrop & Chymru: Buddsoddi yn eich dyfodol
Cronfa Gymdeithasol Ewrop
Europe & Wales: Investing in your future
European Social Fund


The Credit and Qualifications Framework for Wales
All learners
All learning programmes
including taught courses, distance learning, work-related training, technology-enhanced learning and other education/training activities
All providers
including school, college, work based trainers, university, community, industry, voluntary and other activities
Llywodraeth Cymru
Welsh Government
Policy drive
• Welsh Assembly Government
• Sectoral/lead bodies
• Other policy makers
• UK
• EU
Understanding
• Learners
• Providers of education and training
• Curriculum developers
• Policy makers
• Education marketing
Types of qualifications and learning opportunities
Principles
• Features
• Benefits
• Application
• Transferability
Higher education
Degree
Masters
Postgraduate studies
Doctorates
Lifelong learning
Adult and community learning
Company training
Voluntary sector
Wider learning 14+
General and vocational education and training
GCSE
A levels
S/NVQs
Welsh Baccalaureate qualification
Recognition
• Learners
• Employers
• Parents
• Society
Learning and qualifications are organised into frameworks
Support
• Funding
• Technological
• Quality assurance and enhancement
• Knowledge management
Framework for Higher Education Qualifications FHEQ
Quality Assured Lifelong Learning QALL
National Qualifications Framework NQF
Qualifications and Credit Framework QCF
Scottish Credit and Qualifications Framework SCQF
Adaptability
• Flexibility
• Advice and guidance
• Progression
• Achievement record
Learning opportunities and standards are quality assured by
Capability
• Expertise
• Systems and compatibility
QAA
CQFW
DCELLS, Ofqual, CCEA and SCQF partnership
Portability
• In UK
• Europe
• Wider
www.cqfw.net
CAD/CM/0033 November 2008

# The Credit and Qualifications Framework for Wales

## All learners

**All learning programmes**
including taught courses, distance learning, work-related training, technology-enhanced learning and other education/training activities

**All providers**
including school, college, work based trainers, university, community, industry, voluntary and other activities

Llywodraeth Cymru
Welsh Government

**Types of qualifications and learning opportunities**

| **Higher education** | **Lifelong learning** | **General and vocational education and training** |
|---|---|---|
| Degree<br>Masters<br>Postgraduate studies<br>Doctorates | Adult and community learning<br>Company training<br>Voluntary sector<br>Wider learning 14+ | GCSE<br>A levels<br>S/NVQs<br>Welsh Baccalaureate qualification |

**Learning and qualifications are organised into frameworks**

| | | |
|---|---|---|
| Framework for Higher Education Qualifications **FHEQ** | Quality Assured Lifelong Learning **QALL** | National Qualifications Framework **NQF**<br>Qualifications and Credit Framework **QCF**<br>Scottish Credit and Qualifications Framework **SCQF** |

**Learning opportunities and standards are quality assured by**

| | | |
|---|---|---|
| QAA | CQFW | DCELLS, Ofqual, CCEA and SCQF partnership |

www.cqfw.net

November 2008

# Annex 8: Standard Occupational Codes

**LP14** no longer required, NULL return from 2012, see **Annex 23** for details on NULL returns.

# Annex 9: Credit and Qualification Framework for Wales (CQFW)

The CQFW brings all recognised learning into a single unifying structure and embraces all credit-based learning recognised within:

- the Framework for Higher Education Qualifications, England, Wales and Northern Ireland (FHEQ EWNI)
- the National Qualifications Framework (NQF), the Qualifications and Credit Framework (QCF) known as Regulated General and Vocational Education and Training (Regulated GVET)
- Quality Assured Lifelong Learning (QALL) that uniquely in Wales takes place outside the regulated frameworks but is recognised through CQFW quality assurance mechanisms.

QALL includes bespoke provision recognised for adult and community learning, in-house company training, and other learning submitted for recognition as quality assured lifelong learning by CQFW Recognised Bodies.

Many Higher Education Institutions and Awarding Organisations have developed customised or bespoke provision to meet the needs of clients. A number of organisations have high quality training and development frameworks that have been created independently of the HE regulatory frameworks but which are eminently suitable for recognition within CQFW.

In all three contexts, units can be combined together to create a qualification (using the rules of combination appropriate to that qualification framework) or a coherent learning pathway/programme that meets an individual's needs or the training requirements associated with a particular job or role. One advantage of a unitised and credit-based approach is that recognition of partial achievement within qualifications becomes available for individuals who otherwise might be considered to have failed if they were unable to complete their studies.

