



Llywodraeth Cymru  
Welsh Government

# Lifelong Learning Wales Record user support manual For learning providers (XML) 2022/23

Version: 4.0



# Information

Date of issue: August 2022

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Version: 4.0

### **Audience Overview**

Learning providers and other stakeholders.

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 XML format

**Action required** None – for information only.

### **Further information**

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### **Additional copies**

This document can be accessed from the Welsh Government's website at [www.wales.gov.uk](http://www.wales.gov.uk) or LLWR-Inform at <https://post16-portal-service.gov.wales/> under the 'Documents' tab.

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# Summary of changes v4.0 2022/2023

ALL Changes are highlighted in **BLUE**

The changes are:

## Additional Valid Entry

### **JGWActivityDescriptors – 17 Get Ready**

The following validation rules have been added, amended or removed:

#### Added Rules

- **JGWActivityDescriptor.4** - A “Get Ready” activity can only be recorded under the engagement strand
- **JGWActivityDescriptor.5** - A “Get Ready” activity must be the first activity by start-date
- **JGWActivityDescriptor.6** - A “Get Ready” activity must not overlap with any other activity

# 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://post16-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 (<https://gov.wales/lifelong-learning-wales-record-llwr>), and on LLWR-Inform (see hyperlink at **Section 3**) which also holds other useful documentation.

## Description of datasets

- 1.4 The LLWR contains the following eight 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.
  - ☐ the **Employer** dataset, which records information on the employer of the learner
  - ☐ the **Employercontact** dataset, which records contact details of the employer contact of the learner.
  - ☐ the **EmploymentPeriod** dataset, this is the link between the employer and the programme record. Multiple employment periods can be recorded during the life of the programme to enable the capture of change of employer while the learner is on programme. This dataset is mandatory for apprenticeship learners and will be enforced for programmes starting from 01 August 2021
  - ☐ the **Suspension** dataset, which records the frequency an apprenticeship programme has been suspended.
  - ☐ the **WageSubsidy** dataset, which records a learner's wage subsidy for JGW+ programme.

- 1.5 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, awards, suspensions, employment periods and wage subsidy records 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	Max length	Field type	Note
ULI*	<u>LN01</u>	24	(ULI) Unique learner identifier	All learners	Y	y	y	13	Alphanumeric	The ULI is blank on first submission then submitted on subsequent returns.
LearnerID*	<u>LN02</u>	26	Learner identifier with provider	All learners	Y	y	y	20	Alphanumeric	This identifier must <b>not</b> contain personal identifiable data e.g. full surname or full National Insurance number.
ProviderID*	<u>LN03</u>	27	Provider identifier	All learners	Y	y	y	8	Alphanumeric	
Surname*	<u>LN04</u>	26	Surname	All learners	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*	<u>LN05</u>	29	Forename(s)	All learners	y	y	y	40	Alphanumeric	No trailing spaces required. The learner abbreviates his name to Chris. <u>Forenames</u> is completed with his full name. This field should not include anything else, for example it should not include the word 'deceased'.
Address1*	<u>LN06</u>	30	Current home - sub dwelling	All Learners	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*	<u>LN07</u>	31	Current home - dwelling	Optional				40	Alphanumeric	

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
Address3*	<u>LN08</u>	32	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*	<u>LN09</u>	33	Current home:- locality	Optional				35	Alphanumeric	
Address5*	<u>LN10</u>	34	Current home:- town/city	Optional				30	Alphanumeric	
Postcode*	<u>LN11</u>	35	Home postcode - current	All learners	y	y	y	8	Alphanumeric	With only one space between the first part and the second part of the postcode.
Telephone*	<u>LN12</u>	36	Contact telephone number	All learners	y	y	y	16	Alphanumeric	The telephone number should include the local dialling code. No trailing spaces required.
NINumber*	<u>LN13</u>	37	National insurance number	FE and WBL learners	y	y		9	Alphanumeric	Mandatory for FE and WBL Learners.
SurnameAt16*	<u>LN14</u>	38	Surname on 16th birthday	All learners	y	y	y	40	Alphanumeric	No trailing spaces required.
DOB*	<u>LN15</u>	39	Date of birth	All learners	y	y	y		Date	
Gender*	<u>LN16</u>	40	Gender	All learners	y	y	y	1	Alphanumeric	
Ethnicity*	<u>LN17</u>	41	Ethnic origin	All learners	y	y	y	2	Alphanumeric	
NationalID*	<u>LN18</u>	42	National identity	All learners	y	y	y	3	Alphanumeric	
LastSchool*	<u>LN20</u>	43	School last attended	Optional				8	Alphanumeric	Optional from 1 August 2015
YearLeftSchool*	<u>LN21</u>	44	Year left school	Optional				4	Numeric	Optional from 1 August 2015
ULN*	<u>LN22</u>	25	ULN (Unique learner number)	FE and WBL Learners	y	y		10	Alphanumeric	Mandatory for FE and WBL Learners.
EmailAddress	<u>LN23</u>	46	Email Address	JGW+				320	Varchar	JGW+
ULI*	<u>LP01</u>	49	(ULI) Unique learner identifier	All learners	y	y	y	13	Alphanumeric	
LearnerID*	<u>LP02</u>	50	Learner identifier with provider	All learners	y	y	y	20	Alphanumeric	This identifier must <b>not</b> contain personal identifiable data e.g. full surname or full National Insurance number.
ProviderID*	<u>LP03</u>	51	Provider identifier	All learners	y	y	y	8	Alphanumeric	



Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
ProgrammeID*	<u>LP04</u>	52	Learning programme identifier	All learners	y	y	y	10	Alphanumeric	
RegionalOffice	<u>LP05</u>		Regional Office	Optional				3	Alphanumeric	Removed from LLWR Manual August 2017.
ReleaseDate	<u>LP06</u>	55	Data Release Date	Optional					Date	Null value in field for new learning starting on or after 1 August 2014
Domicile*	<u>LP08</u>	57	Country of Domicile	All learners	y	y	y	4	Alphanumeric	
StartPostcode*	<u>LP09</u>	58	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*	<u>LP10</u>	59	Unitary authority code	All learners	y	y	y	3	Alphanumeric	
StartEmpStatus*	<u>LP11</u>	67	Employment status at start of programme	WBL and FE learners	y	y	y	1	Alphanumeric	Mandatory for ACL Sector from 1 April 2015.
EmpName*	<u>LP12</u>	70	Employer name	WBL and FE learners	y	y		60	Alphanumeric	Optional from 1 August 2015
EmpPostcode*	<u>LP13</u>	71	Employer postcode	WBL and FE learners	y	y		8	Alphanumeric	
SectorCodeOld	<u>LP16</u>		Sector framework code	Optional				3	Alphanumeric	Removed from LLWR Manual August 2017.
<b>LPType*</b>	<b><u>LP17</u></b>	<b>62</b>	<b>Type of learning programme</b>	<b>All learners</b>	<b>y</b>	<b>y</b>	<b>y</b>	<b>2</b>	<b>Alphanumeric</b>	
UnempLength	<u>LP18</u>		Length of non-employed status before learning	Optional				3	Numeric	Removed from LLWR Manual August 2019.
ExpLength	<u>LP19</u>		Expected length of learning programme	Optional				3	Numeric	Removed from LLWR Manual August 2017.

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
StartHighQual*	<u>LP22</u>	77	Level of highest qualification achieved prior to learning programme	WBL learners		y		1	Alphanumeric	Optional from 1 August 2015
WelshSpeaker*	<u>LP23</u>	79	Welsh speaker indicator	All Learners	y	y	y	1	Alphanumeric	
TotalFees	<u>LP26</u>		Total Fees paid for Learning Programme	Optional				5	Numeric	Removed from LLWR Manual August 2019.
FeeSource	<u>LP28</u>	80	Major source of fees	Optional				2	Alphanumeric	Optional from 1 August 2019.
DisabilityStatus*	<u>LP29</u>	81	Disability and/or learning difficulty	Optional				2	Alphanumeric	Null value in field for new learning starting on or after 1 August 2014
DisabilityType*	<u>LP30</u>	82	Primary type of disability and/or learning difficulty	All learners	y	y	y	2	Alphanumeric	
DisabilityType2*	<u>LP31</u>	83	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	<u>LP34</u>		Level of numeracy determined at start of learning programme	Optional				0	Alphanumeric	Removed from LLWR Manual August 2017.
StartLiteracy	<u>LP35</u>		Level of literacy determined at start of learning programme	Optional				0	Alphanumeric	Removed from LLWR Manual August 2017.
FrameworkAch	<u>LP39</u>		Framework achievement	Optional				0	Alphanumeric	Removed from LLWR Manual August 2017.
TermReason*	<u>LP41</u>	98	Reason for termination of learning programme	All learners	y	y	y	2	Alphanumeric	
Destination	<u>LP42</u>		Destination within three months of	Optional				2	Alphanumeric	Removed from LLWR Manual August 2019.

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
			leaving							
LPProvSpec1	<u>LP44</u>	85	Provider specified field 1	Optional				20	Alphanumeric	Optional from 1 August 2015
LPProvSpec2	<u>LP45</u>	85	Provider specified field 2	Optional				20	Alphanumeric	Optional from 1 August 2015
EmpSMECode*	<u>LP47</u>	74	SME indicator code	Apprenticeships		y		1	Alphanumeric	Optional from 1 August 2015
WBLStatus*	<u>LP48</u>		Status of learner	Optional				0	Alphanumeric	Removed from LLWR Manual August 2017.
SpecialProgramme*	<u>LP51</u>	64	Special programme funding rules	Optional				3	Alphanumeric	Optional from 1 August 2015 Queries regarding codes for <u>SpecialProgramme</u> should be sent to <a href="mailto:askwbl@gov.wales">askwbl@gov.wales</a> .
LPEndDate*	<u>LP55</u>	97	Date terminated learning programme	All learners	y	y	y		Date	
HealthCond*	<u>LP56</u>	95	Work-limiting health condition	WBL learners		y		1	Alphanumeric	Optional from 1 August 2015
LoneParent*	<u>LP57</u>		Lone parent indicator	Optional					Alphanumeric	Removed from LLWR Manual August 2017.
MigrantWorker*	<u>LP60</u>	96	Migrant worker indicator	WBL learners		y		1	Alphanumeric	Optional from 1 August 2015
WorkingHours*	<u>LP61</u>	73	Hours worked per week	FE and WBL learners	y	y		3	Numeric	Optional from 1 August 2015
EmpSize*	<u>LP62</u>	75	Size of employer	Apprenticeships		y		1	Alphanumeric	Optional from 1 August 2015
Subcontractor*	<u>LP63</u>	81	Subcontractor delivering programme	All learners		y		8	Alphanumeric	Optional from 1 August 2016
SICCode	<u>LP64</u>		SIC code5					5	Numeric	Removed from LLWR Manual August 2019.
SectorCode*	<u>LP66</u>	88	Sector framework code 2011	Apprenticeships		y		5	Alphanumeric	Optional from 1 August 2015
StartWelshQual*	<u>LP67</u>	78	Level of highest Welsh language qualification achieved prior to learning programme	All learners	y	y	y	1	Alphanumeric	

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
EmpLength*	<u>LP68</u>	72	Length of employment with same employer	Apprenticeships		Y		1	Alphanumeric	Optional from 1 August 2015
HoursEstCB*	<u>LP69</u>	89	Estimated Centre Based Hours	FE and Traineeship learners.	y	y		4	Numeric	
HoursEstWB*	<u>LP70</u>	91	Estimated Work Based Hours	FE and Traineeship learners.	y	y		4	Numeric	
HoursActCB*	<u>LP71</u>	93	Actual Centre Based Hours	FE and Traineeship learners.	y	y		4	Numeric	
HoursActWB*	<u>LP72</u>	94	Actual Work Based Hours	FE and Traineeship learners.	y	y		4	Numeric	
LPStartDate*	<u>LP73</u>	60	Programme Start Date	All learners	y	y	y		Date	
LPCode*	<u>LP74</u>	61	Learning Programme Code	FE learners	y			12	Alphanumeric	Optional from 1 August 2015
ProvLPRef	<u>LP75</u>	53	Learning reference used by provider	FE and WBL learners	y	y		20	Alphanumeric	
LLDDCode*	<u>LP76</u>	84	ALN Indicator	All learners	y	y	y	1	Alphanumeric	
LPExpectedEnd*	<u>LP77</u>	66	Expected End Date	All learners	y	y	y		Date	
HouseholdStatus*	<u>LP78</u>	69	Household Status	WBL learners		y		2	Alphanumeric	Apprenticeships only
ImmediateDest*	<u>LP79</u>	99	Immediate Destination	WBL learners		y		2	Alphanumeric	Apprenticeships only
CaringResp*	<u>LP80</u>	100	Caring Responsibility	WBL learners		y		1	Alphanumeric	Apprenticeships only
Subcontractor2	<u>LP81</u>	87	Second Tier Subcontractor	WBL learners		y		8	Alphanumeric	Apprenticeships only
ApprenticeLevy	<u>LP82</u>	76	Apprenticeship Levy Indicator	Apprenticeships		y		2	Alphanumeric	Apprenticeships only
UK GDPR	<u>LP83</u>	56	GDPR Indicator	All learners	y	y	y	2	Alphanumeric	See notes
ExpectedAsynchronous hours	<u>LP84</u>	101	Expected Asynchronous Hours	FE Learners	y			4	Numeric	FE Learners

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
ActualAsynchronoushours	<a href="#">LP86</a>	102	Actual Asynchronous Hours	FE Learners	y			4	Numeric	FE Learners
ExpectedSynchronoushours	<a href="#">LP85</a>	103	Expected Synchronous Hours	FE Learners	y			4	Numeric	FE Learners
ActualSynchronous Hours	<a href="#">LP87</a>	104	Actual Synchronous Hours	FE Learners	y			4	Numeric	FE Learners
WelshMediumpercentage	<a href="#">LP88</a>	105	Welsh Medium Percentage					4	Numeric	
EssentialSkillsDispensation	<a href="#">LP89</a>	106	Essential Skills Dispensation	Apprenticeships						
Individual Development Plan Indicator	<a href="#">LP90</a>	107	Individual Development Plan	All Learners	y	y	y	1	Alphanumeric	All Learners
ULI*	<a href="#">LA01</a>	110	ULI (Unique learner identifier)	All learners	y	y	y	13	Alphanumeric	
LearnerID*	<a href="#">LA02</a>	111	Learner identifier with provider	All learners	y	y	y	20	Alphanumeric	This identifier must <b>not</b> contain personal identifiable data e.g. full surname or full National Insurance number.
ProviderID*	<a href="#">LA03</a>	112	Provider identifier	All learners	y	y	y	8	Alphanumeric	
ProgrammeID*	<a href="#">LA04</a>	113	Learning programme identifier	All learners	y	y	y	10	Alphanumeric	
ActivityID*	<a href="#">LA05</a>	114	Learning activity identifier	All learners	y	y	y	2	Numeric	
LearnAimRef*	<a href="#">LA06</a>	117	Learning aim reference	All learners	y	y	y	8	Alphanumeric	
ProvLARef	<a href="#">LA07</a>	118	Learning activity reference used by provider	All learners	y	y	y	20	Alphanumeric	
LATitle*	<a href="#">LA08</a>	120	Title of learning activity	All learners	y	y	y	80	Alphanumeric	Please note that the field length has been amended for this field
LAStartDate*	<a href="#">LA09</a>	121	Date commenced learning activity	All learners	y	y	y		Date	

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
LAExpectedEnd*	<a href="#">LA10</a>	122	Expected end date of learning activity	All learners	y	y	y		Date	
FundSource*	<a href="#">LA11</a>		Learner provision funding	All learners	y	y	y	1	Alphanumeric	
LLDDFund*	<a href="#">LA15</a>		LLDD Indicator	Optional				1	Alphanumeric	Removed from LLWR Manual August 2017.
LearnSupport	<a href="#">LA16</a>		Additional learning support	Optional				2	Alphanumeric	Removed from LLWR Manual August 2017.
OtherFund	<a href="#">LA17</a>		Other source of funding	Optional				2	Alphanumeric	Removed from LLWR Manual August 2017.
HoursGC	<a href="#">LA19</a>	123	Guided contact hours	Optional				4	Numeric	Removed from LLWR Manual August 2017.
DeliveryMethod*	<a href="#">LA20</a>	125	Method of delivery	All learners	y	y	y	2	Alphanumeric	
Subject*	<a href="#">LA21</a>	126	Subject of learning	All learners	y			8	Alphanumeric	<b>All Learners</b>
LACreditLevel*	<a href="#">LA22</a>		Credit level of learning activity	All learners	y	y	y	2	Alphanumeric	
LACreditValue*	<a href="#">LA23</a>		Credit value of learning activity					5	Numeric	Removed from LLWR Manual August 2017.
WelshPercent	<a href="#">LA25</a>	128	Proportion of learning activity delivered through the medium of Welsh	HE learners	y			3	Numeric	Removed from LLWR Manual August 2019.
WelshType*	<a href="#">LA26</a>	129	Type of Welsh medium learning	All learners	y	y	y	2	Alphanumeric	
LAProvider*	<a href="#">LA28</a>	130	Provider delivering learning	All learners	y	y	y	8	Alphanumeric	
SitePostcode*	<a href="#">LA29</a>	131	Postcode of site	All learners	y	y	y	8	Alphanumeric	
LAEndDate*	<a href="#">LA30</a>	132	Date terminated learning activity	All learners	y	y	y		Date	
Completion*	<a href="#">LA31</a>		Completion status	All learners	y	y	y	1	Alphanumeric	
LAUnits	<a href="#">LA33</a>	133	Special funding rules 2					3	Alphanumeric	Removed from LLWR Manual August 2019.
LAProvSpec1	<a href="#">LA34</a>	132	Provider specified field 1	Optional				20	Alphanumeric	Optional from 1 August 2015

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
LAProvSpec2	<a href="#">LA35</a>	119	Provider specified field 2	Optional				20	Alphanumeric	Optional from 1 August 2015
Assessable*	<a href="#">LA40</a>	134	Assessable learning	All learners	y	y	y	1	Numeric	
SuspendLink*	<a href="#">LA41</a>		Suspended activity link id	All learners		y		2	Alphanumeric	
HoursGCAmend	<a href="#">LA42</a>		Amended guided contact hours	Optional				4	Numeric	Removed from LLWR Manual August 2017.
HoursWB	<a href="#">LA43</a>		Work based hours					4	Numeric	Removed from LLWR Manual August 2019.
HoursCB	<a href="#">LA44</a>		Centre based hours					4	Numeric	Removed from LLWR Manual August 2019.
HoursWBAmend	<a href="#">LA45</a>		Amended work based hours					4	Numeric	Removed from LLWR Manual August 2019.
HoursCBAmend	<a href="#">LA46</a>	124	Amended centre based hours					4	Numeric	Removed from LLWR Manual August 2019.
LAType*	<a href="#">LA47</a>		Type of learning activity	FE and WBL learners	y	y		2	Numeric	Optional from 1 August 2015 FE and Apprenticeship learners
APEL	<a href="#">LA48</a>	136	Accreditation of prior experiential learning indicator					1	Alphanumeric	Removed from LLWR Manual August 2019.
JGWActivityDescriptors	<a href="#">LA49</a>	135	Activity descriptors for JGW	JGW+					Int	Mandatory for all JGW+ activity records
EmployerID	<a href="#">LA50</a>	138	Employer Identifier	JGW+					Int	JGW+ activity records can be linked to an employer where appropriate e.g. work placement/taster sessions
ULI*	<a href="#">AW01</a>	139	(ULI) Unique learner identifier	All learners	y	y	y	13	Alphanumeric	
LearnerID*	<a href="#">AW02</a>	140	Learner identifier with provider	All learners	y	y	y	20	Alphanumeric	This identifier must <b>not</b> contain personal identifiable data e.g. full surname or full National Insurance number.
ProviderID*	<a href="#">AW03</a>	141	Provider identifier	All learners	y	y	y	8	Alphanumeric	
ProgrammeID*	<a href="#">AW04</a>	142	Learning	All learners	y	y	y	10	Alphanumeric	

