

Course Directory Provider Portal: Provider Data Standards

1. Introduction	3
2. General Guidelines.....	3
Manual Data Entry	3
Bulk Upload.....	3
Invalid characters	4
3. PROVIDER INFORMATION FIELDS	4
Provider Name	4
Provider Alias	5
Admin Addresses	5
Provider Email.....	5
Provider Website	5
Provider Phone Number	6
Provider Fax Number	6
24 + Loans Provider (<i>manual upload only</i>)	6
4. VENUE INFORMATION FIELDS.....	6
Venue ID.....	6
Venue Name	7
Venue Address	7
Venue Email Address	7
Venue Website.....	7
Venue Telephone Number.....	7
Venue Fax Number	7
Venue Facilities	8
5. COURSE INFORMATION FIELDS.....	8
Course ID	8
Learning Aim Reference / QAN Code (LAD_ID).....	8
Provider Course Title.....	9
Course Summary	9
Provider Course ID	9
Course URL.....	10
Course Booking URL.....	10

Entry Requirements	10
Assessment Method	10
Equipment Required	11
Qualification Type	11
Qualification Title.....	11
Awarding/Accreditation Organisation	12
Qualification Level	12
Subject Classification (LDCS1-5).....	13
Tariff Required	13
6. OPPORTUNITY INFORMATION FIELDS	13
Course ID	13
Venue / Region.....	13
Provider Opportunity ID.....	14
Study Mode.....	14
Attendance Mode	14
Attendance Pattern.....	15
Duration	15
Duration Unit	15
Duration Description.....	16
Start Date / Start Month	16
End Date.....	16
Start Date Description.....	16
Timetable	16
Price	17
Price Description	17
Language of Instruction	17
Language of Assessment.....	18
Places Available.....	18
Apply from Date	18
Apply until Date	18
Apply until Description.....	18
Application accepted throughout the year.....	18
Enquire to.....	19
Apply to.....	19
URL	19
Funding Code (A10).....	19
Offered by	20
Display Name	20
Both Searchable	20

1. Introduction

This document details the guidelines recommended for use by all those contributing data to the Course Directory Provider Portal. It identifies the mandatory and desirable data needed with recommended standards for those fields.

2. General Guidelines

Field Status: Every field is categorised as being either:

Mandatory: The field must be completed or the entry cannot be submitted.

Desirable: The field is not mandatory, but should be completed if the information is available.

Optional: The field is not mandatory, but can be completed if the provider chooses to.

The more information you provide the more information that will be available on the NCS website.

Manual Data Entry

The mandatory fields for manual data entry are:

Provider	Venue	Course with LAR/QAN	Course without LAR/QAN	Opportunities
UKPRN	Venue Name	Learning Aim	Provider Course ID	Provider Opportunity ID
Provider Type	Address 1	Provider Course Title	Summary	Funding Code
Provider Name	Town	Summary	Qualification Type	Study Mode
Address 1	Post Code	URL	URL	Attendance Mode
Town		Entry Requirement	Entry Requirement	Attendance Pattern
Post Code				Duration
				Start Date
				End Date
				Price

Bulk Upload

The mandatory fields for bulk upload are:

Venue	Course	Opportunities
VENUE_ID*	COURSE_ID*	COURSE_ID*
VENUE_NAME*	PROVIDER_COURSE_TITLE*	VENUE_ID/REGION_NAME
ADDRESS_1*	SUMMARY*	PROVIDER_OPPORTUNITY_ID*
TOWN*	URL*	STUDY_MODE*
POSTCODE*	ENTRY_REQUIREMENTS*	ATTENDANCE_MODE*
	QUALIFICATION_TYPE*	ATTENDANCE_PATTERN*
		DURATION*
		DURATION_UNITS*
		DURATION_DESCRIPTION*
		START_DATE*
		END_DATE*
		START_DATE_DESCRIPTION*
		PRICE*
		PRICE_DESCRIPTION*
		A10*

The Bulk Upload file requires 2 fields to be populated in order to link Courses to Opportunities (COURSE_ID) and Opportunities to Venues (VENUE_ID). These are:

COURSE_ID : This is entered against each Course and must be a unique value created by the provider. The COURSE_ID entered in the Courses section should be entered against at least 1 Opportunity in order to link Courses and Opportunities together.

