Lifelong Learning Wales Record user support manual for learning providers (XML) 2017/18

Version: 1.3

Llywodraeth Cymru
Welsh Government
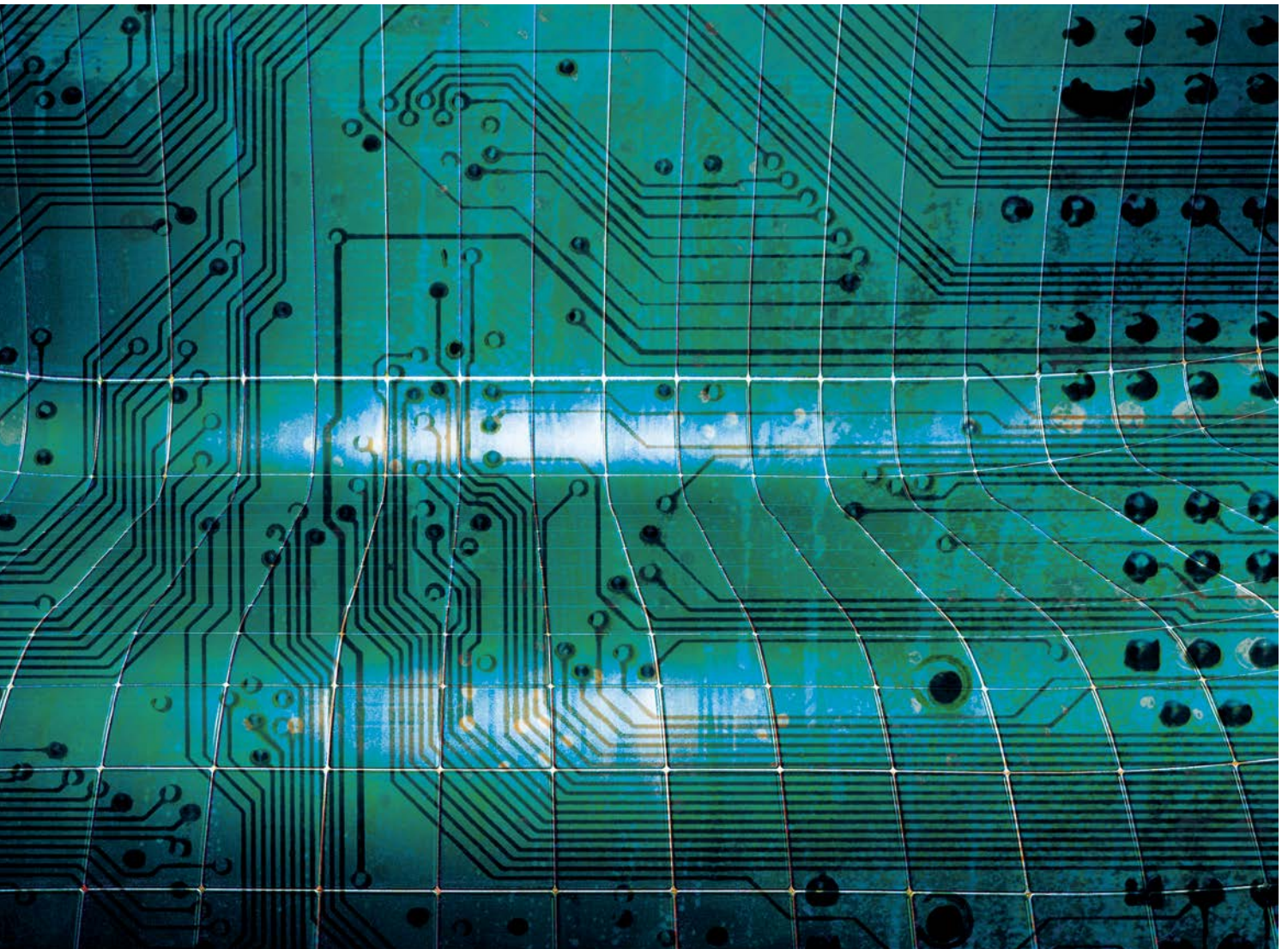
Information

Date of issue: March 2018

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Audience   Learning providers and other stakeholders.

Overview   This manual sets out the guidelines that post-16 (non-higher education) learning providers should follow when sending Lifelong Learning Wales Record (LLWR) data to Welsh Government in the XML format.

Action required   None – for information only.

Further information   Enquiries about this manual should be directed to:
Data Management Team
Skills, Higher Education and Lifelong Learning Directorate
Welsh Government
Ground Floor
Tŷ'r Afon
Bedwas Road
Bedwas
Caerphilly
CF83 8WT

e-mail: LLWR@gov.wales

Additional copies   This document can be accessed from the Welsh Government's website at www.wales.gov.uk or LLWR-Inform at https://Education-Portal-Service.gov.wales under the 'Documents' tab.

Contents

Summary of changes between versions 1.2 and 1.3

All changes are highlighted in <mark style="background:red">red</mark> (where applicable)

- Update to guidance around **LAType**.
- Update to guidance around **Result**
- Update to **StartHighQual** for Welsh for Adults data
- Update to **Disability** for Welsh for Adults data

The following validations have been amended, added or retired. The updated validation logic is available on LLWR-Inform:

Award.**Result**.5	Retired
WA.**ProgrammeID**.3	Amended

Summary of changes between versions 1.1 and 1.2

All changes are highlighted in <mark style="background:magenta">pink</mark> (where applicable)

- Update to LLWR email address (not highlighted).
- Update to guidance for Welsh Baccalaureate in **LearnAimRef**.
- Update to guidance in **Section 3** to reflect collection of fundable data only.
- Update to **FundSource** valid entries and guidance.
- Update to **WelshType** valid entries.
- Update to **EmpLength** to make reference to alphanumeric value.
- Update to "Mandatory For" section for **Postcode**, **Telephone**, **NationalID**, **Domicile**, **LLDDCode**, **Subject** and **WelshType**.
- The following validations have been amended, added or retired. The updated validation logic is available on LLWR-Inform:

Learner.**DOB**.1	Amended
Programme.LPCode.6	Added

Summary of changes between versions 1.0 and 1.1

All changes are highlighted in <mark style="background:lime">green</mark> (where applicable)

- Two new Welsh for Adults Datasets have been added to the collection
- Update to guidance for **StartPostcode**.
- Update to guidance for **Subcontractor2** and Amendment to validation rule Programme.**Subcontractor2**.3
- To support these additional datasets, the following validations rules have been added. **Please note that WFA rules will only apply to data submitted by the National Centre for Learning Welsh.**
- **ProviderID.1** validation rule removed from all datasets.

WP.**LearnerID**.1	Added	WA.**LearnerID**.1	Added	WA.**Supplementary**.1	Added
WP.**ProviderID**.1	Added	WA.**ProviderID**.1	Added	WA.**Enrolment**.1	Added
WP.**ProgrammeID**.1	Added	WA.**ProgrammeID**.1	Added	WA.**Result**.1	Added
WP.**ProgrammeID**.2	Added	WA.**ProgrammeID**.2	Added	WA.**ResultDate**.1	Added
WP.**ProgrammeID**.3	Added	WA.**ProgrammeID**.3	Added	WA.**Assessment**.1	Added
WP.**LPCode**.1	Added	WA.**ActivityID**.1	Added	WA.**AssessmentDate**.1	Added
WP.**ProgrammeWeeks**.1	Added	WA.**LAStartDate**.1	Added	WA.**AssessmentResult**.1	Added

WP.**LPStartDate**.1	Added	WA.**LAStartDate**.2	Added	Programme.**StartPostcode**.4	Added
WP.**LPStartDate**.2	Added	WA.**LAEndDate**.1	Added		
WP.**LPEndDate**.1	Added	WA **Completion**.1	Added		
WP.**DisabilityType**.1	Added	WA.**LAHours**.1	Added		
WP.**StartHighQual**.1	Added	WA.**ActivityType**.1	Added		
WP.**GDPR**.1	Added	WA.**ActivityLevel**.1	Added		
WP. **Contractor**.1	Added				

Summary of changes between 2016 and 2017

All changes are highlighted in blue (where applicable)

- Removal of the HE Dataset.
- New field added (**Subcontractor2**) to collect date on second tier sub-contracting arrangements.
- New field added (**ApprenticeLevy**) to collect data on employer contributions to the apprenticeship level.
- New field added (**GDPR**) to ensure compliance with the General Data Protection Regulations coming into effect in May 2018.
- A new value added to **Gender** to record learners who do not associate themselves with a binary gender of Male or Female.
- Update to guidance for **ResultDate**.
- General formatting changes and update to external references.

The following validations have been amended, added or retired. The updated validation logic is available on LLWR-Inform:

Programme.**Subcontractor2**.1	Added	Activity.**LAType**.4	Added
Programme.**Subcontractor2**.2	Added	Programme.**WorkingHours**.4	Added
Programme.**Subcontractor2**.3	Added	Programme.**LPCode**.5	Added
Programme.**Subcontractor2**.4	Added	Activity.**SitePostcode**.2	Added
Programme.**ApprenticeLevy**.1	Added	Award.**Result**.5	Added
Programme.**ApprenticeLevy**.2	Added		
Programme.**GDPR**.1	Added		

Section 1: Introduction

Background

1.1   The data collected by the Welsh Government via the Lifelong Learning Wales Record (LLWR) underpins many aspects of its work, including the planning, funding, monitoring and quality assurance of post-16 provision. The data also provides the official source of statistics on post-16 (non-higher education (HE)) learners in Wales.

1.2   The LLWR Data Collection Application can be accessed by authorised users using the following URL:

https://Education-Portal-Service.gov.wales

1.3   This support manual provides guidance for those learning providers who return data to the Welsh Government via the LLWR, for their software suppliers, and for other interested parties. Data submissions will be made in XML format from August 2015. Changes between versions will be highlighted. An electronic version of this manual is available on the Welsh Government website (**www.wales.gov.uk/llwr**), and on LLWR-Inform (**https://Education-Portal-Service.gov.wales)**, which also holds other useful documentation.

Description of datasets

1.4   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;
- ❑   the **Learning Activity (LA)** dataset which collects data on the individual activities or courses undertaken by the learner on his/her programme of learning; and
- ❑   the **Award (AW)** dataset, which provides information on the awards for which the learner is entered and those achieved.
- ❑   from 1 August 2017, two new datasets will be added to collect Programme and Activity data directly from the National Centre for Learning Welsh. These new datasets relate specifically to the delivery of Welsh for Adults provision and will be collated and submitted centrally by the National Centre for Learning Welsh.

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. Multiple activities and awards may flow from a single programme.

Section 2: Data structures

2.1   This section provides a summary of LLWR fields and shows the datasets that are required, along with the structure diagram for the LLWR.

2.2   For the implementation of XML, fields have been given new field names. The former field codes are being shown in this manual for reference purposes and will still be used in parallel with field names, for an interim period. Historically retired fields are not included in the XML file structures.

2.3   As part of the August 2015 Manual, we have added an indicator (in the form of an asterisk or *), to identify fields that are included in the unchanged record check. Please see Annex 1 for more information.

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	W F A	Max length	Field type	Note
ULI*	LN01	20	(ULI) Unique learner identifier	All learners	y	y	y	y	13	Alphanumeric	The ULI is blank on first submission then submitted on subsequent returns.
LearnerID*	LN02	22	Learner identifier with provider	All learners	y	y	y	y	20	Alphanumeric	This identifier must **not** contain personal identifiable data e.g. full surname or full National Insurance number.
ProviderID*	LN03	23	Provider identifier	All learners	y	y	y	y	8	Alphanumeric	
Surname*	LN04	24	Surname	All learners	y	y	y	y	40	Alphanumeric	No trailing spaces are required. This field should not include anything else, for example it should not include the word 'deceased'.
Forenames*	LN05	25	Forename(s)	All learners	y	y	y	y	40	Alphanumeric	No trailing spaces required. The learner abbreviates his name to Chris. Forenames is completed with his full name. This field should not include anything else, for example it should not include the word 'deceased'.
Address1*	LN06	26	Current home - sub dwelling	All Learners	y	y	y	y	40	Alphanumeric	From 1 August 2015, Address1 is mandatory for all learners. This field should include the first line of the learner's address.
Address2*	LN07	27	Current home - dwelling	Optional					40	Alphanumeric	

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	W F A	Max length	Field type	Note
Address3*	LN08	28	Current home - street	Optional					40	Alphanumeric	Address2, Address3, Address4 and Address5 are optional for completion and are dependent on the length of the learner's address.
Address4*	LN09	29	Current home:- locality	Optional					35	Alphanumeric	
Address5*	LN10	30	Current home:- town/city	Optional					30	Alphanumeric	
Postcode*	LN11	31	Home postcode - current	**All Learners**	y	y	y	y	8	Alphanumeric	With only one space between the first part and the second part of the postcode.
Telephone*	LN12	32	Contact telephone number	**All Learners**	y	y	y	y	16	Alphanumeric	The telephone number should include the local dialling code. No trailing spaces required.
NINumber*	LN13	33	National insurance number	FE and WBL learners	y	y		y	9	Alphanumeric	Mandatory for FE and WBL Learners.
SurnameAt16*	LN14	34	Surname on 16th birthday	All learners	y	y	y	y	40	Alphanumeric	No trailing spaces required.
DOB*	LN15	35	Date of birth	All learners	y	y	y	y		Date	
Gender*	LN16	36	Gender	All learners	y	y	y	y	1	Alphanumeric	
Ethnicity*	LN17	37	Ethnic origin	All learners	y	y	y	y	2	Alphanumeric	
NationalID*	LN18	38	National identity	**All Learners**	y	y	y	y	3	Alphanumeric	
LastSchool*	LN20	39	School last attended	Optional				y	8	Alphanumeric	Optional from 1 August 2015
YearLeftSchool*	LN21	40	Year left school	Optional				y	4	Numeric	Optional from 1 August 2015
ULN*	LN22	21	ULN (Unique learner number)	FE and WBL Learners	y	y		y	10	Alphanumeric	Mandatory for FE and WBL Learners.
ULI*	LP01	43	(ULI) Unique learner identifier	All learners	y	y	y		13	Alphanumeric	
LearnerID*	LP02	44	Learner identifier with provider	All learners	y	y	y		20	Alphanumeric	This identifier must **not** contain personal identifiable data e.g. full surname or full National Insurance number.
ProviderID*	LP03	45	Provider identifier	All learners	y	y	y		8	Alphanumeric	
ProgrammeID*	LP04	46	Learning programme identifier	All learners	y	y	y		10	Alphanumeric	
RegionalOffice	LP05		Regional Office	Optional					3	Alphanumeric	Removed from LLWR Manual

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	W F A	Max length	Field type	Note
											August 2017.
ReleaseDate	LP06	48	Data Release Date	Optional						Date	Null value in field for new learning starting on or after 1 August 2014
Domicile*	LP08	49	Country of Domicile	All Learners	y	y	y		4	Alphanumeric	
StartPostcode*	LP09	51	Postcode (at start of learning programme)	All learners	y	y	y		8	Alphanumeric	In the case of overseas learners, this field should be completed with the postcode of the learner's address 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 learner's address while studying.
LocalAuthority*	LP10	52	Unitary authority code	All learners	y	y	y		3	Alphanumeric	
StartEmpStatus*	LP11	59	Employment status at start of programme	WBL and FE learners	y	y	y		1	Alphanumeric	Mandatory for ACL Sector from 1 April 2015.
EmpName*	LP12	63	Employer name	FE and WBL learners	y	y			60	Alphanumeric	Optional from 1 August 2015
EmpPostcode*	LP13	64	Employer postcode	WBL and FE learners	y	y			8	Alphanumeric	
SectorCodeOld	LP16		Sector framework code	Optional					3	Alphanumeric	Removed from LLWR Manual August 2017.
LPType*	LP17	55	Type of learning programme	All learners	y	y	y		2	Alphanumeric	
UnempLength	LP18	62	Length of non-employed status before learning	Optional					3	Numeric	Optional from 1 August 2015
ExpLength	LP19		Expected length of learning programme	Optional					3	Numeric	Removed from LLWR Manual August 2017.
StartHighQual*	LP22	70	Level of highest qualification achieved prior to learning programme	WBL learners		y			1	Alphanumeric	Optional from 1 August 2015
WelshSpeaker*	LP23	72	Welsh speaker indicator	All Learners	y	y	y		1	Alphanumeric	
TotalFees*	LP26	73	Total Fees paid for	Optional					5	Numeric	See notes.

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	W F A	Max length	Field type	Note
			Learning Programme								
FeeSource*	LP28	74	Major source of fees	All learners	y	y	y		2	Alphanumeric	
DisabilityStatus*	LP29	75	Disability and/or learning difficulty	Optional					2	Alphanumeric	Null value in field for new learning starting on or after 1 August 2014
DisabilityType*	LP30	76	Primary type of disability and/or learning difficulty	All learners	y	y	y		2	Alphanumeric	
DisabilityType2*	LP31	77	Secondary type of disability and/or learning difficulty	Optional					2	Alphanumeric	Null value in field for new learning starting on or after 1 August 2014
StartNumeracy	LP34		Level of numeracy determined at start of learning programme	Optional					0	Alphanumeric	Removed from LLWR Manual August 2017.
StartLiteracy	LP35		Level of literacy determined at start of learning programme	Optional					0	Alphanumeric	Removed from LLWR Manual August 2017.
FrameworkAch	LP39		Framework achievement	Optional					0	Alphanumeric	Removed from LLWR Manual August 2017.
TermReason*	LP41	93	Reason for termination of learning programme	All learners	y	y	y		2	Alphanumeric	
Destination*	LP42	95	Destination within three months of leaving	Full-time FE and Work Ready learners	y	y			2	Alphanumeric	Optional from 1 April 2015
LPProvSpec1	LP44	79	Provider specified field 1	Optional					20	Alphanumeric	Optional from 1 August 2015
LPProvSpec2	LP45	79	Provider specified field 2	Optional					20	Alphanumeric	Optional from 1 August 2015
EmpSMECode*	LP47	67	SME indicator code	Apprenticeships		y			1	Alphanumeric	Optional from 1 August 2015
WBLStatus*	LP48		Status of learner	Optional					0	Alphanumeric	Removed from LLWR Manual August 2017.
SpecialProgramme*	LP51	57	Special programme funding rules	Optional					3	Alphanumeric	Optional from 1 August 2015 Queries regarding codes for SpecialProgramme should be sent to askwbl@gov.wales.

Field Name	Code	Page	Description	Mandatory for	FE	WBL	ACL	WFA	Max length	Field type	Note
LPEndDate*	LP55	92	Date terminated learning programme	All learners	y	y	y			Date	
HealthCond*	LP56	90	Work-limiting health condition	WBL learners		y			1	Alphanumeric	Optional from 1 August 2015
LoneParent*	LP57		Lone parent indicator	Optional						Alphanumeric	Removed from LLWR Manual August 2017.
MigrantWorker*	LP60	91	Migrant worker indicator	WBL learners		y			1	Alphanumeric	Optional from 1 August 2015
WorkingHours*	LP61	66	Hours worked per week	FE and WBL Learners	y	y			3	Numeric	Optional from 1 August 2015
EmpSize*	LP62	68	Size of employer	Apprenticeships		y			1	Alphanumeric	Optional from 1 August 2015
Subcontractor*	LP63	80	Subcontractor delivering programme	All learners		y			8	Alphanumeric	Optional from 1 August 2016
SICCode*	LP64	82	SIC code5	WBL learners		y			5	Numeric	Optional from 1 August 2015
SectorCode*	LP66	83	Sector framework code 2011	Apprenticeships		y			5	Alphanumeric	Optional from 1 August 2015
StartWelshQual*	LP67	71	Level of highest Welsh language qualification achieved prior to learning programme	All learners	y	y	y		1	Alphanumeric	
EmpLength*	LP68	65	Length of employment with same employer	Apprenticeships		y			1	Alphanumeric	Optional from 1 August 2015
HoursEstCB*	LP69	84	Estimated Centre Based Hours	FE and Traineeships learners.	Y	Y			4	Numeric	FE learners starting on or after 1 August 2016 or Traineeships learners starting on or after 1 April 2015
HoursEstWB*	LP70	86	Estimated Work Based Hours	FE and Traineeships learners.	y	y			4	Numeric	FE learners starting on or after 1 August 2016 or Traineeships learners starting on or after 1 April 2015
HoursActCB*	LP71	88	Actual Centre Based Hours	FE or Traineeships learners starting on or after 1	y	y			4	Numeric	FE and Traineeships only

Field Name	Code	Page	Description	Mandatory for	FE	WBL	ACL	WFA	Max length	Field type	Note
				April 2015							
HoursActWB*	LP72	89	Actual Work Based Hours	FE or Traineeships learners starting on or after 1 April 2015	y	y			4	Numeric	FE and Traineeships only
LPStartDate*	LP73	53	Programme Start Date	All learners	y	y	y			Date	
LPCode*	LP74	54	Learning Programme Code	FE learners	y				12	Alphanumeric	Optional from 1 August 2015
ProvLPRef	LP75	47	Learning reference used by provider	FE and WBL learners	y	y			20	Alphanumeric	
LLDDCode*	LP76	78	ALN Indicator	All Learners	y	y	y		1	Alphanumeric	
LPExpectedEnd*	LP77	58	Expected End Date	All learners	y	y	y			Date	
HouseholdStatus*	LP78	61	Household Status	WBL learners		y			2	Alphanumeric	WBL learners only
ImmediateDest*	LP79	94	Immediate Destination	WBL learners		y			2	Alphanumeric	Traineeships and Apprenticeships Learners
CaringResp*	LP80	97	Caring Responsibility	WBL learners		y			1	Alphanumeric	WBL learners only
Subcontractor2	LP81	81	Second Tier Subcontractor	WBL learners		y			8	Alphanumeric	WBL Learners only
ApprenticeLevy	LP82	69	Apprenticeship Livy Indicator	Apprenticeships		y			2	Alphanumeric	Apprenticeship
GDPR	LP83	49	GDPR Indicator	All learners	y	y	y		2	Alphanumeric	See notes
ULI*	LA01	99	ULI (Unique learner identifier)	All learners	y	y	y		13	Alphanumeric	
LearnerID*	LA02	100	Learner identifier with provider	All learners	y	y	y		20	Alphanumeric	This identifier must **not** contain personal identifiable data e.g. full surname or full National Insurance number.
ProviderID*	LA03	101	Provider identifier	All learners	y	y	y		8	Alphanumeric	
ProgrammeID*	LA04	102	Learning programme identifier	All learners	y	y	y		10	Alphanumeric	
ActivityID*	LA05	103	Learning activity identifier	All learners	y	y	y		2	Numeric	
LearnAimRef*	LA06	104	Learning aim reference	All learners	y	y	y		8	Alphanumeric	

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	W F A	Max length	Field type	Note
ProvLARef	LA07	107	Learning activity reference used by provider	All learners	y	y	y		20	Alphanumeric	
LATitle*	LA08	108	Title of learning activity	All learners	y	y	y		80	Alphanumeric	Please note that the field length has been amended for this field
LAStartDate*	LA09	110	Date commenced learning activity	All learners	y	y	y			Date	
LAExpectedEnd*	LA10	111	Expected end date of learning activity	All learners	y	y	y			Date	
FundSource*	LA11	112	Learner provision funding	All learners	y	y	y		1	Alphanumeric	
LLDDFund*	LA15		LLDD Indicator	Optional					1	Alphanumeric	Removed from LLWR Manual August 2017.
LearnSupport	LA16		Additional learning support	Optional					2	Alphanumeric	Removed from LLWR Manual August 2017.
OtherFund	LA17		Other source of funding	Optional					2	Alphanumeric	Removed from LLWR Manual August 2017.
HoursGC	LA19		Guided contact hours	Optional					4	Numeric	Removed from LLWR Manual August 2017.
DeliveryMethod*	LA20	113	Method of delivery	All learners	y	y	y		2	Alphanumeric	
Subject*	LA21	120	Subject of learning	All learners	y				8	Alphanumeric	All Learners
LACreditLevel*	LA22	121	Credit level of learning activity	All learners	y	y	y		2	Alphanumeric	
LACreditValue*	LA23		Credit value of learning activity	HE Learners	y				5	Numeric	Removed from LLWR Manual August 2017.
WelshPercent*	LA25	122	Proportion of learning activity delivered through the medium of Welsh	HE learners	y				3	Numeric	Now mandatory for HE only
WelshType*	LA26	123	Type of Welsh medium learning	All Learners	y	y	y		2	Alphanumeric	
LAProvider*	LA28	124	Provider delivering learning	All learners	y	y	y		8	Alphanumeric	
SitePostcode*	LA29	125	Postcode of site	All learners	y	y	y		8	Alphanumeric	
LAEndDate*	LA30	126	Date terminated learning activity	All learners	y	y	y			Date	
Completion*	LA31	127	Completion status	All learners	y	y	y		1	Alphanumeric	