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
			programme identifier							
ActivityID*	<u>AW05</u>	143	Learning activity link	All learners	y	y	y	2	Numeric	
AwardID*	<u>AW06</u>	144	Award entry identifier	All learners	y	y	y	2	Numeric	
AWLearnAimRef*	<u>AW08</u>	145	Award learning aim reference	All learners	y	y	y	8	Alphanumeric	
AwardTitle*	<u>AW09</u>	146	Title of award	All learners	y	y	y	80	Alphanumeric	
ResultDate*	<u>AW11</u>	147	Date of result	All learners	y	y	y		Date	
Result*	<u>AW12</u>	150	Result	All learners	y	y	y	12	Alphanumeric	
AWCreditValue*	<u>AW13</u>	151	Award credit value	All learners	y	y	y	5	Numeric	
AWCreditLevel*	<u>AW14</u>	152	Credit level	All learners	y	y	y	1	Alphanumeric	
AwardType*	<u>AW15</u>		Type of award	All learners	y	y	y	2	Alphanumeric	
Medium	<u>AW16</u>		Medium of assessment	Optional				1	Alphanumeric	Removed from LLWR Manual August 2017.
AwardFund	<u>AW17</u>		Award funding rules 1					3	Alphanumeric	Removed from LLWR Manual August 2019.
AwardSubject	<u>AW21</u>	153	Subject of Award	Optional					Alphanumeric	Removed from LLWR Manual August 2017.
ActivityLink*	<u>AW22</u>	149	Award activity link type	All learners	y	y	y	1	Numeric	
Attainment*	<u>AW23</u>	150	Attainment indicator	All learners	y	y	y	1	Alphanumeric	
<u>Employer ProviderID</u>	N/A	156	Provider identifier	All Employers				8	Alphanumeric	
<u>EmployerID</u>	N/A	157	Employer identifier	All Employers					Integer	
<u>EmployerName</u>	N/A	158	Name of Employer	All Employers				200	Varchar	
<u>Address1</u>	N/A	159	Employers address	All Employers				40	Varchar	
<u>Address2</u>	N/A	160	Employers	Optional				40	Varchar	



Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
			address							
<u>Address3</u>	N/A	161	Employers address	Optional				40	Varchar	
<u>Address4</u>	N/A	162	Employers address	Optional				40	Varchar	
<u>Address5</u>	N/A	163	Employers address	Optional				30	Varchar	
<u>Postcode</u>	N/A	164	Employers postcode	All Employers				8	Varchar	
<u>SMECode</u>	N/A	165	Employers SME code	All Employers				1	Char	
<u>EmployerSizeID</u>	N/A	166	Size of Employer	All Employers				1	Char	
<u>SICCode</u>	N/A	167	Employers Code	All Employers				5	Varchar	
<u>ApprenticeLevy*</u>	N/A	168		All Employers				2	Char	
<u>EmployerID</u>	N/A	170	Employer identifier	All Employer Contacts					Integer	
<u>ContactID</u>	N/A	171	Employers contact identifier	All Employer Contacts					Integer	
<u>ProviderID</u>	N/A	172	Provider identifier	All Employer Contacts				8	Varchar	
<u>ContactRole</u>	N/A	173	Role undertaken by contact	All Employer Contacts				100	Varchar	
<u>Employer Contact Forename</u>	N/A	174	Forename of contact	All Employer Contacts				40	Varchar	
<u>Employer Contact Surname</u>	N/A	175	Surname of Contact	All Employer Contacts				40	Varchar	

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
<u>Employer Contact Email</u>	N/A	176	Email address of contact	All Employer Contacts				320	Varchar	
<u>Employer Contact Telephone</u>	N/A	177	Telephone number of contact	All Employer Contacts				16	Varchar	
<u>Employment Period LearnerID</u>	N/A	179	Learner Identifier	All Employment Periods				20	Varchar	
<u>Employment Period ProviderID</u>	N/A	180	Provider Identifier	All Employment Periods				8	Varchar	
<u>Employment Period ProgrammeID</u>	N/A	181	Programme ID	All Employment Periods				10	Varchar	
<u>EmploymentPeriodID</u>	N/A	182	EmploymentPeriod Identifier	All Employment Periods					Integer	
<u>EmploymentPeriod EmployerID</u>	N/A	183	Employer Identifier	All Employment Periods					Integer	
<u>EmploymentPeriod ContactID</u>	N/A	184	Contact Identifier	All Employment Periods					Integer	
<u>EmploymentPeriod StartDate</u>	N/A	185	Employment Period Start Date	All Employment Periods					Date	
<u>EmploymentPeriod EndDate</u>	N/A	186	Employment Period End Date	All Employment Periods					Date	
<u>TerminationReasonID</u>	N/A	187	Reason for Termination	All Employment Periods					Integer	
<u>Suspensions LearnerID</u>	N/A	189	Learner Identifier	All Suspensions				20	Varchar	
<u>Suspensions ProviderID</u>	N/A	190	Provider Identifier	All Suspensions				8	Char	
<u>Suspensions ProgrammeID</u>	N/A	191	Programme Identifier	All Suspensions				10	Char	
<u>SuspensionID</u>	N/A	192	Suspension Identifier	All Suspensions					Integer	

Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
<u>Suspension StartDate</u>	N/A	193	Start Date of Suspension	All Suspensions					Date	
<u>Suspension EndDate</u>	N/A	194	End Date of Suspension	All Suspensions					Date	
<u>ReasonID Suspension</u>	N/A	195	Reason for Suspension	All Suspensions					Integer	
<u>Suspension StatusID</u>	N/A	196	Status of Suspension	All Suspensions					Integer	
<u>WageSubsidy LearnerID</u>	N/A	<b>198</b>	Learner Identifier	JGW+ Wage Subsidy					Varchar	A wage subsidy record is only relevant for JGW+ Employment strands
<u>WageSubsidy ProviderID</u>	N/A	<b>199</b>	Provider Identifier	JGW+ Wage Subsidy					Varchar	
<u>WageSubsidy ProgrammeID</u>	N/A	<b>200</b>	Programme Identifier	JGW+ Wage Subsidy					Varchar	
<u>WageSubsidyID</u>	N/A	<b>201</b>	WageSubsidy Identifier	JGW+ Wage Subsidy					Int	This should be an incremental number starting from 1. If deleted this number should not be re-used once allocated.
<u>WageSubsidy StartDate</u>	N/A	<b>202</b>	Start Date of Wage Subsidy	JGW+ Wage Subsidy					Date	
<u>WageSubsidy ExpectedEndDate</u>	N/A	<b>203</b>	Expected End Date of Wage Subsidy	JGW+ Wage Subsidy					Date	
<u>WageSubsidy EndDate</u>	N/A	<b>204</b>	End Date of Wage Subsidy	JGW+ Wage Subsidy					Date	
<u>WageSubsidy Wagecontribution</u>	N/A	<b>205</b>	Contractor's Wage Contribution payment	JGW+ Wage Subsidy					Float	
<u>WageSubsidy Furlough Indicator</u>	N/A	206	Indication of Period of Furlough	JGW+ Wage Subsidy					Boolean	

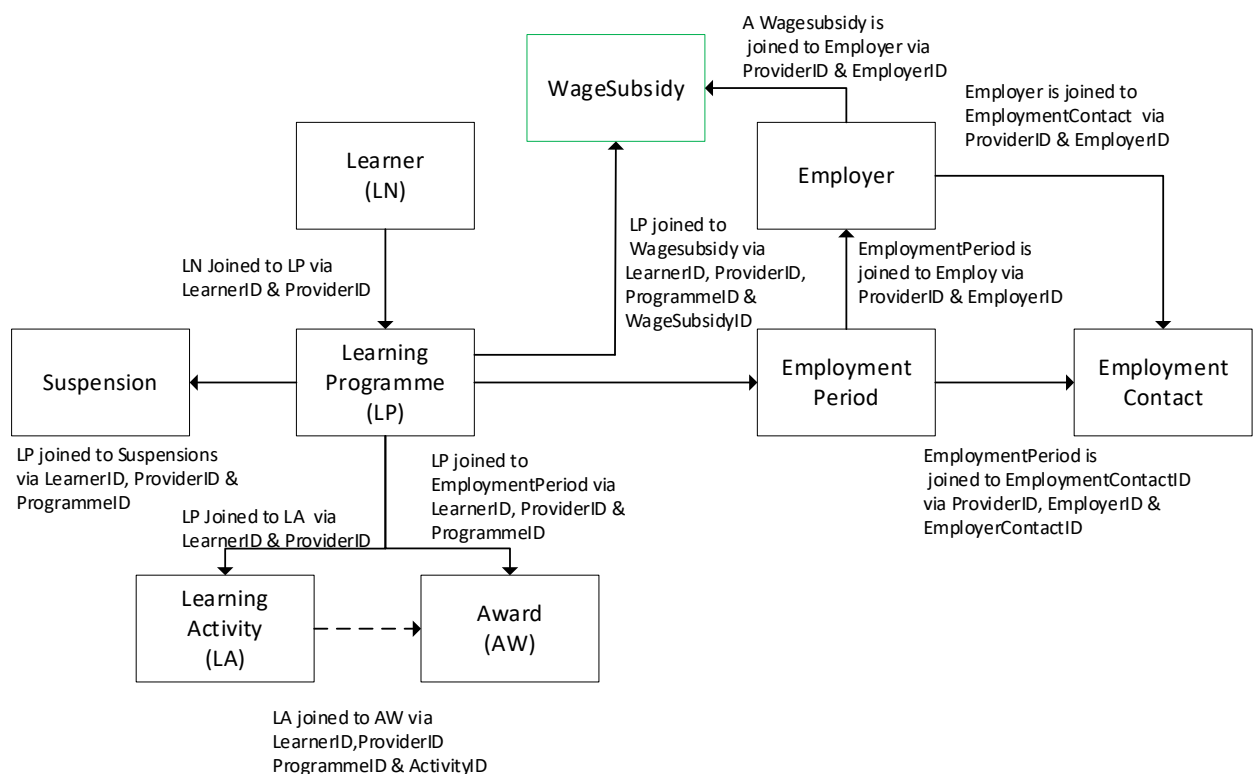
Field Name	Code	Page	Description	Mandatory for	F E	W B L	A C L	Max length	Field type	Note
<u>WageSubsidy</u> <u>WageRate</u>	N/A	<b>207</b>	Employer's Rate of Pay	JGW+ Wage Subsidy					Float	
<u>WageSubsidy</u> <u>ExpectedWorkingHours</u>	N/A	<b>208</b>	The Expected Weekly Working Hours	JGW+ Wage Subsidy					Int	
<u>WageSubsidy</u> <u>Actual Working Hours</u>	N/A	<b>209</b>	The Actual Weekly Working Hours	JGW+ Wage Subsidy					Int	
<u>WageSubsidy</u> <u>EmployerID</u>	N/A	<b>210</b>	Employer Identifier	JGW+ Wage Subsidy					Varchar	The EmployerID must exist in the Employer dataset
<u>WageSubsidy</u> <u>StateAid</u>	N/A	211	State Aid Indicator	JGW+ Wage Subsidy						

## 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 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 Learning Programme (LP) can have one or more EmploymentPeriod or none;
- ☐ An EmploymentPeriod must have one Employer;
- ☐ An EmploymentPeriod can have one EmployerContact or none.
- ☐ A Suspension must have a (LP) record
- ☐ A WageSubsidy must have a (LP) record – Only to be used for JGW+
- ☐ A WageSubsidy must have a (Employer) record – Only to be used for JGW+

### 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;

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, an 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.
- Learning that terminated over 5 academic years ago.

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](http://www.QiW.wales), and for any enquiries please contact [enquiries@qualificationswales.org](mailto: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 Digital Solutions 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 aligns with General Data Protection Regulations and will be reviewed and updated to reflect the new datasets and any changes to processing.
- 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 Digital Solutions 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://post16-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	<u>LN01</u>	Unique learner identifier	24
ULN	<u>LN22</u>	ULN (Unique learner number)	25
LearnerID	<u>LN02</u>	Learner identifier with provider	26
ProviderID	<u>LN03</u>	Provider identifier	28
Surname	<u>LN04</u>	Surname	30
Forenames	<u>LN05</u>	Forename(s)	32
Address1	<u>LN06</u>	Current home - sub dwelling	31
Address2	<u>LN07</u>	Current home - dwelling	32
Address3	<u>LN08</u>	Current home - street	33
Address4	<u>LN09</u>	Current home - locality	34
Address5	<u>LN10</u>	Current home - town/city	35
Postcode	<u>LN11</u>	Home postcode – current	36
Telephone	<u>LN12</u>	Contact telephone number	37
NINumber	<u>LN13</u>	National insurance number	38
SurnameAt16	<u>LN14</u>	Surname on 16th birthday	39
DOB	<u>LN15</u>	Date of birth	40
Gender	<u>LN16</u>	Gender	41
Ethnicity	<u>LN17</u>	Ethnic origin	42
NationalID	<u>LN18</u>	National identity	43
LastSchool	<u>LN20</u>	School last attended	44
YearLeftSchool	<u>LN21</u>	Year left school	45
Email	<u>LN23</u>	Learner email address	46

## ULI (Unique learner identifier)

Field number	<b>LN01</b>	Field length	<b>13</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ULI*</b>	Mandatory for	<b>All learners</b>
Description	A unique identifier for each learner.  This will be determined by the Welsh Government.  Format: "Lnnnnnnnnnnnnn".		
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.  <b>ULI is the same across all datasets.</b>		

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	<p>The Learning Records Service (LRS) supplies providers with the Unique Learner Number (ULN) for their learners.</p> <p>The ULN is mandatory for all learners starting learning programmes from August 2011 except those on Adult Community Learning (ACL)</p> <p>Providers should register a learner using the LRS.</p> <p><b>This field is optional.</b> Learners on ACL learning programmes can be submitted to LLWR with an ULN of 9999999999 or NULL.</p> <p>The <u>Surname</u> and <u>Forenames</u> fields are also to be submitted to the LRS for ULN allocation.</p>		
All validation rule(s) are prefixed by <b>Learner.ULN</b>			
<ul style="list-style-type: none"><li>.1    ULN must be in the valid numerical format.</li><li>.2    ULN check digit shows an error and ULN not equal to “9999999999” and is not NULL.</li><li>.3    Learners within the same provider must not share the same ULN.</li><li>.4    For Programmes starting on or after “2011-08-01” FE and WBL learners must have a valid <u>ULN</u>.</li><li>.5    ULN must not begin with ‘0’.</li></ul>			

## Learner identifier with provider

Field number	LN02	Field length	20
		Field type	Alphanumeric
Field Name	LearnerID*	Mandatory for	All learners
<hr/>			
Description	A reference number for the learner, allocated by the learning provider.		
Reason required	To assist the provider in identifying the learner.		
<hr/>			
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).		
<hr/>			
Notes	<p>The learner reference code is assigned by the provider. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.</p> <p>This identifier must <b>not</b> contain personal identifiable data e.g. full surname or full National Insurance number.</p> <p>It is up to individual providers to decide upon the format of their learner reference codes. <b>The same code must be used for all submissions of data on that learner with that provider.</b></p> <p><b>This field is part of the Learner (LN) compound key for the record.</b></p> <p><b>LearnerID is the same across all datasets.</b></p>		
<hr/>			
All validation rule(s) are prefixed by <b>Learner.LearnerID</b>			
	<ul style="list-style-type: none"><li>.1 LearnerID must be at least one alphanumerical character long and can contain a to z, A to Z, 0 to 9, -, [space], ‘.</li><li>.2 LearnerID and <b><u>ProviderID</u></b> combination must be unique.</li><li>.3 LearnerIDs deleted by the Data retention process cannot be resubmitted</li></ul>		

## Provider identifier

Field number	<b>LN03</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ProviderID*</b>	Mandatory for	<b>All learners</b>
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	<p>A full list of Welsh Government provider reference codes is provided on LLWR-Inform (see hyperlink at <b><u>Section 3</u></b>), with guidance at <b><u>Annex 2</u></b> of this manual.</p> <p>Any provider whose code is missing from this list, or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.</p> <p><b>This field is part of the LN (Learner) compound key for the record.</b></p> <p><b>ProviderID is the same across all datasets.</b></p>		

## 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	<p>This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the <b><u>LLWR Privacy Notice</u></b> for more information on how learners' personal details may be shared.</p> <p>Please do not include anything other than the surname of the learner in this field. For example, do not use the word 'deceased' or similar for a learner who has died. When a learner dies while in learning, record this information in <b><u>TermReason</u></b>.</p> <p>The surname (<b><u>Surname</u></b>) and forename (<b><u>Forenames</u></b>) are also to be submitted to the Learning Records Service for <b><u>ULN</u></b> allocation.</p>		
All validation rules are prefixed by <b>Learner.Surname</b>			
	<b>.1</b> Surname must be at least one alphanumerical character long and can contain a to z, A to Z, -, [space], '.		

## Forename(s)

Field number	<b>LN05</b>	Field length	<b>40</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Forenames*</b>	Mandatory for	<b>All learners</b>
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	<p>Forename(s) should be the full given name(s) and not the shortened version of the name, for example Elizabeth should be recorded not Liz.</p> <p>This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the <b><u>LLWR Privacy Notice</u></b> for more information on how learners' personal details may be shared.</p> <p>Please do not include anything other than the forename(s) of the learner in this field. For example, do not use the word 'deceased' or similar for a learner who has died. When a learner dies while in learning, record this information in <b><u>TermReason</u></b>.</p> <p>The surname (<b><u>Surname</u></b>) and forename (<b><u>Forenames</u></b>) are also to be submitted to the Learning Records Service for <b><u>ULN</u></b> allocation.</p>		
All validation rules are prefixed by <b>Learner.Forenames</b>			
	<b>.1</b> 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	<b>LN06</b>	Field length	<b>40</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Address1*</b>	Mandatory for	<b>All learners</b>
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 <b><u>LLWR Privacy Notice</u></b> for more information on how learners’ personal details may be shared.		
All validation rules are prefixed by <b>Learner.Address1</b>			
	<b>.1</b> 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	<b>LN07</b>	Field length	<b>40</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Address2*</b>	<b>This field is optional</b>	
<hr/>			
Description	The second line of the learner’s address (where known)		
Reason required	To inform follow up surveys and data audits.		
<hr/>			
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).		
<hr/>			
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 <b><u>LLWR Privacy Notice</u></b> for more information on how learners’ personal details may be shared.		
<hr/>			
All validation rules are prefixed by <b>Learner.Address2</b>			
	<b>.1</b>	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	<b>LN08</b>	Field length	<b>40</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Address3*</b>	<b>This field is optional</b>	
<hr/>			
Description	The third line of the learner’s address (where known).		
Reason required	To inform follow up surveys and data audits.		
<hr/>			
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).		
<hr/>			
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 <b><u>LLWR Privacy Notice</u></b> for more information on how learners’ personal details may be shared.		
<hr/>			
All validation rules are prefixed by <b>Learner.Address3</b>			
	<b>.1</b> 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	
<hr/>			
Description	The fourth line of the learner’s address (where known).		
Reason required	To inform follow up surveys and data audits.		
<hr/>			
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).		
<hr/>			
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 <u>LLWR Privacy Notice</u> for more information on how learners’ personal details may be shared.		
<hr/>			
All validation rules are prefixed by <b>Learner.Address4</b>			
	.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	<b>LN10</b>	Field length	<b>30</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Address5*</b>	<b>This field is optional</b>	
<hr/>			
Description	The fifth line of the learner’s address (where known).		
Reason required	To inform follow up surveys and data audits.		
<hr/>			
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).		
<hr/>			
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 <b><u>LLWR Privacy Notice</u></b> for more information on how learners’ personal details may be shared.		
<hr/>			
All validation rules are prefixed by <b>Learner.Address5</b>			
	<b>.1</b>	Address5 must be at least one alphanumerical character long and contain a to z, A to Z, 0 to 9, -, [space], ‘, .., &, / if not submitted	
	<b>NULL</b>		

## Current home – postcode

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

---

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	<b>LN12</b>	Field length	<b>16</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Telephone*</b>	Mandatory for	<b>All Learners</b>
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  <b>0000000000000000</b> Not available		
Notes	<p>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.</p> <p>This field can be used to provide mobile telephone contact details if a landline is not available.</p> <p>All landline details should also include the appropriate area code.</p> <p>International contact details should start "00".</p> <p>Telephone numbers of learners who use text phones should be prefixed with 1800x.</p> <p>See the <b><u>LLWR Privacy Notice</u></b> for more information on how learners' personal details may be shared.</p>		

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
<hr/>			
Description	National Insurance number.		
Reason required	To track learners' employment destinations and to assist in allocating and checking ULIs.  All learners on a WBLProgramme must have a valid National Insurance Number to allow linking with benefits system for National Insurance (NI) credits.  <b>This field informs eligibility for ESF Funding.</b>		
<hr/>			
Valid entries	Any valid NI number.  <b>999999999</b> Not known <b>888888888</b> Not required <b>111111111</b> Under the age to receive an NI, studying at an FEI <b>222222222</b> Foreign student with no NI studying at an FEI		
<hr/>			
Notes	<b>Only NI numbers issued by the Department for Work and Pensions should be submitted to the LLWR.</b>  <b>NI Numbers are made up of two letters, six numbers and a final letter, which is always A, B, C, or D. Please click <a href="#">here</a> for more information.</b>  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 <b>0300 200 3502</b> 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.		
<hr/>			
All validation rules are prefixed by <b>Learner.NINumber</b>			
	<b>.1</b> NINumber must be in the correct format if not submitted NULL		
	<b>.2</b> Learners registered with the same <b>ProviderID</b> must not share the same National Insurance Number.		
	<b>.3</b> Codes "111111111" and "222222222" can only be used for FE learners		

## Surname on 16<sup>th</sup> 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 16 <sup>th</sup> 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	<p>This information is regarded as strictly confidential and will not be accessible outside Welsh Government.</p> <p>This field will provide a more reliable name for linking learner details to establish correct unique learner identifiers and should be provided wherever possible. Where the learner is unwilling to provide the information “NOT KNOWN” should be recorded.</p> <p>All learners, both male and female should be asked this; it should not be assumed from their current surname.</p>		
All validation rules are prefixed by <b>Learner.SurnameAt16</b>			
	<b>.1</b> 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	<p>Please note that a date of birth must be provided for all FE and WBL learners.</p> <p>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.</p>		
All validation rules are prefixed by Learner.DOB			
	.1 Date difference between DOB and LASStartDate must not show a learner age of less than 12 for Mainstream-funded programmes.		