VENUE_ID : This is entered against each Venue and must be a unique value created by the provider. The VENUE_ID entered in the Venues section should be entered against at least 1 Opportunity in order to link Venues and Opportunities together.

***Please note** that the Provider section is not mandatory. If it is not populated, the fields will be populated by the information held on the Providers UKPRN.*

Invalid characters

Certain characters are not accepted when performing a bulk upload. For Example:

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

3. PROVIDER INFORMATION FIELDS

In many cases these fields will not need to be changed, with the details held being taken from the UKRLP. If you believe that the details held are incorrect, please contact the UKRLP.

Provider Name

Character limit: 100 characters

Bulk Upload file column header: PROVIDER_NAME

Type: Alphanumeric

Status: Optional

Description: The name of the provider that offers the course. This may differ from the legal or trading name which is referred from the UKRLP.

Recommended Content: If this field is left unchanged or deleted, the UKRLP trading name will be displayed on the public facing learner website. If there is no trading name, the legal name will be used.

For further information please refer to the UKRLP website - <https://www.ukrlp.co.uk/>

Provider Alias

Character limit: 100 characters

Bulk Upload file column header: PROVIDER_ALIAS

Type: Alphanumeric

Status: Optional

Description: An alternative name that the provider wishes to also be known by.

Recommended Content: Both the 'Provider name' and 'Provider Alias' will be used to identify the provider when a search is performed on the public facing learner website.

Please note: Only the name chosen for the 'Provider name' (please see section 3.1) will be displayed to the user, not the 'Provider Alias'.

Admin Addresses

Character limit: 5 x 40, 1 x 8

Bulk Upload file column headers: ADMIN_ADDRESS_1, ADMIN_ADDRESS_2, ADMIN_TOWN, ADMIN_COUNTY, ADMIN_POSTCODE

Type: Alphanumeric

Status: Optional

Description: The address for administrative enquiries for the provider.

Recommended Content: If this is filled in, Address line 1, Town and Postcode must be completed. Please enter postcodes with a space.

If this field is left unchanged or deleted, the UKRLP legal address will be displayed on the public facing learner website.

Please note: If filled in this is the address that will be used on the public facing learner website.

Provider Email

Character limit: 255 characters

Bulk Upload file column header: ADMIN_EMAIL

Type: Alphanumeric

Status: Optional

Description: The email address of the provider, which is used for administrative enquiries.

Recommended Content: Only one email address should be entered in this field. A personal email can be inputted, but where possible a more general address would be advisable.

If this field is left unchanged or deleted, the UKRLP email address will be displayed on the public facing website.

Please note: If filled in, this is the email address that will be used on the public facing learner website.

Provider Website

Character limit: 255 characters

Bulk Upload file column header: ADMIN_WEBSITE

Type: Alphanumeric

Status: Optional

Description: The home page of the main website of the provider.

Recommended Content: It should include the full address, including the scheme part (e.g. http://).

If this field is left unchanged or deleted, the UKRLP web address will be displayed on the public facing website.

Please note: If filled in, this is the URL that will be used on the public facing learner website.

Provider Phone Number

Character limit: 30 characters

Bulk Upload file column header: ADMIN_PHONE

Type: Alphanumeric

Status: Optional

Description: The main telephone number of the provider.

Recommended Content: Where possible, the field should be recorded as

STD Telephone number ext. number for example 0114 2467891 ext. 5725.

If this field is left unchanged or deleted, the UKRLP telephone number will be displayed on the public facing website.

Please note: *If filled in, this is the phone number that will be used on the public facing learner website.*

Provider Fax Number

Character limit: 30 characters

Bulk Upload file column header: ADMIN_FAX

Type: Alphanumeric

Status: Optional

Description: The main fax number of the provider.

Recommended Content: Where possible, the field should be recorded as STD fax number

If this field is left unchanged or deleted, the UKRLP fax number will be displayed on the public facing website.

Please note: *If filled in, this is the fax number that will be used on the public facing learner website.*

24 + Loans Provider (manual upload only)

Character limit: N/A

Type: Checkbox

Status: Optional

Description: Indicates whether the provider offers 24+ Loans. The checkbox is used to display a flag on the NCS Course Search website which tells the user whether the provider offers 24+ loans.