The CQFW utilises three common principles:

- expression of achievement as learning outcomes
- the demands made by that learning on the learner (level)
- the volume of learning achievements (credit).

Together, these create a model which is able to embrace and underpin all types and styles of learning in all sectors of the education and training environment.

The **CQFW Common Accord (CCA)** is the foundation document of the Framework that formalises agreement on terminology, design specifications, principles and systems required to ensure that the currency of assigned and awarded credit is fully quality assured. Adherence to these principles enables the Credit Value of a unit or qualification to be recognised for awarding purposes, used as a comparator with other learning and facilitate recognition of achievement and progression to the benefit of learners, providers, employers and other stakeholders.
The Framework has been intensively and extensively tested in a wide range of learning and training environments where the principles have proven to be appropriate and robust.

The Framework recognises the centrality of the learner, and the need for clarity and simplicity in making recognition and award systems work successfully. It is important

that people can compare qualifications and form notions of equivalence between learning from different routes.

The CQFW works closely with UK and EU colleagues toward mutual recognition and transferability of achievements using the European Qualifications Framework (EQF) as the shared benchmark.

More information about CQFW can be found at **www.cqfw.net**

The CQFW team is based at:

Welsh Government
Ty'r Afon,
Bedwas Road,
Bedwas,
Caerphilly,
CF83 8WT

**Tel:** 01443 663692
**Fax:** 01443 663653
**E-mail:** **cqfwenquiries@wales.gsi.gov.uk**

# Annex 10: 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** |
| Young People's Learning Agency | **ypla.gov.uk** |
| Department for Education | **http://www.education.gov.uk** |
| Estyn | **www.estyn.gov.uk** |
| 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** |
| Learning Record Service (LRS) (formerly Managing Information Across Partners (MIAP)) | **www.learningrecordsservice.org.uk/** |

# Annex 11: Data collection forms

Forms for 2013/14 should be available from April 2013.

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.

Please note there is no need for a carryover form for 2012/13.

Forms should contain the European Social Fund (ESF) logo and statement.

# Annex 12: 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. Each Postcode consists of two parts.

The first part of the Postcode is known as the Outward Code or Outcode and is separated by a single space from the second part which is the Inward Postcode, or Incode.

The Outward Postcode enables mail to be sent to the correct local area for delivery. This part of the code contains the area and the district to which the mail is to be delivered.

The Inward Postcode is used to sort the mail at the local area delivery office. It consists of a numeric character followed by two alphabetic characters. The numeric character identifies the sector within the postal district. The alphabetic characters then define one or more properties within the sector.

The following characters are never used in the inward part of the Postcode:

C I K M O V

## Valid postcode formats

| Out code | 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 13: LLWR file formats

## 13.1 Export file name specification

13.1.1 The export file name will identify the dataset, the provider, the file sequence number, and the number of rows in the file.

13.1.2 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.

13.1.3 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.

13.1.4 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.

13.1.5 The export file name will not have a file extension.

13.1.6 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 |

13.1.7 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

## 13.2 Export file specification

13.2.1 The export file will be in ASCII format.

13.2.2 The export file must be $ delimited.

13.2.3 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.

## 13.3 Notification of ULI

13.3.1 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).

13.3.2 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.

13.3.3 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 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 |

## 13.4 Delete file specification

13.4.1 The delete file will contain delete information relating to a single dataset.

13.4.2 A delete file may be submitted for each dataset.

13.4.3 A single row in the delete file indicates the record in the dataset to be deleted; and

13.4.4 There is no limit on the number of delete files that can be submitted.

13.4.5 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**)

### 13.4.6 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 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 5 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 Welsh Government accurately reflects that which the provider requires 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.

## 13.5 Delete file name specification

13.5.1 The delete file name will identify the dataset, the provider, the file sequence number, and the number of rows in the file.

13.5.2 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.

13.5.3 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.

13.5.4 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.

13.5.5 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 Welsh Government |
| Dataset Identifier | 12-13 | LN, LP, LA, AW, HE |
| File Sequence Number | 14 to 17 | Positive integer in the range- 1 to 9999 |
| 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

## 13.6 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:

13.6.1 Individual datasets.

13.6.2 All changed records within a dataset.

13.6.3 Individual changed records within a dataset.

13.6.4 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.

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

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

13.6.7 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 14: Data protection

Most 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
- Disadvantaged groupings.

All the organisations which use the data will be considered to be Data Controllers. This will include the Learning Provider, DfES (but strictly this will be under the legal name “Welsh Government”), the National Assembly for Wales and organisations, such as 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 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**.