## Gender

Field number	<b>LN16</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Gender*</b>	Mandatory for	<b>All learners</b>
<hr/>			
Description	Gender of the learner.		
Reason required	For analysis of the structure and nature of the learner population, and for allocating and checking ULIs.		
<hr/>			
Valid entries	<b>M</b>	Male	
	<b>F</b>	Female	
	<b>O</b>	Other	
<hr/>			
Notes	<p>The gender type indicated by the learner should be recorded.</p> <p>In those instances where an existing learner indicates that they wish to be recorded as a different gender, providers should update their records accordingly.</p> <p>O - Other can be used to record learners who do not associate themselves with a binary gender identity of Male or Female.</p> <p>Where this learner has previously been in learning with the same provider, the same <b><u>LearnerID</u></b> (Learner identifier with provider) should be used when recording new details on the LLWR.</p>		
<hr/>			
All validation rules are prefixed by <b>Learner.Gender</b>			
	<b>.1</b>	Gender must be in the Welsh Government valid entry list.	

## Ethnic origin

Field number	<b>LN17</b>	Field length	<b>2</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Ethnicity*</b>	Mandatory for	<b>All learners</b>

---

Description Ethnic origin of the learner (self-described).

Reason required To monitor equality and diversity, in accordance with the Equality Act 2010.

---

Valid entries

### **White**

- 12** Welsh/English/Scottish/  
Northern Irish/British
- 13** Irish
- 14** Gypsy or Irish Traveller
- 15** Any other White  
Background
- 16** Roma

### **Black, Black Welsh, Black British, Caribbean or African**

- 21** Caribbean
- 22** African
- 29** Any other Black, Black  
Welsh, Black British or  
Caribbean background

### **Asian, Asian Welsh or Asian British**

- 31** Indian
- 32** Pakistani
- 33** Bangladeshi
- 34** Chinese
- 39** Other Asian Background

### **Mixed or Multiple ethnic groups**

- 41** White and Black Caribbean
- 42** White and Black African
- 43** White and Asian
- 49** Any other Mixed or Multiple  
background

### **Other Ethnic Group**

- 50** Arab
- 80** Any other ethnic group
- 90** Information Refused
- 99** Not known

## Notes

The information should be recorded according to the learner's own identification. Providers should not determine the participant's ethnicity where the participant declines to provide it.

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](https://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	<b>LN18</b>	Field length	<b>3</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>NationalID*</b>	Mandatory for	<b>All Learners</b>
Description	National identity of learner.		
Reason required	To allow analysis according to national identity, as perceived by the learner.		

Valid entries	<b>WAL</b> Welsh
	<b>ENG</b> English
	<b>SCO</b> Scottish
	<b>IRE</b> Irish
	<b>BRI</b> British
	<b>BNO</b> British National of Hong Kong
	<b>OTH</b> Other
	<b>NKN</b> Not known/not required
	<b>NOR</b> 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.

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

.1 NationalID must be in the Welsh Government valid entry list.

## School last attended

Field number	<b>LN20</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LastSchool*</b>	<b>This field is optional</b>	

---

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 (see hyperlink at **Section 3**) 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	<b>LN21</b>	Field length	<b>4</b>
		Field type	<b>Numeric</b>

Field Name	<b>YearLeftSchool*</b>	<b>This field is optional</b>
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Description	The year the learner left the school indicated in <b><u>LastSchool</u></b> .
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Reason required	To allow accurate allocation and checking of ULI and for analysis of learning patterns.
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Valid entries	Valid years (4 digits).
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<b>9999</b>	Not known/not required
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Notes	This information is regarded as strictly confidential and will not be accessible outside Welsh Government.
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**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.

## Learner Email Address

Field number	<b>LN23</b>	Field length	<b>320</b>
		Field type	<b>Varchar</b>
Field Name	<b>EmailAddress*</b>	Mandatory for	<b>JGW+ only</b>
Description	Learner's Email Address.		
Reason required	To undertake follow-up surveys.		
Valid entries	Must be a valid active Email address or 0000000000000000 Not available		
Notes	<p>This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government.</p> <p>The information is required for JGW+ learners. Where an email address is not available 0000000000000000 must be submitted. The field can be submitted as "null" for all other learners.</p>		
<p>All validation rules are prefixed by <b>Learner.EmailAddress</b></p> <p><b>.1</b> Email must be a valid email format when not Null or "Not available".</p>			



## Learning programme (LP) dataset

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

Field name	Code	Description	Page
ULI	<u><b>LP01</b></u>	Unique learner identifier	49
LearnerID	<u><b>LP02</b></u>	Learner identifier with provider	50
ProviderID	<u><b>LP03</b></u>	Provider identifier	51
ProgrammeID	<u><b>LP04</b></u>	Learning programme identifier	52
ProvLPRef	<u><b>LP75</b></u>	Learning reference used by provider	53
ReleaseDate	<u><b>LP06</b></u>	Data release date	55
UK GDPR	<u><b>LP83</b></u>	GDPR Indicator	56
Domicile	<u><b>LP08</b></u>	Country of domicile	57
StartPostcode	<u><b>LP09</b></u>	Postcode (at start of learning programme)	58
LocalAuthority	<u><b>LP10</b></u>	Unitary authority code	59
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EmpName	<u><b>LP12</b></u>	Employer name	69
EmpPostcode	<u><b>LP13</b></u>	Employer postcode	70
EmpLength	<u><b>LP68</b></u>	Length of employment with same employer	71
WorkingHours	<u><b>LP61</b></u>	Hours worked per week	73
EmpSMECode	<u><b>LP47</b></u>	SME indicator code	74
EmpSize	<u><b>LP62</b></u>	Size of employer	75
ApprenticeLevy	<u><b>LP82</b></u>	Apprenticeship Levy Indicator	76
StartHighQual	<u><b>LP22</b></u>	Level of highest qualification achieved prior to learning programme	77
StartWelshQual	<u><b>LP67</b></u>	Level of highest Welsh language qualification achieved prior to learning programme	78
WelshSpeaker	<u><b>LP23</b></u>	Welsh speaker indicator	79
FeeSource	<u><b>LP28</b></u>	Major source of fees	80
DisabilityStatus	<u><b>LP29</b></u>	Disability and/or learning difficulty	81
DisabilityType	<u><b>LP30</b></u>	Primary type of disability and/or learning difficulty	82
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Field name	Code	Description	Page
LPProvSpec1	<b><u>LP44</u></b>	Provider specified field 1	85
LPProvSpec2	<b><u>LP45</u></b>	Provider specified field 2	85
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Subcontractor2	<b><u>LP81</u></b>	Second Tier Sub-Contractor	87
SectorCode	<b><u>LP66</u></b>	Sector framework code 2011	88
HoursEstCB	<b><u>LP69</u></b>	Estimated Centre Based Hours	89
HoursEstWB	<b><u>LP70</u></b>	Estimated Work Based Hours	91
HoursActCB	<b><u>LP71</u></b>	Actual Centre Based Hours	93
HoursActWB	<b><u>LP72</u></b>	Actual Work Based Hours	94
HealthCond	<b><u>LP56</u></b>	Work-limiting health condition	95
MigrantWorker	<b><u>LP60</u></b>	Migrant worker indicator	96
LPEndDate	<b><u>LP55</u></b>	Date terminated learning programme	97
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ActualSynchronous Hours	<b><u>LP87</u></b>	Actual Synchronous Hours	104
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EssentialSkillsDispensation	<b><u>LP89</u></b>	Essential Skills Dispensation.	106
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## ULI (Unique learner identifier)

Field number	<b>LP01</b>	Field length	<b>13</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ULI*</b>	Mandatory for	<b>All learners</b>
Description	A unique identifier for each learner.  This will be determined by the Welsh Government.  Format "Lnnnnnnnnnnnnn".		
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.  <b>ULI is the same across all datasets.</b>		

## 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	<p>The learner reference code is assigned by the provider. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.</p> <p>It is up to the individual providers to decide upon the format of their learner reference codes. The same code must be used for all submissions of data on that learner with the specific provider.</p> <p><b>LearnerID is the same across all datasets.</b></p> <p><b>This field is part of the Learning Programme (LP) compound key for the record.</b></p>		
All validation rules are prefixed by <b>Programme.LearnerID</b>			
	<b>.1</b> 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	<b>LP03</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ProviderID*</b>	Mandatory for	<b>All learners</b>
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	<p>A full list of the Welsh Government provider reference codes is provided on LLWR-Inform (see hyperlink at <b><u>Section 3</u></b>), with guidance <b><u>Annex 2</u></b> of this manual.</p> <p>Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.</p> <p><b>ProviderID is the same across all datasets.</b></p>		

## Learning programme identifier

Field number	<b>LP04</b>	Field length	<b>10</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ProgrammID*</b>	Mandatory for	<b>All learners</b>
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 “nnddmmyyy”.		
Notes	<p><b><u>Annex 1</u></b> contains a detailed definition of a Learning Programme.</p> <p>The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.</p> <p><b>ProgrammID is the same across all datasets.</b></p> <p><b>This field is part of the Learning Programme (LP) compound key for the record and should not be changed once accepted.</b></p>		

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

- .1 ProgrammID must be in correct format.
- .2 Characters 3-10 of **ProgrammID** must show a date that is before the current date.
- .3 **LearnerID**, **ProviderID**, **ProgrammID** combination must be unique.
- .4 **DOB** must show a date that is before or equal to the date of last eight characters of **ProgrammID** (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	<b>LP75</b>	Field length	<b>20</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ProvLPRef*</b>	Mandatory for	<b>Learners on WBL and FE programmes</b>

---

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 eligibility evidence is collected including where self-declaration is permissible or, for example, 'no qualification' is declared by the learner. DO NOT USE FOR TRAINEESHIPS

**N** - All necessary ESF evidence cannot be obtained (from 1 March 2016, any new apprenticeship starts with this entry will not be eligible for funding) These may be eligible for domestic 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 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

**NE** – Not in Education, Employment or Training (NEET) Status and all eligibility evidence is collected including where self-declaration is permissible. NB Casual employment/Saturday jobs held by a participant in education at the time of referral do not put the participant in an 'employed' category.

**PT** – Part-time working 15 hours or under that does not fall into the 'casual employment' category. For participants that confirm they are working, you will need to ensure that the status is confirmed as part-time employment and the hours worked per week should be noted on the enrolment/start paperwork.

**SS** – For ALL individuals that undertake Summer School a code of SS should be entered

---

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 WBL Programme Specification.

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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	
<hr/>			
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.		
<hr/>			
Valid entries	<b>For learners starting their learning programme on or after 01/08/2014 this field must be submitted with a NULL value.</b>  <b>For learners registered before 1 August 2014 the value recorded for this field should continue to be submitted (including 9999-12-31).</b>  Valid date in the format “ddmmyyyy”. 9999-12-31    Permission not given/data not required		
<hr/>			
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 <b><u>LLWR Privacy Notice</u></b> was updated accordingly.		
<hr/>			
All validation rules are prefixed by <b>Programme.ReleaseDate</b>			
	.1	ReleaseDate must not be a date in the future (excluding 9999-12-31.	

## UK General Data Protection Regulation

Field number	LP83	Field length	2
		Field type	Alphanumeric
Field Name	GDPR*	All learners (see notes)	
<hr/>			
Description	To record which Welsh Government Privacy Notice the learner has seen to ensure compliance with the UK General Data Protection Regulations.		
Reason required	To ensure compliance with the UK General Data Protection Regulations.		
<hr/>			
Valid entries	NULL – For all Learning Programmes that ended prior to 25 May 2018  OR  Any valid value contained within the LP83 Lookup Table on LLWR-Inform (see hyperlink at <b><u>Section 3</u></b> ).		
<hr/>			
Notes	<p>The General Data Protection Regulations came 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.</p> <p>This field should be used to record which version of the Privacy Notice the learner has seen during the enrolment process.</p> <p>Should an updated Privacy Notice be published whilst the learner is in learning, there is an obligation on providers to ensure they inform the learner of the changes and record that the new version of the Privacy Notice has been made available to the learner by updating the value in this field. We do not expect you to update the value in this field for any programmes which have closed prior to a new Privacy Notice being published</p> <p>Welsh Government will be monitoring the values recorded for learners to ensure UK GDPR compliance.</p> <p>The Privacy Notice can be accessed here <b><u>LLWR Privacy Notice</u></b> and is available from the Welsh Government website.</p>		
<hr/>			
All validation rules are prefixed by <b>Programme.GDPR</b>			
<b>.1</b> GDPR must be in the Welsh Government valid entry list at the start of the programme.			
<b>.2</b> GDPR must not be null for programmes starting on or after 1 August 2019.			

## Domicile

Field number	<b>LP08</b>	Field length	<b>4</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Domicile*</b>	Mandatory for	<b>All Learners</b>
Description	Country of domicile of learner <b>before</b> 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 (see hyperlink at <b><u>Section 3</u></b> ).		
Notes	<p>Domicile is the country in which the learner has his/her permanent home prior to learning.</p> <p><b>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.</b></p> <p><b>Only the Alpha-2 code should be used when submitting data.</b></p>		
All validation rules are prefixed by <b>Programme.Domicile</b>			
	<b>.1</b> 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
<hr/>			
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.		
<hr/>			
Valid entries	Any valid postcode character string.		
	88888888	Overseas Learner (All Programmes)	
	99999999	Not known	
<hr/>			
Notes	<p><b>For FE, ACL and WBL programmes:</b> 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 <b>should be</b> 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.</p> <p>WBL learners living outside the UK should be recorded with “88888888”.</p> <p><b>General Notes:</b></p> <p>The post code for British Forces Posted Overseas is “NW7 1PX”.</p> <p>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.</p>		
<hr/>			
All validation rules are prefixed by <b>Programme.StartPostcode</b>			
	.1 StartPostCode must be in the Welsh Government valid entry list.		
	.2 For Programmes starting on or after “2012-08-01” <b>StartPostCode</b> must not be “00000000”.		
	.3 <del>StartPostcode can only be ‘88888888’ for HE Learners starting on or after 2015-08-01.</del>		
	.4 All Work Based Learning Programmes starting on or after 1 January 2015 must have a valid postcode.		

## Unitary authority code

Field number	<b>LP10</b>	Field length	<b>3</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LocalAuthority*</b>	Mandatory for	<b>All learners</b>

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 (see hyperlink at [Section 3](#)) 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
<hr/>			
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.		
	<b>This field informs eligibility for Welsh Government and ESF funding.</b>		
<hr/>			
Valid entries	Any valid date, <b>not in the future from date of submission.</b>		
	<del>9999-12-31</del> — Default Value		
<hr/>			
Notes	<p>In the case of open or distance learning or e-learning, the date on which the first course material is sent or presented to the learner should be recorded.</p> <p><b>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.</b></p> <p>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. <b>The value in this field must not change after that point, even if the earliest associated LStartDate does change.</b></p> <p>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.</p>		
<hr/>			
All validation rules are prefixed by <b>Programme.LPStartDate</b>			
	.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	<b>LP74</b>	Field length	<b>12</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LPCode*</b>	Mandatory for	<b>FE learners</b>

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 (see hyperlink at **Section 3**) 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 at the start of the learning programme.
- .2** LPCode must not be NULL for FE programmes.
- .4** Only part time programmes can be recorded as SPF inthy 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.
- .6** SDF can only be recorded in SpecialProgramme for programmes starting on or after 1 August 2018

## Type of learning programme

Field number	<b>LP17</b>	Field length	<b>2</b>
		Field type	<b>Alphanumeric</b>

Field Name	<b>LPTYPE*</b>	Mandatory for	<b>All learners</b>
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Description Main type of learning for the programme.

Reason required To monitor the type of learning programmes being undertaken.

**This field informs funding.**

Valid entries:

**Acceptable values will be cross referenced against the date ranges contained within the LPTYPE lookup table on LLWR-Inform (see hyperlink at [Section 3](#)) using the value recorded in LPStartDate.**

### WBL programmes

- 08** Other WBL programme
- 31** Traineeship - Engagement
- 32** Traineeship – Level 1
- 33** Traineeship – Bridge-to-Employment
- 37** Foundation Apprenticeship
- 38** Apprenticeship
- 39** Higher Apprenticeship
- 41** Shared Foundation Apprenticeship (L2)
- 42** Shared Apprenticeship (L3)
- 62** Jobs Growth Wales + Engagement
- 63** Jobs Growth Wales + Advancement
- 64** Jobs Growth Wales + Employment

### ACL programmes

- 30** ACL (Adult Community Learning)

### FE programmes

- 71** Access to FE
- 72** Access to HE
- 93** **SEREN Learners**
- 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”. **All providers delivering adult learning in the community provision should use code “30”, as set out in the Welsh Government's policy statement for Adult Learning in Wales 2017.**



**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.

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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.
- .4 All Work Based Learners must have a valid **National Insurance Number** accept for JGW+ programmes.
- .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**.
- .10 Apprenticeship programmes must have at least one EmploymentPeriod recorded.

## 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	<p><b>Acceptable values will be cross referenced against the date ranges contained within the ApprenticeLevy lookup table on LLWR-Inform (see hyperlink at <u>Section 3</u>) using the value recorded in LPStartDate.</b></p> <p><b>01</b> Yes – The employer does contribute to the Apprenticeship Levy</p> <p><b>02</b> No – The employer does not contribute to the Apprenticeship Levy</p>		
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 <b>Programme.ApprenticeLevy</b>			
	<p><b>.1 ApprenticeLevy</b> must be on Welsh Government valid entry list at the start of the programme.</p> <p><del><b>.2 ApprenticeLevy</b> must not be NULL for Apprenticeship Programmes.</del></p>		

## Special programme funding rules

Field number	<b>LP51</b>	Field length	<b>3</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>SpecialProgramme*</b>	<b>This field is optional</b>	

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](mailto: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](mailto: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	<p>This field should show the date when the learning programme is expected to be completed – not the date of receipt of examination/assessment results.</p> <p><b>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.</b></p>		
All validation rules are prefixed by <b>Programme.LPExpectedEnd</b>			
	<b>.1</b> The LPExpectedEnd of the learning programme must not be before its Start Date.		

## Employment status at start of programme

Field number	<b>LP11</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>StartEmpStatus*</b>	Mandatory for	<b>All learners</b>

---

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.**

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Valid entries **Acceptable values will be cross referenced against the date ranges contained within the StartEmpStatus lookup table on LLWR-Inform (see hyperlink at [Section 3](#)) 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**.

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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	<b>LP78</b>	Field length	<b>2</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>HouseholdStatus*</b>	Mandatory for	<b>WBL learners</b>

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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.**

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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 (see hyperlink at [Section 3](#)) 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

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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.

## Employer name

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

---

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.**

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Valid entries Valid name or (left justified):

- 1 Not known
- 2 Not requested/not required

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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**.

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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	<b>LP13</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>EmpPostcode*</b>	Mandatory for	<b>FE and WBL learners (see notes)</b>

Description	Postcode of employer of learner at the <b>start</b> 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	<p>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.</p> <p>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.</p> <p>The postcode must relate to the employer shown in <b>EmpName</b>. The name (<b>EmpName</b>) and postcode will be used to identify employers and to allow more detailed analysis.</p> <p>If the learner is on a non-apprenticeship 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 .</p> <p>For more information on the FE requirement, please see the <b><u>Skills Priority FE Fund Guidance Document</u></b>.</p>
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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	<b>LP68</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>EmpLength*</b>	Mandatory for	<b>Apprenticeships</b>
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	<p><b>Acceptable values will be cross referenced against the date ranges contained within the EmpLength lookup table on LLWR- Inform (see hyperlink at <a href="#">Section 3</a>) using the value recorded in LPStartDate.</b></p> <p>Where a learner is immediately progressing to a higher level apprenticeship, the entry for this field would reflect the learner's position at their first apprenticeship programme</p> <p>For learners who were recruited as an apprentice by their employer:</p> <p>0 Not employed with same employer prior to commencing learning programme</p> <p>For learners who were already employed with their employer prior to enrolling as an apprentice:</p> <p>1 Have been employed in their current job role for less than 3 months</p> <p>2 Have been employed in their current job role for 3 months to less than 6 months</p> <p>3 Have been employed in their current job role for 6 months to less than 12 months</p> <p>4 Have been employed in their current job role for 12 months or more</p> <p>For all other learners (i.e. not apprentices):</p> <p>9 Not applicable</p>		
Notes	<p>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.</p> <p>This is the time that the learner has been in their current job role (with their current employer) prior to signing up to an apprenticeship programme.</p> <p>Example 1 – Learners who are recruited into an apprenticeship post</p>		

with an employer who they are not already employed with must be coded '0'. This coding is irrespective of the time taken to complete the relevant apprenticeship paperwork once the learner has commenced their employment.