Please note: *Only Providers who draw down SFA funding should tick this checkbox.*

4. VENUE INFORMATION FIELDS

Venue ID

Character limit: 255 characters

Bulk Upload file column header: VENUE_ID*

Type: Alphanumeric

Status: Mandatory

Description: The provider identifier for the venue/centre

Recommended Content: This free text field is a code/ID specified by the provider

It assists a provider to identify a particular venue for updating purposes and enables potential students/delegates to refer accurately to an opportunity run at a particular venue when contacting a provider. This could be simply the name of the main site in the case of a school, for example.

Venue Name

Character limit: 255 characters

Bulk Upload file column header: PROVIDER_VENUE_ID

Type: Alphanumeric

Status: Mandatory

Description: The name of the venue/centre where the opportunity is run.

Recommended Content: An address must be completed for each venue name.

Venue Address

Character limit: 5 x 40, 1 x 8

Bulk Upload file column headers: ADDRESS_1*, ADDRESS_2*, TOWN*, COUNTY, POSTCODE*

Type: Alphanumeric

Status: Mandatory

Description: The full postal address of the venue/centre where the opportunity is run.

Recommended Content: Address line 1, Town and postcode are mandatory and must be completed.

Venue Email Address

Character limit: 255 characters

Bulk Upload file column header: EMAIL

Type: Alphanumeric

Status: Optional

Description: The email address of the venue/centre where the opportunity is run.

Recommended Content: Only one e-mail address should be entered in this field. A personal email can be inputted, but where possible a more general address would be advisable

Venue Website

Character limit: 255 characters

Bulk Upload file column header: WEBSITE

Type: Alphanumeric

Status: Optional

Description: The home page of the website address for the venue/centre where the opportunity is run.

Recommended Content: The address should include the full web address, including the scheme part e.g. http://

Venue Telephone Number

Character limit: 30 characters

Bulk Upload file column header: PHONE

Type: Alphanumeric

Status: Optional

Description: The telephone number for the venue/centre where the opportunity is run.

Recommended Content: Where possible, the field should be recorded as STD Telephone number ext. number.

Venue Fax Number

Character limit: 30 characters

Bulk Upload file column header: FAX

Type: Alphanumeric

Status: Optional

Description: The fax number for the venue/centre where the opportunity is run.

Recommended Content: Where possible, the field should be recorded as STD fax number for example 0114 2468099.

Venue Facilities

Character limit: 2000 characters

Bulk Upload file column header: FACILITIES

Type: Alphanumeric

Status: Optional

Description: A description of the main features or facilities that may be relevant to the holding of opportunities at that venue.

Recommended Content: This field may not be relevant for all Providers. The type of information recommended for this field includes:

- Childcare facilities are available
- Overnight accommodation is available
- Meals available
- Full science laboratory facilities
- 5 conference rooms holding up to 50 persons each
- Video conferencing available in 3 rooms
- Facilities for students with physical or learning difficulties
- Facilities for students whose main language is not English
- Guidance and advice service

5. COURSE INFORMATION FIELDS

Course ID

Character limit: 50 characters

Bulk Upload file column header: COURSE_ID*

Type: Alphanumeric

Status: Mandatory

Description: A unique identifier for the course used by the provider.

Recommended Content: This free text field is a code/ID specified by the provider. It assists a provider to identify a particular record for updating purposes.

Learning Aim Reference / QAN Code (LAD_ID)

Character limit: 8 characters

Bulk Upload file column header: LAD_ID

Type: Alphanumeric

Status: Desirable

Description: The Learning aim reference / QAN code links to various funding streams and will allow the Skills Funding Agency and Department for Education to identify each learning aim/QAN code.

Recommended Content: Providing the Learning aim reference / QAN code, means referred data will be imported from the Learning Aims Reference Service (LARS -

<https://hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx>); there could be multiple instances of referred data.

Provider Course Title

Character limit: 255 characters

Bulk Upload file column header: PROVIDER_COURSE_TITLE*

Type: Alphanumeric

Status: Mandatory

Description: The Provider's title for the course.