Several other organisations provide useful information and training on Data Protection issues.

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 notice can be found at:
http://wales.gov.uk/topics/educationandskills/learningproviders/datacollection/llwr09/llwrprivacy/?lang=en

# Annex 15: 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 the programme, 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 organisation, 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) 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).

# Annex 16: Standard Industrial Classification (SIC) Codes 2007

**LP65** is now a NULL return please refer to **Annex 23** for details on NULL returns

# Annex 17: Learning Records Service (LRS)

The Learning Records Service (LRS) formerly known as MIAP, supplies providers with the Unique Learner Number (ULN) for their learners.

The ULN is mandatory for all learners starting learning programmes from August 2011 except those on Adult Community Learning (ACL).

Further information on the LRS can be found at **www.learningrecordsservice.org.uk and http://wales.gov.uk/topics/educationandskills/allsectorpolicies/learningrecordsservice/?lang=en**

In case of difficulty relating to the LRS or ULN please email **miap@wales.gsi.gov.uk**.

# Annex 18: 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 fields **LP29**, **LP30** and **LP31** do **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 Disability Discrimination Act** 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 Disability Rights Commission's 'Post-16 Code of Practice' is a helpful source of information on this subject.

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 DRC's Code of Practice (revised) for Providers of Post-16 Education and Related Services. The Code offers examples of 'dos' and 'don'ts' and describes what the law requires.

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 are three fields in the Learning Programme Dataset of the LLWR which record information relating to learning difficulty and disability:

**LP29 Disability and/or Learning Difficulty (D/LD)**

You should use this field to record:

- all those learners who consider themselves as having a disability or learning difficulty which impacts on their ability to learn and/or use general facilities.

- all learners who consider themselves not to have such a disability or learning difficulty.

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.

You should **not** use Field **LP29** 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 disability and/or learning difficulty which impacts on their ability to learn and/or use general facilities.

Learners with a medical condition and/or a disability, as defined in the Disability Discrimination Act 1995, should be recorded in this field **only if** their medical condition and/or disability impacts on their ability to learn and/or use general facilities.

The Disability Discrimination Act 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 undertake an 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 **LP29** should 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 needs to be made later in the year.

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

**LP30 Primary type of Disability and/or Learning Difficulty (D/LD)**

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

Where a learner has more than one type of disability or learning difficulty a primary and secondary type is required.

You should use this field to record:

- the primary type of learning difficulty or disability

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

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.

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, which is important to ensuring quality data, should be made later in the year.

**LP31 Secondary type of Disability and/or Learning Difficulty (D/LD)**

Where a learner has more than one type of learning difficulty and/or disability a **secondary type** should be recorded in addition to the primary type.

You should use this field to record:

- the secondary type of learning difficulty or disability, where there is one.

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

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 secondary learning difficulty and/or disability which impacts on their ability to learn and/or use general facilities.

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, which is important to ensuring quality data, should be made later in the year.

**Part two** provides guidance on recording type of disability and learning difficulty and describes the meaning of primary and secondary need.

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

**Appendix B** provides four case studies that illustrate the process.

## Annex 18 part 2

## 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
- MLD – Moderate 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

## Secondary 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.

A maximum of two descriptors of need for each learner is to be entered in the LLWR: the first is referred to as the primary type of learning difficulty or disability. This is the one that has the greatest impact on the learner's ability to learn and access the institution's facilities.

Many learners will have just one type of learning difficulty or disability, but if a learner has more than one then the disability or learning difficulty which has the second-most impact on the learner's ability to learn and access the institution's facilities, should be recorded.

## Selecting the most appropriate type of disability or learning difficulty

Many learners, 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 based on available documentation.

**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)**

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. 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.