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	W F A	Max length	Field type	Note
LAUnits*	LA33	128	Special funding rules 2	FE and ACL Learners	y		y		3	Alphanumeric	Optional from 1 August 2016
LAProvSpec1	LA34	129	Provider specified field 1	Optional					20	Alphanumeric	Optional from 1 August 2015
LAProvSpec2	LA35	129	Provider specified field 2	Optional					20	Alphanumeric	Optional from 1 August 2015
Assessable*	LA40	109	Assessable learning	All learners	y	y	y		1	Numeric	
SuspendLink*	LA41	130	Suspended activity link id	All learners		y			2	Alphanumeric	
HoursGCAmend	LA42		Amended guided contact hours	Optional					4	Numeric	Removed from LLWR Manual August 2017.
HoursWB*	LA43	114	Work based hours	WBL learners enrolled on Traineeship programmes before 1 April 2015 or learners enrolled on Work Ready programmes		y			4	Numeric	WBL: learners enrolled on Traineeship /Steps to Employment/ Work Ready programmes
HoursCB*	LA44	115	Centre based hours	WBL learners enrolled on Traineeship programmes before 1 April 2015 or learners enrolled on Work Ready programmes		y			4	Numeric	WBL: learners enrolled on Traineeship/Steps to Employment/ Work Ready programmes
HoursWBAmend*	LA45	116	Amended work based hours	WBL learners enrolled on Traineeship programmes before 1 April 2015 or		y			4	Numeric	WBL: learners enrolled on Traineeship/Steps to Employment/ Work Ready programmes

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	W F A	Max length	Field type	Note
				learners enrolled on Work Ready programmes							
HoursCBAmend*	LA46	117	Amended centre based hours	WBL learners enrolled on Traineeship programmes before 1 April 2015 or learners enrolled on Work Ready programmes		y			4	Numeric	NB WBL (Employability programmes): 9999 until completion of LA. On completion this should be amended to show the actual hours
LAType*	LA47	118	Type of learning activity	FE and WBL learners	y	y			2	Numeric	Optional from 1 August 2015 FE and WBL learners
APEL*	LA48	119	Accreditation of prior experiential learning indicator	HE learners	y				1	Alphanumeric	Optional from 1 August 2015 HEFCW fundable learning activities
ULI*	AW01	132	(ULI) Unique learner identifier	All learners	y	y	y		13	Alphanumeric	
LearnerID*	AW02	133	Learner identifier with provider	All learners	y	y	y		20	Alphanumeric	This identifier must **not** contain personal identifiable data e.g. full surname or full National Insurance number.
ProviderID*	AW03	134	Provider identifier	All learners	y	y	y		8	Alphanumeric	
ProgrammeID*	AW04	135	Learning programme identifier	All learners	y	y	y		10	Alphanumeric	
ActivityID*	AW05	136	Learning activity link	All learners	y	y	y		2	Numeric	
AwardID*	AW06	137	Award entry identifier	All learners	y	y	y		2	Numeric	
AWLearnAimRef*	AW08	138	Award learning aim reference	All learners	y	y	y		8	Alphanumeric	
AwardTitle*	AW09	139	Title of award	All learners	y	y	y		80	Alphanumeric	
ResultDate*	AW11	140	Date of result	All learners	y	y	y			Date	

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	W F A	Max length	Field type	Note
Result*	AW12	141	Result	All learners	y	y	y		12	Alphanumeric	
AWCreditValue*	AW13	144	Award credit value	All learners	y	y	y		5	Numeric	
AWCreditLevel*	AW14	145	Credit level	All learners	y	y	y		1	Alphanumeric	
AwardType*	AW15	146	Type of award	All learners	y	y	y		2	Alphanumeric	
Medium	AW16		Medium of assessment	Optional					1	Alphanumeric	Removed from LLWR Manual August 2017.
AwardFund*	AW17	147	Award funding rules 1	WBL Learners		y			3	Alphanumeric	Optional from 1 August 2015
AwardSubject	AW21		Subject of Award	Optional						Alphanumeric	Removed from LLWR Manual August 2017.
ActivityLink*	AW22	148	Award activity link type	All learners	y	y	y		1	Numeric	
Attainment*	AW23	143	Attainment indicator	All learners	y	y	y		1	Alphanumeric	
ULI	WP01	150	Unique Learner Identifier	WFA learners				y	13	Alphanumeric	
LearnerId	WP02	151	Learner Identifier with provider	WFA learners				y	20	Alphanumeric	
ProviderID	WP03	152	Provider Identifier	WFA learners				y	8	Alphanumeric	
ProgrammeID	WP04	153	Learning Programme Identifier	WFA learners				y	10	Alphanumeric	
LPCode	WP05	154	Learning Programme Code	WFA learners				y	12	Numeric	
ProgrammeWeeks	WP06	155	Programme Weeks	WFA learners				y	2	Numeric	
LPStartDate	WP07	156	Programme Start Date	WFA learners				y		Date	
LPEndDate	WP08	157	Date terminated learning programme	WFA learners				y		Date	
DisabilityType	WP09	158	Primary type of disability and/or learning difficulty	WFA learners				y	2	Numeric	
StarthighQual	WP10	159	Level of highest qualification achieved prior to learning programme	WFA learners				y	1	Numeric	
GDPR	WP11	160	GDPR Indicator	WFA learners				y	2	Alphanumeric	

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	W F A	Max length	Field type	Note
Contractor	WP12	161	Contractor delivering provision	WFA learners				y	8	Alphanumeric	
ULI	WA01	163	Unique Learner Identifier	WFA learners				y	13	Alphanumeric	
LearnerId	WA02	164	Learner Identifier with provider	WFA learners				y	20	Alphanumeric	
ProviderID	WA03	165	Provider Identifier	WFA learners				y	8	Alphanumeric	
ProgrammeID	WA04	166	Learning Programme Identifier	WFA learners				y	10	Alphanumeric	
ActivityID	WA05	167	Learning Activity Identifier	WFA learners				y	2	Numeric	
LAStartDate	WA06	168	Activity Start Date	WFA learners				y		Date	
LAEndDate	WA07	169	Date terminated learning activity	WFA learners				y		Date	
Completion	WA08	170	Completion Status	WFA learners				y	1	Numeric	
LAHours	WA09	171	Activity Hours	WFA learners				y	4	Numeric	
ActivityType	WA10	172	Learning Activity Type	WFA learners				y	2	Numeric	
ActivityLevel	WA11	173	Learning Activity Level	WFA learners				y	2	Numeric	
Supplementary	WA12	174	Supplementary Learning Hours	WFA learners				y	4	Numeric	
Enrolment	WA13	175	Exam Enrolment Indicator	WFA learners				y	1	Alphanumeric	
Result	WA14	176	Exam Result	WFA learners				y	1	Alphanumeric	
ResultDate	WA15	177	Date of result	WFA learners				y		Date	
Assessment	WA16	178	Annual Assessment Indicator	**Optional**				y	1	Alphanumeric	
AssessmentDate	WA17	179	Date of Assessment	**Optional**				y		Date	
AssessmentResult	WA18	180	Result of Annual Assessment	**Optional**				y	1	Alphanumeric	

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 a ULI;
- ❑ A Learner should have one or more Learning Programme (LP);
- ❑ A Learner can have one or more WFA Programmes (WP);
- ❑ 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;
- ❑ A WFA Programme (WP) can have one or more WFA Activity (WA); and

2.2.2 The structure diagram below illustrates the relationship between the different datasets.
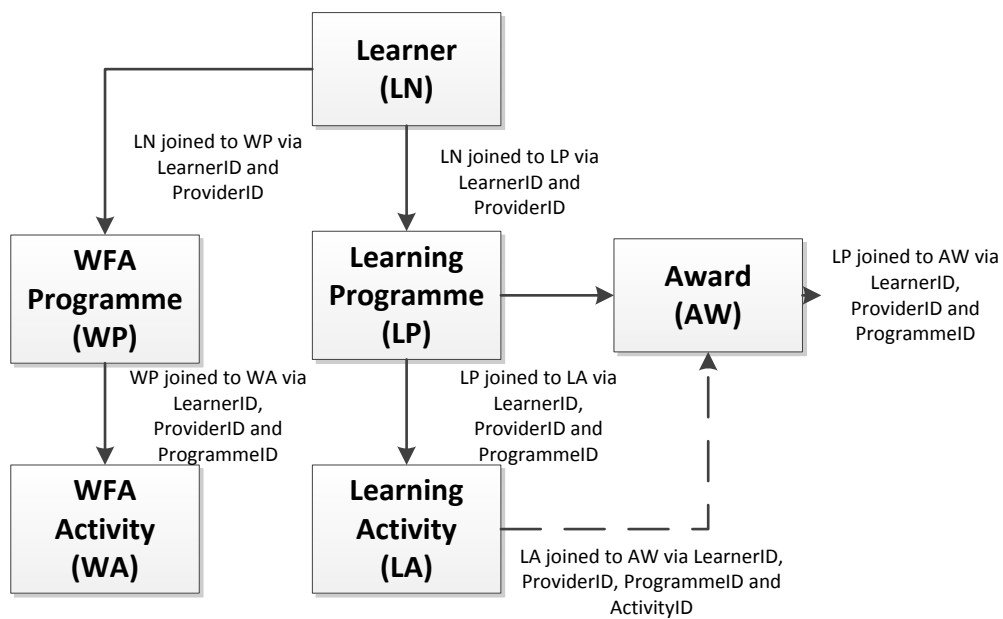
Section 3: Data requirements

3.1 Coverage

3.1.1 Data **must** be submitted to the LLWR for:

- All learners undertaking further education (FE), work-based learning (WBL) or adult community learning (ACL) which is fully or partially funded by the Welsh Government. This includes where learners (or someone on their behalf) contribute an amount to attend a course (which does not cover the full cost of the learning provider delivering the course) and the remaining costs are sourced from Welsh Government funding.

- All learners that are potentially fundable by Welsh Government that represent over performance against contract or funding agreements; and;

- All Welsh for Adults learners which are collated and submitted centrally by the National Centre for Learning Welsh..

3.1.2 Providers should **not** submit data to the LLWR for:

- Learners/learning programmes or learning activities which are already submitted by another provider or through a separate data collection, such as 'school link' provision; franchised higher education provision; or technical certificates which are delivered on behalf of, and submitted to the LLWR by, a WBL provider.

- Learners/learning programmes or learning activities which are funded from other (non-Welsh Government/ESF) sources. This includes full cost recovery provision, where the learner (or someone on their behalf) pays the full cost of delivering the course directly to the learning provider.

3.1.3 All learning activities submitted to the LLWR will be included in the calculation of performance measures, in published Learner Outcomes Reports and in national statistics.

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

3.2 Responsibility for returning data

3.2.1 The learning provider with which the Welsh Government has a contract/funding agreement 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 should be identified through **LAProvider** and/or **SubContractor, SubContractor2.**

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 **LAProvider**.

3.3   Mandatory fields

3.3.1   The format of the LLWR is the same for all learners. However, for some groups of learners, some fields may be completed using the "not required" codes or can be submitted with a NULL value. Each field specification has a heading indicating the group for which the field is mandatory.

All learners

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

None

Fields **LPProvSpec1**, **LPProvSpec2**, **LAProvSpec1** and **LAProvSpec2** are optional fields that may be filled as the provider chooses, but should be filled with zeros or submitted empty (i.e. NULL) if not used.

3.4   Qualifications in Wales (QiW)

3.4.1   On 1 April 2016, the QiW Database replaced the Database of Approved Qualifications in Wales (DAQW).

3.4.2   The QiW database is owned and managed by Qualifications Wales, the regulator of non-degree qualifications and the qualifications system in Wales. The Welsh Government is able to identify key learning activity/award data when a valid QiW Qualification Number is included in the LearnAimRef field in the Learning Activity Dataset, and AWLearnAimRef in the Award Dataset.

3.4.3   The QiW database can be found here: **www.QiW.wales**, and for any enquiries please contact **enquiries@qualificationswales.org**.

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 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 the Welsh Government of their funding or performance measures, or on ESF funding claims. If a provider is in doubt as to the impact of using a "not known" code, they should contact the LLWR mailbox for assistance.

3.5.5   The field must be filled with a valid code (including, where appropriate, "not known" values). No fields should be left blank except, initially, the Unique Learner Identifier (ULI) on first submission. The only other exceptions are NULL fields (as identified in Section 2).

3.6 Data collection forms

3.6.1 Each year, the Data Management Team publishes data collection forms for use by Providers.

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

3.6.3 The forms can be downloaded from the link below:

http://gov.wales/LLWR

3.6.4 Please note:

- All forms must include the Privacy Notice statement (see **Annex 3**).

- Please note that the LLWR Privacy Notice is currently being reviewed in line with the General Data Protection Regulations which will come into force in May 2018.

- Forms used for ESF-funded programmes must contain the European Social Fund (ESF) logo and statement.

3.7 LLWR User Tutorial

3.7.1 The Data Management Team has published a LLWR User Tutorial to assist with the use of the LLWR application. This tutorial includes helpful information regarding all LLWR Data upload processes.

3.8.1 The LLWR User Tutorial can be downloaded from the documents area of LLWR-Inform. A link to LLWR-Inform is provided below for your reference but log in credentials are required to access to the application.

https://Education-Portal-Service.gov.wales

Section 4: Dataset definitions

Learner (LN) dataset

(Validation rules: the wording describes situations which will allow data to be accepted)

Field Name	Field Code	Description	Page
ULI	**LN01**	Unique learner identifier	20
ULN	**LN22**	ULN (Unique learner number)	21
LearnerID	**LN02**	Learner identifier with provider	22
ProviderID	**LN03**	Provider identifier	23
Surname	**LN04**	Surname	24
Forenames	**LN05**	Forename(s)	25
Address1	**LN06**	Current home - sub dwelling	26
Address2	**LN07**	Current home - dwelling	27
Address3	**LN08**	Current home - street	28
Address4	**LN09**	Current home - locality	29
Address5	**LN10**	Current home - town/city	30
Postcode	**LN11**	Home postcode – current	31
Telephone	**LN12**	Contact telephone number	32
NINumber	**LN13**	National insurance number	33
SurnameAt16	**LN14**	Surname on 16th birthday	34
DOB	**LN15**	Date of birth	35
Gender	**LN16**	Gender	36
Ethnicity	**LN17**	Ethnic origin	37
NationalID	**LN18**	National identity	38
LastSchool	**LN20**	School last attended	39
YearLeftSchool	**LN21**	Year left school	40

ULI (Unique learner identifier)

Field number	**LN01**	Field length	**13**
		Field type	**Alphanumeric**
Field Name	**ULI***	Mandatory for	**All learners**

Description	A unique identifier for each learner.
	This will be determined by the Welsh Government.
	Format: "Lnnnnnnnnnnnn".
Reason required	To allow datasets to be linked and to allow tracking of learners throughout their lifetime.

Valid entries	"L" and any combination of numerics with check digit.
	Leave blank for first submission.

Notes	The ULI is supplied by the Welsh Government. Once received, it should be included on provider systems and used for all subsequent submissions of datasets.
	Upon receipt of the first return to the Welsh Government, an automatic check is undertaken to match the LN records with those records already held on the Post-16 Database. If the records are matched, the ULI that is already allocated to the learner is provided. If the records are not matched, a new ULI will be provided.
	ULI is the same across all datasets.

All validation rule(s) are prefixed by **Learner.ULI**

        .1   ULI must be in the correct format or ULI check digit shows error.

ULN (Unique learner number)

Field number	**LN22**	Field length	**10**
		Field type	**Alphanumeric**
Field Name	**ULN***	Mandatory for	**FE and WBL Learners**

Description	Unique Learner Number
Reason required	To allow providers to record the Learning Records Service (LRS) ULN. This will improve the efficiency of education administration and policy making by enabling data joining across the pre- and post-16 sectors and support the provision of a comprehensive learner record.

Valid entries	Valid ULN or	
	9999999999	ULN not known

Notes	The Learning Records Service (LRS) 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) or Welsh for Adults programmes.
	Providers should register a learner using the LRS.
	This field is optional. Learners on ACL or Welsh for Adults learning programmes can be submitted to LLWR with an ULN of 9999999999 or NULL.
	The **Surname** and **Forenames** fields are also to be submitted to the LRS for ULN allocation.

All validation rule(s) are prefixed by **Learner.ULN**

- **.1** ULN must be in the valid numerical format.
- **.2** ULN check digit shows an error and ULN not equal to "9999999999" and is not NULL.
- **.3** Learners within the same provider must not share the same ULN.
- **.4** For Programmes starting on or after "2011-08-01" FE and WBL learners must have a valid **ULN**.
- **.5** ULN must not begin with '0'.

Learner identifier with provider

Field number	**LN02**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**LearnerID***	Mandatory for	**All learners**

Description	A reference number for the learner, allocated by the learning provider.
Reason required	To assist the provider in identifying the learner.

Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).

Notes	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.
	This identifier must **not** contain personal identifiable data e.g. full surname or full National Insurance number.
	It is up to individual providers to decide upon the format of their learner reference codes. **The same code must be used for all submissions of data on that learner with that provider.**
	This field is part of the Learner (LN) compound key for the record.
	LearnerID is the same across all datasets.

All validation rule(s) are prefixed by **Learner.LearnerID**
- **.1** LearnerID must be at least one alphanumerical character long and can contain a to z, A to Z, 0 to 9, -,[space], '.
- **.2** LearnerID and **ProviderID** combination must be unique.

Provider identifier

Field number	**LN03**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**ProviderID***	Mandatory for	**All learners**

Description	An identifier code for the provider, as allocated by the Welsh Government.
Reason required	To enable the learning provider to be identified.

Valid entries	As defined by the Welsh Government.

Notes	A full list of Welsh Government provider reference codes is provided on LLWR-Inform, with guidance at **Annex 2** of this manual.
	Any provider whose code is missing from this list, or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.
	This field is part of the LN (Learner) compound key for the record.
	ProviderID is the same across all datasets.

Surname

Field number	**LN04**	Field length	**40**
		Field type	**Alphanumeric**
Field Name	**Surname***	Mandatory for	**All learners**

Description	The family name of the learner.
Reason required	For identification and ease of reference in the case of enquiries and 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, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the **LLWR Privacy Notice** for more information on how learners' personal details may be shared.
	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 **TermReason**.
	The surname (**Surname**) and forename (**Forenames**) are also to be submitted to the Learning Records Service for **ULN** allocation.

All validation rules are prefixed by **Learner.Surname**

.1 Surname must be at least one alphanumerical character long and can contain a to z, A to Z, -, [space], '.

Forename(s)

Field number	**LN05**	Field length	**40**
		Field type	**Alphanumeric**
Field Name	**Forenames***	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 and 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	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.
	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the **LLWR Privacy Notice** for more information on how learners' personal details may be shared.
	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 **TermReason**.
	The surname (**Surname**) and forename(**Forenames**) are also to be submitted to the Learning Records Service for **ULN** allocation.

All validation rules are prefixed by **Learner.Forenames**
> .1 Forename must be at least one alphanumerical character long and contain a to z, A to Z, -,[space], '

Address1 – The first line of the learner's address

Field number	**LN06**	Field length	**40**
		Field type	**Alphanumeric**
Field Name	**Address1***	Mandatory for	**All learners**

Description	The first line of the learner's address.
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). From 1 August 2015, this field should be completed with the first line of the address for the learner.

Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the **LLWR Privacy Notice** for more information on how learners' personal details may be shared.

All validation rules are prefixed by **Learner.Address1**

    .1   Address1 must be at least one alphanumerical character long and contain a to z, A to Z, 0 to 9, -,[space], ',.,&,/

Address2 – The second line of the learner's address

Field number	**LN07**	Field length	**40**
		Field type	**Alphanumeric**
Field Name	**Address2***		**This field is optional**

Description	The second line of the learner's address (where known)
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). From 1 August 2015, this field is optional and should be completed with the second line of the address for the learner (if provided).

Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the **LLWR Privacy Notice** for more information on how learners' personal details may be shared.

All validation rules are prefixed by **Learner.Address2**
> **.1** Address2 must be at least one alphanumerical character long and contain a to z, A to Z, 0 to 9, -,[space], ',.,&, /if not submitted NULL

Address3 – the third line of the learner's address

Field number	**LN08**	Field length	**40**
		Field type	**Alphanumeric**
Field Name	**Address3***		**This field is optional**

Description	The third line of the learner's address (where known).
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).
	From 1 August 2015, this field is optional and should be completed with the third line of the address for the learner (if provided).

Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the **LLWR Privacy Notice** for more information on how learners' personal details may be shared.

All validation rules are prefixed by **Learner.Address3**

   .1   Address3 must be at least one alphanumerical character long and contain a to z, A to Z, 0 to 9, -,[space], ',.,&,/ if not submitted NULL

Address4 – the fourth line of the learner's address

Field number	**LN09**	Field length	**35**
		Field type	**Alphanumeric**
Field Name	**Address4***		**This field is optional**

Description   The fourth line of the learner's address (where known).

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).

From 1 August 2015, this field is optional and should be completed with the fourth line of the address for the learner (if provided).

Notes   This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the **LLWR Privacy Notice** for more information on how learners' personal details may be shared.

All validation rules are prefixed by **Learner.Address4**

    .1   Address4 must be at least one alphanumerical character long and contain a to z, A to Z, 0 to 9, -,[space], ',.,&,/ if not submitted NULL

Address5 – the fifth line of the learner's address

Field number	**LN10**	Field length	**30**
		Field type	**Alphanumeric**
Field Name	**Address5***		**This field is optional**

Description   The fifth line of the learner's address (where known).

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).

From 1 August 2015, this field is optional and should be completed with the fifth line of the address for the learner (if provided).

Notes   This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within the Welsh Government and its contractors under conditions of strict security. See the **LLWR Privacy Notice** for more information on how learners' personal details may be shared.

All validation rules are prefixed by **Learner.Address5**
> **.1**   Address5 must be at least one alphanumerical character long and contain a to z, A to Z, 0 to 9, -,[space], ',.,&,/ if not submitted NULL

Current home – postcode

Field number	**LN11**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**Postcode***	Mandatory for	<mark>**All Learners**</mark>

Description	Postcode of learner's permanent home.
Reason required	To inform follow up surveys and data audits, as well as analysing learning by geographical area. **This field is used by the Post 16 Planning and Funding Framework**

Valid entries	Any valid postcode character string.	
	99999999	Not known
	00000000	Domicile outside UK

Notes	This field identifies the postcode of the learner's permanent home address and should be updated during the course of their learning, if appropriate. Where the country of domicile of the learner is not a UK country, this field should be filled with zeros. The postcode for British Forces Posted Overseas is "NW7 1PX". Please only use a single space between the first part of the postcode and the second. For example CF5 8DF not CF5 8DF.

All validation rules are prefixed by **Learner.Postcode**
        .1   Postcode must be in the valid format.

Contact telephone number

Field number	**LN12**	Field length	**16**
		Field type	**Alphanumeric**
Field Name	**Telephone***	Mandatory for	<mark>**All Learners**</mark>

Description	Contact telephone number.
Reason required	To undertake follow-up surveys.

Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter), or
	0000000000000000 Not available

Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government under conditions of strict security.
	This field can be used to provide mobile telephone contact details if a landline is not available.
	All landline details should also include the appropriate area code.
	International contact details should start "00".
	Telephone numbers of learners who use text phones should be prefixed with 1800x.
	See the **LLWR Privacy Notice** for more information on how learners' personal details may be shared.

All validation rules are prefixed by **Learner.Telephone**

.1　Telephone must be in the correct alphanumerical format, begin with a 2 character value in the LLWR-Inform Lookup Table and be at least 11 characters long and contain 0-9 {space} + - ( ).

National insurance number

Field number	**LN13**	Field length	**9**
		Field type	**Alphanumeric**
Field Name	**NINumber***	Mandatory for	**FE and WBL learners**

Description	National Insurance number.
Reason required	To track learners' employment destinations and to assist in allocating and checking ULIs.
	All learners on a WBL Programme must have a valid National Insurance Number to allow linking with benefits system for National Insurance (NI) credits.
	This field informs eligibility for ESF Funding.