Recommended Content: This free text field is collected so that the provider clearly knows what provision they have entered on the database and can identify each course easily.

Course Summary

Character limit: 2000 characters

Bulk Upload file column header: SUMMARY*

Minimum number of characters: 200 characters

Type: Alphanumeric

Status: Mandatory

Description: A clear but concise summary of the content of the course that may cover the information available in prospectuses.

Recommended Content: This free text field is one of the most important. It is the only one to give potential students details of what is actually covered in a course and will enable comparisons to be made from one course to another.

An ideal Summary would contain a unique summary of the main aspects of the course content specific to each course.

The type of information recommended for this field includes:

- What students/delegates will learn by studying the course
- What topics are covered in the course
- Any modules or units studied
- What theoretical principles will be covered
- Any practical exercises that may be involved
- Whether the learning opportunity is wholly academic
- Any information that is not relevant to other fields
- Any progression information such as whether the opportunity can lead to a particular job or to another course, if this is one of the principal features of the opportunity.
- If the course is recognised for 'continuing professional development'
- Any other information which will allow the potential student to make an informed decision

Please note: It is advisable not to include information regarding the provider or venue.

Provider Course ID

Character limit: 50 characters

Bulk Upload file column header: PROVIDER_COURSE_ID

Type: Alphanumeric

Status: Optional

Description: A unique identifier for the course used by the provider.

Recommended Content: This free text field is a code/ID specified by the provider. It can assist a provider to identify a particular record for updating purposes.

Course URL

Character limit: 255 characters

Bulk Upload file column header: URL*

Type: Alphanumeric

Status: Mandatory

Description: A URL providing more information about the course

Recommended Content: It should include the full address, including the scheme part e.g. http://.

This free text field should be completed with a URL which links directly to the course on the provider's website

This may be a URL for the prospectus or general website should a specific course page not be available.

Course Booking URL

Character limit: 255 characters

Bulk Upload file column header: BOOKING_URL

Type: Alphanumeric

Status: Optional

Description: A URL to book a course

Recommended Content: It should include the full address, including the scheme part e.g. http://.

This free text field should be completed if there is a particular URL which links directly to a page on the provider's website, which allows a potential student to book this course.

This may be a URL for the prospectus or general website should a specific course page not be available.

Entry Requirements

Character limit: 4000 characters

Bulk Upload file column header: ENTRY_REQUIREMENTS*

Type: Alphanumeric

Status: Mandatory

Description: The requirements for a learner which are necessary before the course can be taken.

Recommended Content: The type of information recommended for this free text field includes

- Experience needed
- Age restrictions
- Academic level considered necessary
- Specific qualifications required
- Any other requirement such as 'driving licence'
- If the course is principally aimed at one particular target group such as school leavers, women, students with learning difficulties, unemployed etc.

Assessment Method

Character limit: 4000 characters

Bulk Upload file column header: ASSESSMENT_METHOD

Type: Alphanumeric

Status: Optional

Description: It should record the type of assessment method used for the qualification awarded.

Recommended Content: This free text field gives the providers the opportunity to specify how students are assessed.

Equipment Required

Character limit: 4000 characters

Bulk Upload file column header: EQUIPMENT_REQUIRED

Type: Alphanumeric

Status: Optional

Description: The equipment needed by the learner to undertake the course

Recommended Content: It is important that this information is recorded accurately, especially in the case of computer equipment where the specification may be crucial.

Qualification Type

Character limit: N/A

Bulk Upload file column header: QUALIFICATION_TYPE

Type: Alphanumeric

Status: Mandatory

Description: The type of Qualification awarded at the end of the course.

Recommended Content: Where the Learning Aim Reference or QAN code is entered, and has a Qualification Type associated with it, the Qualification Type does not need to be entered as it will be drawn from the Learning Aim Reference/QAN code.

Where the Learning Aim Reference or QAN code is entered but it does not have an associated Qualification Type OR where the Learning Aim Reference/QAN code is not entered, the Qualification Type will need to be entered.