Example 2 - 6 months' employment with employer ABC but only 1 month in their current job role would be coded as "1".

Example 3 - If a learner is recruited into an apprenticeship post and is new to the employer then must 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	<b>LP61</b>	Field length	<b>3</b>
		Field type	<b>Numeric</b>
Field Name	<b>WorkingHours*</b>	Mandatory for	<b>FE and WBL Learners</b>
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 <b><u>Skills Priority FE Fund Guidance Document</u></b> .		

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	<b>LP47</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>EmpSMECode*</b>	Mandatory for	<b>Apprenticeships</b>
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 <b>SME4</b> form.		
Reason required	To monitor whether the employer of a learner is an SME. Information will be used for ESF monitoring.		
	<b>This field is required to draw down ESF funding.</b>		

Valid entries **Acceptable values will be cross referenced against the date ranges contained within the Domicile lookup table on LLWR-Inform (see hyperlink at [Section 3](#)) 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.

## 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 <b>start</b> of the Learning Programme.														
Reason required	This field informs funding.														
Valid entries	<p>Acceptable values will be cross referenced against the date ranges contained within the EmpSize lookup table on LLWR-Inform (see hyperlink at <b>Section 3</b>) using the value recorded in LPStartDate.</p> <table><tr><td>1</td><td>0 - 1 employees</td></tr><tr><td>2</td><td>2 - 9 employees</td></tr><tr><td>3</td><td>10 – 49 employees</td></tr><tr><td>4</td><td>50 – 249 employees</td></tr><tr><td>5</td><td>250+ employees</td></tr><tr><td>9</td><td>Not applicable</td></tr></table> <p>From 1 August 2015, this field is optional and can be submitted NULL for non-Apprenticeship programmes.</p>			1	0 - 1 employees	2	2 - 9 employees	3	10 – 49 employees	4	50 – 249 employees	5	250+ employees	9	Not applicable
1	0 - 1 employees														
2	2 - 9 employees														
3	10 – 49 employees														
4	50 – 249 employees														
5	250+ employees														
9	Not applicable														
Notes	<p>This should be established at the start of the learning programme for employed learners.</p> <p>This field will also help inform <b>StartEmpStatus</b> (SME Indicator).</p> <p>Employee count should be on FTE posts measured at UK level, not just at local outlet for non-franchise organisations.</p>														
All validation rules are prefixed by <b>Programme.EmpSize</b>															
	<b>.1</b> EmpSize must be on Welsh Government valid entry list at the start of the programme.														
<u>See also</u>	Recording of Employer SME Status on the LLWR on LLWR-Inform (see hyperlink at <b>Section 3</b> )														

## Level of highest qualification achieved prior to learning programme

Field number	<b>LP22</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>StartHighQual*</b>	Mandatory for	<b>WBL learners</b>

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 (see hyperlink at [Section 3](#)) 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 Level 7/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 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	<b>LP67</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>StartWelshQual*</b>	Mandatory for	<b>All learners</b>
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	<p><b>Acceptable values will be cross referenced against the date ranges contained within the StartWelshQual lookup table on LLWR-Inform (see hyperlink at <a href="#">Section 3</a>) using the value recorded in LPStartDate.</b></p> <p><u>Welsh second language</u></p> <p>0 Welsh second language: Pre-Entry Level/no qualification</p> <p>1 Welsh second language qualification: Entry level</p> <p>2 Welsh second language qualification: Level 1 e.g. GCSE D-G</p> <p>3 Welsh second language qualification: Level 2 e.g. GCSE A*-C</p> <p>4 Welsh second language qualification: Levels 3 and above e.g. AS, A level</p> <p><u>Welsh first language</u></p> <p>5 Welsh first language: Pre-Entry Level/no qualification</p> <p>6 Welsh first language qualification: Entry level</p> <p>7 Welsh first language qualification: Level 1 e.g. GCSE D-G</p> <p>8 Welsh first language qualification: Level 2 e.g. GCSE A*-C</p> <p>9 Welsh first language qualification: Levels 3 and above e.g. AS, A level</p> <p>A Continuing learner (earliest activities prior to 2013), previous entries in <b><u>WelshSpeaker</u></b> apply.</p>		

**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	<b>LP23</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>WelshSpeaker*</b>	Mandatory for	<b>All learners</b>
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	<b>Acceptable values will be cross referenced against the date ranges contained within the WelshSpeaker lookup table on LLWR-Inform (see hyperlink at <a href="#">Section 3</a>) using the value recorded in LPStartDate.</b>  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:  <u>Fluent Welsh speaker.</u> Can participate normally in Welsh conversations between other students and with adults, but not necessarily using specialised vocabulary and complicated grammar. Likely to have studied some subjects through the medium of Welsh in school.  <u>Welsh speaker not fluent.</u> Unable to participate normally in Welsh conversations between other students and with adults. Can converse only using basic vocabulary, perhaps in specific situations such as an oral assessment. Likely to have studied Welsh (second language) in school, but has insufficient language skills to have studied other subjects through the medium of Welsh.  <u>Not Welsh speaker.</u> Understands very little or none of the language when spoken normally. Unlikely to have studied Welsh in school to examination level.		

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.

## Major source of fees

Field number	<b>LP28</b>	Field length	<b>2</b>
		Field type	<b>Alphanumeric</b>

Field Name	<b>FeeSource</b>	Mandatory for	<b>Optional</b>
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Description Main source of fees.

Reason required To monitor sources of tuition fees

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Valid entries **Acceptable values (including NULL) will be cross referenced against the date ranges contained within the FeeSource lookup table on LLWR-Inform (see hyperlink at [Section 3](#)) using the value recorded in LPStartDate.**

NULL - Not applicable

- 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 Where completed, this field should identify 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.

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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.

## Disability and/or learning difficulty

Field number	LP29	Field length	2
		Field type	Alphanumeric
Field Name	DisabilityStatus*	This field is optional	
<hr/>			
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.		
<hr/>			
Valid entries	For learners starting their learning programme on or after 01/08/2014 this field can be submitted with a NULL value. <b>Acceptable values (including NULL) will be cross referenced against the date ranges contained within the DisabilityStatus lookup table on LLWR-Inform</b> (see hyperlink at <b><u>Section 3</u></b> ) <b>using the value recorded in LPStartDate.</b>		
	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	<b>LP30</b>	Field length	<b>2</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>DisabilityType*</b>	Mandatory for	<b>All learners</b>
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	<b>Acceptable values will be cross referenced against the date ranges contained within the DisabilityType lookup table on LLWR-Inform (see hyperlink at <a href="#">Section 3</a>) using the value recorded in LPStartDate.</b>		
	21 Vision 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		
	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		
	96 Information Refused		

Notes: Code 96 may be used where a WBL learner refuses to provide information on their Disabilities; however, the provider must keep evidence to demonstrate that it has asked the learner for the information.

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", "92" or "96".

See also **Recording of learners' learning difficulties and or disabilities on the LLWR on LLWR-Inform** (see hyperlink at [Section 3](#))

## Secondary type of disability and/or learning difficulty

Field number	LP31	Field length	2
		Field type	Alphanumeric
Field Name	DisabilityType2*	This field is optional	
<hr/>			
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.		
<hr/>			
Valid entries	<b>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 (see hyperlink at <u>Section 3</u>) using the value recorded in LPStartDate.</b>		
	21 Vision 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		
	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").

## ALN Indicator

Field number	<b>LP76</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LLDDCode*</b>	Mandatory for	<b>All Learners</b>
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 (see hyperlink at <b>Section 3</b> ) 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 (Not to be used from 1 August 2019 onwards)	
	2	Learner is accessing provision in a discrete setting and Additional Learning Support funding is utilised (Not to be used from 1 August 2019 onwards)	
	3	Learner's support needs are met in a mainstream setting (Not to be used from 1 August 2019 onwards)	
	4	Learner is accessing provision in a mainstream setting and Additional Learning Support funding is utilised (Not to be used from 1 August 2019 onwards)	
	5	Learner is receiving additional learning support but ALS funding is not utilised	
	6	Learner is receiving additional learning support for which ALS 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 <https://gov.wales/post-16-planning-and-funding>

### Provider specified field 1

Field number	<b>LP44</b>	Field length	<b>20</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LPProvSpec1</b>	<b>This field is optional</b>	

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Description Optional field to assist processing for providers.

Reason required To assist processing for providers.

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Valid entries Optional fields to assist processing for providers.

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

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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	<b>LP45</b>	Field length	<b>20</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LPProvSpec2</b>	<b>This field is optional</b>	

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Description Optional field to assist processing for providers.

Reason required To assist processing for providers.

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Valid entries Optional field to assist processing for providers.

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

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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	<b>LP63</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Subcontractor*</b>	Mandatory for	<b>WBL learners</b>
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 (see hyperlink at <b>Section 3</b> ), with guidance <b>Annex 2</b> of this manual.		
	00000000 No arrangement		
Notes -	This field is optional and is to be completed for all WBL programmes.		

### For 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 subcontracted WBL 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 (see hyperlink at **Section 3**).

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	<b>LP81</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Subcontractor2*</b>	Mandatory for	<b>WBL learners</b>
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 (see hyperlink at <a href="#">Section 3</a> ), with guidance at <a href="#">Annex 2</a> of this manual.		
	00000000    No arrangement		

Notes -	<p><b>This field is optional for FE and ACL programmes.</b></p> <p>The contracted providers should always be recorded in <b>ProviderID</b>. Where the contracted provider enters into subcontracting or consortium arrangements, the subcontractor or consortium member should be recorded in <b>Subcontractor</b> (LP63).</p> <p>Where a first-tier subcontractor or consortium member (identified in <b>Subcontractor</b> (LP63)) further subcontracts delivery, the subcontractor carrying out the delivery of the programme should be recorded in <b>Subcontractor2</b>. 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.</p> <p>Where no second tier subcontracting arrangements exist, <b>Subcontractor2</b> (LP81) should be populated with 00000000.</p> <p><b>For example:</b> Provider A has a subcontracting arrangement with Provider B. Provider B subcontracts with Provider C. Therefore:  ProviderID (<b>LP03</b>) = Provider A  Subcontractor (<b>LP63</b>) = Provider B  Subcontractor2 (<b>LP81</b>) = Provider C</p> <p>Please contact the LLWR mailbox if the provider is not listed on LLWR-Inform (see hyperlink at <a href="#">Section 3</a>).</p>
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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**

## Sector framework code 2011

Field number	<b>LP66</b>	Field length	<b>5</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>SectorCode*</b>	Mandatory for	<b>Apprenticeships</b>
Description	Sector framework being followed from 2011 onwards.		
Reason required	To monitor work-based learning within sector framework from 2011 onwards.		

### **This field informs funding.**

Valid entries	Sector Framework code (from SectorCode lookup table on LLWR-Inform (see hyperlink at <b>Section 3</b> ) 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 <b><u>askWBL@gov.wales</u></b>

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	<b>LP69</b>	Field length	<b>4</b>
		Field type	<b>Numeric</b>
Field Name	<b>HoursEstCB*</b>	Mandatory for:	<b>FE learners starting on or after 1 August 2014 or Traineeships learners starting on or after 1 April 2015. All JGW + strands</b>

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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.

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Valid entries	0 – 3000 (This field can be padded with leading zeros) 9999 Not applicable
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**This field informs funding calculations for Traineeships learners, JGW+ programme participants and the monitoring of programme values for FE programmes.**

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Notes	<p><b>Acceptable values will be cross referenced against the date ranges contained within the HoursEstCB lookup table on LLWR-Inform (see hyperlink at <a href="#">Section 3</a>) using the value recorded in LPStartDate.</b></p> <p>This field is required for collection for FE programmes starting on or after 1 August 2016. A NULL value will be accepted for all other programmes.</p>
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### **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 programme is planned to be delivered in 650 hours for 10 learners and one of those learners drops out after 9 weeks, or is ill for 15 of those hours, we would not expect the entry in this field to be amended. However, if there is a more significant change to the structure of delivery such as if a planned course of 650 hours is changed to a 590 hour course for all the learners, we would expect the hours to be amended for all learners.

The hours recorded in the programme should be inclusive of all guided contact hours planned for the cohort. This should include planned time for induction, main qualification/s, Core activity (including ESW delivery and upskilling activity), work related experience and any time planned for CLIF activity. Colleges should be aware that these hours will be audited so should relate back to curriculum planning for the programme. Work related hours should be clearly identified in LP70.

#### **JGW+ Programme**

It is expected that if a null value is entered in this field for the JGW+ programme an actual value is recorded in LP70 (Estimated Work Based Hours).

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 Traineeship and JGW+ Programmes starting on or after "01042015", the date difference between LPExpectedEnd and LPStartDate plus 1 multiplied by 9 hours must be less than HoursEstCB+HoursEstWB (excluding "9999").

## Estimated Work Based Hours

Field number	<b>LP70</b>	Field length	<b>4</b>
		Field type	<b>Numeric</b>
Field Name	<b>HoursEstWB*</b>	Mandatory for:	<b>FE learners starting on or after 1 August 2014 or Traineeships learners starting on or after 1 April 2015. All JGW+ Strands</b>

---

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 9999	(This field can be padded with leading zeros) Not applicable
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**This field informs funding calculations for Traineeships learners, JGW + programme participants and the monitoring of programme values for FE programmes.**

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Notes	<p><b>Acceptable values will be cross referenced against the date ranges contained within the HoursEstWBlookup table on LLWR-Inform (see hyperlink at <a href="#">Section 3</a>) using the value recorded in LPStartDate.</b></p> <p>This field is required for collection for FE programmes. A NULL value will be accepted for all other programmes.</p>
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### **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 there is a more significant change to the structure of delivery such as 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.

### **JGW+ Programme**

It is expected that if a null value is entered in this field for the JGW+ programme an actual value is recorded in LP69 (Estimated Centre Based Hours).

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 and JGW+ Programmes starting on or after 1 April 2015, HoursEstCB and HoursEstWB must not be "9999".

## Actual Centre Based Hours

Field number	<b>LP71</b>	Field length	<b>4</b>
		Field type	<b>Numeric</b>
Field Name	<b>HoursActCB*</b>	Mandatory for:	<b>FE learners starting on or after 1 August 2014 or Traineeships learners starting on or after 1 April 2015. All JGW+ Strands</b>

---

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**

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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 (see hyperlink at [Section 3](#)) 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 and JGW+ starting on or after "01042015", the date difference between LPEndDate and LPStartDate plus 1 multiplied by 9 hours must be less than HoursActCB+HoursActWB (excluding "9999").
- .3** ForCompleted FE (from 1 August 2016) or Traineeship and JGW+ Programmes (which started on or after 1 April 2015), HoursActCB and HoursActWB must not both be "9999".

## Actual Work Based Hours

Field number	<b>LP72</b>	Field length	<b>4</b>
		Field type	<b>Numeric</b>
Field Name	<b>HoursActWB*</b>	Mandatory for:	<b>FE learners starting on or after 1 August 2014 or Traineeships learners starting on or after 1 April 2015. All JGW+ Strands</b>

---

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**

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Valid entries	0 – 3000 9999	(This field can be padded with leading zeros) Not applicable
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Notes	<b>Acceptable values will be cross referenced against the date ranges contained within the HoursActWB lookup table on LLWR-Inform (see hyperlink at <a href="#">Section 3</a>) using the value recorded in LPStartDate.</b>
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his 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 work 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	<b>Acceptable values will be cross referenced against the date ranges contained within the HealthCond lookup table on LLWR-Inform</b> (see hyperlink at <b>Section 3</b> ) <b>using the value recorded in LPStartDate.</b>  1      Learner has confirmed a work-limiting health condition 2      Learner has confirmed no work-limited health condition 8      Information Refused 9      Not applicable		
Notes	<p>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.</p> <p>From 1 August 2015, this field is optional and can be submitted NULL for FE and ACL programmes.</p> <p>Code 8 may be used where a WBL learner refuses to provide information on their Work-Limiting Health Condition; however, the provider must keep evidence to demonstrate that it has asked the learner for the information.</p>		
All validation rules are prefixed by <b>Programme.HealthCond</b>			
	.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	<b>Acceptable values will be cross referenced against the date ranges contained within the MigrantWorker lookup table on LLWR-Inform (see hyperlink at <u>Section 3</u>) using the value recorded in LPStartDate.</b>  1      Learner is a migrant worker (EU) 2      Learner is a migrant worker (non-EU) 3      Learner is not a migrant worker or Refugee 4      Learner is a Refugee 8      Information Refused 9      Not applicable		
Notes	<p>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.</p> <p>A refugee is defined (under the 1951 Refugee Convention) as someone who is unable or unwilling to return to their country of origin owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion.</p> <p>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:</p> <p><b><u><a href="http://europa.eu/about-eu/countries/index_en.htm">http://europa.eu/about-eu/countries/index_en.htm</a></u></b></p> <p>From 1 August 2015, this field is optional and can be submitted NULL for FE and ACL programmes.</p> <p>Code 8 may be used where a WBL learner refuses to provide information on their Migrant Worker status; however, the provider must keep evidence to demonstrate that it has asked the learner for the information.</p>		
All validation rules are prefixed by <b>Programme.MigrantWorker</b>			
	.1      MigrantWorker must be in Welsh Government valid entry list at the start of the programme.		
	.2      For WBLprogrammes, MigrantWorker must not be “9” or NULL.		

## Date terminated learning programme

Field number	<b>LP55</b>	Field length	
		Field type	<b>Date</b>
Field Name	<b>LPEndDate*</b>	Mandatory for	<b>All learners</b>
Description	<p>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).</p> <p>Please note that this date is not when all award results have been issued.</p>		
Reason required	<p>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.</p> <p><b>This field informs the calculation of provider performance measures.</b></p>		
Valid entries	<p>Any valid date, or</p> <p>9999-12-31    Learning programme continuing (to be used as default value until learner has terminated programme)</p>		
Notes	<p>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.</p> <p><b>This field should NOT be dated in the future of any submission date.</b></p>		

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"
- .4 For non-Apprenticeship Programmes terminating after 1 August 2019, the LPEndDate cannot be in a previous academic year.
- .5 We no longer accept programme and associated lower level records which terminated more than 5 academic years ago.
- .6 We no longer accept any Learner records which terminated more than 5 academic years ago.

## Reason for termination of learning programme

Field number	<b>LP41</b>	Field length	<b>2</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>TermReason*</b>	Mandatory for	<b>All learners</b>

---

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 (see hyperlink at [Section 3](#)) using the value recorded in LPEndDate.**

<b>00</b>	Learning programme continuing	<b>09</b>	Exclusion/left in bad standing
<b>01</b>	Completion of LP	<b>11</b>	Other
<b>02</b>	Failure (before end of LP)	<b>12</b>	Transferred to another provider
<b>04</b>	Health reasons	<b>13</b>	Transferred to another LP at same provider
<b>05</b>	Death	<b>14</b>	Gone into employment related to LP
<b>06</b>	Financial reasons	<b>15</b>	Gone into other employment
<b>07</b>	Other personal reasons leading to dropping out	<b>16</b>	Redundancy
		<b>99</b>	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.
- .6** ImmediateDest must be “00” where TermReason is “00” for Traineeship and Apprenticeship programmes.

## Immediate Destination

Field number	<b>LP79</b>	Field length	<b>2</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ImmediateDest*</b>	Mandatory for	<b>WBL Learners</b>

---

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.**

**Acceptable values (including NULL) will be cross referenced against the date ranges contained within the ImmediateDest lookup table on LLWR-Inform (see hyperlink at [Section 3](#)) 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)
- 23 Employment (Less than 16 Hours per week)
- 24 Apprenticeship (Employment – full-time)
- 25 Apprenticeship (Employment – part-time)
- 98 Not applicable (part-time learner)
- 99 Not known

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

---

Notes This field is optional and a **NULL** value will be accepted for learners on FE 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.