Valid entries	Any valid NI number.

999999999	Not known
888888888	Not required
111111111	Under the age to receive an NI, studying at an FEI
222222222	Foreign student with no NI studying at an FEI

Notes	**Only NI numbers issued by the Department for Work and Pensions should be submitted to the LLWR.**
	NI Numbers are made up of two letters, six numbers and a final letter, which is always A, B, C, or D. Please click <u>here</u> for more information.
	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 **0300 200 3502** to obtain the NI number.
	From 1 August 2015, this field is optional and a NULL value can be submitted for this field for non WBL programmes where the National Insurance Number is not known.

All validation rules are prefixed by **Learner.NINumber**
- **.1** NINumber must be in the correct format if not submitted NULL
- **.2** Learners registered with the same **ProviderID** must not share the same National Insurance Number.
- **.3** Codes "111111111" and "222222222" can only be used for FE learners

Surname on 16th birthday

Field number	**LN14**	Field length	**40**
		Field type	**Alphanumeric**
Field Name	**SurnameAt16***	Mandatory for	**All learners**

Description	The family name of the learner 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.
	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.
	All learners, both male and female should be asked this; it should not be assumed from their current surname.

All validation rules are prefixed by **Learner.SurnameAt16**

> **.1** SurnameAt16 must be at least one alphanumerical character long and can contain a to z, A to Z, -,[space], '.

Date of birth

Field number	**LN15**	Field length	
		Field type	**Date**
Field Name	**DOB***	Mandatory for	**All learners**

Description	Format "yyyy-mm-dd".
Reason required	For analysis of the age structure of the learner population and for allocating and checking ULIs. **This field informs funding.**

Valid entries	Validate in format "yyyy-mm-dd". For those who refuse to give their age, then this will be "9999-12-31" (over 25 only).

Notes	**Please note that a date of birth must be provided for all WBL learners.** Where a learner declines to provide a date of birth, the entry must be "9999-12-31". 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.

All validation rules are prefixed by **Learner.DOB**

.1   Date difference between **DOB** and **LAStartDate** must not show a learner age of less than 12 ~~for Mainstream funded programmes~~.

Gender

Field number	**LN16**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**Gender***	Mandatory for	**All learners**

Description	Gender of the learner.
Reason required	For analysis of the structure and nature of the learner population, and for allocating and checking ULIs.

Valid entries	**M**	Male
	F	Female
	O	Other

Notes	The gender type indicated by the learner should be recorded.
	In those instances where an existing learner indicates that they wish to be recorded as a different gender, providers should update their records accordingly.
	O - Other can be used to record learners who do not associate themselves with a binary gender identity of Male or Female.
	Where this learner has previously been in learning with the same provider, the same **LearnerID** (Learner identifier with provider) should be used when recording new details on the LLWR.

All validation rules are prefixed by **Learner.Gender**

> **.1** Gender must be in the Welsh Government valid entry list.

Ethnic origin

Field number	**LN17**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**Ethnicity***	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	**39**	Other Asian background
	21	Black – Caribbean	**41**	Mixed – White and Black Caribbean
	22	Black – African	**42**	Mixed – White and Black African
	29	Other Black background	**43**	Mixed – White and Asian
	31	Asian – Indian	**49**	Other Mixed background
	32	Asian – Pakistani	**50**	Arab
	33	Asian – Bangladeshi	**80**	Other Ethnic background
	34	Chinese	**90**	Information refused
			99	Not known

Notes	The information should be recorded according to the learner's own identification.
	Providers should not estimate the information where the learner declines to provide it.
	This field will be combined with **NationalID** to give subcategories, such as White – Welsh.
	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"
	Code 90 may be used where a WBL learner refuses to provide information on their ethnic origin; however, the provider must keep evidence to demonstrate that it has asked the learner for the information.

All validation rules are prefixed by **Learner.Ethnicity**
   .1   Ethnicity must be in the Welsh Government valid entry list.

National identity

Field number	**LN18**	Field length	**3**
		Field type	**Alphanumeric**
Field Name	**NationalID***	Mandatory for	<mark>**All Learners**</mark>

Description	National identity of learner.
Reason required	To allow analysis according to national identity, as perceived by the learner.

Valid entries	**WAL** Welsh **ENG** English **SCO** Scottish **IRE** Irish **BRI** British **OTH** Other **NKN** Not known/not required **NOR** No response

Notes	The national identity should be identified by the learner only. It is not necessarily the nationality as shown on the learner's passport. This field will be combined with **<u>Ethnicity</u>** to give subcategories, such as White – Welsh.

All validation rules are prefixed by **Learner.NationalID**
> **.1**   NationalID must be in the Welsh Government valid entry list.

School last attended

Field number	**LN20**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**LastSchool***		**This field is optional**

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 2**.
	S9999999 Not known/not required

Notes	The codes supplied in the look-up table on LLWR-Inform should be used. If a school no longer exists (and therefore is not included in the list on LLWR-Inform), but this was due to, for example, a merger or a change of name, the new code should be used where known.
	LastSchool should be collected for learners aged 21 or under at start of learning (Note: not known codes or NULL will still be allowed for young learners).
	This information is regarded as strictly confidential and will not be accessible outside Welsh Government.
	This field will provide data for linking learner details to establish correct unique learner identifiers and should be provided wherever possible. Where the learner is unwilling to provide the information, "S9999999" should be recorded.
	This field should only record the last school attended, **not the last FE institution, WBL provider or ACL provider attended**.

All validation rules are prefixed by **Learner.LastSchool**

 .1   LastSchool must be in the Welsh Government valid entry list and must begin with an 'S' or 'Z' if not submitted NULL

Year left school

Field number	**LN21**	Field length	**4**
		Field type	**Numeric**
Field Name	**YearLeftSchool***		**This field is optional**

Description	The year the learner left the school indicated in **LastSchool**.
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.
	YearLeftSchool should be collected for learners aged 21 or under at start of learning (Note: not known codes or NULL will still be allowed for young learners).
	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.

All validation rules are prefixed by **Learner.YearLeftSchool**

   .1   Where an actual DOB is provided the YearLeftSchool must be after that date if not submitted NULL.

Learning programme (LP) dataset

(Validation rules: the wording describes situations which will allow data to be accepted)

Field name	Code	Description	Page
ULI	**LP01**	Unique learner identifier	43
LearnerID	**LP02**	Learner identifier with provider	44
ProviderID	**LP03**	Provider identifier	45
ProgrammeID	**LP04**	Learning programme identifier	46
ProvLPRef	**LP75**	Learning reference used by provider	47
ReleaseDate	**LP06**	Data release date	48
GDPR	**LP83**	GDPR Indicator	49
Domicile	**LP08**	Country of domicile	50
StartPostcode	**LP09**	Postcode (at start of learning programme)	51
LocalAuthority	**LP10**	Unitary authority code	52
LPStartDate	**LP73**	Programme Start Date	53
LPCode	**LP74**	Learning Programme Code	55
LPType	**LP17**	Type of learning programme	56
SpecialProgramme	**LP51**	Special programme funding rules	57
LPExpectedEnd	**LP77**	Expected End Date	59
StartEmpStatus	**LP11**	Employment status at start of programme	60
HouseholdStatus	**LP78**	Household Status	61
UnempLength	**LP18**	Length of non-employed status before learning	62
EmpName	**LP12**	Employer name	63
EmpPostcode	**LP13**	Employer postcode	64
EmpLength	**LP68**	Length of employment with same employer	65
WorkingHours	**LP61**	Hours worked per week	66
EmpSMECode	**LP47**	SME indicator code	67
EmpSize	**LP62**	Size of employer	68
ApprenticeLevy	**LP82**	Apprenticeship Levy Indicator	69
StartHighQual	**LP22**	Level of highest qualification achieved prior to learning programme	70
StartWelshQual	**LP67**	Level of highest Welsh language qualification achieved prior to learning programme	71
WelshSpeaker	**LP23**	Welsh speaker indicator	72
TotalFees	**LP26**	Total fees paid for the learning programme	73
FeeSource	**LP28**	Major source of fees	74
DisabilityStatus	**LP29**	Disability and/or learning difficulty	75
DisabilityType	**LP30**	Primary type of disability and/or learning difficulty	76
DisabilityType2	**LP31**	Secondary type of disability and/or learning difficulty	77
LLDDCode	**LP76**	LLDD indicator	77
LPProvSpec1	**LP44**	Provider specified field 1	78
LPProvSpec2	**LP45**	Provider specified field 2	79

Field name	Code	Description	Page
Subcontractor	**LP63**	Subcontractor delivering programme	80
Subcontractor2	**LP81**	Second Tier Sub-Contractor	81
SICCode	**LP64**	Lower level Standard Industrial Classification 2007 (SIC) 5 digit code	82
SectorCode	**LP66**	Sector framework code 2011	84
HoursEstCB	**LP69**	Estimated Centre Based Hours	86
HoursEstWB	**LP70**	Estimated Work Based Hours	87
HoursActCB	**LP71**	Actual Centre Based Hours	88
HoursActWB	**LP72**	Actual Work Based Hours	89
HealthCond	**LP56**	Work-limiting health condition	90
MigrantWorker	**LP60**	Migrant worker indicator	91
LPEndDate	**LP55**	Date terminated learning programme	92
TermReason	**LP41**	Reason for termination of learning programme	93
ImmediateDest	**LP79**	Immediate destination	94
Destination	**LP42**	Destination within three months of leaving	96
CaringResp	**LP80**	Caring Responsibility	97

ULI (Unique learner identifier)

Field number	**LP01**	Field length	**13**
		Field type	**Alphanumeric**
Field Name	**ULI***	Mandatory for	**All learners**

Description	A unique identifier for each learner.
	This will be determined by the Welsh Government.
	Format "Lnnnnnnnnnnnn".
Reason required	To allow datasets to be linked, and to allow tracking of learners throughout their lifetime.

Valid entries	"L" & any combination of numerics with check digit.

Notes	ULI to be supplied by Welsh Government on receipt of the Learner dataset.
	ULI is the same across all datasets.

Learner identifier with provider

Field number	**LP02**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**LearnerID***	Mandatory for	**All learners**

Description	An identifier number for the learner, allocated by the learning provider.
Reason required	To assist the provider in identifying the learner.

Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).

Notes	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.
	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.
	LearnerID is the same across all datasets.
	This field is part of the Learning Programme (LP) compound key for the record.

All validation rules are prefixed by **Programme.LearnerID**

.1 LearnerID must be at least one alphanumerical character long and can contain a to z, A to Z, 0 to 9, -,[space], '.

Provider identifier

Field number	**LP03**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**ProviderID***	Mandatory for	**All learners**

Description	An identifier code for the provider, as allocated by the Welsh Government.
Reason required	To enable the learning provider to be identified.

Valid entries	As defined by the Welsh Government on LLWR-Inform.

Notes	A full list of the Welsh Government provider reference codes is provided on LLWR-Inform, with guidance **Annex 2** of this manual**.**
	Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.
	ProviderID is the same across all datasets.

Learning programme identifier

Field number	**LP04**		Field length	**10**
			Field type	**Alphanumeric**
Field Name	**ProgrammeID***		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 them.

Valid entries	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format "nnddmmyyyy".

Notes	**Annex 1** contains a detailed definition of a Learning Programme.
	The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.
	ProgrammeID is the same across all datasets.
	This field is part of the Learning Programme (LP) compound key for the record.

All validation rules are prefixed by **Programme.ProgrammeID**

- **.1** ProgrammeID must be in correct format.
- **.2** Characters 3-10 of **ProgrammeID** must show a date that is before the current date.
- **.3** **LearnerID, ProviderID**, **ProgrammeID** combination must be unique.
- **.4** **DOB** must show a date that is before or equal to the date of last eight characters of **ProgrammeID** (i.e. the date of first registration to the Learning Programme) and is not "9999-12-31".

Learning programme reference used by provider

Field number	**LP75**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**ProvLPRef***	Mandatory for	**Learners on WBL and FE programmes**

Description	Identifier for learning programmes.
Reason required	To assist FE Institutions in identifying programmes by their own individual reference codes and to provide an alternative learning programme reference to facilitate the correction of errors identified during validation.
	For WBL providers this field is used to identify where ESF evidence requirements have been collected.

Valid entries	For FE Programmes - Any text assigned by providers for internal reference purposes.
	0 - Not Applicable
	For WBL Programmes – The field must not be left blank and should be recorded with one of the following single character values as appropriate:
	'**Y**' - For each learner where all evidence is collected including where self-declaration is permissible or, for example, 'no qualification' is declared by the learner
	'**N**' All necessary ESF evidence cannot be obtained (from 1 March 2016, any new apprenticeship starts with this entry will not be eligible for WBL funding)
	'**P**' - The provider is still gathering ESF evidence – this is expected to be a short term value (from 1 March 2016, any new apprenticeship starts with this entry will not be eligible for WBL funding)
	NQ - The apprentice has qualifications on entry at level 3 or higher, is recorded on a level 2 programme and does not intend to progress to a level 3 apprenticeship
	NW - The location of the apprentice's employment is outside Wales

Notes	This identifier must **not** contain personal identifiable data e.g. full surname or full National Insurance number must not be used.
	A complete list of ESF eligibility requirements is available in the WBL4 Programme Specification.

All validation rules are prefixed by **Programme.ProvLPRef**

.1   ProvLPRef must include at least one alphanumerical character and contain a to z, A to Z, 0 to 9, &, +, /, [space], ', " or .

Data Release Date

Field number	**LP06**	Field length	
		Field type	**Date**
Field Name	**ReleaseDate**		**This field is optional**

Description	Date the learner agreed for Welsh Government to use data for non-statutory follow-up activities, including surveys.
Reason required	To ensure that confidential information is only released for non-statutory follow-up activities where the learner has given consent.

Valid entries	**For learners starting their learning programme on or after 01/08/2014 this field must be submitted with a NULL value.**
	For learners registered before 1 August 2014 the value recorded for this field should continue to be submitted (including 9999-12-31).
	Valid date in the format "ddmmyyyy".
	9999-12-31 Permission not given/data not required

Notes	Prior to 1 August 2014, all learners were asked on registration whether their data could be used by Welsh Government for non-statutory follow-up activities. Only learners who gave permission will be approached for non-statutory follow-up monitoring activities by Welsh Government.
	For learners who started on or after 1 August 2014, the learner 'opt-out' was removed and the **LLWR Privacy Notice** was updated accordingly.

GDPR Indicator

Field number	**LP83**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**GDPR**		**All learners** (see notes)

Description   To record learner consent in compliance with the General Data Protection Regulations.

Reason required   To ensure compliance with the General Data Protection Regulations.

Valid entries   To be determined

Notes   The General Data Protection Regulations come into effect from May 2018. This field has been added to the collection to ensure compliance with these regulations within the 2017/18 Academic Year.

The exact values to be collected will be determined at a later stage with advance notice being given to ensure the timely collection of this information.

All validation rules are prefixed by **Programme.GDPR**

.1   GDPR must be in the Welsh Government valid entry list at the start of the programme.

Domicile

Field number	**LP08**	Field length	**4**
		Field type	**Alphanumeric**
Field Name	**Domicile***	Mandatory for	<mark>**All Learners**</mark>

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	Any valid code within the lookup table on the LLWR-Inform website under Documents/LLWR Lookups/Lookups **at: https://Education-Portal-Service.gov.wales**

Notes	Domicile is the country in which the learner has his/her permanent home prior to learning.
	Acceptable values will be cross referenced against the date ranges contained within the Domicile lookup table on LLWR-Inform using the value recorded in LPStartDate.
	Only the Alpha-2 code should be used when submitting data.

All validation rules are prefixed by **Programme.Domicile**

  .1   Domicile must be in the Welsh Government valid entry list at the start of the programme.

Postcode (at start of learning programme)

Field number	**LP09**		Field length	**8**
			Field type	**Alphanumeric**
Field Name	**StartPostcode***		Mandatory for	**All learners**

Description	Postcode of the learner at start of their Learning Programme.
Reason required	For demographic analysis, and geographic allocation of funding, as well as determining eligibility for European Social Fund (ESF) funding. **This field is used by the Post 16 Planning and Funding Framework.**

Valid entries	Any valid postcode character string. **88888888 Overseas Learner (All Programmes)** 99999999 Not known

Notes	**For FE, ACL and WBL programmes:** This field records data at the start of learning, therefore this field must not be amended if the learner subsequently moves. 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. 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. WBL learners living outside the UK should be recorded with "88888888". **General Notes:** The post code for British Forces Posted Overseas is "NW7 1PX". This field is critical in determining ESF eligibility (e.g. it allows differentiation between different ESF programmes), and provides other information relating to geographical monitoring of projects for ESF reporting/claims purposes. If a Traineeship learner is deemed as homeless then the provider is expected to put the postcode of the main centre of learning with a note in the learner file explaining the situation.

All validation rules are prefixed by **Programme.StartPostcode**

- **.1** StartPostCode must be in the Welsh Government valid entry list.
- **.2** For Programmes starting on or after "2012-08-01" **StartPostCode** must not be "00000000".
- **.3** ~~StartPostcode can only be '88888888' for HE Learners starting on or after 2015-08-01.~~
- **.4** All Work Based Learning Programmes starting on or after 1 January 2015 must have a valid postcode.

Unitary authority code

Field number	**LP10**	Field length	**3**
		Field type	**Alphanumeric**
Field Name	**LocalAuthority***	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	**Acceptable values will be cross referenced against the date ranges contained within the LocalAuthority lookup table on LLWR-Inform using the value recorded in LPStartDate.**

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

| Notes | Where a valid postcode is given in **StartPostCode**, this field may be completed with "998" – not known, and the Welsh Government will use the postcode to calculate the unitary authority. If **StartPostCode** is "99999999", then LocalAuthority must **NOT** be "998".

This field records data at the start of learning, therefore this field must not be amended if the learner subsequently moves. |
|---|---|

All validation rules are prefixed by **Programme.LocalAuthority**

   .1   LocalAuthority must be in the Welsh Government valid entry list at the start of the programme.

   .3   Where the **StartPostCode** is "99999999", LocalAuthority must not be "998".

Programme Start Date

Field number	**LP73**	Field length	
		Field type	**Date**
Field Name	**LPStartDate***	Mandatory for	**All learners**

Description	Recording the start date of the learning programme.
Reason required	To monitor the length of time taken to complete the learning programme.
	To determine whether the learner is undertaking learning on a given date.
	This field informs eligibility for Welsh Government and ESF funding.
Valid entries	Any valid date, **not in the future from date of submission**.
	9999-12-31 Default Value
Notes	In the case of open or distance learning or e-learning, the date on which the first course material is sent or presented to the learner should be recorded.
	Estimated start dates in the future at the date of submission are to be deemed invalid, as only events that have occurred should be reported.
	This field will be used as the start date of the learning programme and should therefore match the earliest activity start date at the date of first submission. **The value in this field must not change after that point, even if the earliest associated LAStartDate does change**.
	This field will also be used for validation purposes to ensure that entries submitted within other fields are valid. This will ensure that data submitted to the LLWR is correct depending on when the learning programme commenced. Please check the Notes section of individual fields to identify where this is the case.

All validation rules are prefixed by **Programme.LPStartDate**

    .1   LPStartDate must not be in future of current submission date except for "9999-12-31".

    .2   LPStartDate must not be greater than the LPEndDate for the Programme

Learning Programme Code

Field number	**LP74**	Field length	**12**
		Field type	**Alphanumeric**
Field Name	**LPCode***	Mandatory for	**FE learners**

Description	Learning Programme Code being followed from 2014 onwards.
Reason required	To monitor FE learning within the Post 16 Planning and Funding Framework from 1 August 2014 onwards. **This field informs FE funding.**

Valid entries	Any valid Learning Programme Code (from LPCODE lookup table on LLWR-Inform (**https://Education-Portal-Service.gov.wales**) under /Documents/LLWR Lookups/Lookups.). **From 1 August 2017, we no longer collect information relating to learning programmes not funded by the Welsh Government. This includes full cost recovery or non-eligible programmes. Please see Section 3 for more information.** **Please note that non fundable programmes can continue to be recorded on Provider's MIS systems but these will no longer be accepted by LLWR from 1 August 2017 onwards.** The main qualification should be identified in **LAType** for all full-time programmes. From 1 August 2015, this field is optional and can be submitted NULL for WBL programmes.

Notes	Any queries relating to the Learning Programme Code should be sent to **post16planningandfunding@gov.wales**.

All validation rules are prefixed by **Programme.LPCode**

- .1 LPCode must be in Welsh Government list and is not NULL.
- .2 LPCode must not be NULL for FE programmes.
- .3 Only Welsh For Adults programmes can use Welsh For Adults Learning programme codes.
- .4 Only part time programmes can be recorded as SPF in SpecialProgramme.
- .5 A learner cannot be recorded as continuing on more than one full time FE programme at the same time, at the same college.

Type of learning programme

Field number	**LP17**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**LPType***	Mandatory for	**All learners**

Description	Main type of learning for the programme.
Reason required	To monitor the type of learning programmes being undertaken.
	This field informs WBL funding.

Valid entries:

Acceptable values will be cross referenced against the date ranges contained within the LPType lookup table on LLWR-Inform using the value recorded in LPStartDate.

WBL programmes

08	Other WBL programme
31	Traineeship - Engagement
32	Traineeship – Level 1
33	Traineeship - Bridge-to-Employment
36	Flexible Learning (**Not to be used from 1 April 2015 onwards**)
37	Foundation Apprenticeship
38	Apprenticeship
39	Higher Apprenticeship
41	Shared Foundation Apprenticeship (L2)
42	Shared Apprenticeship (L3)
43	Work Ready – Learning for Work **(Not to be used from 30 Sept 2016 onwards)**
44	Work Ready – Routeways **(Not to be used from 30 Sept 2016 onwards)**

ACL programmes

17	Welsh for Adults
30	ACL (Adult Community Learning)

FE programmes

71	Access to FE
72	Access to HE
80	Welsh Baccalaureate
81	Baccalaureate (other)
92	Other FE

HE programmes

53	Foundation Degree
54	HE postgraduate
55	HE professional or HE vocational programme
56	HE First Degree
57	HND
58	HNC
59	Other Undergraduate Qualification

Notes **Adult Community Learning Code "30"**

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

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

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

All validation rules are prefixed by **Programme.LPType**

- **.1** LPType must be in the Welsh Government valid entry list at the start of the programme.
- **.2** For learners on the Pathways to Apprenticeship **LPType**, the **StartEmpStatus** must be "2" or "3".
- **.3** Learners on the historical Pathways to Apprenticeship **LPType** cannot work more than 16 hours in **WorkingHours**.
- **.4** All Work Based Learners must have a valid **National Insurance Number**.
- **.5** All Work Based Learners must have a valid **DOB**.
- **.8** FE Providers should only use LPTypes "08", "17", "21", "30-46", "53-59", "71-72", "80-81" or "92"
- **.9** Work Based Learners must not record "99" in **Ethnicity**.

Special programme funding rules

Field number	**LP51**	Field length	**3**
		Field type	**Alphanumeric**
Field Name	**SpecialProgramme***		**This field is optional**

Description	Code for special or short-term programmes.
Reason required	To facilitate funding of specific Learning Programmes.

Valid entries	**For learners starting their learning programme on or after 01/08/2015 this field can be submitted with a NULL value.**
	000 Not required
	or a valid code as determined by Welsh Government.
	Work based learning providers
	Providers will be informed of relevant codes as and when they are required.
	Queries regarding WBL SpecialProgramme codes should be sent to askwbl@gov.wales
	FE institutions
	From 1 August 2014, post-19 learners who are undertaking part-time FE programmes and meet the specification of the Skills Priority FE Fund should be recorded using "SPF" in this field.
	Queries regarding FE SpecialProgramme codes should be sent to post16planningandfunding@gov.wales.

Notes	Any codes used without such agreement may be accepted in the LLWR but will not give rise to special funding for the activity.
	For more information on the FE requirement, please see the **Skills Priority FE Fund Guidance Document**.

All validation rules are prefixed by **Programme.SpecialProgramme**

.1   SpecialProgramme must be "000" or a sequence of uppercase alphabetic characters when not submitted NULL.

Expected End Date

Field number	**LP77**	Field length	
		Field type	**Date**
Field Name	**LPExpectedEnd***	Mandatory for	**All Learners**

Description	Expected end date of the learning programme.
Reason required	To monitor the length of time taken to complete the learning programme.