The Qualification Types available are:

MANUAL UPLOAD	USING BULK UPLOAD
No Qualification	QT1
Certificate of Attendance	QT2
Functional Skill	QT3
Basic/Key Skill	QT4
Course Provider Certificate(this must include an assessed element)	QT5
External Awarded Qualification – Non-Accredited	QT6
Other Regulated/Accredited Qualification	QT7
GCSE or Equivalent	QT8
Apprenticeship	QT10
NVQ and Relevant Components	QT11
International Baccalaureate Diploma	QT12
GCE A/AS Level or Equivalent	QT13
Access to Higher Education	QT14
HNC/HND/Higher Education Awards	QT15
Foundation Degree	QT16
Undergraduate Qualification	QT17
Postgraduate Qualification	QT18

Qualification Title

Character limit: 255 characters

Bulk Upload file column header: QUALIFICATION_TITLE

Type: Alphanumeric

Status: Desirable

Description: A detailed title of the Qualification awarded at the end of the course.

Recommended Content: For courses with a Learning Aim Reference or QAN code that has Qualifications information associated, the Qualification Title does not need to be entered as it will be drawn from the Learning Aim Reference/QAN code.

For courses with a Learning Aim Reference or QAN code that does not have Qualifications information associated, or a Course with no Learning Aim Reference or QAN code, the Qualification Title will need to be entered and where applicable include the following information:

- Qualification name (e.g. Certificate, GCE A level, Diploma)
- Course subject (e.g. Biology, Art, Plumbing)
- Level
- The awarding/accrediting organization name or acronym if needed (e.g. City & Guilds, Microsoft, CISCO)

Awarding/Accreditation Organisation

Character limit: 150 characters

Bulk Upload file column header: AWARDING_ORG_NAME

Type: Alphanumeric

Status: Desirable (Mandatory if the qualification type selected is: External Awarding Body Qualifications (Certificate/Diploma/Award))

Description: The Name of the awarding/accreditation organisation responsible for awarding the qualification or which accredits the course.

Recommended Content: For courses with a Learning Aim Reference or QAN code that has Qualification information associated, this will be drawn from the Learning Aims Reference/QAN code. For courses with a Learning Aim Reference or QAN code that does not have Qualification information associated, or a Course with no Learning Aim Reference or QAN code, the Awarding/Accreditation Organisation should be entered by the provider.

Qualification Level

Character limit: N/A

Bulk Upload file column header: QUALIFICATION_LEVEL

Type: Alphanumeric

Status: Desirable

Description: This should reflect the recognised Qualifications and Credit Framework (QCF) level for a course. For more information on QCF please see: <https://www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels>

MANUAL UPLOAD	USING BULK UPLOAD
Entry Level	LV0
Level 1	LV1
Level 2	LV2
Level 3	LV3
Level 4	LV4
Level 5	LV5
Level 6	LV6
Level 7	LV7
Level 8	LV8
Higher Level	LV9
Unknown/Not applicable	LVNA

Subject Classification (LDCS1-5)

Character limit: N/A

Bulk Upload file column header: LDCS1, LDCS2, LDCS3, LDCS4, LDCS5

Type: Alphanumeric

Status: Optional

Description: A code used to classify the subject area of the course. This may also be referred to as the Sector Subject Area Tier.

Recommended Content: Where a Learning Aims Reference or QAN code has been entered, the Subject Classification codes will be drawn from the Learning Aim Reference/QAN code and therefore should not be entered.

Where a Learning Aims Reference is not or cannot be entered, these should be entered by the provider. The classification codes should be listed in descending order of applicability, with the most applicable being recorded as 'Subject Classification 1'. Up to 5 can be attached to each course.

Tariff Required

Character limit: 11 characters

Bulk Upload file column header: UCAS_TARIFF

Type: Numeric

Status: Desirable

Description: The UCAS tariff required in order to be considered for the course. This may not be relevant for all Courses or Providers.

Recommended Content: The UCAS Tariff is the system used for allocating points to qualifications used for entry into higher education.

This field only needs to be completed for undergraduate courses, i.e. if qualification type is one of the following:

- HNC/HND/Higher Education Awards (QT15)
- Foundation Degree (QT16)
- Undergraduate Qualification (QT17)

6. OPPORTUNITY INFORMATION FIELDS

Course ID

Character limit: 50 characters

Bulk Upload file column header: COURSE_ID*

Type: Alphanumeric

Status: Mandatory

Description: A unique identifier for the course used by the provider.