## Caring Responsibility

Field number	<b>LP80</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>CaringResp*</b>	Mandatory for	<b>WBL learners</b>
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.		
	<b>This field is required to draw down ESF funding.</b>		

Valid entries	<p><b>A valid entry should be recorded in this field for all WBL learners who terminate their programme on or after 1 January 2015.</b></p> <p><b>Acceptable values (including NULL) will be cross referenced against the date ranges contained within the CaringResp lookup table on LLWR-Inform (see hyperlink at <a href="#">Section 3</a>) using the value recorded in LPEndDate.</b></p> <ol style="list-style-type: none"> <li>1 Primary carer of a child/children (under 18)</li> <li>2 Primary carer of disabled adult (18 and over)</li> <li>3 Primary carer of older person/people (65 and over)</li> <li>4 No caring responsibilities</li> <li>5 Information refused</li> <li>6 Primary Carer of a child/children (Under 18) and Primary Carer of a disabled adult (18 and over)</li> <li>7 Primary Carer of a child/children (Under 18) and Primary Carer of older person/people (65 and Over)</li> <li>8 Primary Carer of a disabled adult (18 and over) and Primary Carer of older person/people (65 and Over)</li> <li>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)</li> <li>9 Not known</li> </ol>		
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Notes	<p>This field is optional and a <b>NULL</b> value will be accepted for learners on FE or ACL Programmes.</p> <p>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.</p>
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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.

## Expected Asynchronous Hours

Field number	<b>LP84</b>	Field length	<b>4</b>
		Field type	<b>Numeric</b>
Field Name	<b>ExpectedAsynchronoushours*</b>	Mandatory for:	<b>FE learners starting on or after 1 August 2021</b>

---

Description      New field to capture learning hours - Expected Asynchronous Hours

Reason required      Differentiating between tutor led (Synchronous) and non-tutor led (Asynchronous)

---

Valid entries      Any numeric range 0 - 3000

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

---

Notes      This new field is required for collection for FE programmes starting on or after 1 August 2021. A NULL value will not be accepted for FE.

For FE learners this field should record the number of Expected Asynchronous (Non-tutor led) 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

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All validation rules are prefixed by Programme. ExpectedAsynchronousHours.1

.1      ExpectedAsynchronousHours must be supplied for FE Programmes starting on or after 01/08/2021

## Actual Asynchronous Hours

Field number	<b>LP86</b>	Field length	<b>4</b>
		Field type	<b>Numeric</b>
Field Name	<b>ActualAsynchronoushours*</b>	Mandatory for:	<b>FE learners starting on or after 1 August 2021</b>

---

Description	New field to capture learning hours - Actual Asynchronous Hours
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Reason required	Differentiating between tutor led (Synchronous) and non-tutor led (Asynchronous)
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---

Valid entries	Any numeric range 0 – 3000
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**This field informs funding calculations and the monitoring of programme values for FE programmes.**

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Notes	<p>This new field is required for collection for FE programmes starting on or after 1 August 2021. A NULL value will not be accepted for FE.</p> <p>For FE learners this field should record the number of Actual Asynchronous (non tutor led) based Hours for the delivery of the entire Learning Programme.</p> <p>Full-time programmes have durations of one academic year and the hours recorded against full-time programmes should be for one year only.</p> <p>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</p>
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All validation rules are prefixed by Programme. ActualAsynchronousHours.

- .1** ActualAsynchronousHours must be supplied for FE Programmes starting on or after 01/08/2021



## Expected Synchronous Hours

Field number	<b>LP85</b>	Field length	<b>4</b>
		Field type	<b>Numeric</b>
Field Name	<b>ExpectedSynchronoushours*</b>	Mandatory for:	<b>FE learners starting on or after 1 August 2021</b>
Description	New field to capture learning hours - Expected Synchronous Hours		
Reason required	Differentiating between tutor led (Synchronous) and non-tutor led (Asynchronous)		
Valid entries	Any numeric range 0 - 3000		
	<b>This field informs funding calculations and the monitoring of programme values for FE programmes.</b>		
Notes	<p>This new field is required for collection for FE programmes starting on or after 1 August 2021. A NULL value will not be accepted for FE. For FE learners this field should record the number of Expected Synchronous (Tutor led) Hours for the delivery of the entire Learning Programme.</p> <p>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</p>		

All validation rules are prefixed by Programme. ExpectedSynchronousHours.

- .1 ExpectedSynchronousHours must be supplied for FE Programmes starting on or after 01/08/2021

## Actual Synchronous Hours

Field number	<b>LP87</b>	Field length	<b>4</b>
		Field type	<b>Numeric</b>
Field Name	<b>ActualSynchronoushours*</b>	Mandatory for:	<b>FE learners starting on or after 1 August 2021</b>
Description	New field to capture learning hours – Actual Synchronous Hours		
Reason required	Differentiating between tutor led (Synchronous) and non-tutor led (Asynchronous)		
Valid entries	Any numeric range 0 - 3000		
	<b>This field informs funding calculations and the monitoring of programme values for FE programmes.</b>		
Notes	<p>This new field is required for collection for FE programmes starting on or after 1 August 2021, A NULL value will not be accepted for FE. For FE learners this field should record the number of Actual Synchronous (Tutor led) based Hours for the delivery of the entire Learning Programme.</p> <p>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</p>		

All validation rules are prefixed by Programme. ActualSynchronousHours

- .1 ActualSynchronousHours must be supplied for FE Programmes starting on or after 01/08/2021

## Welsh Medium Delivery indicator

Field number      **LP88**

Field length    **4**

Field type       **Numeric**

Field Name       **WelshMediumPercentage\***

Mandatory  
for:               **None**

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Description       This field will capture the percentage of the programme which will be delivered in Welsh

Reason required   A new field to capture - Welsh/bilingual medium delivery indicator at a programme level

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Valid entries       Any numeric range 0 – 100 (recorded as percentage)

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Notes               This field will be used to record a percentage of the programme undertaken in the medium of welsh

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## Essential Skills Dispensation Indicator

Field number	<b>LP89</b>	Field length	
		Field type	<b>Integer</b>
Field Name	<b>EssentialSkillsDispensation</b>	Mandatory for	<b>Apprenticeships starting on or after 1 August 2021</b>
Description	Records where the provider has carried out an assessment and decided the individual can be allowed the adjustment of the minimum requirement for the english or maths qualifications based upon their assessment. The adjustment may apply to one subject, or to both English and maths.		
Reason required	In recognition of the barriers to participation to some disabled people, we have introduced exceptions for foundation apprenticeships and apprenticeships which will be permitted to the english and maths minimum requirements. This adjustment is because of the barrier these requirements may present to a person with a learning difficulty or impairment. We need to record numbers to assess the impact of these changes on disabled people.		
Valid entries	<p><b>Acceptable values will be cross referenced against the date ranges the date ranges contained within the LP89 lookup table on LLWR Inform (see hyperlink at <a href="#">Section 3</a>)</b></p> <ol style="list-style-type: none"> <li>1. The learner has received a dispensation on essential skills English</li> <li>2. The learner has received a dispensation on essential skills Maths</li> <li>3. The learner has received a dispensation on essential skills Maths and English</li> <li>4. A Null entry represents no dispensation</li> </ol>		
Note	<p>The Welsh Government is proposing a new, simpler and more responsive systems of meeting the Additional Learning Needs of children and young people (CYP).</p> <p>An Individual Development Plan (IDP) is central to the proposals for changing the way we assess and meet Special Educational Needs in Wales. It's envisaged that the IDP will replace the existing Statement of Special Educational Needs over a phased period and be used for learners from the age of 0 to 25.</p> <p>The IDP will be a single plan with a common format which will be developed through using a person centred planning approach. All IDP's will include an Action Plan plus the evidence for the actions.</p>		

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

- 1** EssentialSkillsDispensation must be on Welsh Government valid entry list (LP89 lookup) at the start of the programme or null
- 2** A dispensation can only be recorded against Apprenticeships or foundation Apprenticeships programmes: - LP17 = 37 or 38

## Individual Development Plan Indicator

Field number	LP90	Field length	1
		Field type	Alphanumeric
Field Name	IDPCode*	Mandatory for	All Learners from 1 <sup>st</sup> Aug 2022

Description Records whether a learner has an individual development plan (IDP).

Reason required To monitor the distribution of learners with IDPs in post-16 learning in Wales.

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 a learning difficulty or disability/not required.

1 Learner has a learning difficulty or disability but does not have ALN.

2 Learner has ALN and an IDP maintained by the FEI

3 Learner has ALN and an IDP maintained by a local authority

4 Learner has ALN but has declined an IDP

Notes Learners aged over 25 must be coded as '0'

A definition of additional learning needs (ALN) and further guidance can be found in the [ALN Code for Wales](#)

Individual development plans (IDPs) are statutory plans issued to learners under the [Additional Learning Needs and Education Tribunal \(Wales\) Act 2018](#). A learner may have either an IDP which is the responsibility of the FEI or an IDP which is the responsibility of the local authority. Only IDPs created under the ALN Act should be recorded. The college's ALNCo is best placed to confirm.

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

.1 IDPCode must be in Welsh Government valid entry list at the start of the programme, only allow Null for programmes that start before 1<sup>st</sup> August 2022

## Learning activity (LA) dataset

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

Field name	Code	Description	Page
ULI	<u><b>LA01</b></u>	ULI (Unique Learner Identifier)	110
LearnerID	<u><b>LA02</b></u>	Learner identifier with provider	111
ProviderID	<u><b>LA03</b></u>	Provider identifier	112
ProgrammID	<u><b>LA04</b></u>	Learning programme identifier	113
ActivityID	<u><b>LA05</b></u>	Learning activity identifier	114
LearnAimRef	<u><b>LA06</b></u>	Learning aim reference	117
ProvLARef	<u><b>LA07</b></u>	Learning activity reference used by provider	118
LATitle	<u><b>LA08</b></u>	Title of learning activity	119
Assessable	<u><b>LA40</b></u>	Assessable learning	120
LAStartDate	<u><b>LA09</b></u>	Date commenced learning activity	121
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## ULI (Unique learner identifier)

Field number	<b>LA01</b>	Field length	<b>13</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ULI*</b>	Mandatory for	<b>All learners</b>
Description	A unique identifier for each learner.  This will be determined by the Welsh Government.  Format: "Lnnnnnnnnnnnnn".		
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.  <b>ULI is the same across all datasets.</b>		



## Learner identifier with provider

Field number	LA02	Field length	20
		Field type	Alphanumeric
Field Name	LearnerID*	Mandatory for	All learners
<hr/>			
Description	An identifier number for the learner, allocated by the learning provider.		
Reason required	To assist the provider in identifying the learner.		
<hr/>			
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).		
<hr/>			
Notes	<p>The learner reference code is assigned by the provider. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.</p> <p>This identifier must <b>not</b> contain personal identifiable data e.g. full surname or full National Insurance number.</p> <p>It is up to the individual providers to decide upon the format of their learner reference codes. <b>The same code must be used for all submissions of data on that learner with the specific provider.</b></p> <p><b>This field is part of the Learning Activity (LA) compound key for the record.</b></p> <p><b>LearnerID is the same across all datasets.</b></p>		
<hr/>			
All validation rules are prefixed by <b>Activity.LearnerID</b>			
<ul style="list-style-type: none"><li>.1 LearnerID must be at least one alphanumerical character long and can contain a to z, A to Z, 0 to 9, -, [space], '.</li><li>.2 LearnerID and <b>ProviderID</b>, ProgrammID and ActivityID combination must be unique.</li></ul>			

## Provider identifier

Field number	<b>LA03</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ProviderID*</b>	Mandatory for	<b>All learners</b>
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	<p>A full list of Welsh Government provider reference codes is provided on LLWR-Inform (see hyperlink at <b><u>Section 3</u></b>), with guidance at <b><u>Annex 2</u></b>.</p> <p>Any provider whose code is missing from this list or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox immediately.</p> <p><b>This field is part of the Learning Activity (LA) compound key for the record.</b></p> <p><b>ProviderID is the same across all datasets</b></p>		

## Learning programme identifier

Field number	LA04	Field length	10
		Field type	Alphanumeric
Field Name	ProgrammID*	Mandatory for	All learners
<hr/>			
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.		
<hr/>			
Valid entries	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format “nnddmmyyy”.		
<hr/>			
Notes	<p>Information about a learner may be submitted in more than one learning programme dataset if he/she undertakes more than one learning programme.</p> <p>The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.</p> <p><b>This field is part of the Learning Activity (LA) compound key for the record.</b></p> <p><b>ProgrammID is the same across all datasets.</b></p>		
<hr/>			
All validation rules are prefixed by <b>Activity.ProgrammID</b>			
.1 ProgrammID must be in correct format.			

## Learning activity identifier

Field number	LA05	Field length	2
		Field type	Numeric
Field Name	ActivityID*	Mandatory for	All learners
<hr/>			
Description	Identifier for each learning activity for this learning programme.		
Reason required	To assist with identifying the individual learning activity.		
<hr/>			
Valid entries	“01” – “99”		
<hr/>			
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.		
<hr/>			
All validation rules are prefixed by Activity.ActivityID			
	.1 ActivityID must be in the specified range		

## Learning aim reference

Field number	<b>LA06</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LearnAimRef*</b>	Mandatory for	<b>All learners</b>
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.		
	<b>This field informs funding.</b>		
Valid entries	Valid QiW Qualification Number or a generic code in Welsh Government defined format.		
Notes	<p>Valid QiW Qualification Numbers should be used wherever possible. The LearnAimRef lookup table is updated with approval information from QiW on a regular basis.</p> <p>All non-generic <b>FE</b> and <b>ACL</b> activities starting from 1 August 2018 must have a valid and active QiW code. If a non-generic activity is submitted which has started outside of the operational dates of the qualification, or does not exist on QiW, the record will be rejected.</p> <p>The Qualification Accreditation Number (QAN) should be entered with the forward slashes removed (e.g. QAN “100/999/99” should be entered “10099999”).</p> <p>For queries related to learning aim reference please go to <a href="https://www.QiW.wales/">https://www.QiW.wales/</a></p> <p>General queries: <a href="mailto:enquiries@qualificationswales.org">enquiries@qualificationswales.org</a></p> <p><b>Special generic codes:</b></p> <p><b>LDLLxxPA</b> Pacific Institute Award</p> <p><b>LDLLxxMS</b> Gaining Opportunities and Living Skills (GOALS) Award</p> <p><b>LDKSKLC</b> Skills Challenge Certificate (year 1)</p> <p><b>Coding for Welsh Baccalaureate</b></p> <p>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 <b><u>LearnerID</u></b>, <b><u>ProviderID</u></b>, <b><u>ProgrammID</u></b> and <b><u>ActivityID</u></b> would match with <b><u>LearnerID</u></b>, <b><u>ProviderID</u></b>, <b><u>ProgrammID</u></b> and <b><u>ActivityID</u></b>. The <b><u>LearnAimRef</u></b> would match with the <b><u>AWLearnAimRef</u></b> for all the individual learning activities.</p>		

## 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)	LDKKSCLC
	WJEC Advanced Skills Challenge Certificate (year 2)	60149176

For the Advanced Welsh Baccalaureate, the generic skills challenge certificate code **LDKKSCLC** 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 (**Apprenticeship** 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
- .6** For HEFCW funded **LPTYPE** ending on or after "2007-08-01" any associated LearnAimRef must be "LDKKHE07" or "LDLLHE07".
- .8** All non-generic FE and ACL activities starting after 1 August 2018 must have a valid and active QiW reference number. Currently the rule ensures that an FE/ACL programme activity is rejected where the operation end date > than the activity start date. This is to be relaxed to allow the activity start date to be up to a 1 year after the operational end date.
- .9** Level 1, 2, 3 or 4 FE Programmes starting after 1 August 2018 must not have a main qualification recorded with a generic code in LA06.

### Learning activity reference used by provider

Field number	<b>LA07</b>	Field length	<b>20</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ProvLAREf</b>	Mandatory for	<b>All learners</b>
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 <b>not</b> 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	<b>LA08</b>	Field length	<b>80</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LATitle*</b>	Mandatory for	<b>All learners</b>

---

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 alphanumeric 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
<hr/>			
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.		
<hr/>			
Valid entries	Acceptable values will be cross referenced against the date ranges contained within the Assessable lookup table on LLWR-Inform (see hyperlink at <b>Section 3</b> ) using the earliest associated LAStartDate for the Programme.		
	0	Learning Activity is non assessable	
	1	Learning Activity accredited by a recognised awarding body	
	2	Learning Activity accredited by the learning provider	
<hr/>			
Notes	Code 1 should only be used for learning activities that are awarded by an external awarding organisation. This should be used for all learning activities that are assessable, rather than where the individual learner chooses to be assessed.		
	Code 2 should be used for learning activities that are accredited within the provider (for example, through the award of a digital ‘badge’ or a certificate).		
<hr/>			
All validation rules are prefixed by <b>Activity.Assessable</b>			
	.1	Assessable must be in Welsh Government valid entry list at the start of the programme.	
	.2	All first year generic Advanced Skills Challenge Certificate Activities starting on or after 1 August 2018 must be recorded as Non Assessable.	

## 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. <b>This field informs funding.</b> <b>This field informs eligibility timescales for ESF funding.</b>		
Valid entries	Any valid date, <b>not in the future from date of submission.</b>		
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. <b>Estimated start dates in advance of the date of submission should not be included.</b> 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 <b>Activity.LAStartDate</b>			
	.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	<p>This field should show the date when the learning activity is expected to be completed – not the date of receipt of examination/assessment results.</p> <p>An estimated end date is required for all learning activities. For open ended activities, a notional date based on the average time for learners to complete the activity should be provided.</p> <p>The field must not be left blank.</p>		
All validation rules are prefixed by Activity.LAExpectedEnd			
	.1	LAExpectedEnd must not be before <u>LAStartDate</u> .	
	.2	The LAExpectedEnd must not be more than 2,240 days after the <u>LAStartDate</u> .	

## Learner provision funding

Field number	<b>LA11</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>FundSource*</b>	Mandatory for	<b>All learners</b>

---

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 (see hyperlink at [Section 3](#)) using the earliest associated LStartDate 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)
  - 5      Welsh Government 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 (LA11) is "5" (WBL Funding), LPType (LP17) must be a WBL Programme. Please see the LLWR Manual for further information.
- .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	<b>LA20</b>	Field length	<b>2</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>DeliveryMethod*</b>	Mandatory for	<b>All learners</b>

---

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 (see hyperlink at [Section 3](#)) using the earliest associated LStartDate 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.

## Type of learning activity

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

Description	Indicator to identify whether the learning activity relates to: <ul style="list-style-type: none"><li>• technical knowledge or occupational competence element of an apprenticeship framework or traineeship programme; or</li><li>• from 2014, the Core, Main, Community Learner Industry Focus (CLIF) and Work Related Experience (WRE) elements of FE provision.</li></ul>
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 (see hyperlink at [Section 3](#)) using the earliest associated LStartDate for the Programme.**

**99** Not applicable

#### WBL only codes

<b>01</b>	Technical Knowledge
<b>02</b>	Occupational Competence
<b>03</b>	Mixed – competencies and knowledge based qualification

#### FE only codes

<b>04</b>	Core Qualification (FE Provision)
<b>05</b>	Main Qualification (FE Provision)
<b>06</b>	Community Learner Industry Focus (CLIF)
<b>07</b>	Work Related Experience (WRE)

Notes	The code “ <b>99</b> ” should be used for: <ul style="list-style-type: none"><li>• activities delivered on part-time programmes,</li><li>• all activities starting before 2011-08-01.</li><li>• a qualification where none of the above codes are applicable (e.g. an Essential Skills Wales qualification or wider Key Skill Qualification).</li></ul>
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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 <https://gov.wales/post-16-planning-and-funding>

## Subject of learning

Field number	<b>LA21</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Subject*</b>	Mandatory For	<b>All Learners</b>
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 <b>00000000</b> – Not required if valid QiW Qualification Number code used, or for learning programmes starting on or after 01/08/2011 where <b>FundSource</b> is ("3", "4", "5" or "6")		
Notes	<p>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 (<b>FundSource</b>="1").</p> <p>Subject (Lookup_Subject_AwardSubject) is available as a lookup table on LLWR inform (see hyperlink at <b>Section 3</b>) Under /Documents/LLWR Lookups/Lookups.</p> <p>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 <b>LearnAimRef</b>)</p>		

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

- .1 For Activities starting before 2011-08-01 then 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	<b>LA22</b>	Field length	<b>2</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LACreditLevel*</b>	Mandatory for	<b>All learners</b>
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	<b>Acceptable values will be cross referenced against the date ranges contained within the LACreditLevel lookup table on LLWR-Inform (see hyperlink at <a href="#">Section 3</a>) using the earliest associated LStartDate for the Programme.</b>		
<b>00</b> Pre-Entry Level <b>0E</b> CQFW Entry Level <b>E1</b> Entry level 1 <b>E2</b> Entry Level 2 <b>E3</b> Entry Level 3 <b>01</b> CQFW Level 1 (e.g. VQ Level 1/GCSE D-G) <b>02</b> CQFW Level 2 (e.g. VQ Level 2/GCSE A*-C) <b>03</b> CQFW Level 3 (e.g. VQ Level 3/A level) <b>04</b> CQFW Level 4 (e.g. HE Certificate/HNC)	<b>05</b> CQFW Level 5 (e.g. HE Foundation Degree) <b>06</b> CQFW Level 6/HE Honours Degree <b>07</b> CQFW Level 7/HE Masters <b>08</b> CQFW Level 8/HE Doctorate <b>09</b> Not applicable <b>10</b> 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) <b>99</b> Not known <b>XX</b> Not required if valid QiW Qualification Number used		
Notes	<p>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.</p> <p><b>Note:</b> Pre-entry is not separately coded in CQFW.</p> <p><b>Further information is available on the CQFW website. Please see the eBrochure on the CQFW available from this website.</b> For special generic codes listed at <a href="#">LearnAimRef</a>, please use "0E".</p>		

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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"
- .6 All Advanced Skills Challenge Certificate Activities starting on or after 1 August 2018 must be recorded as 03.

