

# A quick guide to adding LAR/QAN codes to the Course Directory Provider Portal

## Why do I need to add a LAR/QAN code?

Later in the year, as part of an important programme of improvements to the Course Directory Provider Portal, it will become mandatory for all courses to have a valid Learning Aim Reference (LAR) or Qualification Accreditation Number (QAN).

In preparation for this, we're asking providers to add their codes now so that their courses continue to be shown in the various search tools which use the Course Directory information, including the [National Careers Service Find a Course](#) site.

## How do I add a LAR/QAN code to courses?

There are two ways to add LAR/QAN codes; directly into the Portal or using the bulk upload file.

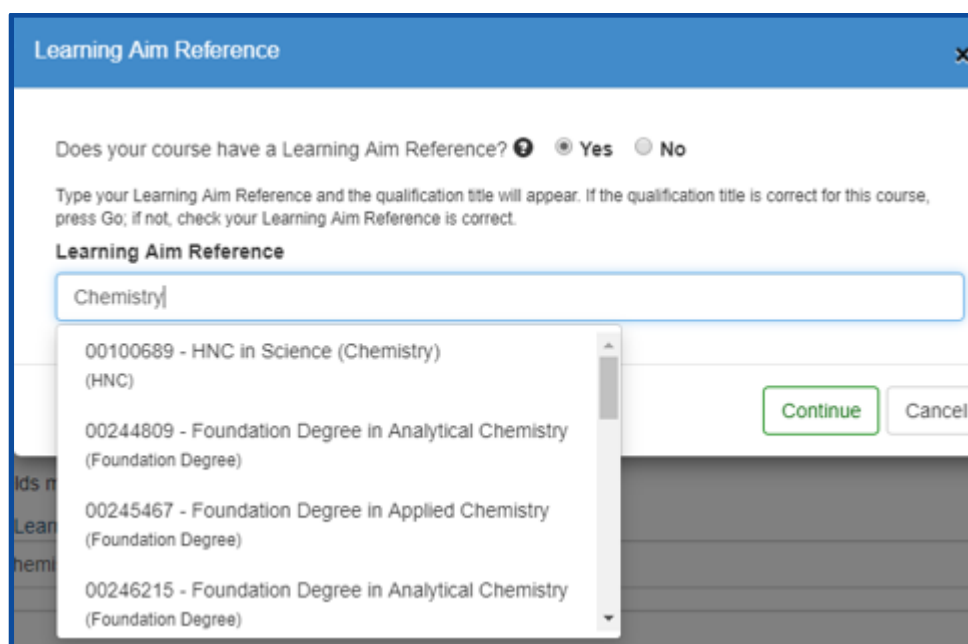
**Benefits of adding the LAR/QAN code direct into the Course Directory:** this will prepopulate some additional fields in the Course Directory by pulling information direct from the Hub to save you time, for example the course name.

**Benefits of adding the LAR/QAN code using bulk upload:** you can enter your LAR/QAN codes directly into your csv file and then upload them all at the same time. No information is prepopulated using this method.

## Finding and adding the LAR/QAN code in the Course Directory

To find the code on the Portal, log in → click on 'Courses' → 'Edit' → 'Add Learning Aim Reference' → 'Yes'.

Start typing the course name into the search box. This will bring up all options for that course and their learning aim reference.



Learning Aim Reference

Does your course have a Learning Aim Reference?  Yes  No

Type your Learning Aim Reference and the qualification title will appear. If the qualification title is correct for this course, press Go; if not, check your Learning Aim Reference is correct.

Learning Aim Reference

Chemistry

- 00100689 - HNC in Science (Chemistry) (HNC)
- 00244809 - Foundation Degree in Analytical Chemistry (Foundation Degree)
- 00245467 - Foundation Degree in Applied Chemistry (Foundation Degree)
- 00246215 - Foundation Degree in Analytical Chemistry (Foundation Degree)

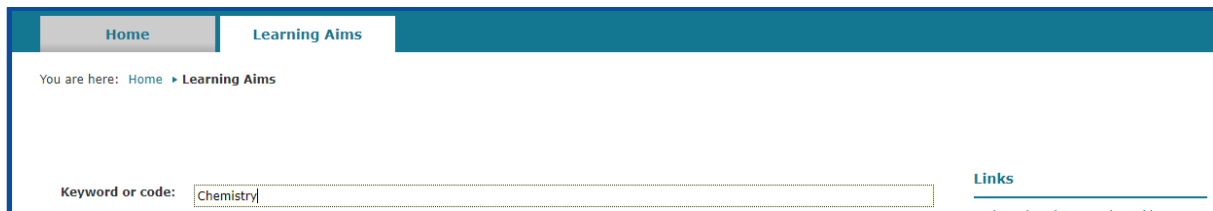
Continue Cancel

When you have found the correct course click continue and this will then be populated on the Portal. Scroll down and click 'Save'.