**4. 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.

**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.

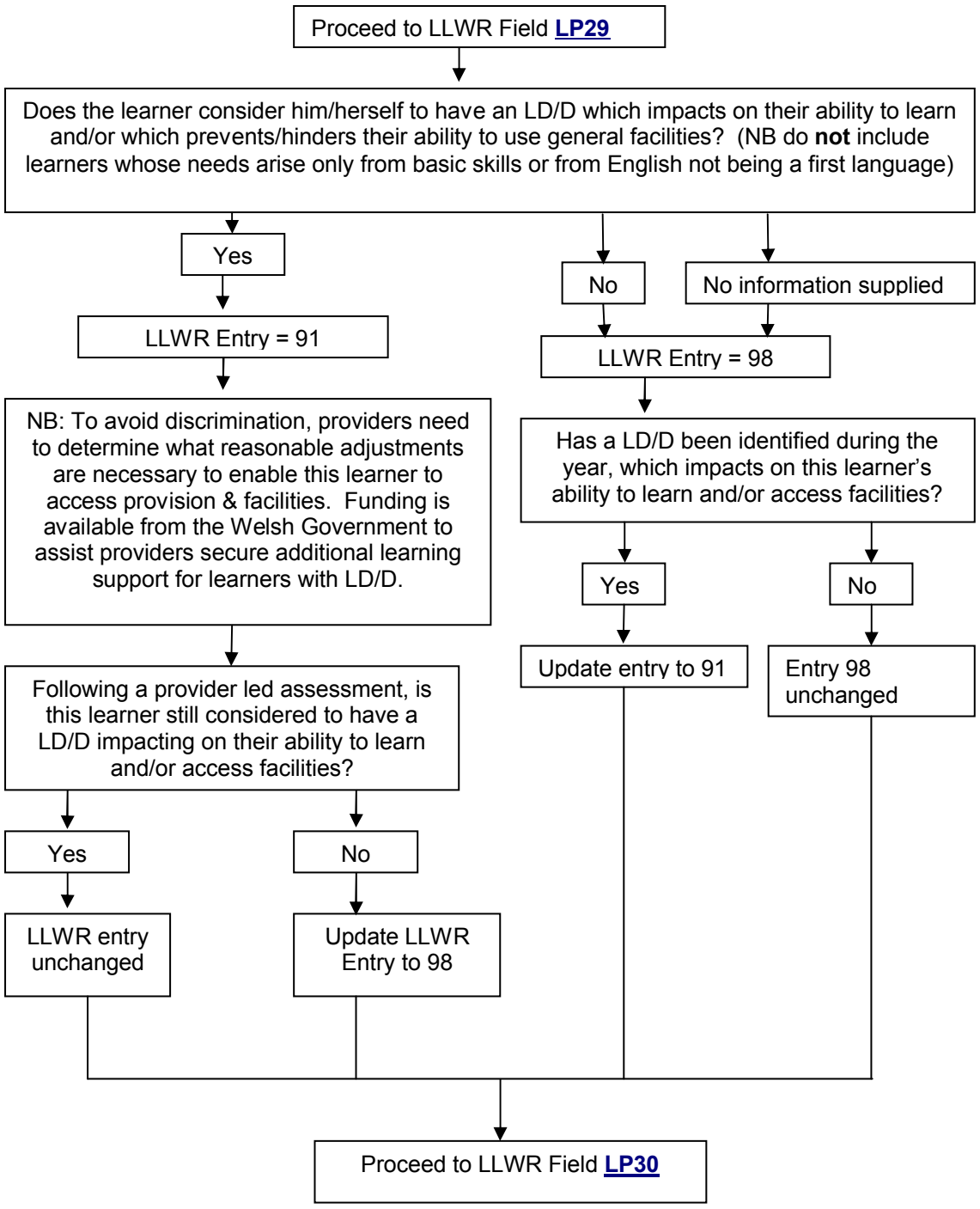
There are a number of medical conditions associated with physical disability that can affect a learner's mobility. These conditions include cerebral palsy, spina bifida and muscular dystrophy. Learners with physical disabilities may also have sensory impairments, neurological problems or learning difficulties.

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:

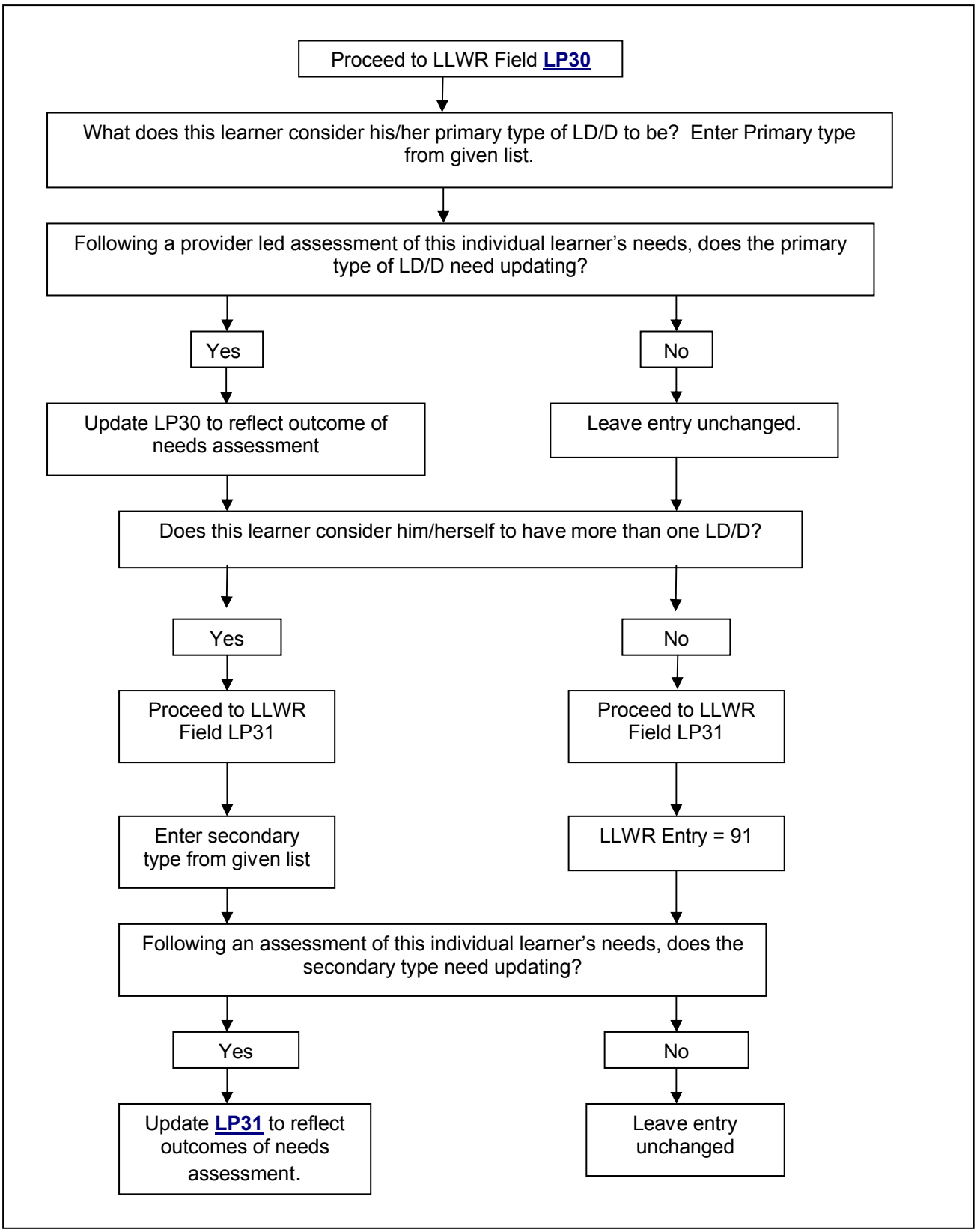
- evidence of difficulties in the other areas of learning difficulty or disability as set out elsewhere in this guidance;
- impact of the physical or medical difficulty on the learner's confidence, self-esteem, emotional stability or relationships with peers;
- impact of the physical or medical difficulty 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.

## Appendix A

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



**Appendix A (cont…)**



## Appendix B

### 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:

**LP29**

- A learning difficulty and/or disability difficulty which impacts on his ability to learn and/or use general facilities: **Yes (LLWR Entry: 91)**

**LP30**

- Primary type of learning difficulty and/or disability: **HI** (hearing impairment)

**LP31**

- Secondary type of learning difficulty and/or disability: **SLCD** (speech, language and communication difficulties)

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:

**LP29**

- A learning difficulty and/or disability which impacts on her ability to learn and/or use general facilities: **Yes (LLWR Entry: 91)**

**LP30**

- Primary type of learning difficulty and/or disability: **SPLD**

**LP31**

- Secondary type of learning difficulty and/or disability: **'Does not apply'**

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:

- **LP29:** A learning difficulty and/or disability which impacts on her ability to learn and/or use general facilities:

  Initially: **No (LLWR Entry: 98)**

  Later, further to checks with student services and the LDD co-ordinator: **Yes (LLWR Entry: 91)**

- **LP30:** Primary type of learning difficulty and/or disability

  Initially: '**Does not apply'**

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

- **LP31**: Secondary type of learning difficulty and/or disability:

  Initially: **'Does not apply'**

  Later, further to checks with student services and the LDD co-ordinator: **'Does not apply'** (i.e. unchanged)

**Case study 4: Owain**

**Type of need**

Owain is aged 32 and is accessing adult community learning. Owain has a medical condition which is controlled by medication administered by his GP. Owain and his learning provider have agreed that Owain's condition does not prevent him from accessing the Psychology course put on by his adult community learning provider or any facilities generally available to learners. Additional learning support is not required. Owain is provided with general information about additional learning support and details of whom he can speak to should his needs change during his course.