## Type of Welsh medium learning

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

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** (see hyperlink at **Section 3**) **using the earliest associated LStartDate for the Programme.**

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

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

See Also **Recording of Welsh-Medium Learning (separate guidance for FE and Apprenticeships) on LLWR-Inform** (see hyperlink at **Section 3**)

## Provider delivering learning

Field number	<b>LA28</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LAProvider*</b>	Mandatory for	<b>All learners</b>
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	<p>For FE institutions a list of postcodes covering the main sites of delivery can be found on LLWR-Inform (see hyperlink at <b>Section 3</b>) 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.</p> <p>This field should be completed for all learning activities, showing the location of where the majority of the learning is undertaken.</p> <p>For distance and e-learning, the site should be the location from which the learning is delivered.</p> <p>Where the learning activity is delivered in the workplace, the postcode of the workplace (not the provider's administrative address postcode) should be entered.</p>		
All validation rules are prefixed by <b>Activity.SitePostcode</b>			
	<b>.1</b> SitePostcode must be in the correct format		
	<b>.2</b> 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 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	<b>LA31</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Completion*</b>	Mandatory for	<b>All learners</b>
Description	Completion status at end of learning activity.		
Reason required	To measure completion rates and reasons for non-completion of learning activities. <b>This field informs the calculation of provider performance measures.</b>		

Valid entries	<b>Acceptable values will be cross referenced against the date ranges contained within the Completion lookup table on LLWR-Inform</b> (see hyperlink at <b>Section 3</b> ) <b>using the earliest associated LStartDate for the Programme.</b>		
	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	<p>Where the learning activity has been defined as part of the activities required to complete a single qualification, code "2" should be used to show that the activity in this instance has been completed. For example, if the activity is Year 1 of a two year course, code "2" would be recorded on this learning activity dataset at the end of year 1 even though learning is continuing towards the overall qualification and is recorded in a separate Learning Activity dataset.</p> <p>Suspensions (code 5) should only be used for activities within an <b>Apprenticeship</b> Programme.</p>		
-------	--	--	--

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, Skills for Employment Wales or JGW+ Programmes starting on or after 1 April 2015.
- .4 From 1 August 2018, suspended Learning Activities can only be recorded against Apprenticeship Programmes

### Provider specified field 1

Field number	<b>LA34</b>	Field length	<b>20</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LAProvSpec1</b>	<b>This field is optional</b>	

---

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	<b>LA35</b>	Field length	<b>20</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>LAProvSpec2</b>	<b>This field is optional</b>	

---

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 ( <b>ActivityID</b> ) 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	<b>Acceptable values will be cross referenced against the date ranges contained within the SuspendLink lookup table on LLWR-Inform (see hyperlink at <u>Section 3</u>) using the earliest associated LStartDate for the Programme.</b>  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	<b>SuspendLink</b> 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 only apply to apprenticeship programmes.		
All validation rules are prefixed by <b>Activity.SuspendLink</b>			
	<b>.1</b> SuspendLink must be in Welsh Government valid entry list at the start of the programme.		
	<b>.2</b> SuspendLink must not match ActivityID and SuspendLink must match an earlier associated ActivityID when it is not equal to “XX”		
	<b>.3</b> SuspendLink must be “XX” for Traineeships or JGW+ programmes starting on or after 1 April 2015.		

## Employer Identifier

Field number	<b>LA50</b>	Field length	
		Field type	<b>Integer</b>
Field Name	<b>EmployerID*</b>	Mandatory for	<b>None</b>
Description	A unique ID allocated to the employer by the lead contractor		
Reason required	This field will only need to be completed for JGW+ programmes, to identify the employers who have supported individuals through the Activity alongside the lead contractor e.g. a work placement or job taster session.		
Valid entries	Employer must exist within the Employer table or this field can be submitted as NULL		
Notes	<p>If the contractor enters an EmployerID here it must exist in the employer dataset.</p> <p>To enable relevant activities (Taster sessions) to be recorded against an Employer - i.e. this will be the link into the employer dataset</p> <p>Before an Activity record can be linked to an employer, the employer must first exist in the provider's employer dataset. Linking to an employer (EmployerID) that does not exist will cause a dependency error.</p>		

## JGW Activity Descriptors

Field number	<b>LA49</b>	Field length	
		Field type	<b>Int</b>
Field Name	<b>JGWActivityDescriptors*</b>	Mandatory for	<b>JGW+</b>
Description	A new Field to capture the activity descriptions for learners on the JGW+ programme		
Reason required	To monitor and analyse the types of activities underpinning JGW+ delivery.		

Valid entries **Acceptable values will be cross referenced against the date ranges contained within the JGWActivityDescriptors lookup table on LLWR-Inform**

1	Job Search Activity	9	Emotional Intelligence
2	Communication Skills	10	Customer Service
3	Personal Health & Wellbeing Development	11	Management Skills
4	Problem Solving	12	Fair Treatment at Work
5	Work Ethics	13	Housing/Homelessness
6	Health & Safety	14	Financial Awareness
7	Equality and Diversity	15	Employer Focussed Development
8	ICT Development	16	Qualification
		17	Get Ready

Notes JGW Activity Descriptors are mandatory for all JGW+ activities. Please note this field does **not** replace the requirement to collect LA06 - LearnAimRef or LA08 – LATitle.

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

- .1 JGWActivityDescriptors must be in Welsh government list at the start of the learning activity (Based on LA09)
- .2 JGWActivityDescriptors must be null for LP17 not in (62,63,64)
- .3 JGWActivityDescriptors must not be null for LP17 in (62,63,64)
- .4 A “Get Ready” activity can only be recorded under the engagement strand
- .5 A “Get Ready” activity must be the first activity by start-date
- .6 A “Get Ready” activity must not overlap with any other activity



## Award (AW) dataset

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

Field name	Code	Description	Page
ULI	<b><u>AW01</u></b>	Unique learner identifier	139
LearnerID	<b><u>AW02</u></b>	Learner identifier with provider	140
ProviderID	<b><u>AW03</u></b>	Provider identifier	141
ProgrammeID	<b><u>AW04</u></b>	Learning programme identifier	142
ActivityID	<b><u>AW05</u></b>	Learning activity link	143
AwardID	<b><u>AW06</u></b>	Award entry identifier	144
AWLearnAimRef	<b><u>AW08</u></b>	Award learning aim reference	145
AwardTitle	<b><u>AW09</u></b>	Title of award	146
ResultDate	<b><u>AW11</u></b>	Date of result	147
Result	<b><u>AW12</u></b>	Result	149
Attainment	<b><u>AW23</u></b>	Attainment indicator	150
AWCreditValue	<b><u>AW13</u></b>	Award credit value	151
AWCreditLevel	<b><u>AW14</u></b>	Award credit level	152
AwardType	<b><u>AW15</u></b>	Type of award	153
ActivityLink	<b><u>AW22</u></b>	Award activity link type	154

### ULI (Unique learner identifier)

Field number	<b>AW01</b>	Field length	<b>13</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ULI*</b>	Mandatory for	<b>All learners</b>
Description	A unique identifier for each learner.  This will be determined by the Welsh Government.  Format – “Lnnnnnnnnnnnnn”.		
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.  <b>ULI is the same across all datasets.</b>		

## 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	<p>The learner reference code is assigned by the provider. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.</p> <p>This identifier must <b>not</b> contain personal identifiable data e.g. full surname or full National Insurance number.</p> <p>It is up to the individual providers to decide upon the format of their learner reference codes. The same code must be used for all submissions of data on that learner.</p> <p><b>This field is part of the Award (AW) compound key for the record.</b></p> <p><b>LearnerID is the same across all datasets.</b></p>		
All validation rules are prefixed by <b>Award.LearnerID</b>			
	<b>.1</b> 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	<b>AW03</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ProviderID*</b>	Mandatory for	<b>All learners</b>
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	<p>A full list of Welsh Government provider reference codes is provided on LLWR-Inform (see hyperlink at <b><u>Section 3</u></b>), with guidance at <b><u>Annex 2</u></b> of this manual.</p> <p>Any provider whose code is missing from this list, or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.</p> <p><b>This field is part of the Award (AW) compound key for the record.</b></p> <p><b>ProviderID is the same across all datasets.</b></p>		



## Learning programme identifier

Field number	AW04	Field length	10
		Field type	Alphanumeric
Field Name	ProgrammID*	Mandatory for	All learners
<hr/>			
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.		
<hr/>			
Valid entries	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format “nnddmmyyyy”.		
<hr/>			
Notes	<p>Information about a learner may be submitted in more than one learning programme dataset if he/she undertakes more than one learning programme.</p> <p>The data element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.</p> <p><b>This field is part of the Award (AW) compound key for the record.</b></p> <p><b>ProgrammID is the same across all datasets.</b></p>		
<hr/>			
All validation rules are prefixed by <b>Award.ProgrammID</b>			
<p>.1 ProgrammID must be in correct format.</p> <p>.2 <u>LearnerID</u> <u>ProviderID</u>, ProgrammID, <u>AwardID</u> combination must be unique.</p>			

## Learning activity link

Field number	<b>AW05</b>	Field length	<b>2</b>
		Field type	<b>Numeric</b>
Field Name	<b>ActivityID*</b>	Mandatory for	<b>All learners</b>
Description	Allows a link to be made between Award and Learning Activity Records (within one Learning Programme) where Award. <u><b>LearnerID</b></u> , Award. <u><b>ProviderID</b></u> , Award. <u><b>ProgrammID</b></u> and Award. <u><b>ActivityID</b></u> match with Activity. <u><b>LearnerID</b></u> , Activity. <u><b>ProviderID</b></u> , Activity. <u><b>ProgrammID</b></u> and Activity. <u><b>ActivityID</b></u> .		
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 <u><b>ActivityID</b></u> (learning activity code) entry for the activity the award should be linked to
	Should the activity link to more than one award, then the <u><b>ActivityID</b></u> 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
<b>LearnerID</b>	DJ001	DJ001
<b>ProviderID</b>	T0009000	T0009000
<b>ProgrammID</b>	0120112005	0120112005
<b>ActivityID</b>	02	02
<b>LearnAimRef</b>	00101832	-
<b>AwardID</b>	-	01
<b>AWLearnAimRef</b>	-	00101811
<b>ActivityLink</b>	-	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	<b>AW06</b>	Field length	<b>2</b>
		Field type	<b>Numeric</b>
Field Name	<b>AwardID*</b>	Mandatory for	<b>All learners</b>
<hr/>			
Description	Identifier for each award entry for this learning programme.		
Reason required	To ensure each award is uniquely identified.		
<hr/>			
Valid entries	01 – 99		
<hr/>			
Notes	Each award within the learning programme with a provider should be given a different award entry identifier.		
	<b>This field is part of the Award (AW) compound key for the record.</b>		
<hr/>			
All validation rules are prefixed by <b>Award.AwardID</b>			
	<b>.1</b> AwardID must be in the specified range.		

## Award learning aim reference

Field number	<b>AW08</b>	Field length	<b>8</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>AWLearnAimRef*</b>	Mandatory for	<b>All learners</b>
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 ( <a href="mailto:LLWR@gov.wales">LLWR@gov.wales</a> ) if the award is not listed.
---------------	---

Notes	<p>Please see <a href="#">LearnAimRef</a> for guidance on completing this field.</p> <p>When entering an overarching learning aim reference for Welsh Baccalaureate programmes, the <a href="#">AwardFund</a> 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.</p>
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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	<b>AW09</b>	Field length	<b>80</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>AwardTitle*</b>	Mandatory for	<b>All learners</b>

---

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	<b>AW11</b>	Field length	
		Field type	<b>Date</b>
Field Name	<b>ResultDate*</b>	Mandatory for	<b>All learners</b>

---

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**
- .3** For FE or ACL programmes the Result date must not be more than six months after the Learning aims certification end date

## 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 (see hyperlink at [Section 3](#)) 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

<b>DIST</b>	Distinction	<b>MERT</b>	Merit
<b>CRDT</b>	Pass with credit	<b>PASS</b>	Pass
<b>FAIL</b>	Fail	<b>REFR</b>	Referred
<b>UNGD</b>	Ungraded	<b>NATT</b>	Not attempted
<b>WDRN</b>	Withdrawn from course	<b>0001 to 0100</b>	Percentage
<b>FIRS</b>	First class honours	<b>SHIG</b>	Upper second class honours
<b>SLOW</b>	Lower second class honours	<b>SUND</b>	Undivided second class honours
<b>THIR</b>	Third class honours	<b>FOUR</b>	Fourth class honours
<b>UCLA</b>	Unclassified honours	<b>HPAS</b>	Honours pass
<b>ORDN</b>	Ordinary	<b>GENE</b>	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
- .6 All Framework Completion Award Records ending on or after 1 August 2019 must be associated to a successfully completed learning programme.



## Attainment indicator

Field number	<b>AW23</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>Attainment*</b>	Mandatory for	<b>All learners</b>

---

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 (see hyperlink at [Section 3](#)) 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	<b>AW13</b>	Field length	<b>5</b>
		Field type	<b>Numeric</b>
Field Name	<b>AWCreditValue*</b>	Mandatory for	<b>All learners</b>
<hr/>			
Description	Credit value of award.		
Reason required	To analyse credits on an award basis.		
<hr/>			
Valid entries	<b>Acceptable values will be cross referenced against the date ranges contained within the AWCreditValue lookup table on LLWR-Inform (see hyperlink at <u>Section 3</u>) using the value recorded in LPStartDate.</b>  000.0 – 540.0, or 999.9 Not known/not required		
<hr/>			
Notes	Not required if a valid QiW Qualification Number is used in <b><u>AWLearnAimRef</u></b> 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 <b><u>AWLearnAimRef</u></b> , AWCreditValue should be recorded with “000.0”.  <b>Note:</b> All special generic codes are listed in <b><u>LearnAimRef</u></b> .		
<hr/>			
All validation rules are prefixed by <b>Award.AWCreditValue</b>			
<b>.1</b> AWCreditValue must be in specified range at the start of the programme.			
<b>.3</b> When <b><u>AWLearnAimRef</u></b> is a valid QiW Qualification Number and <b>Result</b> is “PART”, AWCreditValue must not be “999.9”			

## Award credit level

Field number	<b>AW14</b>	Field length	<b>1</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>AWCreditLevel*</b>	Mandatory for	<b>All learners</b>

---

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 (see hyperlink at [Section 3](#)) 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 Level 7/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. Please see the eBrochure 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	<b>AW15</b>	Field length	<b>2</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>AwardType*</b>	Mandatory for	<b>All learners</b>

---

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 (see hyperlink at [Section 3](#)) 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 activity link type

Field number	<b>AW22</b>	Field length	<b>1</b>
		Field type	<b>Numeric</b>
Field Name	<b>ActivityLink*</b>	Mandatory for	<b>All learners</b>
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	<b>Acceptable values will be cross referenced against the date ranges contained within the ActivityLink lookup table on LLWR-Inform (see hyperlink at <u>Section 3</u>) using the value recorded in LPStartDate.</b>  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 <b>Award.ActivityLink</b>			
	<b>.1</b> ActivityLink must be in Welsh Government valid entry list at the start of the programme. <b>.2</b> ActivityLink must not be greater than “0” when <b>ActivityID</b> = “00”. <b>.3</b> ActivityLink must not be “0” when <b>ActivityID</b> is greater than “00”.		

## Employer Dataset

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

Field name	Description	Page
Employer ProviderID	Provider identifier	156
Employer EmployerID	Employer identifier	157
Employer EmployerName	Name of Employer	158
Employer Address1	Employers address	159
Employer Address2	Employers address	160
Employer Address3	Employers address	161
Employer Address4	Employers address	162
Employer Address5	Employers address	163
Employer Postcode	Employers postcode	164
Employer SMECode	Employers SME code	165
Employer EmployerSizeID	Size of Employer	166
Employer SICCode	Employers SIC Code	167
Employer ApprenticeLevy*	Apprenticeship Levy	168

## Provider Identifier

Field number	Field length	8
	Field type	<b>Alphanumeric</b>
Field Name	<b>ProviderID*</b>	Mandatory for <b>All Employers</b>
Description	An identifier code for the contractor, 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	<p>A full list of Welsh Government provider reference codes is provided on LLWR-Inform (see hyperlink at <a href="#">Section 3</a>), with guidance at <a href="#">Annex 2</a> of this manual.</p> <p>Any provider whose code is missing from this list, or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.</p> <p>This field along with the EmployerID will uniquely identify the data provider's employer record within the employer dataset.</p>	

## Employer Identifier

Field number	Field length		
	Field type		<b>Integer</b>
Field Name	<b>EmployerID*</b>	Mandatory for	<b>All Employers</b>
Description	A unique ID allocated to the employer by the lead contractor		
Reason required	To identify the employers who have supported individuals through the programme of study alongside the lead contractor.		
Valid entries	An Employer must be allocated a unique reference number. Where an employer has multiple locations, a record can be created for each location. See notes.		
Notes	<p>The collection of an employer record will be mandatory for Apprenticeship programmes. If the employer record does not exist when the apprenticeship programme is created the programme record will be rejected.</p> <p>The link between the a learner's programme and employer is through the employment period. A learner may have multiple periods of employment when on a programme.</p> <p>Where a contractor has a relationship with an employer across multiple offices for example, Tesco Aberystwyth and Tesco Cwmbran, we would expect a record for each location, with each location being allocated their own EmployerID.</p>		



## Employer name

Field number	Field length	<b>200</b>
	Field type	<b>Varchar(60)</b>
Field Name	<b>EmployerName*</b>	Mandatory for <b>Employer</b>
Description	The name of the employer.	
Reason required	To identify employers who have or will in the future support individuals through a programme of study.	

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Valid entries	Any valid employer name
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Notes	<p>Once a learning programme(s) is associated to an employer record careful consideration must be given to amending the employer name. This should only be undertaken if it has been entered incorrectly or to correct a typo.</p> <p>Where employers are taken over, merge with other organisations or change their name, a new employer record should be created with the new employer name.</p>
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All validation rules are prefixed by **Employer.EmployerName**

- .1 EmployerName 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 The EmployerName + Postcode must only appear once within your employer dataset.

## Employers Address1 – The first line of the Employers address

Field number	Field length	<b>40</b>
	Field type	<b>Varchar</b>
Field Name	<b>Address1*</b>	Mandatory for <b>All Employers</b>
Description	The first line of the Employers 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).	
	All employer records must have at least one Address line	
Notes	This must be the address of the site from which the learner is employed. Main office addresses should only be used if the learner located at the main office	

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

- .1** Address1 must be at least one alphanumeric character long and contain A to Z. a to z, 0 to 9, -, [space], (), ', &, / and is not NULL

**Employers Address2 – The second line of the Employers address**

Field number	Field length	40
	Field type	Varchar
Field Name	Address2*	This field is optional
Description	The second line of the Employers 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).	
	This field is optional and can be submitted "Null"	
Notes	This is only required where an employer's address has 2 or more lines.	

All validation rules are prefixed by **Employer.Address2.1**

- .1 Address2 must be at least one alphanumeric character long and contain A to Z, a to z, 0 to 9, -, [space], (), ', &, / if not submitted NULL

**Employers Address3 – the third line of the Employers address**

Field number	Field length	40
	Field type	Varchar
Field Name	Address3*	This field is optional
Description	The third line of the Employers 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).	
Notes	This is only required where an employer's address has 3 or more lines	

All validation rules are prefixed by **Employer.Address3.1**

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

**Employers Address4 – the fourth line of the Employers address**

Field number	Field length	40
	Field type	varchar
Field Name	Address4*	This field is optional
Description	The fourth line of the Employers 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).	
Notes	This is only required where an employer's address has 4 or more lines.	