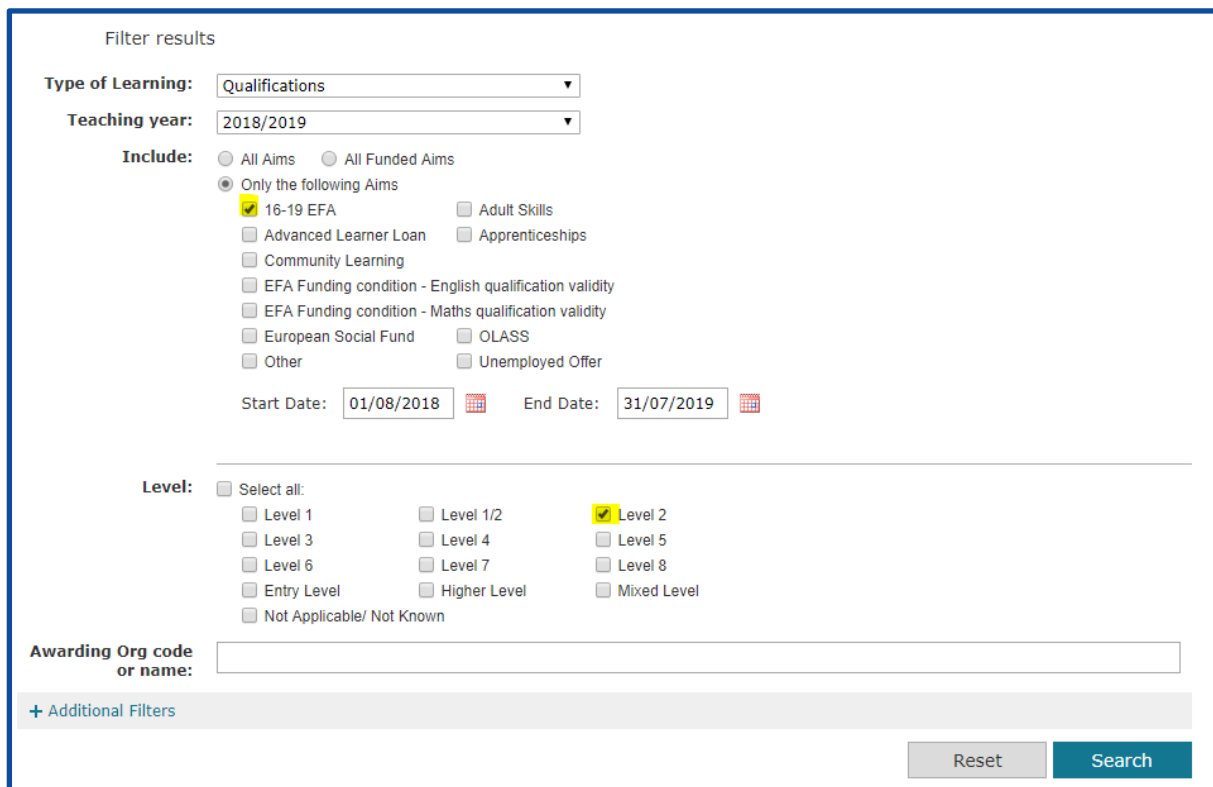
## Finding a LAR/QAN code using The Hub

Go to <https://hub.fasst.org.uk/Learning%20Aims/Pages/default.aspx>

Type the keyword or code field type for the course into the search box.



You can also use more of the fields to be more specific with the search as shown below.



Click 'Search' and a list of courses will show with the LAR/QAN code in the first column.

**Search results - (Teaching year 2018/2019)**

Type of Learning: Units Qualifications Frameworks Standards

Refine your search: 1-10 of 10 records Show 250 results per page

Keyword or code:

Learning Aim Ref	Learning Aim Title	NVQ Level V2	Awarding Org	Validity	16-19 EFA
50057017	Certificate in Chemistry	2	CAIE	From: 01/09/09 LDNS: 30/11/19 To: 31/03/20	
60032467	Certificate in Chemistry	2	EDEXCEL	From: 01/10/11 LDNS: 31/08/17 To: 31/08/18	

Include:  All Aims  All Funded Aims  Only the following Aims

16-19 EFA

Use this number to add your course to the Course Directory either using the csv file or direct.

For further guidance and information about using the Course Directory go to <https://coursedirectoryproviderportal.org.uk/Help>, email [support@coursedirectoryproviderportal.org.uk](mailto:support@coursedirectoryproviderportal.org.uk) or call the Course Directory Support Team on 0844 811 5073.