Valid entries	Any valid date
	9999-12-31 **(Default)**

Notes	This field should show the date when the learning programme is expected to be completed – not the date of receipt of examination/assessment results.
	An estimated end date is required for all learning programmes starting after 1 August 2014. For open ended programmes, a notional date based on the average time for learners to complete the programme should be provided.

All validation rules are prefixed by **Programme.LPExpectedEnd**

.1 The LPExpectedEnd of the learning programme must not be before its Start Date.

Employment status at start of programme

Field number	**LP11**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**StartEmpStatus***	Mandatory for	**All learners**

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

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the StartEmpStatus lookup table on LLWR-Inform using the value recorded in LPStartDate.**

1	Employed (excluding self-employed)
2	Non-employed and not available for/not seeking employment (**not to be used from 1 April 2015**)
3	Unemployed (**not to be used from 1 November 2016**)
5	Self employed
6	Economically inactive (excluding full time education and training)
7	Full-time education or training
8	Other (including part-time education or training)
9	Short Term Unemployed
0	Long Term Unemployed
4	Not known

Notes	Do not amend if changes to employment status occur later in the programme. This field will be of critical importance in determining ESF funding eligibility.
	FE and ACL learners should be recorded using the code that applies on the **day they start their programme**.
	Work-based learners should be recorded using the code that applies on the **day before the start of their programme**.
	Code **1** should be used for all employed learners, regardless of whether their employment is full- or part-time. **WorkingHours** will be used to determine the number of hours worked.
	Code **6** should be used for learners who have been neither employed nor

seeking work prior to their programme. This would include, for example, those with full-time parental or caring responsibilities, and those for whom long-term sickness or disability has prevented participation in employment.

Code **7** should be used when, prior to the first day of their programme, a learner has been in education or training for 16 hours or more per week. Learning programmes of less than 16 hours should be recorded using Code **8**.

Code **9 (Short-term unemployed**) is defined as:

- Youth (under 25 years of age at the start of the programme) – less than 6 months continuous spell of unemployment.

- Adult (25 years of age or more at the start of the programme) – less than 12 months continuous spell of unemployment.

Code **0 (Long-term unemployed**) is defined as:

- Youth (under 25 years of age at the start of the programme) – more than 6 months continuous spell of unemployment.

- Adult (25 years of age or more at the start of the programme) – more than 12 months continuous spell of unemployment.

For more information on the FE requirement, please see the **Skills Priority FE Fund Guidance Document**.

All validation rules are prefixed by **Programme.StartEmpStatus**

    .1   StartEmpStatus must be in the Welsh Government valid entry list at the start of the programme.

    .3   Where the **LPType** is a traineeship code, the StartEmpStatus must be "3","9" or "0".

    .4   Where the StartEmpStatus="1" the learner must be over the age of 15 (as at date of submission). This is based on **DOB**.

    .5   Any learner registered on a Welsh Government funded WBL **LPType** must be employed or seeking employment.

Household Status

Field number	**LP78**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**HouseholdStatus***	Mandatory for	**WBL learners**

Description	The Household Status of the learner at the start of the Programme.
Reason required	Requirement of the Welsh European Funding Office (WEFO) to identify the household status of learners **This field is required to draw down ESF funding.**
Valid entries	**A valid entry should be recorded in this field for all WBL learners terminating their programme on or after 1 January 2015. For learners terminating their learning programme on or before 31 December 2014 this field can be submitted with a NULL value.** **Acceptable values (including NULL) will be cross referenced against the date ranges contained within the HouseholdStatus lookup table on LLWR-Inform using the value recorded in LPStartDate.** 01 - Living in a jobless household 02 - Living in a jobless household with dependent children 03 - Living in a single adult household with dependent children 04 - Homeless or affected by housing exclusion 05 - Any other household 06 - Information refused 07 – Living in a single adult household 99 - Not known
Notes	As apprentices are employed at the start of their programme, codes "01" and "02" should not be used. However, the remaining codes should be recorded as appropriate. Code 06 may be used where a learner refuses to provide information on their household status; however, the provider must keep evidence to demonstrate that it has asked the learner for the information on their household status Code 04 may be used where the learner is threatened with homelessness and is likely to become homeless within 56 days of the start of the programme.

All validation rules are prefixed by **Programme. HouseholdStatus**

	.1	HouseholdStatus must be in Welsh Government valid entry list at the start of the Programme
	.2	HouseholdStatus must not be '01', '02' or NULL for Apprenticeships starting on or after 1 January 2015.
	.3	HouseholdStatus must not be NULL or '99' for WBL learners terminating their programme on or after 1 January 2015.

Length of non-employed status before learning

Field number	**LP18**	Field length	**3**
		Field type	**Numeric**
Field Name	**UnempLength**	Mandatory for	**This field is optional**

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 requirements.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the UnempLength lookup table on LLWR-Inform using the value recorded in LPStartDate.**
	Number of months of continuous non-employment padded with leading zeros (e.g. 12 months coded as "012"), or:
	000 Employed before learning 888 Non-employed for less than one complete month 999 Not required
	From 1 August 2015, this field is optional and can be submitted NULL for FE and ACL programmes.

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.
	The length of time (i.e. of continuous non-employment) which providers should record in UNEMPLENGTH should reflect the length of time that the learner was continuously out of work **before starting employment or starting their learning programme - whichever came first.**

All validation rules are prefixed by **Programme.UnempLength**

.1   UnempLength must be in the Welsh Government valid entry list at the start of the programme.

Employer name

Field number	**LP12**	Field length	**60**
		Field type	**Alphanumeric**
Field Name	**EmpName***	Mandatory for	**FE and WBL learners (see notes)**

Description	Name of employer or placement provider of learner at the **start** of the Learning Programme.
Reason required	To assist with learner tracking and labour market intelligence.
	From 1 August 2014, this will apply to post-19 learners who are undertaking part-time FE programmes and meet the specification of the Skills Priority FE Fund
	This field informs funding.
Valid entries	Valid name or (left justified):
	1 Not known
	2 Not requested/not required
Notes	This field must be completed for learners on work related programmes at the start of the programme and not changed unless to correct an error.
	Where a learner has more than one employer, the name of the employer which provides the main or most relevant work should be returned. Information on the placement employer should be returned for non-employed learners on WBL programmes.
	• **Code "1"** – can be used where the employer's name is not known (not to be used for work-related programmes).
	• **Code "2"** - can be used for learners who are not on work-related programmes.
	• NULL can also be submitted for learners who are not on work related programmes.
	This field must be completed for all learners whose learning is related to their work; employed learners on WBL programmes; and FE Learners who are employed on specific learning programmes (as identified in the **Skills Priority FE Fund Guidance Document**).
	If the learner is on a non-apprenticeship WBL programme and learning is undertaken in a learning centre (i.e. not on a placement), the value "CENTRE" must be input into EmpName and the value "99999999" returned in **EmpPostcode**.

All validation rules are prefixed by **Programme.EmpName**
  .1   EmpName must be at least one alphanumeric character long and contain a to z, A to Z, 0 to 9, -,[space], (), ',.,&,/ and is not NULL
  .2   All Apprenticeship Programmes must have an employer name.

Employer postcode

Field number	**LP13**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**EmpPostcode***	Mandatory for	**FE and WBL learners (see notes)**

Description	Postcode of employer of learner at the **start** of the Learning Programme.
Reason required	To assist with learner tracking, labour market intelligence and for demographic analysis and the geographical allocation of funding, as well as determining eligibility for ESF funding.
	From 1 August 2014, this will apply to Post 19 learners who are undertaking part time FE programmes and meet the specification of the Skills Priority FE Fund.
	This field informs funding.

Valid entries	Valid postcodes.
	99999999 Not known/not required

Notes	This field must be completed for learners on work related programmes at the start of the programme and not changed unless to correct an error.
	If the head office address is used and it is based outside Wales then this will automatically make the learner ineligible for ESF funding. To meet ESF requirements, head office addresses are insufficient; the employer address must be where the apprentice is based – and for those not based at a fixed location, where predominantly based. Information on placement employer must be returned for non-employed learners on WBL programmes.
	The postcode must relate to the employer shown in **EmpName**. The name (**EmpName**) and postcode will be used to identify employers and to allow more detailed analysis.
	If the learner is on a non-apprenticeship WBL programme and learning is undertaken in a learning centre (i.e. not on a placement), the value "CENTRE" must be input into EmpName and the value "99999999" returned in **EmpPostcode**.
	For more information on the FE requirement, please see the **Skills Priority FE Fund Guidance Document**.

All validation rules are prefixed by **Programme.EmpPostcode**
> **.1**   EmpPostCode must be in the correct format.
> **.2**   All Apprenticeship programmes starting on or after 1 January 2017 must have a valid employer postcode.

Length of employment with same employer

Field number	**LP68**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**EmpLength***	Mandatory for	**Apprenticeships**

Description	The length of time that a learner has been with the same employer prior to commencing the learning programme.
Reason required	To inform monitoring of Apprenticeship participation and future policy
Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the EmpLength lookup table on LLWR-Inform using the value recorded in LPStartDate.** 0 Not employed with same employer prior to commencing learning programme. 1 1 day to less than 3 months 2 3 months to less than 6 months 3 6 months to less than 12 months 4 12 months or more 9 Not applicable
Notes	Only required for apprenticeship programmes codes "37"-"39" and "41-"42" in **LPType.** From 1 August 2015, this field is optional and can be submitted NULL for non-apprenticeship programmes. This is the length of employment that the learner has been with the same employer that is sponsoring the learning programme. **Example 1** 3 months' employment with employer ABC who then sponsors the learning programme would be coded as "2". **Example 2** 3 months' employment with employer ABC but learning programme sponsored by a different employer DEF (including a subsidiary company) would be coded as "0".

All validation rules are prefixed by **Programme.EmpLength**

 .1 EmpLength must be on Welsh Government valid entry list at the start of the programme.
 .2 For Apprenticeship **LPType** starting on or after "2013-08-01" **EmpLength** must not be "9" or NULL.
 .3 Where the **LPType** is an apprenticeship code, EmpLength and **StartEmpStatus** must both show that the learner is employed.

Hours worked per week

Field number	**LP61**	Field length	**3**
		Field type	**Numeric**
Field Name	**WorkingHours***	Mandatory for	**FE and WBL Learners**

Description	Details of hours worked per week by learner.
Reason required	Requirement of Welsh European Funding Office (WEFO) that hours worked can be identified specifically for WBL programmes.

From 1 August 2014, this will apply to Post 19 learners who are undertaking part time FE programmes and meet the specification of the Skills Priority FE Fund. |
| Valid entries | Whole number (rounded down to nearest hour). The value can be padded with leading zeros (i.e. "010" for 10 hours) if required, or

999 Not applicable |
| Notes | If a learner is employed, then the number of gross hours worked per typical week should be provided.

From 1 August 2015, this field is optional and can be submitted NULL for non-employed learners.

For reporting purposes, those who work 30 hours or less will be classified by WEFO as working part-time and those working over 30 hours will be classified as working full-time.

For more information on the FE requirement, please see the **Skills Priority FE Fund Guidance Document**. |

All validation rules are prefixed by **Programme.WorkingHours**

.1   WorkingHours must be in correct format if not submitted NULL.
.2   For employed learners Working Hours must not be "999" or NULL
.3   WorkingHours must be "63" or below (excluding "999").
.4   WorkingHours must not be recorded as Zero for Apprenticeship programmes.

SME indicator code

Field number	**LP47**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**EmpSMECode***	Mandatory for	**Apprenticeships**

Description	Indicator of status of employer as public, private or third sector Small and Medium Enterprise (SME) or non-SME, as confirmed in the relevant signed **SME4** form.
Reason required	To monitor whether the employer of a learner is an SME. Information will be used for ESF monitoring. **This field is required to draw down ESF funding.**
Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the Domicile lookup table on LLWR-Inform using the value recorded in LPStartDate.** 2 Learner not employed 3 Employer does not meet SME criteria and is a Public Sector organisation 4 Employer does not meet SME criteria and is a Private Sector organisation 5 Employer meets SME criteria and is a Public Sector organisation 6 Employer meets SME criteria and is a Private Sector organisation 7 Employer meets SME criteria and is a third sector organisation 8 Employer does not meet SME criteria and is a third sector organisation 9 Not required
Notes	If the learner is employed at **start** of Learning Programme (as indicated at **StartEmpStatus**), this field will record whether that employer was an SME at the start of the programme. Where the learner is not employed, as indicated at **StartEmpStatus**, please select code "2" or submit a NULL value. The SME status entered must be in accordance with guidance provided by the Welsh Government. This field has critical importance for determining eligibility for European funding and also to determine which specific ESF project the learner may be counted towards. **This field and the corresponding SME form will be subject to European audit. Providers are expected to use the correct code for starters from 1 August 2014.**

All validation rules are prefixed by **Programme.EmpSMECode**
- **.1**   **EmpSMECode** must be in the Welsh Government valid entry list at the start of the programme.
- **.2**   EmpSMECode must not be 9 or NULL for apprentices.

Size of employer

Field number	**LP62**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**EmpSize***	Mandatory for	**Apprenticeships**

Description	Details of the number of staff employed by a learner's employer at the **start** of the Learning Programme.
Reason required	**This field informs WBL funding.**
Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the EmpSize lookup table on LLWR-Inform using the value recorded in LPStartDate.** 1 0 - 1 employees 2 2 - 9 employees 3 10 – 49 employees 4 50 – 249 employees 5 250+ employees 9 Not applicable From 1 August 2015, this field is optional and can be submitted NULL for non-Apprenticeship programmes.
Notes	This should be established at the start of the learning programme for employed learners. This field will also help inform **StartEmpStatus** (SME Indicator). Employee count should be on FTE posts measured at UK level, not just at local outlet for non-franchise organisations.

All validation rules are prefixed by **Programme.EmpSize**

- **.1** EmpSize must be on Welsh Government valid entry list at the start of the programme.
- **.2** EmpSize must not be "9" or NULL for employed learners.
- **.3** Where the employer meets the "SME Criteria" in **EmpSMECode**, EmpSize must not be "5".
- **.4** Where the learner is on an apprenticeship programmes the EmpSize must not be coded 9 or NULL.

See also	**Recording of Employer SME Status on the LLWR**

Apprenticeship Levy Indicator

Field number	**LP82**	Field length	**2**
		Field type	**Alphanumeric**

Field Name	**ApprenticeLevy***	Mandatory for	**Apprenticeships**

Description	To identify whether an employer contributes to the apprenticeship levy.

Reason required	To monitor the number of employers contributing to the apprenticeship levy.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the ApprenticeLevy lookup table on LLWR-Inform using the value recorded in LPStartDate.**
	01 Yes – The employer does contribute to the Apprenticeship Levy
	02 No – The employer does not contribute to the Apprenticeship Levy

Notes -	This field is optional and is to be completed for all apprenticeship programmes starting on or after 1 August 2017

All validation rules are prefixed by **Programme.ApprenticeLevy**

.1   **ApprenticeLevy** must be on Welsh Government valid entry list at the start of the programme.

.2   **ApprenticeLevy** must not be NULL for Apprenticeship Programmes.

Level of highest qualification achieved prior to learning programme

Field number	**LP22**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**StartHighQual***	Mandatory for	**WBL learners**

Description	Level of highest qualification achieved prior to learning programme (CQFW equivalent).
Reason required	To assess the pattern and flow of entry by qualification and to enable Welsh Government to meet ESF eligibility requirements.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the StartHighQual lookup table on LLWR-Inform using the value recorded in LPStartDate.**

0	Pre-Entry level
E	CQFW Entry Level
1	CQFW Level 1 (e.g. QCF Level 1/GCSE D-G)
2	CQFW Level 2 (e.g. QCF Level 2/GCSE A*-C)
3	CQFW Level 3 (e.g. QCF 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 Degree
7	CQFW Level7/HE Masters Degree
8	CQFW Level 8/HE Doctorate
9	Not known/not required

Notes	The codes in this field should relate to the level of highest qualification achieved prior to the learning programme. For learners who do not have any formal qualifications code "0" (Pre-Entry level) should be used.
	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.
	See the "Downloadable Handbook" section at **www.cqfw.net** for information on CQFW descriptors.
	StartHighQual should be collected for full time FE learners are defined as those with >450 guided contact hours on a learning programme in a year. From 1 August 2015, this field is optional and can be submitted NULL for FE and ACL programmes.

All validation rules are prefixed by **Programme.StartHighQual**
- **.1** StartHighQual must be in Welsh Government valid entry list at the start of the programme.
- **.2** StartHighQual must not be "9" or NULL for WBL programmes.

Level of highest Welsh language qualification achieved prior to learning programme

Field number	**LP67**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**StartWelshQual***	Mandatory for	**All learners**

Description	Level of highest Welsh language qualification achieved prior to learning programme (CQFW equivalent).
Reason required	To allow linguistic progression to be analysed and to assess the pattern and flow of entry by qualification.
Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the StartWelshQual lookup table on LLWR-Inform using the value recorded in LPStartDate.**

Welsh second language

0	Welsh second language: Pre-Entry Level/no qualification
1	Welsh second language qualification: Entry level
2	Welsh second language qualification: Level 1 e.g. GCSE D-G
3	Welsh second language qualification: Level 2 e.g. GCSE A*-C
4	Welsh second language qualification: Levels 3 and above e.g. AS, A level

Welsh first language

5	Welsh first language: Pre-Entry Level/no qualification
6	Welsh first language qualification: Entry level
7	Welsh first language qualification: Level 1 e.g. GCSE D-G
8	Welsh first language qualification: Level 2 e.g. GCSE A*-C
9	Welsh first language qualification: Levels 3 and above e.g. AS, A level
A	Continuing learner (earliest activities prior to 2013), previous entries in **WelshSpeaker** apply.

Notes   Levels refer to CQFW equivalents. The list is not a hierarchy of qualifications.

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. Where a learner can speak Welsh but has no formal qualification in the language, code 5 should be used.

All validation rules are prefixed by **Programme.StartWelshQual**

.1   StartWelshQual must be on Welsh Government valid entry list at the start of the programme.

Welsh speaker indicator

Field number	**LP23**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**WelshSpeaker***	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	**Acceptable values will be cross referenced against the date ranges contained within the WelshSpeaker lookup table on LLWR-Inform using the value recorded in LPStartDate.** 1 Fluent Welsh speaker 2 Welsh speaker not fluent 3 Not Welsh speaker

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.

All validation rules are prefixed by **Programme.WelshSpeaker**
> **.1**   WelshSpeaker must be in the Welsh Government valid entry list at the start of the programme.

Total fees paid for learning programme

Field number	**LP26**	Field length	**5**
		Field type	**Alphanumeric**
Field Name	**TotalFees***	Mandatory for	**See notes section**

Description	Total amount of fees received (or expected to be received) by the provider from employers. This should be the total figure over the life of the programme (i.e. all the fees received for various learning activities and awards undertaken).
Reason required	To monitor the investment made by employers as part of the co-investment framework.

Valid entries	**For learners starting their learning programme on or before 31/03/2015 this field can be submitted with a NULL value.** **Acceptable values (including NULL) will be cross referenced against the date ranges contained within the TotalFees lookup table on LLWR-Inform using the value recorded in LPStartDate.** **The actual amount in pounds to the nearest whole pound.** **00000 – No fee is charged**

Notes	This field is optional and is to be completed for specific programmes where employer contributions are required in line with the Welsh Government framework for co-investment in skills.

All validation rules are prefixed by **Programme.TotalFees**
- **.1** TotalFees must be in the Welsh Government valid entry list at the start of the Programme .
- **.2** TotalFees must not be "00000" when **FeeSource** is "FS" or "SP".

See also	**Welsh Government framework for co-investment in skills**

Major source of fees

Field number	**LP28**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**FeeSource***	Mandatory for	**All learners**

Description	Main source of fees.
Reason required	To monitor sources of tuition fees

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the FeeSource lookup table on LLWR-Inform using the value recorded in LPStartDate.**

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
FS	Flexible Skills Programme
SP	Skills Priority Programme
90	No tuition fees received
99	Other/Not known

Notes	This field is to be completed for all learning programmes, whether the costs are met solely from private sources or not. Tuition fees are monies paid by learners or on their behalf to cover the tuition fees charged for the learning programme. Where there is an equal contribution from several sources of tuition fees, the source with the lowest code number should be selected. Codes "FS" and "SP" should be used where employer contributions are required in line with the Welsh Government framework for co-investment in skills.

All validation rules are prefixed by **Programme.FeeSource**

.1 FeeSource must be in the Welsh Government valid entry list at the start of the programme.

See also	**Welsh Government framework for co-investment in skills**

Disability and/or learning difficulty

Field number	**LP29**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**DisabilityStatus***		**This field is optional**

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	For learners starting their learning programme on or after 01/08/2014 this field can be submitted with a NULL value. **Acceptable values (including NULL) will be cross referenced against the date ranges contained within the DisabilityStatus lookup table on LLWR-Inform using the value recorded in LPStartDate.**

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.

All validation rules are prefixed by **Programme.DisabilityStatus**
- **.1** DisabilityStatus must be on Welsh Government valid entry list at the start of the Programme
- **.2** DisabilityStatus must not be "91" or "98" when the programme ends after "2008-08-01" (including "9999-12-31").
- **.3** DisabilityStatus must not be "98" when DisabilityType is "21" – "31".
- **.4** DisabilityStatus must not be "98" when DisabilityType2 is "21" – "31".

Primary type of disability and/or learning difficulty

Field number	**LP30**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**DisabilityType***	Mandatory for	**All learners**

Description	The primary type of disability and/or learning difficulty, as identified by the learner.
Reason required	To monitor the extent and effect of disability in post-16 learning in Wales.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the DisabilityType lookup table on LLWR-Inform using the value recorded in LPStartDate.**

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
92 Learner considers himself or herself to have a learning difficulty and/or disability but the type is not known or not declared

All validation rules are prefixed by **Programme.Disability**

- **.1** Disability must be in the Welsh Government valid entry list at the start of the programme.
- **.2** Disability must not be "92" when the Programme ends after 2014-08-01.
- **.3** For Programmes starting on or after "2013-08-01" **Disability** must be "21" - "31" , "32" - "36","91" or "92".

See also	**Recording of learners' learning difficulties and or disabilities on the LLWR**

Secondary type of disability and/or learning difficulty

Field number	**LP31**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**DisabilityType2***	**This field is optional**	

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	**For learners starting their learning programme on or after 01/08/2014 this field can be submitted with a NULL value. Acceptable values (including NULL) will be cross referenced against the date ranges contained within the Disability Type2 lookup table on LLWR-Inform using the value recorded in LPStartDate.**

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

All validation rules are prefixed by **Programme.DisabilityType2**

.1 DisabilityType2 must be on Welsh Government valid entry list at the start of the Programme

.2 DisabilityType2 must not be "21" – "31" and match DisabilityType.

.3 Where DisabilityType is "91", DisabilityType2 must also be "91".

.4 DisabilityType2 must be "21" – "30", "32"-"36", "91" when the LPEndDate is greater than or equal to "2013-08-01" (Including "9999-12-31").

See also	**Recording of learners' learning difficulties and or disabilities on the LLWR**

ALN Indicator

Field number	**LP76**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**LLDDCode***	Mandatory for	**All Learners**

Description	Additional Learning Support arising from additional learning needs.
Reason required	To allow funding for additional learning support for learners with additional learning needs (ALN) to be allocated and monitored.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the LLDDCode lookup table on LLWR-Inform using the value recorded in LPStartDate.**
	0 Learner does not have additional learning needs (ALN)/not required.
	1 Learner's support needs are met in a discrete setting
	2 Learner is accessing provision in a discrete setting and Additional Learning Support funding is utilised
	3 Learner's support needs are met in a mainstream setting
	4 Learner is accessing provision in a mainstream setting and Additional Learning Support funding is utilised

Notes   Additional Learning Support is direct support for learning which:

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

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

Additional Learning Support includes the provision of support which falls within the scope of Welsh Government Supplementary Funding. It also includes exceptional funding support for learners accessing provision in a discrete setting. A discrete setting is one where all the learners in the group require a similar level of support. Please refer to the Programmes Directory for further details of the programmes designed for ALN.

All validation rules are prefixed by **Programme.LLDDCode**

     .1   LLDDCode must be in Welsh Government valid entry list at the start of the programme.

See also	**http://gov.wales/topics/educationandskills/learningproviders/post-16-planning-and-funding/?lang=en**

Provider specified field 1

Field number	**LP44**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**LPProvSpec1**		**This field is optional**

Description	Optional field to assist processing for providers.
Reason required	To assist processing for providers.

Valid entries	Optional fields to assist processing for providers.