All validation rules are prefixed by **Employer.Address4.1**

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

## Employers Address5 – the fifth line of the Employers address

Field number                                      Field length                      **30**

Field type                                      **Varchar**

Field Name                      **Address5\***                                      **This field is optional**

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Description                      The fifth line of the Employers 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).

---

Notes                                      This is only required where an employer's address has 5 lines.

---

All validation rules are prefixed by **Employer.Address5.1**

- .1**      Address5 must be at least one alphanumeric character long and contain A to Z, a to z, 0 to 9, -, [space], (), ', ., & / if not submitted NULL

## Employer postcode

Field number	Field length	8
	Field type	Varchar
Field Name	Postcode*	Mandatory for All Employers
Description	Postcode of the employer's local site i.e. the site from which the individual works.	
Reason required	To assist with learner tracking, labour market intelligence, for demographic analysis and the geographical allocation of funding, as well as determining eligibility for ESF funding.	
Valid entries	Valid postcodes.	
Notes	The postcode must relate to the employer shown in <a href="#">EmployerName</a> . The name ( <a href="#">EmployerName</a> ) and postcode will be used to identify employers and to allow more detailed analysis. For more information on the FE requirement, please see the <a href="#">Skills Priority FE Fund Guidance Document</a> .	

All validation rules are prefixed by **Employer.Postcode**  
.1 PostCode must be in the correct format.

## SME indicator code

Field number	Field length	1
	Field type	Char
Field Name	SMECode*	Mandatory for All Employers
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 <a href="#">SME4</a> form.	
Reason required	To monitor whether the employer of a learner is an SME. Information will be used for ESF monitoring. <b>This field is required to draw down ESF funding.</b>	
Valid entries	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	
Notes	<a href="#">SME4</a> forms are only required for WBL programmes. However the SMECode must not be entered NULL when creating an employer record.	
All validation rules are prefixed by <b>Employer.SMECode</b>		
	.1 SMECode must be in the Welsh Government valid entry list at the start of the programme.	
	.2 SMECode must not be 9 when the employer record is linked to an Apprenticeship programme.	



## Size of Employer

Field number		Field length	1
		Field type	Char
Field Name	EmployerSizeID*	Mandatory for	All Employers
Description	Details of the number of staff employed by the employer.		
Reason required			
Valid entries	<b>Acceptable values will be cross referenced against the date ranges contained within the EmployerSize lookup table on LLWR-Inform (see hyperlink at <u>Section 3</u>)</b> 1      0 - 1 employees 2      2 - 9 employees 3      10 – 49 employees 4      50 – 249 employees 5      250+ employees <del>9      Not applicable</del>		
Notes	<p>Employee count should be on FTE posts measured at UK level, not just at local outlet for non-franchise organisations.</p> <p>Employers who support or will be supporting Apprenticeship programmes must not be recorded as Not applicable.</p> <p>This field will also help inform SME status.</p>		
All validation rules are prefixed by <b>Employer.EmployerSizeID</b>			
	.1    EmployerSizeID must be on Welsh Government valid entry list		
See also	<b>Recording of Employer SME Status on the LLWR on LLWR-Inform</b>		

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

Field number	Field length	<b>5</b>
	Field type	<b>Varchar</b>
Field Name	<b>SICCode*</b>	Mandatory for <b>All Employers</b>
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 ( <a href="https://post16-portal-service.gov.wales">https://post16-portal-service.gov.wales</a> ) under Documents/LLWR Lookups/Lookups	
Notes	The SIC code must relate to the employer shown in <a href="#">EmployerName</a> .	

All validation rules are prefixed by **Employer.SICCode**

- .1 SICCode must be in the Welsh Government valid entry list

## Employer Apprenticeship Levy Indicator

Field number		Field length	2
		Field type	Char
Field Name	ApprenticeLevy*	Mandatory for	All Employers
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 the ApprenticeLevy lookup table on LLWR-Inform.  01 Yes – The employer does contribute to the Apprenticeship Levy 02 No – The employer does not contribute to the Apprenticeship Levy		
All validation rules are prefixed by Employer.ApprenticeLevy			
	.1 ApprenticeLevy must be on Welsh Government valid entry list		

## Employer Contact Dataset

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

Field name	Description	Page
<u>EmployerID</u>	Employer identifier	170
<u>ContactID</u>	Employers contact identifier	171
<u>ProviderID</u>	Provider identifier	172
<u>ContactRole</u>	Role undertaken by contact	173
<u>Employer Contact Forename</u>	Forename of contact	174
<u>Employer Contact Surname</u>	Surname of Contact	175
<u>Employer Contact Email</u>	Email address of contact	176
<u>Employer Contact Telephone</u>	Telephone number of contact	177

## EmployerContact Employer Identifier

Field number	Field length		
	Field type		<b>Integer</b>
Field Name	<b>EmployerID*</b>	Mandatory for	<b>All Employer Contacts</b>
Description	A unique ID allocated to the employer by the lead contractor		
Reason required	To identify the contacts linked to the employer.		
Valid entries	A unique ID that has been allocated to the employer by the contractor and which exists within the Employer dataset.		
Notes	<p>The combination of <b>ContactID</b>, <b>EmployerID</b> and <b>ProviderID</b> uniquely identify the contact record.</p> <p>The EmployerID links the EmployerContact and Employer dataset records. If the EmployerID does not exist within the Employer dataset a dependancy error will occur.</p>		

## EmployerContact Contact Identifier

Field number	Field length		
	Field type		<b>Integer</b>
Field Name	<b>ContactID*</b>	Mandatory for	<b>All EmployerContacts</b>
Description	A unique ID allocated by the learning provider to the Employer Contact		
Reason required	To identify the employer contact of those employers who have supported or will support individuals through a programme of study alongside the learning provider.		
Valid entries	The ContactID must be unique for each Employer Contact with the learning provider.		
Notes	<p>The combination of <b>ContactID</b>, <b>EmployerID</b> and <b>ProviderID</b> uniquely identify the contact record.</p> <p>The collection of an EmployerContact record will be mandatory for apprenticeship programmes. If the EmployerContact record does not exist when the apprenticeship programme is created the programme record will be rejected.</p> <p>The EmployerContact is dependant on the Employer record existing. If the record does not exist a dependancy error will occur.</p> <p>The link between a learner's programme and the EmployerContact is through the EmploymentPeriod. A learner may have multiple periods of employment when on a learning programme.</p> <p>An employer contact may be linked to many learning programmes.</p>		

## EmployerContact Provider Identifier–

Field number	Field length	8
	Field type	<b>Alphanumeric</b>
Field Name	<b>ProviderID*</b>	Mandatory for <b>All EmployerContacts</b>
Description	An identifier code for the provider, as allocated by the Welsh Government.	
Reason required	To enable the identification of the learning provider's employer contact	
Valid entries	As defined by the Welsh Government.	
Notes	<p>A full list of Welsh Government provider reference codes is provided on LLWR-Inform , with guidance at <a href="#">Annex 2</a> of this manual.</p> <p>Any provider whose code is missing from this list, or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.</p> <p>This field along with the EmployerID will uniquely identify the data provider's employer record within the employer dataset.</p>	

## EmployerContact ContactRole

Field number	Field length	100	
	Field type	Varchar	
Field Name	ContactRole*	Mandatory for	All EmployerContacts
Description	The Role/Position held by the Employer contact		
Reason required	To inform follow-up surveys, evaluations 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).		
Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government		

All validation rules are prefixed by **Employercontact.ContactRole**

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



## Employercontact.forename

Field number		Field length	40
		Field type	Alphanumeric
Field Name	Employercontact.Forenames*	Mandatory for	All EmployerContacts
Description	The full given name(s) of the Employer Contact		
Reason required	To identify the employer contact of those employers who have supported or will support individuals through a programme of study alongside the learning provider		
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).		
Notes	<p>Forename(s) should be the full given name(s) and not the shortened version of the name, for example Elizabeth should be recorded not Liz.</p> <p>This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the <a href="#">LLWR Privacy Notice</a> for more information on personal details may be shared.</p>		
All validation rules are prefixed by Employercontact.Forenames			
	.1 Forename must be at least one alphanumerical character long and contain a to z, A to Z, -, [space], ‘		

## EmployerContact.Surname

Field number	Field length	40
	Field type	Alphanumeric
Field Name	Employercontact.Surname*	Mandatory for All EmployerContacts
Description	The family name of the Employer contact	
Reason required	To identify the employer contact of those employers who have supported or will support individuals through a programme of study alongside the learning provider.	
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).	
Notes	<p>This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government and its contractors under conditions of strict security. See the <a href="#">LLWR Privacy Notice</a> for more information on how personal details may be shared.</p> <p>Please do not include anything other than the surname of the Employer contact in this field. For example, do not use the word ‘deceased’ or similar for an employer contact who has died.</p>	
All validation rules are prefixed by Employercontact.Surname		
	.1 Surname must be at least one alphanumeric character long and can contain a to z, A to Z, -, [space], ‘.	

## EmployerContact Email

Field number		Field length	320
		Field type	Varchar
Field Name	Email*	Mandatory for	All EmployerContacts
Description	Employer Contact Email Address.		
Reason required	To undertake follow-up surveys.		
Valid entries	Must be a valid active Email address		
Notes	This information is regarded as strictly confidential and will not be accessible, except to a small number of staff within Welsh Government.		
All validation rules are prefixed by EmployerContact.Email			
	.1 Email must be a valid email format		

## Employer Contact Telephone Number

Field number		Field length	16
		Field type	Varchar
Field Name	Telephone*	Mandatory for	All EmployerContacts
Description	Employer 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).		
Notes	<p>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.</p> <p>This field can be used to provide mobile telephone contact details if a landline is not available.</p> <p>All landline details should also include the appropriate area code.</p>		
All validation rules are prefixed by <b>EmployerContact.Telephone</b>			
	<b>.1</b> 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} + - ( ).		

## EmploymentPeriod Dataset

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

Field name	Description	Page
EmploymentPeriod LearnerID	Learner Identifier	179
EmploymentPeriod ProviderID	Provider Identifier	180
EmploymentPeriod ProgrammeID	Programme ID	181
EmploymentPeriodID	EmploymentPeriod Identifier	182
EmploymentPeriod EmployerID	Employer Identifier	183
EmploymentPeriod ContactID	Contact Identifier	184
EmploymentPeriod StartDate	Employment Period Start Date	185
EmploymentPeriod EndDate	Employment Period End Date	186
Employment Period TerminationReasonID	Reason for Termination	187

## EmploymentPeriod Learner identifier

Field number		Field length	<b>20</b>
		Field type	<b>Varchar</b>
Field Name	<b>LearnerID*</b>	Mandatory for	<b>All Employment Periods</b>

---

Description      The Learning Programme the EmploymentPeriod relates.

Reason required      To enable the recording of multiple employers against a learners programme of study

---

Valid entries      The learning programme must exist in the Learning Programme dataset and the employer must exist in the Employer dataset before an EmploymentPeriod can be recorded.

---

Notes      The **LearnerID**, **ProgrammID**, **ProviderID** and **EmploymentPeriodID** will uniquely identify an EmploymentPeriod of a learning programme.

The **ProviderID** and **EmploymentID** will uniquely identify the employer associated to an EmploymentPeriod.

The EmploymentPeriod is dependant on both the Learning Programme and the Employer existing

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### EmploymentPeriod Provider Identifier–

Field number	Field length	8
	Field type	Varchar
Field Name	ProviderID*	Mandatory for All EmploymentPeriods
Description	An identifier code for the provider, as allocated by the Welsh Government.	
Reason required	To enable the identification of the Learning provider	
Valid entries	As defined by the Welsh Government.	
Notes	<p>The <b>LearnerID</b>, <b>ProgrammID</b>, <b>ProviderID</b> and <b>EmploymentPeriodID</b> will uniquely identify an EmploymentPeriod of a learning programme.</p> <p>The <b>ProviderID</b> and <b>EmployerID</b> will uniquely identify the employer associated to an EmploymentPeriod.</p> <p>The EmploymentPeriod is dependant on both the Learning Programme and the Employer existing.</p> <p>A full list of Welsh Government provider reference codes is provided on LLWR-Inform , with guidance at <a href="#">Annex 2</a> of this manual.</p> <p>Any provider whose code is missing from this list, or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.</p>	

## EmploymentPeriod Programme identifier

Field number		Field length	<b>10</b>
		Field type	<b>Varchar</b>
Field Name	<b>ProgrammeID*</b>	Mandatory for	<b>All Employment Periods</b>
Description	The Learning Programme dataset record the EmploymentPeriod relates.		
Reason required	To enable the recording of multiple employers against a learners programme of study		
Valid entries	The learning programme must exist in the Learning Programme dataset before an EmploymentPeriod can be recorded against it.		
Notes	<p>The <b>LearnerID</b>, <b>ProgrammeID</b>, <b>ProviderID</b> and <b>EmploymentPeriodID</b> will uniquely identify an EmploymentPeriod of a learning learning programme.</p> <p>The <b>ProviderID</b> and <b>EmploymentID</b> will uniquely identify the employer associated to an EmploymentPeriod.</p> <p>The EmploymentPeriod is dependant on both the Learning Programme and the Employer existing</p>		



## EmploymentPeriod EmploymentPeriodID

Field number	Field length		
	Field type	<b>Integer</b>	
Field Name	<b>EmploymentPeriodID *</b>	Mandatory for	<b>All EmploymentPeriods</b>
Description	A unique ID allocated by the learning provider to the Employment Period		
Reason required	To enable the recording of multiple employers and Employer contacts against a learner's programme of study		
Valid entries	<p>The EmploymentPeriodID must be unique for each EmploymentPeriod.</p> <p>The EmploymentPeriodID must not be reused once the employment period is deleted.</p>		
Notes	<p>A learning programme can be associated to many EmploymentPeriods but an EmploymentPeriod must be associated to one Employer and optionally, can be associated one EmployerContact</p> <p>The <b>LearnerID</b>, <b>ProgrammID</b>, <b>ProviderID</b> and <b>EmploymentPeriodID</b> will uniquely identify an EmploymentPeriod of a learning programme.</p> <p>The <b>ProviderID</b> and <b>EmploymentID</b> will uniquely identify the employer associated to an EmploymentPeriod.</p> <p>The <b>ProviderID</b>, <b>EmployerID</b> and <b>ContactID</b> will uniquely identify the EmployerContact associated to an EmploymentPeriod.</p> <p>The EmploymentPeriod is dependant on both the Learning Programme and the Employer existing. If they do not a dependancy error will occur</p>		

## EmploymentPeriod Employer Identifier

Field number	Field length		
	Field type		<b>Integer</b>
Field Name	<b>EmployerID*</b>	Mandatory for	<b>All EmployerPeriods</b>
Description	A unique ID allocated to the employer by the lead learning provider		
Reason required	To enable the recording of multiple employers against a learners programme of study		
Valid entries	The Employer must exist in the Employer dataset before an EmploymentPeriod can be recorded against it.		
Notes	<p>The <b>ProviderID</b> and <b>EmploymentID</b> will uniquely identify the employer associated to an EmploymentPeriod.</p> <p>The <b>LearnerID</b>, <b>ProgrammeID</b>, <b>ProviderID</b> and <b>EmploymentPeriodID</b> will uniquely identify an EmploymentPeriod of a learning learning programme.</p> <p>The EmploymentPeriod is dependant on both the Learning Programme and the Employer existing</p>		

## EmploymentPeriod Contact Identifier

Field number	Field length	Field type	<b>Integer</b>
Field Name	<b>ContactID*</b>	Mandatory for	<b>Apprenticeships</b>
Description	A unique ID allocated by the learning provider to the Employer Contact		
Reason required	To identify the employer contact of those employers who have supported or will support individuals through a programme of study alongside the learning provider.		
Valid entries	The learning programme must exist in the <b>Learning Programme</b> dataset before an <b>EmploymentPeriod</b> can be linked to it.		
Notes	<p>Apprenticeship programmes should be associated to an <b>EmployerContact</b>. This will not be enforced by validation rule, but will be monitored by contract managers and PAGS.</p> <p>The <b>LearnerID</b>, <b>ProgrammeID</b>, <b>ProviderID</b> and <b>EmploymentPeriodID</b> will uniquely identify an <b>EmploymentPeriod</b> of a <b>Learning Programme</b>.</p> <p>The <b>ProviderID</b> and <b>EmployerID</b> and <b>ContactID</b> will uniquely identify the <b>EmployerContact</b> associated to an <b>EmploymentPeriod</b>.</p> <p>The EmploymentPeriod is dependant on both the Learning Programme and the Employer existing</p>		

## EmploymentPeriod Start Date

Field number	Field length		
	Field type		<b>Date</b>
Field Name	<b>StartDate*</b>	Mandatory for	<b>All Employment Periods</b>
Description	Recording the start date of Employment.		
Reason required	To monitor the employment status of the learner at the start and during their learning programme.		
	<b>This field informs eligibility for Welsh Government and ESF funding.</b>		
Valid entries	Any valid date, <b>not in the future from date of submission.</b>		
Notes	The first Employment period must record the Employer the learner is employed with at the start of their learning programme. A <b>StartDate</b> prior to the programme <b>LPStartDate</b> (LP73) can be recorded. This will enable providers to identify the employment status at the start of a learning programme including the duration of the employment.		

## EmploymentPeriod End Date

Field number	Field length		
	Field type		<b>Date</b>
Field Name	<b>EndDate*</b>	Mandatory for	<b>None</b>
Description	To record the EndDate of Employment.		
Reason required	To enable the recording of multiple employers associated to a learning programme.		
Valid entries	Any valid date, <b>not in the future from date of submission or Null.</b>		
Notes	A Null value will record that the learner was continuing their employment.		

All validation rules are prefixed by EmploymentPeriod.EndDate

- .1 EndDate cannot be before StartDate.
- .2 If EndDate is not Null, TermReason cannot be "Employment ongoing/Employed when programme terminated".

## EmploymentPeriod Termination Reason

Field number		Field length	
		Field type	<b>Int</b>
Field Name	<b>TerminationReasonID *</b>	Mandatory for	<b>none</b>
Description	Reason the employment period ended		
Reason required	To understand the reason learners have changed their employer while on programme.		

### Valid entries

Code	Description
1	Employment ongoing/Employed when programme terminated
2	Redundancy
3	New Job Opportunity
4	Health
5	Dismissed
6	Other

### Notes

All validation rules are prefixed by EmploymentPeriod.**TerminationreasonID**

- .1 TerminationreasonID** must be on Welsh Government valid entry list at the start of the EmploymentPeriod
- .2** When EmploymentPeriod.EnddDate is NULL TerminationReasonID must be recorded as "Employment ongoing/Employed when programme terminated"

## Suspension Dataset

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

Field name	Description	Page
Suspension LearnerID	Suspensions Learner Identifier	189
Suspension ProviderID	Provider Identifier	190
Suspension ProgrammeID	Programme Identifier	191
Suspension SuspensionID	Suspension Identifier	192
Suspension StartDate	Start Date of suspension	193
Suspension EndDate	End Date of suspension	194
Suspension ReasonID	Reason for Suspension	195
Suspension StatusID	Status of suspension	196

## Suspensions Learner identifier

Field number	Field length	<b>20</b>	
	Field type	<b>Alphanumeric</b>	
Field Name	<b>LearnerID*</b>	Mandatory for	<b>All Suspensions</b>
Description	The Learning Programme the Suspension relates.		
Reason required	To enable the recording of multiple suspensions against a learners programme of study		
Valid entries	The learning programme must exist in the Learning Programme dataset to allow Suspension to exist		
Notes	The <b>LearnerID</b> , <b>ProgrammeID</b> , <b>ProviderID</b> and <b>SuspensionID</b> will uniquely identify a suspension of a learning programme.		
	A <b>Suspension</b> cannot exist without a valid <b>ProgrammeID</b>		



## Suspensions Provider Identifier

Field number	Field length	8
	Field type	<b>Alphanumeric</b>
Field Name	<b>ProviderID*</b>	Mandatory for <b>All Suspension</b>
Description	An identifier code for the provider, as allocated by the Welsh Government.	
Reason required	To enable the identification of the Learning provider that a suspension has been recorded against.	
Valid entries	As defined by the Welsh Government	

Notes	<p>The <b>LearnerID</b>, <b>ProgrammID</b>, <b>ProviderID</b> and <b>SuspensionID</b> will uniquely identify an Suspension of a learning programme.</p> <p>The <b>ProviderID</b> will uniquely identify the provider associated to an Suspension Record</p> <p>A suspension record cannot be created unless the Programme exists.</p> <p>A full list of Welsh Government provider reference codes is provided on LLWR-Inform , with guidance at <a href="#">Annex 2</a> of this manual.</p> <p>Any provider whose code is missing from this list, or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.</p>	
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## Suspension Programme identifier

Field number		Field length	<b>10</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ProgrammeID*</b>	Mandatory for	<b>All Suspensions</b>
Description	The Learning Programme dataset record the Suspension relates.		
Reason required	To enable the recording of multiple suspensions against a learners programme of study		
Valid entries	The learning programme must exist in the Learning Programme dataset before a Suspension can be recorded against it.		
Notes	The <b>LearnerID</b> , <b>ProgrammeID</b> , <b>ProviderID</b> and <b>SuspensionID</b> will uniquely identify an Suspension of a learning learning programme.		