Recommended Content: The COURSE_ID entered in the Courses section should be entered against at least 1 Opportunity in order to link Courses and Opportunities together.

Venue / Region

Character limit: 35 characters

Bulk Upload file column header: VENUE_ID/REGION_NAME

Type: Alphanumeric

Status: Desirable

Description: Where any physical learning will be taken.

Recommended Content: Bulk Upload – This should be either a Venue ID from the Venue(s) you have on the system or use a town, county or region from the defined list titled ‘Valid Regions for Bulk Upload’, available here: <https://coursedirectoryproviderportal.org.uk/Help>

Manual Upload – Venue and Region are 2 separate fields. The venue should be the name of a fixed venue recorded on the system. Alternatively a town, county or region can be used where there isn’t a fixed venue. A venue does not need to be attached if the attendance mode is distance or online without attendance. If the whole opportunity can be studied at more than one venue, an additional opportunity should be created for each venue.

Provider Opportunity ID

Character limit: 255 characters

Bulk Upload file column header: PROVIDER_OPPORTUNITY_ID

Type: Alphanumeric

Status: Mandatory

Description: A provider identifier for the opportunity.

Recommended Content: This should be code/ID specified by the provider. It assists a provider to identify a particular record for updating purposes and enables potential students/delegates to refer accurately to a course when contacting a provider. Should a provider not have an internal identifier, simply entering a numeric or alpha value or even the subject would suffice.

Study Mode

Character limit: N/A

Bulk Upload file column header: STUDY_MODE*

Type: Alphanumeric

Status: Mandatory

Description: The way in which the course can be studied.

Recommended Content: If the course can be studied in more than one way e.g. full time and part time, an opportunity should be created for each mode.

The study mode options are:

MANUAL UPLOAD	USING BULK UPLOAD
Full time	SM1
Part time	SM2
Part of a full time programme	SM3
Flexible	SM4
Not Known	SM5

Attendance Mode

Character limit: N/A

Bulk Upload file column header: ATTENDANCE_MODE*

Type: Alphanumeric

Status: Mandatory

Description: How the learner accesses the learning opportunity.

Recommended Content: If the opportunity can be accessed in more than one way e.g. face-to-face and online without attendance, an opportunity should be created for each mode.

If one opportunity has multiple attendance modes throughout its duration, please use 'mixed mode'.

The attendance mode options are:

MANUAL UPLOAD	USING BULK UPLOAD
Location/Campus	AM1
Face-to-face (non-campus)	AM2
Work – based	AM3
Mixed mode	AM4
Distance with attendance	AM5
Distance without attendance	AM6
Online with attendance	AM7
Online without attendance	AM8
Not Known	AM9

Attendance Pattern

Character limit: N/A

Bulk Upload file column header: ATTENDANCE_PATTERN*

Type: Alphanumeric

Status: Mandatory

Description: When the learner will study the opportunity.

Recommended Content: If the learner's presence can be structured in more than one way, an opportunity should be created for each pattern.

The attendance pattern options are:

MANUAL UPLOAD	USING BULK UPLOAD
Daytime/working hours	AP1
Day/Block release	AP2
Evening	AP3
Twilight	AP4
Weekend	AP5
Customised	AP6
Not Known	AP7

Duration

This is made up of two fields 'duration value' and 'duration unit', both have to be completed if this duration element is used. The exact duration of the course should be recorded where possible in terms of overall calendar length. In the case of self-study and online opportunities, the field should record how long study of the particular materials will take. This may be in terms of total hours or may state a particular length of time in terms of months or years.

Character limit: 12 characters

Bulk Upload file column header: DURATION*

Type: Numeric

Status: Mandatory (unless the duration description is completed)

Description: A number that is qualified by 'Duration value'

Recommended Content: This field should record the whole number of hours, days, weeks, months, terms, semesters or years it will take to complete this opportunity.

Duration Unit

Character limit: N/A

Bulk Upload file column header: DURATION_UNIT*

Type: Alphanumeric

Status: Mandatory (unless the duration description is completed)

Description: A unit of time that qualifies 'Duration unit'

Recommended Content: The appropriate unit your duration value is associated with.