Notes	This identifier should **not** contain personal identifiable data e.g. full surname or full National Insurance number.

All validation rules are prefixed by **Programme.LPProvSpec1**

.1 LPProvSpec1 is an optional field that must contain a to z, A to Z, 0 to 9, -, (),[space], ' characters, if not submitted NULL

Provider specified field 2

Field number	**LP45**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**LPProvSpec2**		**This field is optional**

Description	Optional field to assist processing for providers.
Reason required	To assist processing for providers.

Valid entries	Optional field to assist processing for providers.

Notes	This identifier should **not** contain personal identifiable data e.g. full surname or full National Insurance number.

All validation rules are prefixed by **Programme.LPProvSpec2**

.1 LPProvSpec2 is an optional field that must contain a to z, A to Z, 0 to 9, -, (),[space], ' characters, if not submitted NULL

Subcontractor delivering programme

Field number	**LP63**	Field length	**8**
		Field type	**Alphanumeric**

Field Name	**Subcontractor***	Mandatory for	**WBL 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 learning provision that is delivered through consortium/first tier subcontractor arrangements to be identified.

Valid entries	A full list of the Welsh Government provider reference codes is provided on LLWR-Inform, with guidance **Annex 2** of this manual**.**
	00000000 No arrangement

Notes -	This field is optional and is to be completed for all WBL programmes.
	For WBL consortia
	Where WBL providers have entered into consortium arrangements, the consortium member (not the lead) delivering or managing full programme provision **must** be recorded. If a consortium member manages provision through subcontracting arrangements, the subcontractor **must** be recorded in **LAProvider**.
	Where the consortium lead delivers the programme they **must not** record their own code, but **must** record the code 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 code must be recorded in **LAProvider**.
	For WBL subcontracted provision
	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 (second tier subcontracting), the subcontractor delivering provision must be recorded in **LAProvider**.
	Please contact the LLWR mailbox if the provider is not listed on LLWR-Inform.

All validation rules are prefixed by **Programme.Subcontractor**

> **.1**   Subcontractor must be on Welsh Government valid entry list and not begin with "Z" or "S".
>
> **.2**   The Learning Provider must not record themselves as a Subcontractor.
>
> **.3**   Subcontractor must not be NULL for WBL Programmes.

Second Tier Sub-contractor

Field number	**LP81**		Field length	8
			Field type	**Alphanumeric**
Field Name	**Subcontractor2***		Mandatory for	**WBL learners**

Description	An identifier code for the provider delivering the entire learning programme to this learner through a second tier subcontractor arrangement.
Reason required	To enable learning provision that is delivered through second tier subcontractor arrangements to be identified.

Valid entries	A full list of the Welsh Government provider reference codes is provided on LLWR-Inform, with guidance at **Annex 2** of this manual. 00000000 No arrangement

Notes -	**This field is optional for FE and ACL programmes.** The contracted providers should always be recorded in **ProviderID**. Where the contracted provider enters into subcontracting or consortium arrangements, the subcontractor or consortium member should be recorded in **Subcontractor** (LP63). Where a first-tier subcontractor or consortium member (identified in **Subcontractor** (LP63)) further subcontracts delivery, the subcontractor carrying out the delivery of the programme should be recorded in **Subcontractor2**. This is referred to as second tier subcontracting arrangements. This field is mandatory for all WBL learners who are continuing into the 2017/18 Academic Year and all new starts from that Academic Year onwards. Where no second tier subcontracting arrangements exist, **Subcontractor2** (LP81) should be populated with 00000000. **For example:** Provider A has a subcontracting arrangement with Provider B. Provider B subcontracts with Provider C. Therefore: ProviderID (**LP03**) = Provider A Subcontractor (**LP63**) = Provider B Subcontractor2 (**LP81**) = Provider C Please contact the LLWR mailbox if the provider is not listed on LLWR-Inform.

All validation rules are prefixed by **Programme.Subcontractor2**

	.1	**Subcontractor2** must be on Welsh Government valid entry list and not begin with "Z" or "S".
	.2	The Learning Provider must not record themselves as a **Subcontractor2**.
	.3	**Subcontractor2** must not be NULL for WBL Programmes terminating on or after 1 August 2017.
	.4	**Subcontractor2** must not match **Subcontractor**

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

Field number	**LP64**	Field length	**5**
		Field type	**Numeric**
Field Name	**SICCode***	Mandatory for	**WBL Learners**

Description   Standard Industrial Classification (SIC2007) of employer at a 5 digit level.

Reason required   To monitor work-related programmes on an industrial sector on a lower level basis.

Valid entries   Lower level SIC code in the format nnnnn, where "nnnnn" is the 5 digit SIC2007 group. A full list of lower level SIC(2007) 5 digit codes can be obtained from: Lookup_SICCode and is available as a lookup table on LLWR-Inform (**https://Education-Portal-Service.gov.wales**) under Documents/LLWR Lookups/Lookups

Providers will be notified by the Welsh Government when there is a requirement for their project to complete this field.

This field is optional and where the SIC2007 code is not required, then this field should be completed with "00000" or submitted NULL.

Notes   The SIC code must relate to the employer shown in **EmpName**.

All validation rules are prefixed by **Programme.SICCode**
    .1   SICCode must be in the Welsh Government valid entry list when not submitted NULL.

Sector framework code 2011

Field number	**LP66**	Field length	**5**
		Field type	**Alphanumeric**
Field Name	**SectorCode***	Mandatory for	**Apprenticeships**

Description	Sector framework being followed from 2011 onwards.
Reason required	To monitor work-based learning within sector framework from 2011 onwards. **This field informs WBL funding.**
Valid entries	Sector Framework code (from SectorCode lookup table on LLWR-Inform (**https://Education-Portal-Service.gov.wales**) under /Documents/LLWR Lookups/Lookups.). 99999 Not required From 1 August 2015, this field is optional and can be submitted NULL for non-Apprenticeship programmes.
Notes	Codes other than "99999" or NULL are only required for Foundation Apprenticeships, Apprenticeships, Higher Apprenticeships and Flexible Learning. SectorCode should be recorded as at the start of the Learning Programme and should only be subsequently changed if found to be materially incorrect. All queries relating to SectorCode codes should be sent to <mark>askWBL@gov.wales</mark>

All validation rules are prefixed by **Programme.SectorCode**

    .1   SectorCode must be on Welsh Government list

    .2   For Apprentice **LPType**, the SectorCode must not be "99999" or NULL

    .3   For non Apprentice **LPType**, the SectorCode must be "99999" or NULL

Estimated Centre Based Hours

Field number	**LP69**	Field length	**4**
		Field type	**Numeric**
Field Name	**HoursEstCB***	Mandatory for:	**FE learners starting on or after 1 August 2016 or Traineeships learners starting on or after 1 April 2015**

Description	Estimated centre based hours at the beginning of the learning programme.
Reason required	Introduced to monitor the number of centre based hours estimated for the delivery of the learning programme.

Valid entries	0 – 3000	(This field can be padded with leading zeros)
	9999	Not applicable

This field informs funding calculations for Traineeships learners and the monitoring of programme values for FE programmes.

Notes	**Acceptable values will be cross referenced against the date ranges contained within the HoursEstCB lookup table on LLWR-Inform using the value recorded in LPStartDate.**

This field is required for collection for new Traineeship programmes starting on or after 1 April 2015 and for FE programmes starting on or after 1 August 2016. A NULL value will be accepted for all other programmes.

WBL Learners

The centre based hours should be estimated as accurately as possible at the start of a learner's learning Programme. For all Work Based Learning Programmes completed (i.e. **TermReason**='01') after 1 April 2015, **HoursEstCB** should **not** be revised to reflect the cumulative total of guided contact hours as this should be recorded in **HoursActCB** (Actual Work Based Hours).

FE learners

For FE learners this field should record the number of planned Centre Based Hours for the delivery of the entire Learning Programme.

Full-time programmes have durations of one academic year and the hours recorded against full-time programmes should be for one year only.

Part-time programmes may span more than one academic year and,

where this is the case, FE institutions should record the estimated hours for the entire programme and not the hours for the current academic year alone.

FE Example: If a course is planned to be delivered in 30 hours for 10 learners and one of those learners drops out after 5 weeks, or is ill for 3 of those hours, we would not expect the entry in this field to be amended. However, if a planned course of 30 hours is changed to a 20 hour course for all the learners, we would expect the hours to be amended for all learners.

Please refer to **Annex 1** for further details about this field.

All validation rules are prefixed by **Programme.HoursEstCB**

.1   HoursEstCB must be within the specified range at the start of the programme.

.2   For Traineeships starting on or after "2015-04-01", the date difference between **LPExpectedEnd** and **LPStartDate** plus 1 multiplied by 9 hours must not be less than the sum of HoursEstCB and HoursEstWB (excluding where these fields are "9999").

Estimated Work Based Hours

Field number	**LP70**	Field length	**4**
		Field type	**Numeric**
Field Name	**HoursEstWB***	Mandatory for:	**FE learners starting on or after 1 August 2016 or Traineeships learners starting on or after 1 April 2015**

Description	Estimated work based hours at the beginning of the learning programme.
Reason required	To monitor the number of work based hours estimated for the delivery of the learning programme.

Valid entries	0 – 3000	(This field can be padded with leading zeros)
	9999	Not applicable

This field informs funding calculations for Traineeships learners and the monitoring of programme values for FE programmes.

Notes	**Acceptable values will be cross referenced against the date ranges contained within the HoursEstWBlookup table on LLWR-Inform using the value recorded in LPStartDate.**

This field is required for collection for new Traineeship programmes starting on or after 1 April 2015 and for FE programmes starting on or after 1 August 2016. A NULL value will be accepted for all other programmes.

WBL Learners

The work based hours should be estimated as accurately as possible at the start of a learner's learning Programme. For all Work Based Learning Programmes completed (i.e. **TermReason**='01') after 1 April 2015, **HoursEstWB** should **not** be revised to reflect the cumulative total of guided contact hours as this should be recorded in **HoursActWB** (Actual Work Based Hours).

FE learners

For FE learners this field should record the number of planned Work Based Hours for the delivery of the entire Learning Programme.

Full-time programmes have durations of one academic year and the hours recorded against full-time programmes should be for one year only.

Part-time programmes may span more than one academic year and, where this is the case, FE institutions should record the estimated hours for the entire programme and not the hours for the current academic

FE Example: If a course is planned to be delivered with 10 work based hours for 10 learners and one of those learners drops out after 5 weeks, or is ill for 3 of those hours, we would not expect the entry in this field to be amended. However, if the planned course of 10 work based hours is changed to a 5 work based hour course for all of the learners, we would expect the hours to be amended for all learners.

Please refer to **Annex 1** for further details about this field.

All validation rules are prefixed by **Programme.HoursEstWB**

.1   HoursEstWB must be within specified range at the start of the programme.

.3   For Traineeships starting on or after 1 April 2015, **HoursEstCB** and HoursEstWB must not be "9999".

Actual Centre Based Hours

Field number	**LP71**	Field length	**4**
		Field type	**Numeric**
Field Name	**HoursActCB***	Mandatory for:	**FE learners starting on or after 1 August 2014 or Traineeships learners starting on or after 1 April 2015**

Description	Recording the actual centre based hours at the end of the learning programme.
Reason required	To monitor the actual number of centre based hours used for the delivery of the learning programme. **This field informs funding calculations for Traineeships learners**

Valid entries	0 – 3000	(This field can be padded with leading zeros)
	9999	Not applicable

Notes	**Acceptable values will be cross referenced against the date ranges contained within the HoursActCB lookup table on LLWR-Inform using the value recorded in LPStartDate.** This field is required for collection for: New Traineeships starting on or after 1 April 2015 and FE programmes starting on or after 1 August 2014; this field needs to be amended to record the actual centre based hours at the end of the programme. A NULL value will be accepted for all other programmes. Please refer to **Annex 1** for further details about this field.

All validation rules are prefixed by **Programme.HoursActCB**

- **.1** HoursActCB must be within specified range at the start of the programme.
- **.2** For completed Traineeships starting on or after "2015-04-01", the date difference between LPEndDate and LPStartDate plus 1 multiplied by 9 hours must not be less than the sum of HoursEstCB and HoursEstWB (excluding where these fields are "9999").
- **.3** For completed FE (from 1 August 2016) or Traineeship programmes (which started on or after 1 April 2015), HoursActCB and HoursActWB must not both be "9999".

Actual Work Based Hours

Field number	**LP72**	Field length	**4**
		Field type	**Numeric**
Field Name	**HoursActWB***	Mandatory for:	**FE learners starting on or after 1 August 2014 or Traineeships learners starting on or after 1 April 2015**

Description	Recording the Actual Work Based Hours at the end of the learning programme.
Reason required	To monitor the actual number of Work Based Hours used for the delivery of the Learning Programme. **This field informs funding calculations for Traineeships learners**

Valid entries	0 – 3000	(This field can be padded with leading zeros)
	9999	Not applicable

Notes	**Acceptable values will be cross referenced against the date ranges contained within the HoursActWB lookup table on LLWR-Inform using the value recorded in LPStartDate.** This field is required for collection for: New Traineeships starting on or after 1 April 2015 and FE programmes starting on or after 1 August 2014; this field needs to be amended to record the actual centre based hours at the end of the programme. A NULL value will be accepted for all other programmes. Please refer to **Annex 1** for further details about this field.

All validation rules are prefixed by **Programme.HoursActWB**

.1   HoursActWB must be within specified range at the start of the programme.

Work-limiting health condition

Field number	**LP56**	Field length	**1**
		Field type	**Alphanumeric**
Abbreviation	**HealthCond***	Mandatory for	**WBL learners**

Description	Details whether learner has a work-limiting health condition at the start of the learning programme.
Reason required	Requirement of Welsh European Funding Office (WEFO) to identify learners with a work limiting health condition.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the HealthCond lookup table on LLWR-Inform using the value recorded in LPStartDate.**

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.
	From 1 August 2015, this field is optional and can be submitted NULL for FE and ACL programmes.

All validation rules are prefixed by **Programme.HealthCond**

   .1   HealthCond must be in Welsh Government valid entry list at the start of the programme.

   .2   For WBL programmes, HealthCond must not be "9" or NULL.

Migrant worker indicator

Field number	**LP60**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**MigrantWorker***	Mandatory for	**WBL learners**

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

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the MigrantWorker lookup table on LLWR-Inform using the value recorded in LPStartDate.** 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 requires providers to differentiate between migrants from EU and Non-EU member states. List of EU member states can be found on the European Union website by clicking the link below: **http://europa.eu/about-eu/countries/index_en.htm** From 1 August 2015, this field is optional and can be submitted NULL for FE and ACL programmes.

All validation rules are prefixed by **Programme.MigrantWorker**

    .1   MigrantWorker must be in Welsh Government valid entry list at the start of the programme.

    .2   For WBL programmes, MigrantWorker must not be "9" or NULL.

Date terminated learning programme

Field number	**LP55**	Field length	
		Field type	**Date**
Field Name	**LPEndDate***	Mandatory for	**All learners**

Description	Date learner finished this learning programme (i.e. he/she completed all the activities relating to the learning programme or date he/she left the programme).
	Please note that this date is not when all award results have been issued.
Reason required	To allow data to be validated for rules which are specific to a particular contract/academic year. To simplify the production of time-specific data reports for the Welsh Government and learning providers alike.
	This field informs the calculation of provider performance measures.

Valid entries	Any valid date, or	
	9999-12-31	Learning programme continuing (to be used as default value until learner has terminated programme)

Notes	This field must be completed when the learner ceases to undertake all related learning activities, regardless of whether he/she has finished all required learning.
	This field should NOT be dated in the future of any submission date.

All validation rules are prefixed by **Programme.LPEndDate**
- **.1** LPEndDate must not be in the future of current submission date (excluding 9999-12-31)
- **.2** **TermReason** must be "00" when LPEndDate is "9999-12-31"
- **.3** Destination must be "00" when LPEndDate is "9999-12-31"

Reason for termination of learning programme

Field number	**LP41**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**TermReason***	Mandatory for	**All learners**

Description	Whether the learner is continuing or has completed, or the reason for the learner terminating their learning programme.
Reason required	To gain an indication of the numbers completing programmes and the reasons for leaving a programme of study, and to monitor the number of learners transferring to other providers. **This field informs the calculation of provider performance measures.**

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the TermReason lookup table on LLWR-Inform using the value recorded in LPEndDate.**

00	Learning programme continuing	**09**	Exclusion/left in bad standing
01	Completion of LP	**11**	Other
02	Failure (before end of LP)	**12**	Transferred to another provider
04	Health reasons	**13**	Transferred to another LP at same
05	Death		provider
06	Financial reasons	**14**	Gone into employment related to LP
07	Other personal reasons leading to dropping out	**15**	Gone into other employment
		16	Redundancy
		99	Unknown reason for leaving

Notes	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. Code "01" should be used if learners complete the programme, whether the outcome is successful or not. Where Apprentices finish the learning for a framework, but do not achieve all required outcomes, the code '01' should be used.

All validation rules are prefixed by **Programme.TermReason**

    .1   TermReason must be in Welsh Government valid entry list at the start of the programme.

    .2   Destination must be "00" where TermReason is "00" for non-Traineeship programmes.

    .3   Where learners transfer to another LP, codes "15", "16", "19" or "98" must be recorded in Destination for non-Traineeship Programmes.

    .4   Completed programmes must not be recorded as continuing in **Destination**.

    .5   Where the TermReason is ""05", **Destination** must be recorded as "20" or "98".

    .6   ImmediateDest must be "00" where TermReason is "00" for Traineeship and Apprenticeship programmes.

Immediate Destination

Field number	**LP79**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**ImmediateDest***	Mandatory for	**Traineeships AND Apprenticeships Learners**

Description	Destination of learner within four weeks of completing the programme.
Reason required	To monitor immediate destinations of Work Based Learners and to enable Welsh Government to meet ESF reporting requirements. **This field is required to draw down ESF funding.**

Valid entries	**A valid entry should be recorded in this field for all WBL programmes terminated on or after 1 January 2015. For WBL programmes terminated on or before 31 December 2014, and for all non-WBL learners, this field can be submitted with a NULL value.** **Acceptable values (including NULL) will be cross referenced against the date ranges contained within the ImmediateDest lookup table on LLWR-Inform using the value recorded in LPEndDate.**

    00   Continuing existing programme of learning
    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 in **Destination**)
    21   Employed (full-time)
    22   Employed (part-time)
    98   Not applicable (part-time learner)
    99   Not known

A valid entry (excluding '98' or NULL) must be submitted for Traineeships or Apprenticeship programmes ending after 1 January 2015.

Notes	This field is optional and a **NULL** value will be accepted for learners on FE, Work Ready or ACL Programmes

All validation rules are prefixed by **Programme.ImmediateDest**

    .1   ImmediateDest must be in Welsh Government valid entry list at the end of the Programme.
    .2   ImmediateDest must not be "00", "98" or NULL for applicable WBL programmes terminated on or after 1 January 2015.

Destination within three months of leaving

Field number	**LP42**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**Destination***	Mandatory for	**Full-Time* FE learners and Work Ready learners**

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 Full Time FE learners.

This field informs the calculation of provider performance measures.

Valid entries — **Acceptable values will be cross referenced against the date ranges contained within the Destination lookup table on LLWR-Inform using the value recorded in LPEndDate.**

00	Continuing existing programme of learning
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

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

This field is optional and must be completed for all Work Ready learners leaving on or before 31 August 2015. A null value can be recorded for part time FE Learners, ACL or Welsh for Adults programmes.

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

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

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

Code 21 should be used when the employment is of at least 16 hours per week and has an intended duration of at least 13 weeks. Code 22 should be used when the employment does not meet these requirements. Code 13 should be used when the voluntary work is of at least 16 hours 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 **http://gov.wales/topics/educationandskills/learningproviders/workbase dlearning/?lang=en**.

Codes 21 or 22 should be used when a learner has left the programme and is continuing their current employment.

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

This field should be coded "00" until the learner finishes/leaves the learning programme. This code should not be used where there is a leave date in LPEndDate.

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.

For Traineeships or Apprenticeships finishing their learning programme on or after 1 January 2015 any valid code (excluding '00' and '98') can be recorded in this field, including a NULL value.

All validation rules are prefixed by **Programme.Destination**

> **.1** Destination must be in Welsh Government valid entry list at the end of the programme.

Caring Responsibility

Field number	**LP80**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**CaringResp***	Mandatory for	**WBL learners**

Description	To identify if the learner has caring responsibilities
Reason required	Requirement of the Welsh European Funding Office (WEFO) to monitor the number of learners with caring responsibilities.
	This field is required to draw down ESF funding.

Valid entries	**A valid entry should be recorded in this field for all learners who terminate their programme on or after 1 January 2015. For learners terminating their learning programme on or before 31 December 2014 this field can be submitted with a NULL value. However, if the caring responsibility of the learner is known for continuing learners, this should be recorded.**
	Acceptable values (including NULL) will be cross referenced against the date ranges contained within the CaringResp lookup table on LLWR-Inform using the value recorded in LPEndDate.
	1 Primary carer of a child/children (under 18)
	2 Primary carer of disabled adult (18 and over)
	3 Primary carer of older person/people (65 and over)
	4 No caring responsibilities
	5 Information refused
	6 Primary Carer of a child/children (Under 18) and Primary Carer of a disabled adult (18 and over)
	7 Primary Carer of a child/children (Under 18) and Primary Carer of older person/people (65 and Over)
	8 Primary Carer of a disabled adult (18 and over) and Primary Carer of older person/people (65 and Over)
	0 Primary Carer of a child/children (Under 18) and Primary Carer of a disabled adult (18 and over) and Primary Carer of older person/people (65 and Over)
	9 Not known

Notes	This field is optional and a **NULL** value will be accepted for learners on FE or ACL Programmes.
	Code 5 may be used where a WBL learner refuses to provide information on their caring responsibilities; however, the provider must keep evidence to demonstrate that it has asked the learner for the information.

All validation rules are prefixed by **Programme.CaringResp**
- **.1** CaringResp must be in Welsh Government valid entry list at the start of the Programme
- **.2** CaringResp must not be NULL or '9' for WBL learners terminating their programme on or after 1 January 2015.

Learning activity (LA) dataset

(Validation rules: the wording describes situations which will allow data to be accepted)

Field name	Code	Description	Page
ULI	**LA01**	ULI (Unique Learner Identifier)	99
LearnerID	**LA02**	Learner identifier with provider	100
ProviderID	**LA03**	Provider identifier	101
ProgrammeID	**LA04**	Learning programme identifier	102
ActivityID	**LA05**	Learning activity identifier	105
LearnAimRef	**LA06**	Learning aim reference	106
ProvLARef	**LA07**	Learning activity reference used by provider	107
LATitle	**LA08**	Title of learning activity	108
Assessable	**LA40**	Assessable learning	109
LAStartDate	**LA09**	Date commenced learning activity	110
LAExpectedEnd	**LA10**	Expected end date of learning activity	111
FundSource	**LA11**	Learner provision funding	112
DeliveryMethod	**LA20**	Method of delivery	113
HoursWB	**LA43**	Work based hours	114
HoursCB	**LA44**	Centre based hours	115
HoursWBAmend	**LA45**	Amended work based hours	116
HoursCBAmend	**LA46**	Amended centre based hours	117
LAType	**LA47**	Type of learning activity	118
APEL	**LA48**	Accreditation of prior experiential learning indicator	119
Subject	**LA21**	Subject of learning	120
LACreditLevel	**LA22**	Credit level of learning activity	121
WelshPercent	**LA25**	Proportion of learning activity delivered through the medium of Welsh	122
WelshType	**LA26**	Type of Welsh medium learning	123
LAProvider	**LA28**	Provider delivering learning	124
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ULI (Unique learner identifier)

Field number	**LA01**	Field length	**13**
		Field type	**Alphanumeric**
Field Name	**ULI***	Mandatory for	**All learners**

Description	A unique identifier for each learner.
	This will be determined by the Welsh Government.
	Format: "Lnnnnnnnnnnnn".
Reason required	To allow datasets to be linked, and to facilitate tracking of learners throughout their lifetime.

Valid entries	"L" and any combination of numerics with check digit.

Notes	ULI to be supplied by the Welsh Government on receipt of the learner dataset.
	ULI is the same across all datasets.

Learner identifier with provider

Field number	**LA02**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**LearnerID***	Mandatory for	**All learners**

Description	An identifier number for the learner, allocated by the learning provider.
Reason required	To assist the provider in identifying the learner.

Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).