**LLWR entry**

The LLWR entry for Owain would be:

**LP29**

- A learning difficulty and/or disability which impacts on his ability to learn and/or use general facilities: **No (LLWR Entry 98)**

**LP30**

- Primary type of learning difficulty and/or disability: '**Does not apply'**

**LP31**

- Secondary type of learning difficulty and/or disability: **'Does not apply'**

## 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 |
| 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 19: General qualification aim of programme

**(Required for:HE14, HE22, HE24)**
**Valid entries for use in completing HE dataset field numbers HE14- COURSEAIM, HE22- QUAL1 and HE24- QUAL2**

| Code | General qualification aim of programme |
|---|---|
| D00 | Doctorate degree obtained primarily through advanced supervised research written up as a thesis/dissertation |
| D01 | New Route PhD |
| D90 | Advanced supervised research at level D for institutional credit |
| E00 | Doctorate degree NOT obtained primarily through advanced supervised research written up as a thesis/dissertation |
| E40 | NVQ level E |
| E43 | Highly specialist diploma from a professional body |
| E90 | Advanced taught study at level E for institutional credit |
| L00 | Masters degree obtained primarily through advanced supervised research written up as a thesis/dissertation |
| L80 | Other postgraduate qualification obtained primarily through advanced supervised research at level L written up as a thesis/dissertation |
| L90 | Advanced supervised research at level L for institutional credit |
| L91 | Visiting research students at levels D or L, with formal or informal credit |
| L99 | Advanced supervised research at levels D or L with an unspecified qualification aim |
| M00 | Masters degree obtained typically by a combination of coursework & thesis/dissertation, & NOT primarily through advanced supervised research written up as a thesis/dissertation |
| M01 | Taught Masters degree designed specifically as a training in research methods & intended as a preparation for advanced supervised research |
| M02 | Masters in Teaching and Learning |
| M10 | Post-experience taught Masters degree |
| M11 | Master of Business Administration |
| M16 | Pre-registration Masters degree leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body |
| M22 | Integrated undergraduate/postgraduate taught Masters degree on the enhanced/extended pattern |
| M26 | Integrated undergraduate/postgraduate taught Masters degree on the enhanced/extended pattern leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body |
| M40 | Fellowship at Level M |
| M41 | Diploma at Level M |
| M42 | Advanced Professional Certificate at Level M |
| M43 | NVQ at level M |
| M45 | SVQ 5 |
| M50 | Postgraduate Bachelors degree at level M obtained typically by a combination of coursework & thesis/dissertation, & NOT primarily through advanced supervised research written up as a thesis/dissertation |

| | |
|---|---|
| M70 | Professional taught qualification at level M other than a Masters degree |
| M71 | Postgraduate Certificate in Education or Professional Graduate Diploma in Education |
| M72 | Post-registration education qualification at level M other than a Masters degree for serving schoolteachers |
| M76 | Post-registration health & social care qualification at level M |
| M78 | Taught qualification at level M (where qualification at level H &/or level M is a pre-requisite for course entry) leading towards registration with the Architects Registration Board (Part 3 qualification) |
| M79 | Level 7 Diploma in Teaching in the Lifelong Learning Sector |
| M80 | Other taught qualification at level M |
| M86 | Taught qualification at level M leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body |
| M88 | Taught qualification at level M (where a qualification at level H is a pre-requisite for course entry) leading towards registration with the Architects Registration Board (Part 2 qualification) |
| M90 | Taught work at level M for institutional credit |
| M91 | Visiting taught students at Levels E or M, with formal or informal credit |
| M99 | Taught work at Levels E or M with an unspecified qualification aim |
| H00 | First degree with honours |
| H11 | First degree with honours leading to QTS/registration with a GTC |
| H16 | Pre-registration first degree with honours leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body |
| H18 | First degree with honours leading towards registration with the Architects Registration Board (Part 1 qualification) |
| H22 | First degree with honours on the enhanced/extended pattern but at level H |
| H23 | First degree with honours & diploma |
| H24 | First degree with honours on the intercalated pattern |
| H41 | Diploma at level H |
| H42 | Certificate at level H |
| H43 | NVQ at level H |
| H50 | Postgraduate Bachelors degree at level H |
| H60 | Graduate Diploma/Certificate at level H |
| H61 | Graduate Diploma/Certificate at level H but where a previous qualification at level H is a pre-requisite for course entry |
| H70 | Professional qualification at level H other than a first degree with honours |
| H71 | Professional Graduate Certificate in Education |
| H72 | Professional qualification at level H for serving schoolteachers other than a first degree with honours |
| H76 | Post-registration health & social care qualification at level H other than a first degree with honours |
| H78 | Other qualification at level H (where other qualifications at level H are a pre-requisite for course entry) leading towards registration with the Architects Registration Board (Part 3 qualification) |
| H79 | Level 6 Diploma in Teaching in the Lifelong Learning Sector |