The Duration Unit options are:

MANUAL UPLOAD	USING BULK UPLOAD
Hour(s)	DU1
Day(s)	DU2
Week(s)	DU3
Month(s)	DU4
Term(s)	DU5
Semester(s)	DU6
Year(s)	DU7

Duration Description

Character limit: 150 characters

Bulk Upload file column header: DURATION_DESCRIPTION*

Type: Alphanumeric

Status: Mandatory (unless an exact duration is completed)

Description: Free Text field to enter a description of how long the course takes.

Recommended Content: This free text field can also be used to add extra information if exact duration has been filled in.

Start Date / Start Month

Character limit: 10 characters

Bulk Upload file column header: START_DATE*

Status: Mandatory (if start date description is not completed)

Description: The exact date or month the opportunity is due to start.

Recommended Content: This should be in the form of a date i.e. DD/MM/YYYY, DD-MM-YYYY or MMM-DD. Supplementary information may also be added in the 'start date description' field.

Please note: *EfA providers should be entering dates for 2016/17 academic year*

End Date

Character limit: 10 characters,

Bulk Upload file column header: END_DATE*

Status: Mandatory (if exact duration is not completed)

Description: The date the opportunity ends.

Recommended Content: This field can be used in conjunction with a start date as an alternative to an exact duration.

Start Date Description

Character limit: 4000 characters

Bulk Upload file column header: START_DATE_DESCRIPTION*

Type: Alphanumeric

Status: Mandatory (if start date or start month are not completed)

Description: Text description of the start date.

Recommended Content: This free text field can also be used to add extra information if start date or start month has been filled in i.e. Scheduled dates throughout the year.

Timetable

Character limit: 200 characters

Bulk Upload file column header: TIMETABLE

Type: Alphanumeric

Status: Optional

Description: The course timetable.

Recommended Content: This free text field where applicable should include the following information:

- Day(s)
- Start time
- Finish time

This field may not be relevant for all Providers.

Price

Character limit: 15 characters

Bulk Upload file column header: PRICE*

Type: Numeric

Status: Mandatory (if price description not completed)

Description: Numeric cost of the opportunity to the Learner.

Please note: For apprenticeships the price field should be 0 (zero). Apprenticeships are free to all learners however employers may incur a cost. This could be added in the Price Description field.

Recommended Content: This should be the non-concessionary price for the whole course. The value should be in pounds but you do not need to enter the '£' sign (*The £ sign is automatically entered*).

Price Description

Character limit: 1000 characters

Bulk Upload file column header: PRICE*

Type: Alphanumeric

Status: Mandatory (if price not completed)

Description: A description of the cost of the opportunity. To include any financial support that is offered.

Please note: For apprenticeships the price field should be 0 (zero). Apprenticeships are free to all learners however employers may incur a cost.

Recommended Content: Further Information related to the cost of the opportunity should be recorded here. Examples are:

- concessions
- any additions to the price such as exam fees or materials
- whether accommodation or refreshments are included
- any charges for tutorial support
- any instalment payments payable

This free text field can also be used to add extra information if price field has been filled in.

Language of Instruction

Character limit: 100

Bulk Upload file column header: LANGUAGE_OF_INSTRUCTION

Type: Alphanumeric

Status: Optional

Description: This field should be used to record the language in which the opportunity is taught.

Recommended Content: Most learning opportunities in England will be taught in English. However, some, particularly flexible learning, may offer an opportunity in another language.

Please note: This free text field should not be used to record the language of a language training course.

Language of Assessment

Character limit: 100

Bulk Upload file column header: LANGUAGE_OF_ASSESSMENT

Type: Alphanumeric

Status: Optional

Description: This field should be used to record the language in which the opportunity is assessed.

Recommended Content: Most learning opportunities in England will be assessed in English.

However, some, particularly flexible learning, may offer an opportunity to be assessed in another language.

Please note: This free text field should not be used to record the language of a language training course.

Places Available

Character limit: 6 characters

Bulk Upload file column header: PLACES_AVAILABLE

Type: Numeric

Status: Optional

Description: The number of places available on the course at last submission

Please note: This option is only available through the bulk upload updating process.