Notes	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.
	This identifier must **not** contain personal identifiable data e.g. full surname or full National Insurance number.
	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.**
	This field is part of the Learning Activity (LA) compound key for the record.
	LearnerID is the same across all datasets.

All validation rules are prefixed by **Activity.LearnerID**

.1 LearnerID must be at least one alphanumerical character long and can contain a to z, A to Z, 0 to 9, -,[space], '.

.2 LearnerID and **ProviderID**, ProgrammeID and ActivityID combination must be unique.

Provider identifier

Field number	**LA03**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**ProviderID***	Mandatory for	**All learners**

Description	An identifier code for the provider, as allocated by the Welsh Government.
Reason required	To enable the learning provider to be identified.

Valid entries	As defined by the Welsh Government.

Notes	A full list of Welsh Government provider reference codes is provided on LLWR-Inform, with guidance at **Annex 2.**
	Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox immediately.
	This field is part of the Learning Activity (LA) compound key for the record.
	ProviderID is the same across all datasets

Learning programme identifier

Field number	**LA04**	Field length	**10**
		Field type	**Alphanumeric**
Field Name	**ProgrammeID***	Mandatory for	**All learners**

Description	Identifier for each learning programme with the provider for this learner.
Reason required	Where a learner has more than one learning programme, this code may be used to distinguish between these learning programmes.

Valid entries	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format "nnddmmyyyy".

Notes	Information about a learner may be submitted in more than one learning programme dataset if he/she undertakes more than one learning programme.
	The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.
	This field is part of the Learning Activity (LA) compound key for the record.
	ProgrammeID is the same across all datasets.

All validation rules are prefixed by **Activity.ProgrammeID**
  .1   ProgrammeID must be in correct format.

Learning activity identifier

Field number	**LA05**	Field length	**2**
		Field type	**Numeric**
Field Name	**ActivityID***	Mandatory for	**All learners**

Description	Identifier for each learning activity for this learning programme.
Reason required	To assist with identifying the individual learning activity.

Valid entries	"01" – "99"

Notes	Each learning activity for a single learning programme with a provider should be given a different learning activity identifier.
	This field is part of the Learning Activity (LA) compound key for the record.

All validation rules are prefixed by **Activity.ActivityID**
    .1   ActivityID must be in the specified range

Learning aim reference

Field number	**LA06**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**LearnAimRef***	Mandatory for	**All learners**

Description	Identifier for learning activity drawn from Qualifications in Wales (QiW) or a Welsh Government defined generic code.
Reason required	To identify the learning aim associated with the learning activity and to monitor learning aims in the sector. **This field informs funding.**
Valid entries	Valid QiW Qualification Number or a generic code in Welsh Government defined format.
Notes	Valid QiW Qualification Numbers should be used wherever possible. The LearnAimRef lookup table is updated with approval information from QiW on a regular basis. The Qualification Accreditation Number (QAN) should be entered with the forward slashes removed (e.g. QAN "100/999/99" should be entered "10099999"). For queries related to learning aim reference please go to **https://www.QiW.wales/** General queries: **enquiries@qualificationswales.org** **Special generic codes:**

LDKKCORE	Traineeship Core
LDLLxxPA	Pacific Institute Award
LDLLxxMS	Gaining Opportunities and Living Skills (GOALS) Award
LDKKSKLC	Skills Challenge Certificate (year 1)

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 on the Award dataset. The **LearnerID**, **ProviderID**, **ProgrammeID** and **ActivityID** would match with **LearnerID, ProviderID, ProgrammeID** and **ActivityID**. The **LearnAimRef** would match with the **AWLearnAimRef** for all the individual learning activities.

For Welsh Baccalaureate

There are three post-16 Welsh Baccalaureate programmes (Foundation, National and Advanced). The Skills Challenge Certificate and the overarching Welsh Baccalaureate framework must be recorded as separate learning activities:

Level	Description	Code
Foundation (Level 1)	WJEC Foundation Welsh Baccalaureate	60149206
	WJEC Foundation Skills Challenge Certificate	60149413
National (Level 2)	WJEC National Welsh Baccalaureate	6014919X
	WJEC National Skills Challenge Certificate	60149164
Advanced (Level 3)	WJEC Advanced Welsh Baccalaureate	60149218
	Advanced Skills Challenge Certificate (year 1)	LDKKSKLC
	WJEC Advanced Skills Challenge Certificate (year 2)	60149176

For the Advanced Welsh Baccalaureate, the generic skills challenge certificate code **LDKKSKLC** should be recorded at the start of the learning programme for the first year and identified as **non-assessable** in field **Assessable**.

The WJEC Advanced Skills Challenge Certificate should be recorded for year two along with the overarching Welsh Baccalaureate framework and identified as **assessable** in field **Assessable**, so that achievement of the entire programme can be monitored.

Generic code entries
Generic codes can be used for learning aims outside the scope of the QiW (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 QiW

QQ   is type of learning activity:

    AA   NVQ Units

    BB   GNVQ Units

    CC   OCN Units

    DD   National Certificate/Diploma Units

    EE   First Certificate/Diploma Units

    FF   Essential Skills Units

    GG   Language Units

    HH   Management Units (WBL only)

    II   Access to FE

    IJ   Access to HE

    JJ   Vocational Access Certificate

    KK   General Vocational Learning Activity

    LL   Non-Vocational Learning Activity

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

QCF units

Providers should record a generic code commencing LBKKQF to record QCF units. The number of credits for the QCF unit should be recorded in **LACreditValue**.

All validation rules are prefixed by **Activity.LearnAimRef**

.1   LearnAimRef must not be blank.

.2   LearnAimRef must be in the correct format.

.3   When the T part of LearnAimRef is "C" or "D" then the QQ part of LearnAimRef must be "KK" or "LL".

.4   **LearnerID ProviderID ProgrammeID LearnAimRef LATitle LAStartDate LAExpectedEnd SuspendLink** combination must be unique

.5   When the **LearnAimRef** begins with LBKKQF the **LACreditValue** must not be "000.0", "999.9" or "888.8" or NULL.

.6   For HEFCW funded **LPType** ending on or after "2007-08-01" any associated LearnAimRef must be "LDKKHE07" or "LDLLHE07".

.7   For Traineeship **LPType** starting after "2011-08-01" the LearnAimRef must not be "LDKKSBCR" or "LAKKxxxx".

Learning activity reference used by provider

Field number	**LA07**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**ProvLARef**	Mandatory for	**All learners**

Description	Identifier for learning activity.
Reason required	To assist providers in identifying activities by their own internal reference codes.
	To provide an alternative learning aim reference to facilitate the correction of errors identified during validation.
Valid entries	Any text assigned by providers for internal reference purposes.
	0 - Not Applicable
Notes	This identifier must **not** contain personal identifiable data e.g. full surname or full National Insurance number.

All validation rules are prefixed by **Activity.ProvLARef**

.1   ProvLARef must include at least one alphanumerical character and contain a to z, A to Z, 0 to 9, &, +, /, [space], ', " or .

Title of learning activity

Field number	**LA08**	Field length	**80**
		Field type	**Alphanumeric**
Field Name	**LATitle***	Mandatory for	**All learners**

Description	Title of learning activity.
Reason required	To allow the content of learning activities not included on QiW to be identified.

Valid entries	Any text describing the learning activity.

Notes	This field may be filled with zeros if a valid QiW Qualification Number is given in **LearnAimRef**.
	Where **LearnAimRef** is a special generic code, LATitle should be recorded as described in **LearnAimRef.**

All validation rules are prefixed by **Activity.LATitle**

    .1   LATitle must include at least one alphanumerical character and contain a to z, A to Z, 0 to 9, -, ', ( ), [space],&,.,-,/,_,+

    .2   LATitle must not be filled with zeros if **LearnAimRef** is not a valid QiW Qualification Number.

Assessable learning

Field number	**LA40**	Field length	**1**
		Field type	**Numeric**
Field Name	**Assessable***	Mandatory for	**All learners**

Description	Indicates whether the learning is assessable, allowing identification of learning activities which should have linked awards.
Reason required	To allow accurate calculation of performance measures which relate to matching activities and awards.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the Assessable lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.** 0 Non-assessable learning activity 1 Assessable learning activity

Notes	It is expected that most providers would choose to have a default value of "1" for this field.

All validation rules are prefixed by **Activity.Assessable**

    .1   Assessable must be in Welsh Government valid entry list at the start of the programme.

Date commenced learning activity

Field number	**LA09**	Field length	
		Field type	**Date**
Field Name	**LAStartDate***	Mandatory for	**All learners**

Description	Start date of learning activity.
Reason required	To monitor the length of time taken to complete learning activities.
	To determine whether learner is undertaking learning on a given date.
	This field informs funding.
	This field informs eligibility timescales for ESF funding.

Valid entries	Any valid date, **not in the future from date of submission**.

Notes	In the case of open or distance learning or e-learning, the date on which the first course material is sent or presented to the learner should be recorded.
	Estimated start dates in advance of the date of submission should not be included.
	This field (from all Learning Activity records contributing to the programme) will be used to derive the start date of the learning programme where the programme started before 1 August 2014.

All validation rules are prefixed by **Activity.LAStartDate**

 .1 LAStartDate must not be in future of current submission date.

 .2 LAStartDate must not be less than < "2000-01-01"

Expected end date of learning activity

Field number	**LA10**	Field length	
		Field type	**Date**
Field Name	**LAExpectedEnd***	Mandatory for	**All learners**

Description	Expected end date of learning activity.
Reason required	To monitor the length of time taken to complete learning activities. **This field informs funding and the calculation of performance measures.**

Valid entries	Any valid date.

Notes	This field should show the date when the learning activity is expected to be completed – not the date of receipt of examination/assessment results. An estimated end date is required for all learning activities. For open ended activities, a notional date based on the average time for learners to complete the activity should be provided. **The field must not be left blank.**

All validation rules are prefixed by **Activity.LAExpectedEnd**

- **.1** LAExpectedEnd must not be before **LAStartDate**.
- **.2** The LAExpectedEnd must not be more than 2,240 days after the **LAStartDate**.

Learner provision funding

Field number	**LA11**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**FundSource***	Mandatory for	**All learners**

Description	Type of funding/purchasing.
Reason required	To determine the extent of Welsh Government Funding.
	This field informs funding.

Valid entries

Acceptable values will be cross referenced against the date ranges contained within the FundSource lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.

1 Post 16 Planning and Funding Framework
2 Recurrent funding for teaching from HEFCW (not to be used from 1 August 2016 onwards)
3 No mainstream Welsh Government or HEFCW funding (not to be used from 1 August 2017 onwards)
5 Welsh Government Work based Learning (WBL) funding
6 Welsh Government Adult Community Learning (ACL) – direct funding only
7 Welsh for Adults (WfA) – direct funding only

Notes

From 1 August 2017, we no longer collect information relating to learning activities not funded by the Welsh Government. Please see Section 3 for more information.

Please note that non fundable activities can continue to be recorded on Provider's MIS systems but these will no longer be accepted by LLWR from 1 August 2017 onwards

All validation rules are prefixed by **Activity.FundSource**

.1 FundSource must be in Welsh Government valid entry list at the start of the programme.
.2 Where FundSource is "5" the learner must be registered on a Welsh Government funded current or historical Work Based Learning **LPType**.
.3 FundSource must be "2" for all HE Programmes.
.4 Where FundSource is "2" a record must exist in the HE dataset for completed Learning Programmes.
.6 **ExpLength** must not be "888" where the activity is funded by the Welsh Government or HEFCW.
.7 **Domicile** must not be 'ZZ' or '9999" where the activity is funded by the Welsh Government or HEFCW.

Method of delivery

Field number	**LA20**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**DeliveryMethod***	Mandatory for	**All learners**

Description	Main method by which the learning is delivered.
Reason required	To monitor and analyse different delivery methods.
	This field informs funding.

Valid entries **Acceptable values will be cross referenced against the date ranges contained within the DeliveryMethod lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.**

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
11	Blended Learning
12	Resit

Notes For WBL Programmes, "workplace" refers to where the learner is employed, is based with the employer, or where the learner is trainee status, has a placement with an employer and is based at the placement. "Provider centre-based" refers to where the learner is based with a provider at the provider's centre.

Blended Learning is defined as where a combination of planned classroom delivery and planned e-learning is used to deliver the learning activity.

All validation rules are prefixed by **Activity.DeliveryMethod**

.1 DeliveryMethod must be in Welsh Government valid entry list at the start of the programme.

Work based hours

Field number	**LA43**	Field length	**4**
		Field type	**Numeric**
Field Name	**HoursWB***		**This field is optional (see notes)**

Description	Number of **work based** hours for the learning activity (rounded to a whole number) where the learner is enrolled on a Traineeship/Steps to Employment/Work Ready programme. This includes any spent in the workplace, either undertaking voluntary work or on work experience or a work placement.
Reason required	To monitor and analyse group based guided learning hours. **This field informs funding.**

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the HoursWB lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.**
	0 – 3000 (This field can be padded with leading zeros)
	9999 Not applicable

Notes	Please refer to **Annex 1** for further details about this field.
	This field is optional and is only required for learners enrolled on Traineeship programmes before 1 April 2015 or for learners enrolled on Work Ready programmes.

All validation rules are prefixed by **Activity.HoursWB**
    .1   HoursWB must be in specified range at the start of the programme.

Centre based hours

Field number	**LA44**	Field length	**4**
		Field type	**Numeric**
Field Name	**HoursCB***		**This field is optional (see notes)**

Description	Number of **centre based** teaching, instructional or assessment guided contact hours for the learning activity (rounded to a whole number) where the learner is enrolled on a Traineeship/Steps to Employment/Work Ready programme.
Reason required	To monitor and analyse guided learning hours. **This field informs funding allocations.**
Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the HoursCB lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.** 0 – 3000 (This field can be padded with leading zeros) 9999 Not applicable
Notes	Please refer to **Annex 1** for further details about this field. This field is optional and is only required for learners enrolled on Traineeship programmes before 1 April 2015 or for learners enrolled on Work Ready programmes.

All validation rules are prefixed by **Activity.HoursCB**

- **.1** HoursCB must be in specified range at the start of the programme.
- **.2** For Traineeship or Work Ready learners starting between "2011-08-01" and "2015-03-31', the date difference between **LAExpectedEnd** and **LAStartDate** multiplied by 9 hours must not be less than the sum of HoursWB plus HoursCB (excluding where these fields are "9999").
- **.3** For Traineeships and Work Ready **HoursWB** and HoursCB must not be "0000".
- **.4** For Work Ready starting on or after "2015-04-01", the date difference between **LAExpectedEnd** and **LAStartDate** multiplied by 9 hours must not be less than the sum of HoursWB plus HoursCB (excluding where these fields are "9999").

Amended work based hours

Field number	**LA45**	Field length	**4**
		Field type	**Numeric**
Field Name	**HoursWBAmend***		**This field is optional (see notes)**

Description	Recording the amended work based guided contact hours at the end of the learning activity.
Reason required	To assure Welsh Government that payments made for WBL programmes have been correctly allocated on the basis of guided contact hours.
Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the HoursWBAmend lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.** 0 – 3000 (This field can be 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. Please refer to **Annex 1** for further details about this field. This field is optional and is only required for learners enrolled on Traineeship programmes before 1 April 2015 or for learners enrolled on Work Ready programmes.

All validation rules are prefixed by **Activity.HoursWBAmend**

.1   HoursWBAmend must be in specified range at the start of the programme.

.2   For terminated Traineeships and Work Ready programmes starting between "01082011" and "31032015" and terminating after "2015-01-01" (excluding "31129999"), HoursWBAmend must not be "9999".

.4   For terminated Work Ready programmes starting on or after "2015-04-01", HoursWBAmend must not be "9999".

Amended centre based hours

Field number	**LA46**	Field length	**4**
		Field type	**Numeric**

Field Name	**HoursCBAmend***	**This field is optional (see notes)**

Description	Recording the amended centre based hours at the end of the learning activity.
Reason required	To assure Welsh Government that payments made for WBL programmes have been correctly allocated on the basis of guided contact hours.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the HoursCBAmend lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.**
	0 – 3000 (This field can be 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. Please refer to **Annex 1** for further details about this field.
	This field is optional and is only required for learners enrolled on Traineeship programmes before 1 April 2015 or for learners enrolled on Work Ready programmes.

All validation rules are prefixed by **Activity.HoursCBAmend**

.1   HoursCBAmend must be in specified range at the start of the programme.

.2   For terminated Traineeships and Work Ready programmes starting between "01082011" and "31032015" and terminating on or after "01112015", HoursCBAmend must not be "9999".

.3   For terminated Traineeship or Work Ready programmes starting between "2011-08-01" and "2015-03-31", the date difference between **LAEndDate** and **LAStartDate** multiplied by 9 hours must not be less than the sum of HoursCBAmend plus HoursWBAmend (excluding where these fields are "9999").

.4   For terminated Traineeships, Work Ready programmes terminating on or after "01112015", HoursCBAmend must not be "0000" or "9999" where **HoursWBAmend** is equal to "0000".

.5   For terminated Work Ready programmes starting on or after "2015-04-01", HoursCBAmend must not be "9999".

.6   For terminated Work Ready programmes starting on or after "2015-04-01", the date difference between **LAEndDate** and **LAStartDate** multiplied by 12 hours must not be less than the sum of HoursCBAmend plus HoursWBAmend (excluding where the fields are "9999").

Type of learning activity

Field number	**LA47**	Field length	**2**
		Field type	**Numeric**
Field Name	**LAType***	Mandatory for	**FE and WBL learners**

Description	Indicator to identify whether the learning activity relates to:

- technical knowledge or occupational competence element of an apprenticeship framework or Traineeship programme; or
- from 2014, the Core, Main, Community Learner Industry Focus (CLIF) and Work Related Experience (WRE) elements of FE provision.

Reason required	To monitor the delivery of learning activities delivered within the programme, and to assure Welsh Government that payments made for WBL and FE programmes have been correctly allocated.

Valid entries

Acceptable values will be cross referenced against the date ranges contained within the LAType lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.

99   Not applicable

WBL only codes		**FE only codes**	
01	Technical Knowledge	**04**	Core Qualification (FE Provision)
02	Occupational Competence	**05**	Main Qualification (FE Provision)
03	Mixed – competencies and knowledge based qualification	**06**	Community Learner Industry Focus (CLIF)
		07	Work Related Experience (WRE)

Notes	The code "**99**" should be used for:

- activities delivered on part-time programmes,
- all activities starting before 2011-08-01.
- a qualification where none of the above codes are applicable (e.g. an Essential Skills Wales qualification or wider Key Skill Qualification).

All validation rules are prefixed by **Activity.LAType**

.1   LAType must be in Welsh Government valid entry list at the start of the programme.

.3   Only WBL **LPType** can use codes "01", "02", "03".

.4   WBL **LPType** must not use codes "04", "05", "06" and "07".

See also	**Post-16 Planning and Funding Framework website: http://gov.wales/topics/educationandskills/learningproviders/post-16-planning-and-funding/?lang=en**

Accreditation of prior experiential learning indicator

Field number	**LA48**	Field length	**1**
		Field type	**Alphanumeric**
First Name	**APEL***	Mandatory for	**HE learners**

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. See also **HESA** field 'APEL' in the STUDENTONMODULE entity.
Valid entries	1 Module taken through APEL 2 APEL module 3 Module not taken/available through APEL 4 not applicable
Notes	**Acceptable values will be cross referenced against the date ranges contained within the APEL lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.** 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: • gain entry to further or higher education courses • give exemption from certain parts of a new course of study • qualify for an award in an appropriate subject in further or higher education • organised prior-learning where the learning has been assessed and where certificates are awarded on completion • learning gained through unstructured experiences and short courses, arising through leisure pursuits, family experiences and work 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. Code 2 is to be used where the module the student is on is available through APEL only. From 1 April 2015 is optional and for non-HE activities, can be submitted with a NULL value.

All validation rules are prefixed by **Activity.APEL**
- **.1** APEL must be in Welsh Government valid entry list at the start of the programme.
- **.2** For HEFCW funded programmes, APEL must not be "4" or NULL

Subject of learning

Field number	**LA21**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**Subject***	Mandatory For	<mark>**All Learners**</mark>

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

Valid entries	Any valid LearnDirect classification system code or **00000000** – Not required if valid QiW Qualification Number code used, or for learning programmes starting on or after 01/08/2011 where **FundSource** is ("3","4","5" or "6")

Notes	For learning programmes starting on or after 01/08/2011, the subject of learning is only required for learners funded through the Post 16 Planning and Funding Framework (**FundSource**="1").
	Subject (Lookup_Subject_AwardSubject) is available as a lookup table on LLWR inform (**https://Education-Portal-Service.gov.wales**) Under /Documents/LLWR Lookups/Lookups.
	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 **LearnAimRef**)

All validation rules are prefixed by **Activity.Subject**

.1	For Activities starting before 2011-08-01then Subject must be a valid Learn Direct Classification System code or "00000000".
.2	For Activities starting before 2011-08-01", Subject must be a valid Learn Direct code where the **LearnAimRef** is not on QiW.
.3	For Activities starting on or after "2011-08-01" and the **LearnAimRef** = "LDLLWBAC", the Subject must be "HB.1".
.4	For FE and HEFCW funded Activities starting on or after "2011-08-01", Subject must be a valid Learn Direct classification system code or "00000000".
.5	For FE Funded Activities starting on or after "2011-08-01" Subject must be a valid Learn Direct code where the **LearnAimRef** is not on QiW.
.6	For FE Funded Activities starting on or after "2011-08-01" and the **LearnAimRef** = "LDLLWBAC", the Subject must be "HB.1".
.7	For non FE funded Activities starting on or after 2011-08-01" the Subject must be a valid Learn Direct Classification System code or "00000000".

Credit level of learning activity

Field number	**LA22**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**LACreditLevel***	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	**Acceptable values will be cross referenced against the date ranges contained within the LACreditLevel lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.**

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

Notes	The level should be the level of credit for the majority of the learning activity and should align to the CQFW Level. The CQFW encompasses the qualifications that sit within other regulated qualification frameworks. **Note:** Pre-entry is not separately coded in CQFW. **Further information is available on the CQFW website www.cqfw.net. Please see the brochures on the CQFW available from this website.** For special generic codes listed at **LearnAimRef**, please use "0E".

All validation rules are prefixed by **Activity.LACreditLevel**

- **.1** LACreditLevel must be in Welsh Government valid entry list at the start of the programme.
- **.2** A valid QiW Qualification Number code is required in **LearnAimRef** when LACreditLevel is "XX".
- **.3** When **LearnAimRef** is "LDKKHE07" or "LDLLHE07" LACreditLevel must be "04" – "08".
- **.4** For HEFCW funded programmes, LACreditLevel must be "04" – "08"

Proportion of learning activity delivered through the medium of Welsh

Field number	**LA25**	Field length	**3**
		Field type	**Numeric**
Field Name	**WelshPercent***	Mandatory for	**HEFCW funded learners**

Description	The percentage of time spent receiving learning in Welsh on this activity.
Reason required	To monitor use of Welsh as a learning medium.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the WelshPercent lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.** 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.

All validation rules are prefixed by **Activity.WelshPercent**

- **.1** WelshPercent must be in specified range at the start of the programme.
- **.2** WelshPercent must not be "000" for HEFCW funded learners.

Type of Welsh medium learning

Field number	**LA26**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**WelshType***	Mandatory for	<mark>**All Learners**</mark>

Description	Type of delivery of Welsh medium or bilingual learning.
Reason required	To monitor use of Welsh in learning across the network. **This field informs funding.**

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the WelshType lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.**

<mark>**00** -Not mainstream-funded (**Not to be used from 1 August 2017**).</mark>

E1-Learning and assessment in English only.

B3- A small amount of Welsh-medium learning e.g. use of Welsh limited to verbal communication or to a minor part of the learning activity. English only assessment. This code can be used to record situations where some Welsh is used during the learning. Minimum use of incidental Welsh is not sufficient for it to be recorded. There needs to be Welsh language interaction between assessor/lecturer/teacher and learner for it to be a meaningful use of the language.

B2 - A significant amount of Welsh-medium learning e.g. both verbal and written Welsh used in many, but not all, parts of the learning activity. Assessment mainly in English but some may also be in Welsh.

B1 -Learning completed in a bilingual context and at least 50 percent of the available assessments within the learning activity completed through the medium of Welsh. The outcome may be achieved using any appropriate teaching methodology.

C1 -Learning completed in a Welsh-medium context and all of the available assessments within the learning activity completed through the medium of Welsh.