| | |
|---|---|
| H80 | Other qualification at level H |
| H81 | Other qualification at level H but where a previous qualification at level H is a pre-requisite for course entry |
| H88 | Qualification at level H (where another qualification at level H is a pre-requisite for course entry) leading towards registration with the Architects Registration Board (Part 2 qualification) |
| H90 | Credits at level H |
| H91 | Visiting students at level H, with formal or informal credit |
| H99 | Taught work at level H with an unspecified qualification aim |
| I00 | Ordinary (non-honours) first degree |
| I11 | Ordinary (non-honours) first degree leading to QTS/registration with a GTC |
| I16 | Pre-registration Ordinary (non-honours) first degree leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body |
| I60 | Graduate diploma/certificate at level I |
| I61 | Graduate diploma/certificate at level I but where a previous qualification at level I or H is a pre-requisite for course entry |
| I70 | Professional qualification at level I other than an ordinary (non-honours) first degree |
| I71 | Qualified Teacher Status/registration with a GTC only |
| I72 | Professional qualification at level I for serving schoolteachers |
| I74 | Teaching certificate (trained through the medium of Welsh) |
| I76 | Post-registration health & social care qualification at level I other than an ordinary (non-honours) first degree |
| I79 | Level 5 Diploma in Teaching in the Lifelong Learning Sector |
| I80 | Other qualification at level I |
| I81 | Other qualification at level I but where a previous qualification at level I or H is a pre-requisite for course entry |
| I90 | Credits at level I |
| I91 | Visiting students at level I, with formal or informal credit |
| I99 | Taught work at level I with an unspecified qualification aim |
| J10 | Foundation degree |
| J16 | Foundation degree - on completion meets entry requirement for pre-registration health & social care qualification |
| J20 | Diploma of Higher Education |
| J26 | Diploma of Higher Education leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body |
| J30 | Higher National Diploma |
| J41 | Diploma at level J |
| J42 | Certificate at level J |
| J43 | NVQ at level J |
| J45 | SVQ 4 |
| J76 | Post-registration health & social care qualification at level J |
| J80 | Other qualification at level J |
| J90 | Credits at level J |

| | |
|---|---|
| J99 | Taught work at level J with an unspecified qualification aim |
| C20 | Certificate of Higher Education |
| C30 | Higher National Certificate |
| C41 | Diploma at level C |
| C42 | Certificate at level C |
| C43 | NVQ at level C |
| C77 | Level 4 Preparing to Teach in the Lifelong Learning Sector |
| C78 | Level 4 Certificate in Teaching in the Lifelong Learning Sector |
| C80 | Other qualification at level C |
| C90 | Credits at level C |
| C99 | Taught work at level C with an unspecified qualification aim |
| 999 | learner not finished/left the learning programme (to be used for HE22 and HE24 only) |
| 000 | no qualification awarded (to be used for HE22 and HE24 only) |

# Annex 20: 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 recommend 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 once derived that 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 once derived that 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 once derived that 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 once received from the Welsh Government once derived 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.

# Annex 21: Postcode of site of delivery

(Required for **LA29**)
For FE providers 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 in LA29. The lookup is available on the LLWR Inform website (**https://llwrinform.wales.gov.uk**) under Lookups, Lookup_LA29

This annex lists the postcodes of main sites as at August 2010. Please email notification of any significant change to **Post16Ed.stats@wales.gsi.gov.uk** and Lookup_LA29 will be adjusted accordingly.
Table removed as it is available on LLWR inform website.

# Annex 22: Sector framework code 2011

(Required for **LP66**)
Sector framework codes from 2011 have changed. LP66 lookup will be available from the LLWR Inform website (**https://llwrinform.wales.gov.uk**) under “LLWR Lookups”.

All queries relating to LP66 codes should be sent to **Askwbl@wales.gsi.gov.uk**

# Annex 23: NULL returns

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.