Apply from Date

Character limit: 10 characters,

Bulk Upload file column header: APPLY_FROM

Status: Desirable

Description: The date from which applications can be received

Recommended Content: This field although not mandatory, is useful for potential students.

Apply until Date

Character limit: 10 characters,

Bulk Upload file column header: APPLY_UNTIL

Status: Desirable

Description: The date from which applications will no longer be accepted

Recommended Content: This field although not mandatory, is useful for potential students so they do not miss application to a desired course.

Apply until Description

Character limit: 100 characters

Bulk Upload file column header: APPLY_UNTIL_DESC

Type: Alphanumeric

Status: Optional

Description: Text description of application deadline information.

Recommended Content: This free text field can also be used to add extra information if an 'Apply until' date has been submitted.

Application accepted throughout the year

Bulk upload format: Y for Yes or field is to be left empty to indicate No

Bulk Upload file column header: APPLY_THROUGHOUT_YEAR

Course Directory Provider portal format: Tick box

Status: Desirable

Description: This indicates that applications are accepted at any time

Recommended Content: This field although not mandatory, is useful for students and should be completed if applications can be taken all year round.

Enquire to

Character limit: 255 characters

Bulk Upload file column header: ENQUIRE_TO

Type: Alphanumeric

Status: Optional

Description: This is where enquiries should be sent

Recommended Content: This could be an Email address, URL, department or a particular person.

Apply to

Character limit: 255 characters

Bulk Upload file column header: APPLY_TO

Type: Alphanumeric

Status: Optional

Description: This is where applications should be sent

Recommended Content: This could be an Email address, URL, department or a particular person.

URL

Character limit: 255 characters

Bulk Upload file column header: URL

Type: Alphanumeric

Status: Optional

Description: URL containing more information about the opportunity

Recommended Content: It should include the full address, including the scheme part e.g. http://.

This field should be completed if there is a particular URL which links directly to the opportunity on the provider's website. This may not be relevant for all Providers.

Funding Code (A10)

Character limit: N/A

Bulk Upload file column header: A10*

Type: Numeric

Status: Mandatory

Description: Identifies the source of any Skills Funding Agency or Education Funding Agency funding for each opportunity.

Recommended Content: The funding code options are:

Description	Funding Code
Education Funding Agency (16-19)	25
Skills Funding Agency (19+)	35

If you have multiple funding codes for a particular opportunity, select all that apply. For the bulk upload, separate each funding code that applies with the "pipe" (|) character.

Offered by

Bulk Upload format: 6 digit number for a Provider you are linked with on the Portal or leave blank if you are not part of an Organisation.

Bulk Upload file column header: OFFERED_BY

Provider Portal Format: Drop Down list with the Provider(s) you are linked with on the Portal

Status: Optional

Description: This field is available so Providers that are part of an Organisation can indicate which Provider holds the contract with the Agency.

Display Name

Bulk Upload format: 6 digit number for the Organisation you are linked with on the Portal or leave blank if you are not part of an Organisation.

Bulk Upload file column header: DISPLAY_NAME

Provider Portal Format: Drop Down list with the Provider and any Organisations that of which that Provider is a member

Status: Optional

Description: This field is available so Providers and Organisations can choose what "Provider" name is displayed to learners for this opportunity. Only one name can be displayed on the National Careers Service website. If the Organisation is selected here, it will appear on the National Careers Service website that the Organisation is a separate provider with its own courses. Contractual responsibility remains with the organisation identified in the OFFERED BY field.

Recommended Content: Provider and Organisation IDs can be found in the table on the Organisations page for a Provider and on the Organisation home page for Organisations.

Both Searchable

Bulk Upload format: "Y", "N"

Bulk Upload file column header: BOTH_SEARCHABLE

Provider Portal Format: checkbox

Status: Optional

Description: This field is only relevant if OFFERED BY and DISPLAY NAME are set to different IDs. If they are the same this field is ignored.

If yes, the opportunity can be found in provider-based subject searches by supplying the name of the entity identified in both OFFERED BY and DISPLAY NAME. If OFFERED BY and DISPLAY NAME are different and no value is supplied for BOTH SEARCHABLE, then only the DISPLAY NAME will be made searchable.