All validation rules are prefixed by **Activity.WelshType**

    .1   WelshType must be in Welsh Government valid entry list at the start of the programme.

    .2   For HEFCW Funded Programmes, WelshType must be "W1" when **WelshPercent** is "100"; or WelshType must be "P1" or "R1" when **WelshPercent** is "000"; or WelshType must be "E1" when **WelshPercent** is not "000".

    .3   WelshType must be "00" where **FundSource** is "3".

Provider delivering learning

Field number	**LA28**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**LAProvider***	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 identify the provider delivering learning (on behalf of a contracted provider).

Valid entries	Any learning provider code in list at **Annex 2**, or
	00000000 No arrangement
Notes	

WBL consortium arrangements

Where a consortium member enters into subcontracting arrangements, the subcontractor's learning provider code should be recorded for the activities they are delivering. Please see **Subcontractor** for notes on recording a subcontractor of a consortium lead.

Where a consortium lead subcontracts learning provision and their subcontractor further subcontracts learning provision (referred to as second tier subcontracting), the learning provider code for the second tier subcontractor should be recorded against all of the activities they are delivering.

Non-consortium arrangements for WBL

The contracted provider **must** record the learner provider code of the provider undertaking delivery of a learning activity on their behalf.

Where the subcontractor is delivering part of the learning activity, the code relating to the provider delivering the highest percentage of the delivery should be recorded.

Please email **llwr@gov.wales** if the provider is not listed in **Annex 2**.

All validation rules are prefixed by **Activity.LAProvider**
    .1   LAProvider must be on Welsh Government valid entry list.
    .2   LAProvider must not be the same as **ProviderID**.

Postcode of site

Field number	**LA29**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**SitePostcode***	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	
	99999999	Not known

Notes	For FE institutions a list of postcodes covering the main sites of delivery can be found on LLWR-Inform (**https://Education-Portal-Service.gov.wales**) under Documents/LLWR Lookups/Lookups/Lookup_SitePostcode. 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.
	This field should be completed for all learning activities, showing the location of where the majority of the learning is undertaken.
	For distance and e-learning, the site should be the location from which the learning is delivered.
	Where the learning activity is delivered in the workplace, the postcode of the workplace (not the provider's administrative address postcode) should be entered.

All validation rules are prefixed by **Activity.SitePostcode**

    .1   SitePostcode must be in the correct format

    .2   Activities funded under the Post16 Planning and Funding Framework must not record a default value in SitePostcode.

Date terminated learning activity

Field number	**LA30**	Field length	
		Field type	**Date**
Field Name	**LAEndDate***	Mandatory for	**All learners**

Description	Date learner left this learning activity.
Reason Required	To enable actual lengths of learning activity to be calculated and allow the date of termination of all learning activities to be calculated.
	This field informs WBL funding and eligibility for European Social Fund (ESF) funding and the calculation of provider performance measures.

Valid entries	Any valid date, or **9999-12-31** - 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. Finish dates in the future at the date of submission are deemed to be invalid.
	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.
	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. When a learner finishes/leaves the learning programme, it is essential that all of their learning activities are terminated in **LAEndDate**.

All validation rules are prefixed by **Activity.LAEndDate**
- **.1** LAEndDate must not be before **LAStartDate**
- **.2** LAEndDate must be "9999-12-31" for continuing learners only.
- **.3** LAEndDate must not be "9999-12-31" where Completion is not equal to "1".
- **.4** LAEndDate must not be in future of current submission date, except where the date is "9999-12-31" (continuing).
- **.5** LAEndDate must not be "9999-12-31" when the associated TermReason is "00".
- **.6** LAEndDate must be "9999-12-31" when the programme is recorded as continuing in LPEndDate (LPEndDate = "9999-12-31")
- **.7** The **LPEndDate** must not be earlier than any associated LAEndDate.

Completion status

Field number	**LA31**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**Completion***	Mandatory for	**All learners**

Description	Completion status at end of learning activity.
Reason required	To measure completion rates and reasons for non-completion of learning activities. **This field informs the calculation of provider performance measures.**

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the Completion lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.** 1 The learner is continuing the learning activity 2 The learner has completed the learning activity 3 The learner has withdrawn from the learning activity 4 The learner has transferred to a new learning activity (i.e. has withdrawn from this learning activity and as a direct result has at the same time commenced another learning activity) 5 The learner has suspended learning but plans to return and commence a new learning activity at a later date 6 The learning activity was withdrawn from delivery by the provider

Notes	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 Learning Activity dataset. Suspensions (code 5) should not be used for activities within a Traineeship Programme.

All validation rules are prefixed by **Activity.Completion**
- **.1** Completion must be in Welsh Government valid entry list at the start of the programme.
- **.2** Completion must not be "1" if **TermReason** is "01" – "11".
- **.3** Completion must not be "5" for Traineeship, Work Ready Programmes starting on or after 1 April 2015.

Special funding rules 2

Field number	**LA33**	Field length	**3**
		Field type	**Alphanumeric**
Field Name	**LAUnits***	Mandatory for	**FE and ACL 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 **LearnAimRef**.
Reason required	To provide additional funding data.

Valid entries	From 1 August 2016 this field is optional and can be submitted with a NULL value for WBL learners.

For FE or ACL activities:

A relevant whole number (padded with zeros), or

999   Not applicable to this activity

For WBL activities:

999   Not required

Notes	This field may require revision, as necessary, for funding purposes.

All validation rules are prefixed by **Activity.LAUnits**
- **.1**   LAUnits must be in correct format.
- **.3**   LAUnits must not be submitted NULL for FE and ACL Programmes.

Provider specified field 1

Field number	**LA34**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**LAProvSpec1**		**This field is optional**

Description	Optional field to assist processing for providers.
Reason required	All values accepted.

Valid entries	Optional field to assist processing for providers.

Notes	This identifier should **not** contain personal identifiable data e.g. full surname or full National Insurance number.

All validation rules are prefixed by **Activity.LAProvSpec1**

.1 LAProvSpec1 is an optional field that must contain a to z, A to Z, 0 to 9, -, (),[space], ' characters, if not submitted NULL

Provider specified field 2

Field number	**LA35**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**LAProvSpec2**		**This field is optional**

Description	Optional field to assist processing for providers.
Reason required	All values accepted.

Valid entries	Optional field to assist processing for providers.

Notes	This identifier must **not** contain personal identifiable data e.g. full surname or full National Insurance number.

All validation rules are prefixed by **Activity.LAProvSpec2**

.1 LAProvSpec2 is an optional field that must contain a to z, A to Z, 0 to 9, -, (),[space], ' characters, if not submitted NULL

Suspended activity link id

Field number	**LA41**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**SuspendLink***	Mandatory for	**Apprenticeships**

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 (**ActivityID**) where suspension occurred.
Reason required	To assure the Welsh Government that funding for WBL programmes fully takes into account suspensions from specific learning activities.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the SuspendLink lookup table on LLWR-Inform using the earliest associated LAStartDate for the Programme.** 01 – 99 XX Not applicable, or delivery of qualification completed prior to 2008/09, or learning not suspended previously on delivery of this qualification on this learning programme

Notes	**SuspendLink** 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. Suspensions should not be recorded for activities within a Traineeship or Work Ready Programme.

All validation rules are prefixed by **Activity.SuspendLink**
- **.1** SuspendLink must be in Welsh Government valid entry list at the start of the programme.
- **.2** SuspendLink must not match ActivityID and SuspendLink must match an earlier associated ActivityID when it is not equal to "XX"
- **.3** SuspendLink must be "XX" for Traineeships starting on or after 1 April 2015.

Award (AW) dataset

(Validation rules: the wording describes situations which will allow data to be accepted)

Field name	Code	Description	Page
ULI	**AW01**	Unique learner identifier	132
LearnerID	**AW02**	Learner identifier with provider	133
ProviderID	**AW03**	Provider identifier	134
ProgrammeID	**AW04**	Learning programme identifier	135
ActivityID	**AW05**	Learning activity link	136
AwardID	**AW06**	Award entry identifier	137
AWLearnAimRef	**AW08**	Award learning aim reference	138
AwardTitle	**AW09**	Title of award	139
ResultDate	**AW11**	Date of result	141
Result	**AW12**	Result	142
Attainment	**AW23**	Attainment indicator	143
AWCreditValue	**AW13**	Award credit value	144
AWCreditLevel	**AW14**	Award credit level	145
AwardType	**AW15**	Type of award	146
AwardFund	**AW17**	Award funding rules 1	147
ActivityLink	**AW22**	Award activity link type	148

ULI (Unique learner identifier)

Field number	**AW01**	Field length	**13**
		Field type	**Alphanumeric**
Field Name	**ULI***	Mandatory for	**All learners**

Description	A unique identifier for each learner.
	This will be determined by the Welsh Government.
	Format – "Lnnnnnnnnnnnn".
Reason required	To allow datasets to be linked and to allow tracking of learners throughout their lifetime.
Valid entries	"L" 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.
	ULI is the same across all datasets.

Learner identifier with provider

Field number	**AW02**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**LearnerID***	Mandatory for	**All learners**

Description	An identifier number for the learner, allocated by the learning provider.
Reason required	To assist the provider in identifying the learner.

Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).

Notes	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.
	This identifier must **not** contain personal identifiable data e.g. full surname or full National Insurance number.
	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.
	This field is part of the Award (AW) compound key for the record.
	LearnerID is the same across all datasets.

All validation rules are prefixed by **Award.LearnerID**

.1   LearnerID must be at least one alphanumerical character long and can contain a to z, A to Z, 0 to 9, -,[space], '.

Provider identifier

Field number	**AW03**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**ProviderID***	Mandatory for	**All learners**

Description	An identifier code for the provider contracted to provide the learning to this learner.
Reason required	To enable the learning provider to be identified.

Valid entries	As defined by the Welsh Government.

Notes	A full list of Welsh Government provider reference codes is provided on LLWR-Inform, with guidance at **Annex 2** of this manual.
	Any provider whose code is missing from this list, or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.
	This field is part of the Award (AW) compound key for the record.
	ProviderID is the same across all datasets.

Learning programme identifier

Field number	**AW04**	Field length	**10**
		Field type	**Alphanumeric**
Field Name	**ProgrammeID***	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.
	The data element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.
	This field is part of the Award (AW) compound key for the record.
	ProgrammeID is the same across all datasets.

All validation rules are prefixed by **Award.ProgrammeID**
- **.1** ProgrammeID must be in correct format.
- **.2** <u>**LearnerID**</u> <u>**ProviderID**</u>, ProgrammeID, <u>**AwardID**</u> combination must be unique.

Learning activity link

Field number	**AW05**	Field length	**2**
		Field type	**Numeric**
Field Name	**ActivityID***	Mandatory for	**All learners**

Description	Allows a link to be made between Award and Learning Activity Records (within one Learning Programme) where Award.**LearnerID**, Award.**ProviderID**, Award.**ProgrammeID** and Award.**ActivityID** match with Activity.**LearnerID**, Activity.**ProviderID**, Activity.**ProgrammeID** and Activity.**ActivityID**.
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 **ActivityID** (learning activity code) entry for the activity the award should be linked to

Should the activity link to more than one award, then the **ActivityID** 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:

Field	Activity Dataset	Award Dataset
LearnerID	DJ001	DJ001
ProviderID	T0009000	T0009000
ProgrammeID	0120112005	0120112005
ActivityID	02	02
LearnAimRef	00101832	-
AwardID	-	01
AWLearnAimRef	-	00101811
ActivityLink	-	1

Notes	If "00" is not recorded on this field, the link to a learning activity should be within the specific learning programme.

All validation rules are prefixed by **Award.ActivityID**

.1 ActivityID must be in specified range.

.2 ActivityID must match an **Activity.ActivityID** value within the learning programme when it is greater than "00"

.3 Only assessable learning programmes or activities should have an award record.

Award entry identifier

Field number	**AW06**	Field length	**2**
		Field type	**Numeric**
Field Name	**AwardID***	Mandatory for	**All learners**

Description	Identifier for each award entry for this learning programme.
Reason required	To ensure each award is uniquely identified.

Valid entries	01 – 99

Notes	Each award within the learning programme with a provider should be given a different award entry identifier.
	This field is part of the Award (AW) compound key for the record.

All validation rules are prefixed by **Award.AwardID**
    .1   AwardID must be in the specified range.

Award learning aim reference

Field number	**AW08**	Field length	**8**
		Field type	**Alphanumeric**
Field Name	**AWLearnAimRef***	Mandatory for	**All learners**

Description	Identifier for learning activity.
Reason required	To identify the award entered for/taken. **This field informs funding.**
Valid entries	Valid Qualification Accreditation Number (QAN) from QiW or special generic code. Please contact the LLWR Mailbox (**LLWR@gov.wales**) if the award is not listed.
Notes	Please see **LearnAimRef** for guidance on completing this field**.** When entering an overarching learning aim reference for Welsh Baccalaureate programmes, the **AwardFund** field (Award funding rules 1) should be entered with "999" (not required). This will ensure that, for statistical purposes, the Welsh Baccalaureate is recorded as an award, but funding will be allocated on the individual components of the Welsh Baccalaureate.

All validation rules are prefixed by **Award.AWLearnAimRef**

> **.1** AWLearnAimRef must be a valid entry (including specially issued generics).
> **.2** **AwardTitle** must be entered when a AWLearnAimRef is not a valid QiW Qualification Number
> **.3** For generic codes in AWLearnAimRef **AWCreditValue** must not be "999.9".
> **.4** For generic codes in AWLearnAimRef **AWCreditLevel** must not be "9".

Title of award

Field number	**AW09**	Field length	**80**
		Field type	**Alphanumeric**
Field Name	**AwardTitle***	Mandatory for	**All learners**

Description	Title given by awarding body.
Reason required	To allow the content of awards not included on QiW to be identified.

Valid entries	Any text describing the award.

Notes	Not required if a valid QiW qualification number is given in **AWLearnAimRef** (fill with zeros).
	Please see **LATitle** for guidance on completing this field.

All validation rules are prefixed by **Award.AwardTitle**

.1   AwardTitle must be at least one character in length and contain a to z, A to Z, 0 to 9, -, ', ( ), [space],&, ., /, _, +.

.2   AwardTitle must not be all zeros when **AWLearnAimRef** is a generic code.

Date of result

Field number	**AW11**	Field length	
		Field type	**Date**
Field Name	**ResultDate***	Mandatory for	**All learners**

Description	Date learner is given results.
Reason required	To determine when results are received.
	This field informs funding.

Valid entries	Any valid date, or
	9999-12-31 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.
	Where a learner withdraws from an activity, or where the activity is withdrawn by the provider, ResultDate must be recorded with the same date as LA30 (i.e. the date of withdrawal)
	Where learners are entered for individual units, but data is being returned to the Welsh Government at the full award level with a corresponding QiW Qualification Number in **AWLearnAimRef**, the date of result of the completed award indicated by the QiW Qualification Number should be shown in ResultDate.

All validation rules are prefixed by **Award.ResultDate**
- **.1** ResultDate must not be greater than submission date (excluding "9999-12-31").
- **.2** ResultDate must not be before the associated **LAStartDate**

Result

Field number	**AW12**	Field length	**12**
		Field type	**Alphanumeric**
Field Name	**Result***	Mandatory for	**All learners**

Description   Result of award.

Reason required   To monitor results.

This field informs funding.

Valid entries   **Acceptable values will be cross referenced against the date ranges contained within the Result lookup table on LLWR-Inform using the value recorded in LPStartDate.**

Any valid result of award.

0000   Not yet known
PART   Partially achieved learning

The value recorded in AW12 should always be clear. Where the value has ambiguity, the single-letter grade outcome will be assumed when calculating performance measures. For example, if a record is recorded as "D" this can be interpreted as a "D" grade, or "Distinction", therefore we will use the "D" grade to measure performance. Qualifications with a "Distinction" outcome should be recorded as DIST to avoid this ambiguity. Where a grade cannot accurately be determined from the value provided in AW12, or where the grade provided does not fit the grade profile of the qualification according to the Qualifications in Wales (QiW) database, the award record will be treated as a failure in the calculation of performance measures.

A to G, N, U, A*, A*A*, Y,Z,**AA, AB, AC, AD, AE, AF, AG, BA, BB, BC………………FF, FG, GA, GB, GC, GD, GE, GF, GG

DIST	Distinction	**MERT**	Merit
CRDT	Pass with credit	**PASS**	Pass
FAIL	Fail	**REFR**	Referred
UNGD	Ungraded	**NATT**	Not attempted
WDRN	Withdrawn from course	**0001 to 0100**	Percentage
FIRS	First class honours	**SHIG**	Upper second class honours
SLOW	Lower second class honours	**SUND**	Undivided second class honours
THIR	Third class honours	**FOUR**	Fourth class honours
UCLA	Unclassified honours	**HPAS**	Honours pass
ORDN	Ordinary	**GENE**	General

The following table shows how we expect you to record some examples which have previously been recorded ambiguously:

Grade outcome	AW12 Value
Distinction Distinction	DISTDIST
Distinction Distinction Distinction	DISTDISTDIST
Distinction*	DIST* (also accepted DIS*)
Distinction* Distinction*	DIST*DIST* (also accepted DIS*DIS*)
Distinction* Distinction* Distinction*	DIS*DIS*DIS*
Distinction Merit	DISTMERT
Distinction Merit Merit	DISTMERTMERT
Distinction Distinction Merit	DISTDISTMERT
Distinction* Distinction Distinction	DIS*DISTDIST
Distinction* Distinction* Distinction	DIS*DIS*DIST
Distinction* Distinction	DIS*DIST
Merit Merit	MERTMERT
Merit Pass	MERTPASS
Merit Merit Merit	MERTMERTMERT
Merit Merit Pass	MERTMERTPASS
Merit Pass Pass	MERTPASSPASS
Pass Pass	PASSPASS
Pass Pass Pass	PASSPASSPASS
Entry 1 Pass	ENTRY1PASS
Entry 2 Pass	ENTRY2PASS
Entry 3 Pass	ENTRY3PASS
BTEC First qualifications where the outcome is level 1	L1

Notes   The result should be as provided by the awarding body. This should include fails and codes for not sitting exams. PART should only be used if the number of units achieved cannot be recorded.

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.

For WBL funding for Outcome payments, Result should be coded as "PASS".

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

All validation rules are prefixed by **Award.Result**

   .1   Result must not be blank.

   .2   Result must be equal to zero where the **ResultDate** is "9999-12-31"

   .3   Result must not be equal to zero (not yet known) where ResultDate has been populated with a date other than "9999-12-31" (Result not yet received).

   .4   Result must not be equal to zero when **Attainment** is "2","3" or "4"

   ~~**.5**~~   ~~When an activity is recorded as withdrawn in **Completion**, Result must be WDRN.~~

Attainment indicator

Field number	**AW23**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**Attainment***	Mandatory for	**All learners**

Description   Recording whether or not an award has been successfully attained.

Reason required   To facilitate appropriate calculation of attainment for specific awards.

This field informs funding and the calculation of performance measures.

Valid entries   **Acceptable values will be cross referenced against the date ranges contained within the Attainment lookup table on LLWR-Inform using the value recorded in LPStartDate.**

1   Not yet known
2   Award achieved
3   Award partially achieved
4   Award not achieved
9   Not applicable

All validation rules are prefixed by **Award.Attainment**

.1   Attainment must be in Welsh Government valid entry list at the start of the programme.

.2   Attainment must not be "1" or "9" when the ResultDate is not equal to "9999-12-31".

.3   Attainment must not be "2","3" or "9" when **Result** is "FAIL".

.4   Attainment must not be "2" or "9" when **Result** is "WDRN".

.5   Attainment must be "2" when **Result** is "Pass" and **AwardFund** is "555"

Award credit value

Field number	**AW13**	Field length	**5**
		Field type	**Numeric**
Field Name	**AWCreditValue***	Mandatory for	**All learners**

Description	Credit value of award.
Reason required	To analyse credits on an award basis.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the AWCreditValue lookup table on LLWR-Inform using the value recorded in LPStartDate.** 000.0 – 540.0, or 999.9 Not known/not required

Notes	Not required if a valid QiW Qualification Number is used in **AWLearnAimRef** unless partial success ("PART") is recorded in field Result. In these circumstances, the total credit values achieved must be recorded in this field. For special generic codes used in **AWLearnAimRef,** AWCreditValue should be recorded with "000.0". **Note:** All special generic codes are listed in **LearnAimRef**.

All validation rules are prefixed by **Award.AWCreditValue**

    .1   AWCreditValue must be in specified range at the start of the programme.

    .3   When **AWLearnAimRef** is a valid QiW Qualification Number and **Result** is "PART", AWCreditValue must not be "999.9"

Award credit level

Field number	**AW14**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**AWCreditLevel***	Mandatory for	**All learners**

Description	Credit level (CQFW).
Reason required	To analyse credits by level on awards.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the AWCreditLevel lookup table on LLWR-Inform using the value recorded in LPStartDate.**
	0 Pre-Entry level E CQFW Entry Level 1 CQFW Level 1 (e.g. VQ Level 1/GCSE D-G) 2 CQFW Level 2 (e.g. VQ Level 2/GCSE A*-C) 3 CQFW Level 3 (e.g. VQ Level 3/A level) 4 CQFW Level 4 (e.g. HE Certificate/HNC) 5 CQFW Level 5 (e.g. HE Foundation Degree) 6 CQFW Level 6/HE Honours Degree 7 CQFW Level7/HE Masters 8 CQFW Level 8/HE Doctorate 9 Not known/not required
	Not required if valid QiW Qualification Number used.

Notes	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. The level should be the level of credit for the majority of the learning activity and should align to the CQFW level. The CQFW encompasses the qualifications that sit within other regulated qualification frameworks.
	Further information is available on the CQFW website www.cqfw.net. Please see the brochures on the CQFW available from this website.
	For special generic codes used in AWLearnAimRef AWCreditLevel should be completed with "E", except for "LDKKFRAM" – if "Foundation Apprenticeship" then use "2", if "Apprenticeship" then "3", if "Higher Apprenticeship" then "4" or above.
	Note: All special generic codes are listed in **LearnAimRef**.

All validation rules are prefixed by **Award.AWCreditLevel**
> **.1**   AWCreditLevel must be in Welsh Government valid entry list at the start of the programme.

Type of award

Field number	**AW15**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**AwardType***	Mandatory for	**All learners**

Description	Type of award.
Reason required	To avoid double counting of awards and units.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the AwardType lookup table on LLWR-Inform using the value recorded in LPStartDate.** 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 **AWLearnAimRef**, AwardType should be completed with "01". **Note:** All special generic codes are listed in **LearnAimRef**.

All validation rules are prefixed by **Award.AwardType**

    .1   AwardType must be in Welsh Government valid entry list at the start of the programme.

Award funding rules 1

Field number	**AW17**	Field length	**3**
		Field type	**Alphanumeric**
Field Name	**AwardFund***	Mandatory for	**WBL Learners**

Description	Special rules for funding 1.
Reason required	To determine whether the attainment of an award is eligible for Welsh Government funding. **This field informs funding.**

Valid entries

Acceptable values will be cross referenced against the date ranges contained within the AwardFund lookup table on LLWR-Inform using the value recorded in LPStartDate.

111	Award not eligible for Welsh Government WBL funding
555	Award eligible for Welsh Government WBL funding
999	Not required

From 1 August 2015, this field is optional and can be submitted NULL.

Notes

This field must be completed for all awards.

Code "555" will be required for WBL funding.

When entering an overarching learning aim reference for Welsh Baccalaureate programmes, this field should be entered with "999" (not required). This will ensure that, for statistical purposes, the Welsh Baccalaureate is recorded as an award, but funding will be allocated on the individual components of the Welsh Baccalaureate.

All validation rules are prefixed by **Award.AwardFund**

.1 AwardFund must be in Welsh Government valid entry list at the start of the programme.

Award activity link type

Field number	**AW22**	Field length	**1**
		Field type	**Numeric**
Field Name	**ActivityLink***	Mandatory for	**All learners**

Description	To identify the relationship between the award record and learning activities within the same learning programme.
Reason required	To allow calculation of performance measures.
Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the ActivityLink lookup table on LLWR-Inform using the value recorded in LPStartDate.**
	0 Award not linked to a specific learning activity
	1 Award linked to a specific learning activity and full attainment of this award will indicate attainment of the learning activity aim
	2 Award linked to a specific learning activity but full attainment of this award would not indicate attainment of the learning activity aim
Notes	It is expected that most providers would choose to have a default value of "1" for this field.