The field must be submitted empty from 2012 onwards if they are marked as a NULL return. Any character submitted will fail validation 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 |
|---|---|---|---|---|---|---|
| L0123457891345 | 12345 | ADMIN001 | populated as normal for LN04 to LN18 | | S99999999 | |

The submission file based on example of an LN19 NULL return:

Empty for LN19

L0123457891345$12345$ADMIN001$...**$$**S9999999$...

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

**Error message for a NULL return**
Where a provider submits data for a field that has been marked as a NULL return the provider will receive the following message:
"Field is not NULL. Remove all characters including spaces and resubmit".

**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.

**List of fields which have been marked as a NULL return**

| Field number | Field name | Previous default value(s) of field | Date became default/NULL |
|---|---|---|---|
| LN19 | First language | Z | 2010/11 (01/08/2011) |
| LP07 | Mode of Attendance | 99 | 2010/11 |
| LP14 | Standard Occupational Classification (SOC) code | XXXX | 2010/11 |
| LP15 | Employer role | 6 | Null from 2012/13 |
| LP20 | Joint Provider | 00000000,99999999 | Null from 2012/13 |
| LP21 | Type of highest qualification achieved prior to learning programme | 99 | 2011/12 |
| LP24 | Preferred language of learning | 9 | 2010/11 |
| LP25 | Financial support for learner | 90 | 2013/14 |
| LP26 | Total fees paid for learning programme | 99999 | Null from 2012/13 |
| LP27 | Reserved | 000 | never been used |
| LP32 | Disadvantaged grouping | X | 2010/11 |
| LP33 | Level of fluency in Welsh at start of programme | 9 | 2010/11 |
| LP36 | Level of fluency in Welsh at termination of learning programme | 9 | 2010/11 |
| LP37 | Level of numeracy assessed at termination of learning programme | 9 | Null from 2012/13 |
| LP38 | Level of literacy assessed at termination of learning programme | 9 | Null from 2012/13 |

| Field number | Field name | Previous default value(s) of field | Date became default/NULL |
|---|---|---|---|
| LP40 | Employment status at end of learning programme | 9 | 2010/11 |
| LP43 | Destination six months after leaving | 99 | 2010/11 |
| LP46 | SIC Code | Z00 | 2010/11 |
| LP49 | Learner endorsement status | 999 | Null from 2012/13 |
| LP50 | Previous achievement of NVQ (or equivalent) in the same vocational route | 999 | 2011/12 |
| LP52 | Embedded basic skills support | 99 | Null from 2012/13 |
| LP53 | Latest employment status of learner | 4 | Null from 2012/13 |
| LP54 | Date of latest change of employment | 31129999 | Null from 2012/13 |
| LP58 | Understanding Welsh Indicator | 9 before 2011 | Null from 2013/14 |
| LP59 | Reading/writing in Welsh indicator | 9 before 2011 | Null from 2013/14 |
| LP65 | Standard Industrial Classification 2007 (SIC) code | 00 | 01/08/2011 |
| LA12 | Workforce and community development funding | XXX | 2010/11 |
| LA13 | Financial support for learners | 000 | 2007/08 |
| LA14 | Strategic Investment fund | NKN | 2010/11 |
| LA18 | ILA database reference | 9 | 2009/10 |
| LA24 | Learning hours | 9999 | 01/08/2011 |
| LA27 | Franchise / partnership percentage | 100 | Null from 2012/13 |
| LA32 | Special funding rules 1 | 999 | Null from 2012/13 |
| LA36 | Estyn inspection area | 0000 | Null from 2013/14 |
| LA37 | Learning Activity Sector Framework Code for NVQs | 999 | 01/08/2011 |
| LA38 | LA temporary field 2 | 000 | 2008/09 |
| LA39 | LA temporary field 3 | 000 | 2008/09 |
| AW07 | Awarding body identifier | 0000000000 | Null from 2012/13 |
| AW10 | Date entered for award | 31129999 | Null from 2012/13 |
| AW18 | Award funding rules 2 | 000 | Null from 2012/13 |

| Field number | Field name | Previous default value(s) of field | Date became default/NULL |
|---|---|---|---|
| AW19 | Exam board identifier | NOT KNOWN | Null from 2012/13 |
| AW20 | AW temporary field 1 | 000 | 2004/05 |
| HE05 | Reserved | 00 | 2002 |
| HE07 | New entrant to HE | X | 01/08/2011 |

Llywodraeth Cymru
Welsh Government

Department for Education and Skills **(DfES)**

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