## Programme Suspension identifier

Field number		Field length	
		Field type	<b>Int</b>
Field Name	<b>SuspensionID</b>	Mandatory for	<b>All Suspensions</b>
Description	Identifier for each programme suspension for this learner.		
Reason required	To identify suspension ID at programme level for apprenticeship programmes only when LP17 (37, 38, 39, 41,42)		
Valid entries	Sequential number of the suspension (1-99)		
	Where a suspension is deleted, the deleted SuspensionID must not be reused.		

All validation rules are prefixed by **Suspension.SuspensionID**

- .1** Suspensions are only allowed for Apprenticeship programmes – i.e. LP17 in (37, 38, 39, 41,42)

## Suspension Start Date

Field number	Field length		
	Field type	Date	
Field Name	<b>Startdate*</b>	Mandatory for	<b>All Suspensions</b>
Description	Recording the start date of the learners Suspensions		
Reason required	To monitor the length of time learning has been suspended.		
Valid entries	Any valid date, <b>not in the future from date of submission.</b>		
Notes	This will be required to monitor the length of the suspension.		

All validation rules are prefixed by **Suspension.StartDate**

- .1 The Suspension.StartDate cannot be before the Programme.Startdate (LP73)
- .2 Periods of suspension cannot overlap

## Suspension End Date

Field number	Field length	Field type	Date
Field Name	EndDate	Mandatory for	All Suspensions
Description	Date learner ended suspension.		
Reason required	To monitor the length of the suspension, used with Suspension.Startdate		
Valid entries	Any valid date, <b>not in the future from date of submission.</b>		
Notes	When a learner does not return from an intended suspension then they were not on suspension so the record should be deleted		

All validation rules are prefixed by **Suspension.EndDate**

1. Suspension.EndDate cannot be before the Suspension.StartDate
2. Suspension.EndDate cannot be null when the Suspension.StatusID = 2 - Learner Returned from suspension
3. Suspension.EndDate must be null when Suspension.StatusID in (1 – Suspension continuing)
4. Suspension.Enddate or Suspension.Startdate must not be in future of current submission date

## Reason for Suspension of learning programme

Field number		Field length	
		Field type	<b>Integer</b>
Field Name	<b>ReasonID*</b>	Mandatory for	<b>All Suspensions</b>

Description Reason for the Learners suspension

Reason required This field will record the justification for the learner suspension.

Valid entries

ReasonID	Description	Active From date	Active to
1	Maternity	01082021	31129999
2	Health	01082021	31129999
3	Furlough	01082021	31129999
4	Personal reasons which result in a period of employment absence e.g. bereavement, caring for a sick relative.	01082021	31129999
5	Termination of employment (where the contractor is unable to continue the learning programme within centre)	01082021	31129999
6	Other reason for Suspension – This will automatically be audited to assess that the reason for suspension is valid.	01082021	31129999

Notes Please refer to the Suspension.ReasonID lookup for a current list of valid reasons

All validation rules are prefixed by **Suspension.reasonID**

- .1 ReasonID must be on Welsh Government valid entry list at the start of the suspension

## Suspension StatusID

Field number	Field length		
	Field type		Integer
Field Name	StatusID	Mandatory for	All Suspensions
Description	The Suspension status of learner.		
Reason required	To monitor the status of a suspension		
Valid entries	Acceptable values must be on Welsh Government valid entry list at the start of the of the suspension Start Date		
	StatusID	Description	Active From date      Active to
	1	Continuing	01082021      31129999
	2	Learner returned from suspension	01082021      31129999
Notes	When a learner does not return from an intended suspension then they were not on suspension so the record should be deleted		
	Until the learner returns from suspension or decides not to return the status should always be recorded as “Continuing”		
All validation rules are prefixed by Suspension.StatusID			
	.1 StatusID must be on Welsh Government valid entry list at the start of the suspension		

## Wage Subsidy Dataset

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

Field name	Description	Page
WageSubsidy LearnerID	Learner Identifier	198
WageSubsidy ProviderID	Provider Identifier	199
WageSubsidy ProgrammeID	Programme Identifier	200
WageSubsidy WageSubsidyID	Wage Subsidy Identifier	201
WageSubsidy StartDate	Start Date of Wage Subsidy	202
WageSubsidy ExpectedEndDate	Expected End Date of Wage Subsidy	203
WageSubsidy EndDate	End Date of Wage Subsidy	204
WageSubsidy Wagecontribution	Wage Subsidy Paid by the Contractor to the Participant	205
WageSubsidy Furlough Indicator	Indication of Period of Furlough	206
WageSubsidy WageRate	Hourly Rate Paid by the Employer	207
WageSubsidy ExpectedWorkingHours	Expected Working Hours	208
WageSubsidy Actual Working Hours	Actual Working Hours	209
WageSubsidy EmployerID	Employer Identifier	210
WageSubsidy StateAid	State Aid Indicator	211



## Learner Identifier

Field number	Field length	<b>20</b>
	Field type	<b>Alphanumeric</b>
Field Name	<b>LearnerID*</b>	Mandatory for <b>All JGW+ Wage Subsidies</b>
Description	A reference number for the JGW+ participant, allocated by the lead contractor.	
Reason required	To assist the contractor in identifying the participant.	
Valid entries	Any combination of acceptable alphanumeric character values (must be at least one character long, starting with an alphanumeric character and can contain space characters thereafter).	
Notes	<p>The participant reference code is assigned by the contractor. It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both.</p> <p>This identifier must <b>not</b> contain personal identifiable data e.g. full surname or full National Insurance number.</p> <p>It is up to individual contractors to decide upon the format of their learner reference codes. <b>The same code must be used for all submissions of data on that participant with that contractor.</b></p> <p><b>This field is part of the Wage Subsidy compound key for the record and should not be changed once accepted.</b></p>	

All validation rule(s) are prefixed by **WageSubsidy.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	Field length	8
	Field type	Alphanumeric
Field Name	<b>ProviderID*</b>	Mandatory for <b>All JGW+ Wage Subsidies</b>
Description	An identifier code for the contractor, as allocated by the Welsh Government.	
Reason required	To enable the contractor to be identified.	
Valid entries	As defined by the Welsh Government.	
Notes	<p>A full list of Welsh Government provider reference codes is provided on LLWR-Inform (see hyperlink at <a href="#">Section 3</a>), with guidance at <a href="#">Annex 2</a> of this manual.</p> <p>Any provider whose code is missing from this list, or for whom alternative names for the same provider have different codes, should notify the LLWR mailbox.</p> <p><b>ProviderID is the same across all datasets.</b></p> <p><b>This field is part of the Wage Subsidy compound key for the record and should not be changed once accepted.</b></p>	

## Learning programme identifier

Field number		Field length	<b>10</b>
		Field type	<b>Alphanumeric</b>
Field Name	<b>ProgrammID*</b>	Mandatory for	<b>All JGW+ Wage Subsidies</b>
Description	Identifier for each learning programme with contractor for this participant.		
Reason required	Where a participant 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	<p>The date element of the identifier is required to ensure that the same identifier is not subsequently used for a later learning programme.</p> <p><b>ProgrammID is the same across all datasets.</b></p> <p><b>This field is part of the Wage Subsidy compound key for the record and should not be changed once accepted.</b></p>		

All validation rules are prefixed by **WageSubsidy.ProgrammID**

**.1** ProgrammID must be in correct format.

## Wage Subsidy identifier

Field number		Field length	<b>10</b>
		Field type	<b>Int</b>
Field Name	<b>WageSubsidyID*</b>	Mandatory for	<b>All JGW+ Wage Subsidies</b>

---

Description	Identifier for each unique wage subsidy record for a particular participant.
-------------	--

Reason required	To identify a unique wage subsidy record. A wage subsidy can be utilised more than once on the JGW+ programme but an eligible participant can only be supported with one employer at any given time in their development on the programme.
-----------------	--

A wage subsidy record can only be created for the JGW+ employment strand (LP17=64)

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Valid entries	The wage subsidy needs to be a sequential number starting from one and incrementing for each new wage subsidy period which relates to the participant's programme.
---------------	--

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### Notes

After the initial wage subsidy period has been created new wage subsidy periods should only be created where;

The age of the participant requires a new WageRate to be applied. This may be driven by the age of the participant or a change in minimum wage rates

The individual changes employer. In this case a new wage period should be created and linked to the new Employer

The participant has been furloughed. The new period will record the period of furlough and once furlough has been completed, a subsequent period a wage subsidy period will be recorded to identify the re-starting of wage subsidy payments.

Periods of wage subsidy with an employer (discounting the furlough period) must not exceed 26 weeks in total

---

All validation rules are prefixed by **Wagesubsidy.WagesubsidyID**

- .1 A wage subsidy record can only be created for the JGW+ employment strand (LP17=64)
- .2 LearnerID, ProviderID, ProgrammeID, and WagesubsidyID all must be unique

## Wage Subsidy Start Date

Field number		Field length	
		Field type	<b>Date</b>
Field Name	<b>StartDate*</b>	Mandatory for	<b>All JGW+ Wage Subsidies</b>

---

Description      Recording the start date of the Wage Subsidy record

Reason required      To establish the date of when the wage subsidy begins.

---

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

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Notes

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All validation rules are prefixed by **Wagesubsidy.StartDate**

- .1      The WageSubsidy StartDate must be before the Wage Subsidy End Date
- .2      A Wage Subsidy period must not overlap an Activity period

## Wage Subsidy Expected End Date

Field number		Field length	
		Field type	<b>Date</b>
Field Name	<b>ExpectedEndDate*</b>	Mandatory for	<b>All JGW+ Wage Subsidies</b>

---

Description      Expected end date of the Wage Subsidy

Reason required      To record the date when the wage subsidy is expected to end.

---

Valid entries      Any valid date

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Notes

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All validation rules are prefixed by **Wagesubsidy.ExpectedEndDate**

- .1      The WageSubsidy StartDate must be before the WageSubsidy ExpectedEndDate

## Wage Subsidy End Date

Field number	Field length		
	Field type	Date	
Field Name	EndDate*	Mandatory for	None
Description	To record the end date of the Wage Subsidy record,		
Reason required	Actual end date of wage subsidy. This is necessary to ensure that over-payment is not made to the contractor for wage subsidy support.		
Valid entries	Any valid date, <b>not in the future from date of submission or Null.</b>		
Notes	A Null value will record that the learner was continuing their employment.		

All validation rules are prefixed by **Wagesubsidy.EndDate**

- .1 WageSubisdy.EndDate cannot be before the WageSubsidy.Startdate
- .2 Wage subsidy records must not overlap

## Wage Subsidy Wage Contribution

Field number	Field length	
	Field type	<b>Float</b>
Field Name	<b>WageContribution*</b>	Mandatory for <b>All JGW+ Wage Subsidies</b>
Description	To record of the total wage contribution paid by the contractor to the individual over the wage subsidy period.  Calculated as follows: ([0.5 x NMW rate for participant's age] x [ total number of weekly hours] x [total number of weeks of subsidy period])	
Reason required	To verify the support given to an individual during a wage subsidy period complies the conditions set out in the programme specification.  The programme specification stipulates that Welsh Government will support the wage of the individual to 50% of the national minimum wage rate for the participant's age. This field will be used to ensure payments against contract value are accurate.	

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Valid entries

The amount in 2 decimal places paid to an individual for the period in question

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### Notes

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All validation rules are prefixed by **Wagesubsidy.Wagecontribution**

- .1 Wagecontribution must be greater than 0 where **FurloughIndicator** equals 0
-



## Wage Subsidy Furlough Indicator

Field number	Field length	1
	Field type	Boolean
Field Name	<b>FurloughIndicator*</b>	Mandatory for <b>All JGW+ Wage Subsidies</b>
Description	To capture periods of when a participant on the JGW+ Employment strand has been furloughed.	
Reason required	Periods of furlough will be captured utilising a separate wage subsidy record and will be identified using this indicator.	
	These periods will not form part of the 26 weeks payments/wage support with a specific employer	
Valid entries	Acceptable values will be cross verified against the FurloughIndicator lookup table on LLWR-Inform.	
	<b>0</b> – Not on Furlough	
	<b>1</b> – On Furlough	

### Notes

All validation rules are prefixed by **WageSubsidy.FurloughIndicator**

- .1** FurloughIndicator must be in valid entry list at the start of the wage subsidy period

## Wage Rate

Field number	Field length		
	Field type		Float
Field Name	WageRate	Mandatory for	All JGW+ Wage Subsidies
Description	A record of the actual hourly wage rate paid to the participant by the employer during the Wage Subsidy period.		
Reason required	Actual hourly rate the participant is receiving to ensure the participant is being fairly paid. This is important information as the Welsh Government is committed to the practice of 'fair work'. Appropriate levels of pay fall into the definition.		
Valid entries	The hourly wage rate in 2 decimal places paid to an individual for the period in question  Zero wage rates can be submitted for furloughed participants.		
Notes	Where the wage rate changes due to change of age or change of minimum age rates a new wage period record should be created to record the period paid at the new rate.		

All validation rules are prefixed by **WageSubsidy.WageRate**

.1 WageSubsidy.WageRate > 0 and not null

## Expected Working Hours

Field number		Field length	4
		Field type	Numeric
Field Name	<b>Expectedworkinghours*</b>	Mandatory for:	<b>All JGW+ Wage Subsidies</b>
Description	To collect the total expected working hours for the duration of the wage subsidy based on expected duration of the wage subsidy.		
Reason required	Required to calculate Welsh Government's expected wage subsidy contribution		
Valid entries			
Notes	Through the JGW+ Employment Strand a young person must be employed by the supporting employer for a minimum of 16 hours per week (excluding meal breaks) and up to a maximum of 40 hours per week (inclusive of meal breaks).		

All validation rules are prefixed by **WageSubsidy.Expectedworkinghours**

- .1 ExpectedWorkingHours must be equal to or greater 16 and no more than 12 hours per day for the duration of the wage subsidy if FurloughIndicator not equal to 1

## Actual Working Hours

Field number	Field length	4
	Field type	Numeric
Field Name	<b>ActualWorkingHours*</b>	Mandatory for: <b>All JGW+ Wage Subsidies</b>
Description	To collect the Actual Working hours for the Wage Subsidy period	
Reason required	Required to calculate Welsh Government's actual wage subsidy contribution	
Valid entries	9999	Not applicable
Notes	Through the JGW+ Employment Strand a young person must be employed by the supporting employer for a minimum of 16 hours per week (excluding meal breaks) and up to a maximum of 40 hours per week (inclusive of meal breaks).	

All validation rules are prefixed by **WageSubsidy.Actualworkinghours**

- .1 ActualWorkingHours must be more than 0 and no more than 12 hours per day for the duration of the wage subsidy if FurloughIndicator not equal to 1

## Employer Identifier

Field number	Field length		
	Field type		<b>Integer</b>
Field Name	<b>EmployerID*</b>	Mandatory for	<b>All JGW+ Wage Subsidies</b>
Description	A unique ID allocated to the employer by the lead contractor		
Reason required	To identify who employed the individual during the wage subsidy period.		
Valid entries	The Employer (EmployerID) must exist in the Contractor's employer dataset.		

### Notes

Before a wage subsidy record can be linked to an employer, the employer must first exist in the contractor's employer dataset. Linking to an employer (EmployerID) that does not exist will cause a dependency error.

## State Aid

Field number		Field length	
		Field type	<b>Integer</b>
Field Name	<b>StateAid*</b>	Mandatory for	<b>All JGW+ Wage Subsidies</b>
Description	Capturing StateAid information		
Reason required	To capture State Aid information on the employer receiving wage subsidy support. Required for WEFO claims. The State Aid field can potentially change once the 200k Euro has been reached;		

### Valid entries

- 1** – GBER
- 2** – DeMinimus
- 3** – SAFA

Notes - A declaration is required from each employer in receipt of a wage subsidy of the amount of any aid received in the last 3-year fiscal period. The employer also needs to confirm if they have any linked enterprises that have received aid and notify of the totals combined (if relevant). Based on the information provided by the employer, JGW+ contractors must select one of the aid regulations defined below.

### **GBER**

The general block exemption regulation (GBER) provides state aid cover for categories of aid which are exempt from the European Commission's (EC) formal notification process. The GBER allows member states to provide support without going through the EC's full notification process.

### **De Minimis**

The de minimis regulation covers aid amounts which the European Commission (EC) regards as too small to effect competition. It allows support below €200,000 over a 3 year period (the current and last 2 fiscal years).

### **SAFA - Small Amount of Financial Assistance scheme**

The EU State aid rules no longer apply to subsidies granted in the UK following the end of the transition period, which ended on 31 December 2020. The Small Amount of Financial Assistance (SAFA) scheme covers financial assistance from UK government sources.

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All validation rules are prefixed by **WageSubsidy.StateAid**

- .1 WageSubsidy.StateAid must be in valid entry list at the start of the wage subsidy period

## 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 an 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 an 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 programme.

A New Field has been added to Differentiate between Tutor led (Synchronous) and non-tutor led (Asynchronous)



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 Solutions 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 (see hyperlink at **Section 3**).

## 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 (see hyperlink at **Section 3**) 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  
[www.hesa.ac.uk](http://www.hesa.ac.uk)  
[www.bis.gov.uk](http://www.bis.gov.uk)

England  
[HEFCE](#)  
[UKRLP](#)  
[Learning Records Service](#)  
[Education and Skills Funding Agency](#)

Scotland  
[www.sfc.ac.uk/home/home.aspx](http://www.sfc.ac.uk/home/home.aspx)

Northern Ireland  
[www.deni.gov.uk](http://www.deni.gov.uk)

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

## Annex 3: UK General Data Protection Regulation (GDPR)

The UK General Data Protection Regulation (GDPR) introduces new rights for individuals that did not exist under the 1998 Data Protection Act (DPA). Other rights continue from the DPA into UK GDPR, but some have changed in the way they operate.

It's important that ALL providers who collect data on behalf of Welsh Government for the Lifelong Learning Wales Record (LLWR) understand these new changes as some of the data collected by providers and sent to Welsh Government (WG) for the LLWR will be personal data.

Further information on all the recent GDPR changes can be found at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/whats-new/>

Part 1 (short version) of the LLWR privacy notice has to be included either on the enrolment form or if preferred as a separate document from the form. This is entirely your choice. However, learning providers need to make the learner aware that Part 2 (full version) is available as a print out for them to read on the day, should they request it or supply them with a link to the **Welsh Government website** for further information.

To ensure the learner is fully aware of how their data will be used and by whom, WG will be seeking a declaration from learning providers to record that the most recent privacy notice has been seen by the learner at enrolment. (LP83 GDPR Indicator).

Occasionally there may be changes/updates to the PN throughout the year to reflect changes to the processing of data. There is an obligation on providers to ensure they inform the learner of the changes and record that the new version of the PN has been made available to the learner by updating the value in field **LP83** (GDPR).

When a written request is made by a data subject to access their data, the UK GDPR states that a Data Controller must respond within one month. Welsh Government has taken a policy decision to interpret 'one month' as 28 calendar days.

It will be important for providers to keep up-to-date with any future guidance or updates that the ICO may publish on UK GDPR, so we recommend you visit their website on a regular basis. Further details are as follows:

The text of the Act may read at the following website

<https://publications.europa.eu/en/publication-detail/-/publication/3e485e15-11bd-11e6-ba9a-01aa75ed71a1/language-en>

The Office of the Information Commissioner's Home page can be found at:

<https://ico.org.uk/>

The section regarding data protection can be found at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

To contact the Information Commissioner's Office with queries call:

0303 123 1113,

The live chat service is usually available 9am-5pm Monday to Friday.

<https://ico.org.uk/global/contact-us/live-chat>

## **Privacy notice to be used when collecting learner data**

The Privacy Notice comes as two layers: Part 1, short version (to be used on electronic forms) that outlines the key elements required to tell the learner how we are processing their data, and a link to Part 2, full version with more detail should they be interested.

All hard copy enrolment forms should either have a copy of Part 1 (short version) of the PN on the form or attached, with Part 2 (full version) available for review if required. A link to the Welsh Government website can also be supplied for further information

The important thing is to ensure that all learners are shown the new Welsh Government PN at enrolment for **all** WG funded or part funded programmes.

The Data Solutions Team will be looking for evidence of this in the data collection that providers return to WG through the LP83 field values



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# Llywodraeth Cymru Welsh Government

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