All validation rules are prefixed by **Award.ActivityLink**

    .1   ActivityLink must be in Welsh Government valid entry list at the start of the programme.
    .2   ActivityLink must not be greater than "0" when **ActivityID** = "00".
    .3   ActivityLink must not be "0" when **ActivityID** is greater than "00".

Welsh for Adults Programme (WP) dataset

(Validation rules: the wording describes situations which will allow data to be accepted)

Field name	Code	Description	Page
ULI	WP01	Unique learner identifier	150
LearnerID	WP02	Learner identifier with provider	151
ProviderID	WP03	Provider identifier	152
ProgrammeID	WP04	Learning programme identifier	153
LPCode	WP05	Learning Programme Code	154
ProgrammeWeeks	WP06	Programme Weeks	155
ProgrammeStartDate	WP07	Programme Start Date	156
LPEndDate	WP08	Date terminated learning programme	157
DisabilityType	WP09	Primary type of disability and/or learning difficulty	158
StartHighQual	WP10	Level of highest qualification achieved prior to learning programme	159
GDPR	WP11	General Data Protection Regulations	160
Contractor	WP12	Contractor delivering provision	161

ULI (Unique learner identifier)

Field number	WP01	Field length	13
		Field type	Alphanumeric
Field Name	ULI*	Mandatory for	All learners

Description

A unique identifier for each learner.

This will be determined by the Welsh Government.

Format "Lnnnnnnnnnnnn".

Reason required

To allow datasets to be linked, and to allow tracking of learners throughout their lifetime.

Valid entries

"L" & any combination of numerics with check digit.

Notes

ULI to be supplied by Welsh Government on receipt of the Learner dataset.

ULI is the same across all datasets.

Learner identifier with provider

Field number	**WP02**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**LearnerID***	Mandatory for	**All learners**

Description	An identifier number for the learner, allocated by the National Centre for Learner Welsh.
Reason required	To assist the National Centre for Learning Welsh in identifying the learner.
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).
Notes	The learner reference code is assigned by the National Centre for Learning Welsh. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.
	It is up to the National Centre for Learning Welsh to decide upon the format of their learner reference codes. The same code must be used for all submissions of data on that learner by the National Centre.
	LearnerID is the same across all datasets.

All validation rules are prefixed by **WP.LearnerID**

.1   LearnerID must be at least one alphanumerical character long and can contain a to z, A to Z, 0 to 9, -,[space], '.

Provider identifier

Field number	**WP03**	Field length	8
		Field type	**Alphanumeric**
Field Name	**ProviderID***	Mandatory for	**All learners**

Description   An identifier code for the provider, as allocated by the Welsh Government.

Reason required   To enable the learning provider to be identified.

Valid entries   As defined by the Welsh Government on LLWR-Inform.

Notes   A full list of the Welsh Government provider reference codes is provided on LLWR-Inform, with guidance **Annex 2 of this manual.**

Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.

ProviderID is the same across all datasets.

Learning programme identifier

Field number	**WP04**		Field length	**10**
			Field type	**Alphanumeric**
Field Name	**ProgrammeID***		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 them.

Valid entries	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format "nnddmmyyyy".

Notes	**Annex 1** contains a detailed definition of a Learning Programme.
	The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.
	ProgrammeID is the same across all datasets

All validation rules are prefixed by **WP.ProgrammeID**

- .1   ProgrammeID must be in correct format.
- .2   Characters 3-10 of **ProgrammeID** must show a date that is before the current date.
- .3   **LearnerID, ProviderID, ProgrammeID** combination must be unique.

Learning Programme Code

Field number	**WP05**	Field length	**12**
		Field type	**Alphanumeric**
Field Name	**LPCode***	Mandatory for	**All learners**

Description	Learning Programme Code being followed.

Reason required	To monitor Welsh for Adults learning within the Post 16 Planning and Funding Framework.

Valid entries	Any valid Welsh for Adults Learning Programme Code.

Notes	Any queries relating to the Learning Programme Code should be sent to **post16planningandfunding@gov.wales**.

All validation rules are prefixed by **WP.LPCode**

    .1   LPCode must be in Welsh Government list.

Programme Weeks

Field number	**WP06**	Field length	**2**
		Field type	**Numeric**
Field Name	**ProgrammeWeeks***	Mandatory for	**All learners**

Description   To identify the number of weeks the programme will run.

Reason required   To enable monitoring of time taken to deliver programmes..

Valid entries   Any value between 0 and 52.

All validation rules are prefixed by **WP.ProgrammeWeeks**
.1   ProgrammeWeeks must be in the Welsh Government list.

Programme Start Date

Field number	**WP07**	Field length	
		Field type	**Date**
Field Name	**LPStartDate***	Mandatory for	**All learners**

Description	Recording the start date of the learning programme.
Reason required	To monitor the length of time taken to complete the learning programme.
	To determine whether the learner is undertaking learning on a given date.

Valid entries	Any valid date, **not in the future from date of submission**.

Notes	**Estimated start dates in the future at the date of submission are to be deemed invalid, as only events that have occurred should be reported.**

All validation rules are prefixed by **WP.LPStartDate**

    .1   LPStartDate must not be in future of current submission date except for "9999-12-31".

    .2   LPStartDate must not be greater than the LPEndDate for the Programme

Date terminated learning programme

Field number	**WP08**	Field length	
		Field type	**Date**

Field Name	**LPEndDate***	Mandatory for	**All learners**

Description	Date learner finished this learning programme (i.e. he/she completed all the activities relating to the learning programme or date he/she left the programme).
	Please note that this date is not when all award results have been issued.

Reason required	To allow data to be validated for rules which are specific to a particular contract/academic year. To simplify the production of time-specific data reports for the Welsh Government and learning providers alike.

Valid entries	Any valid date, or
	9999-12-31 Learning programme continuing (to be used as default value until learner has terminated programme)

Notes	This field must be completed when the learner ceases to undertake all related learning activities, regardless of whether he/she has finished all required learning.
	This field should NOT be dated in the future of any submission date.

All validation rules are prefixed by **WP.LPEndDate**

    .1   LPEndDate must not be in the future of current submission date (excluding 9999-12-31)

Primary type of disability and/or learning difficulty

Field number	**WP09**		Field length	**2**
			Field type	**Alphanumeric**
Field Name	**DisabilityType***		Mandatory for	**All learners**

Description | The primary type of disability and/or learning difficulty, as identified by the learner.

Reason required | To monitor the extent and effect of disability in post-16 learning in Wales.

Valid entries | **Acceptable values will be cross referenced against the date ranges contained within the DisabilityType lookup table on LLWR-Inform using the value recorded in LPStartDate.**

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
37   Multiple learning difficulties and/or disabilities
91   Does not apply
92   Learner considers himself or herself to have a learning difficulty and/or disability but the type is not known or not declared

All validation rules are prefixed by **WP.DisabilityType**

.1   DisabilityType must be in the Welsh Government valid entry list at the start of the programme.

Level of highest qualification achieved prior to learning programme

Field number	WP10	Field length	1
		Field type	Alphanumeric
Field Name	StartHighQual*	Mandatory for	All learners

Description	Level of highest qualification achieved prior to learning programme (CQFW equivalent).

Reason required	To assess the pattern and flow of entry by qualification.

Valid entries	**Acceptable values will be cross referenced against the date ranges contained within the StartHighQual lookup table on LLWR-Inform using the value recorded in LPStartDate.**

0	Pre-Entry level
E	CQFW Entry Level
1	CQFW Level 1 (e.g. QCF Level 1/GCSE D-G)
2	CQFW Level 2 (e.g. QCF Level 2/GCSE A*-C)
3	CQFW Level 3 (e.g. QCF 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 Degree
7	CQFW Level7/HE Masters Degree
8	CQFW Level 8/HE Doctorate
9	Not known/not required

Notes	The codes in this field should relate to the level of highest qualification achieved prior to the learning programme. For learners who do not have any formal qualifications code "0" (Pre-Entry level) should be used.
	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.
	See the "Downloadable Handbook" section at **www.cqfw.net** for information on CQFW descriptors.

All validation rules are prefixed by **WP.StartHighQual**

.1	StartHighQual must be in Welsh Government valid entry list at the start of the programme.

General Data Protection Regulations

Field number	**WP11**	Field length	**2**
		Field type	**Alphanumeric**
Field Name	**GDPR***	Mandatory for	**All learners**

Description	To record learner consent in compliance with the General Data Protection Regulations.

Reason required	To ensure compliance with the General Data Protection Regulations.

Valid entries	To be determined

Notes	The General Data Protection Regulations come into effect from May 2018. This field has been added to the collection to ensure compliance with these regulations within the 2017/18 Academic Year.
	The exact values to be collected will be determined at a later stage with advance notice being given to ensure the timely collection of this information.

All validation rules are prefixed by **WP.GDPR**

.1 GDPR must be in the Welsh Government list.

Contractor delivering provision

Field number	**WP12**	Field length	8
		Field type	**Alphanumeric**
Field Name	**Contractor***	Mandatory for	**All learners**

Description	An identifier code for the contractor delivering the learning provision, as allocated by the Welsh Government.

Reason required	To enable the learning provider delivering the provision to be identified.

Valid entries	H0000178	Bangor University in partnership with Grwp Llandrillo Menai
	F0009037	Coleg Cambria in partnership with Popeth Cymraeg
	Y0000080	Nant Gwrtheyrn
	H0000177	Aberystwyth University
	A0669000	Carmarthenshire LA
	A0668000	Pembrokeshire LA
	H0000180	Swansea University
	F0009010	Coleg Gwent
	H0000179	Cardiff University
	A0673000	Vale of Glam LA
	H0000090	University of South Wales

Notes	A full list of the Welsh Government provider reference codes is provided on LLWR-Inform, with guidance **Annex 2 of this manual.** Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.

All validation rules are prefixed by **WP. Contractor.**

    .1   Contractor must be in the Welsh Government list.

Welsh for Adults Activity (WA) dataset

(Validation rules: the wording describes situations which will allow data to be accepted)

Field name	Code	Description	Page
ULI	WA01	Unique learner identifier	163
LearnerID	WA02	Learner identifier with provider	164
ProviderID	WA03	Provider identifier	165
ProgrammeID	WA04	Learning programme identifier	166
ActivityID	WA05	Learning activity link	167
LAStartDate	WA06	Activity Start Date	168
LAEndDate	WA07	Activity End Date	169
Completion	WA08	Activity Completion	170
LAHours	WA09	Activity Hours	171
LAType	WA10	Activity Type	172
LALevel	WA11	Activity Level	173
Supplementary	WA12	Supplementary Learning Hours	174
Enrolment	WA13	Exam Enrolment	175
Result	WA14	Result	176
ResultDate	WA15	Date of result	177
Assessment	WA16	Annual Assessment Indicator	178
AssessmentDate	WA17	Date of Annual Assessment	179
AssessmentResult	WA18	Result of Annual Assessment	180

Version 1.3 **Only for use in 2017/18**

ULI (Unique learner identifier)

Field number	**WA01**	Field length	**13**
		Field type	**Alphanumeric**
Field Name	**ULI***	Mandatory for	**All learners**

Description	A unique identifier for each learner.
	This will be determined by the Welsh Government.
	Format "Lnnnnnnnnnnnn".
Reason required	To allow datasets to be linked, and to allow tracking of learners throughout their lifetime.
Valid entries	"L" & any combination of numerics with check digit.
Notes	ULI to be supplied by Welsh Government on receipt of the Learner dataset.
	ULI is the same across all datasets.

Learner identifier with provider

Field number	**WA02**	Field length	**20**
		Field type	**Alphanumeric**
Field Name	**LearnerID***	Mandatory for	**All learners**

Description	An identifier number for the learner, allocated by the National centre for Learning Welsh.
Reason required	To assist the National Centre for Learning Welsh in identifying the learner.
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).
Notes	The learner reference code is assigned by the National Centre for Learning Welsh. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.
	It is up to the National Centre for Learning Welsh 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 National Centre for Learning Welsh.
	LearnerID is the same across all datasets

All validation rules are prefixed by **WA.LearnerID**

> **.1** LearnerID must be at least one alphanumerical character long and can contain a to z, A to Z, 0 to 9, -,[space], '.

Provider identifier

Field number	**WA03**	Field length	8
		Field type	**Alphanumeric**
Field Name	**ProviderID***	Mandatory for	**All learners**

Description	An identifier code for the provider, as allocated by the Welsh Government.

Reason required	To enable the learning provider to be identified.

Valid entries	As defined by the Welsh Government on LLWR-Inform.

Notes	A full list of the Welsh Government provider reference codes is provided on LLWR-Inform, with guidance **Annex 2 of this manual.**
	Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.
	ProviderID is the same across all datasets.

Learning programme identifier

Field number	**WA04**		Field length	**10**
			Field type	**Alphanumeric**
Field Name	**ProgrammeID***		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 them.
Valid entries	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format "nnddmmyyyy".
Notes	**Annex 1** contains a detailed definition of a Learning Programme. The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme. **ProgrammeID is the same across all datasets.**

All validation rules are prefixed by **WA.ProgrammeID**

.1 ProgrammeID must be in correct format.

.2 Characters 3-10 of **ProgrammeID** must show a date that is before the current date.

.3 **LearnerID, ProviderID, ProgrammeID** and **ActivityID** combination must be unique.

Learning activity identifier

Field number	**WA05**	Field length	**2**
		Field type	**Numeric**
Field Name	**ActivityID***	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

All validation rules are prefixed by **WA.ActivityID**
    .1   ActivityID must be in the specified range

Date commenced learning activity

Field number	**WA06**	Field length	
		Field type	**Date**
Field Name	**LAStartDate***	Mandatory for	**All learners**

Description	Start date of learning activity.
Reason required	To monitor the length of time taken to complete learning activities.
	To determine whether learner is undertaking learning on a given date.

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.
	Estimated start dates in advance of the date of submission should not be included.

All validation rules are prefixed by **WA.LAStartDate**

.1   LAStartDate must not be in future of current submission date.

.2   LAStartDate must not be less than < "2017-08-01"

Date terminated learning activity

Field number	**WA07**	Field length	
		Field type	**Date**
Field Name	**LAEndDate***	Mandatory for	**All learners**

Description   Date learner left this learning activity.

Reason Required   To enable actual lengths of learning activity to be calculated and allow the date of termination of all learning activities to be calculated.

Valid entries   Any valid date, or **9999-12-31** - 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. Finish dates in the future at the date of submission are deemed to be invalid.

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.

All validation rules are prefixed by **WA.LAEndDate**
.1   LAEndDate must not be before **LAStartDate**

Completion status

Field number	**WA08**	Field length	**1**
		Field type	**Numeric**
Field Name	**Completion***	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.

Valid entries	1	The learner is continuing the learning activity
	2	The learner has completed the learning activity
	3	The learner has withdrawn from the learning activity
	4	The learner has transferred to a new learning activity (i.e. has withdrawn from this learning activity and as a direct result has at the same time commenced another learning activity)
	5	The learning activity was withdrawn from delivery by the provider
		Please note: Exact values for collection are yet to be agreed.

All validation rules are prefixed by **WA.Completion**

.1 Completion must be in Welsh Government valid entry list at the start of the programme.

Activity Hours

Field number	**WA09**	Field length	**4**
		Field type	**Numeric**
Field Name	**LAHours***	Mandatory for	**All learners**

Description   To identify the number of hours the activity will run.

Reason required   To enable monitoring of time taken to deliver activities.

Valid entries   Any value between 0 and 9999.

All validation rules are prefixed by **WA.LAHours**

.1   LAHours must be in the Welsh Government list.

Learning activity type

Field number	**WA10**	Field length	**2**
		Field type	**Numeric**
Field Name	**ActivityType***	Mandatory for	**All learners**

Description   Identifier for the type of learning activity being undertaken

Reason required   To assist with identifying the type of activity being undertaken.

Valid entries   **01** – Prif-ffrwd
02 – Cymraeg I'r Teulu
03 – Cymraeg Yn Y Gweithle
04 – Blended Learning
05 – Informal Learning

Please note: Exact values for collection are yet to be agreed.

All validation rules are prefixed by **WA.ActivityType**
.1   ActivityType must be in the specified range

Learning activity Level

Field number	**WA11**	Field length	**2**
		Field type	**Numeric**
Field Name	**ActivityLevel***	Mandatory for	**All learners**

Description — Identifier for the level of learning activity being undertaken

Reason required — To assist with identifying the level of learning being undertaken.

Valid entries

CF – **Cyn-fynediad**
M1 – Mynediad 1
M2 – Mynediad 2
MY – Mynediad 1 a 2
S1 – Sylfaen 1
S2 – Sylfaen 2
SY – Sylfaen 1 a 2
C1 – Canolradd 1
C2 – Canolradd 2
CA – Canolradd 1 a 2
CU – Pontio Canolradd - Uwch
U1 – Uwch 1
U2 – Uwch 2
U3 – Uwch 3
U4 – Uwch 4+
HY – Hyfedredd

Please note: Exact values for collection are yet to be agreed.

All validation rules are prefixed by **WA.ActivityLevel**
.1 ActivityLevel must be in the specified range

Supplementary Learning Hours

Field number	**WA12**	Field length	**4**
		Field type	**Numeric**
Field Name	**Supplementary***	Mandatory for	**All learners**

Description   To identify the number of supplementary learning hours undertaken.

Reason required   To enable monitoring of time taken to deliver activities.

Valid entries   Any value between 0 and 9999.

All validation rules are prefixed by **WA.Supplementary**

.1   Supplementary must be in the Welsh Government list.

Exam Enrolment Indicator

Field number	**WA13**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**Enrolment***	Mandatory for	**All learners**

Description

To identify if a the learner has been enrolled for an examination for this learning activity.

Reason required

To monitor the number of learners enrolled for examinations.

Valid entries

1 This learner has been enrolled for an examination.
2 This learner has not been enrolled for an examination.

Please note: Exact values for collection are yet to be agreed.

All validation rules are prefixed by **WA.Enrolment**

.1 Enrolment must be in Welsh Government valid entry list at the start of the programme.

Exam Result

Field number	**WA14**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**Result***	Mandatory for	**All learners**

Description	Recording whether or not an award has been successfully attained.

Reason required	To facilitate appropriate calculation of attainment for specific awards.

Valid entries	1	Not yet known
	2	Award achieved
	3	Award partially achieved
	4	Award not achieved
	9	Not applicable

Please note: Exact values for collection are yet to be agreed.

All validation rules are prefixed by **WA.Result**

.1 Result must be in Welsh Government valid entry list at the start of the programme.

Date of result

Field number	**WA15**	Field length	
		Field type	**Date**
Field Name	**ResultDate***	Mandatory for	**All learners**

Description	Date learner is given results.

Reason required	To determine when results are received.

Valid entries	Any valid date, or
	9999-12-31 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.

All validation rules are prefixed by **WA.ResultDate**
  .1   ResultDate must not be greater than submission date (excluding "9999-12-31").
  .2   ResultDate must not be before the associated **LAStartDate**

Annual Assessment Indicator

Field number	**WA16**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**Assessment***	Mandatory for	**Optional**

Description   To identify if an annual assessment has been undertaken

Reason required   To record the annual assessment of the activity.

Valid entries   1   This activity has been assessed.
                    2   This activity has not been assessed.

Please note: Exact values for collection are yet to be agreed.

Notes   This field is optional for the first year of collection as not all activities will be assessed annually during the first year.

All validation rules are prefixed by **WA. Assessment**
.1   Assessment must be in Welsh Government valid entry list at the start of the programme.

Date of Annual Assessment

Field number **WA17** Field length

Field type **Date**

Field Name **AssessmentDate*** Mandatory for **Optional**

Description Date of annual assessment of the learning activity.

Reason required To record the date of the annual assessment.

Valid entries Any valid date, or **9999-12-31** – (Not Assessed)

Notes This field is optional for the first year of collection as not all activities will be assessed annually during the first year.

All validation rules are prefixed by **WA.AssessmentDate**
.1 AssessmentDate must not be before **LAStartDate**

Result of Annual Assessment

Field number	**WA18**	Field length	**1**
		Field type	**Alphanumeric**
Field Name	**AssessmentResult***	Mandatory for	**Optional**

Description   To record the result of the annual assessment when it has been undertaken

Reason required   To record the result of the annual assessment of the activity.

Valid entries   1   Pass
                     2   Fail

Please note: Exact values for collection are yet to be agreed.

Notes   This field is optional for the first year of collection as not all activities will be assessed annually during the first year.

All validation rules are prefixed by **WA. AssessmentResult**
                     .1   AssessmentResult must be in Welsh Government valid entry list at the start of the programme.

Annex 1: Glossary of terms

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

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

Recording work based hours and centre based hours for work-based learning 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, Steps to Employment, Work Ready, or FE programme.

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

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

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

Work based hours - Number of work based hours for the learning activity (rounded to a whole number) where the learner is enrolled on a Traineeship, Steps to Employment Work Ready, or FE 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 FE, Traineeship, Steps to Employment or Work Ready programme.

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

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

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

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

The various elements of learning programmes may be delivered by different providers (see fields **LAProvider**, **SitePostcode** for this to be recorded).

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

For example:

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

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

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

A definition of NULL value fields

LLWR Fields Retired before 1 August 2014 - Any data submitted for fields retired before 1 August 2014 (i.e. retired as part of a system release in August 2013 or before) will be automatically cleared on submission and a NULL value will be stored in the LLWR database.

LLWR Fields Retired on or after 1 August 2014 - For any fields retired on or after 1 August 2014, a NULL value will only be accepted to the LLWR from the date which the field was no longer required to be collected unless otherwise stated.

This means that a NULL value can be submitted for fields retired from 1 August 2014 where the learning started on or after 1 August 2014. Where the learning started before 1 August 2014, a value should be submitted for this field.

Fields retired from 29 October 2014 onwards will be marked as "optional" fields with regards to the XML Schema.

Submission of changed only records

The LLWR Data Management Team actively monitors the percentage of unchanged records submitted to the LLWR. Unchanged records are defined as records which are submitted to the LLWR database which are an exact match to the records already stored within the LLWR database.

The submission of large numbers of unchanged records can lead to delays in processing data. For example, if a submission file contains 10,000 records of which only 50 have changed, all records in the file will be put through the unchanged record check. Only when all records have been checked will the remaining 50 be processed, validated and saved to the database.

Where an unchanged record is identified as part of the submission process, it is not processed for validation or saved to the database. As part of the August 2015 Manual, we have added an indicator (in the form of an asterisk or *) to this manual, to identify fields that are included in the unchanged record check.

As a basic rule, where the value changes within a field that is included in the unchanged record check, the record should be submitted to the LLWR. Alternatively, where a value changes within a field that is not included in the unchanged record check, this record does not necessarily need to be submitted to the LLWR.

Use of Zip Files

To speed up the upload process to aid with large file processing, the LLWR application now accepts zip files. However the following restrictions apply:

- The file must be compressed using Winzip.
- The zip file must only contain one compressed file.
- The file contained within the zip file must have the same name (excluding extension), as the zip file.

Details on the naming convention for XML files are included in the XML Schema Documentation which is available on LLWR-Inform.

Annex 2: Learning provider codes

Providers are allocated an eight character code. The first character is alphabetic and the remainder is numeric, for example Annnnnnn.

The first alphanumeric character should match one of the following:

F – FE Institution (including those delivering Work Based Learning)
S – School
A – Adult Community Learning
H – Higher Education Institution
T – Work Based Learning Provider
Y – Sub Contractors

Please note: Provider codes are not re-used and will be retained within the system for historical purposes. A list of all provider codes is available in LLWR-Inform @ **https://Education-Portal-Service.gov.wales** under the "Documents" tab**.**

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	**England**
www.hesa.ac.uk	**HEFCE**
www.bis.gov.uk	**UKRLP**
	Learning Records Service
	Skills Funding Agency
	Education Funding Agency
Scotland	**Northern Ireland**
www.sfc.ac.uk/home/home.aspx	**www.deni.gov.uk**

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

Annex 3: Data protection

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

There are several items which are defined as "Sensitive Personal Data":

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

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

To comply with the Act the following are implied:

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

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

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

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

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

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

The main site is at **www.ico.gov.uk**
The section regarding data protection can be found at:
https://ico.org.uk/for-organisations/guide-to-data-protection/

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 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Privacy notice to be used when collecting learner data

The long and short privacy notices can be found at: **http://gov.wales/LLWR. Please note that the LLWR Privacy Notice is currently being reviewed in line with the General Data Protection Regulations which will come into force in May 2018.**

Email: **llwr@gov.wales**