

Course Directory Provider Portal: Quick Guide for Bulk Upload Codes

1. Introduction	2
2. Course Codes	2
Qualification Type	2
Qualification Level	2
3. Opportunities Codes	3
Study Mode.....	3
Attendance Mode	3
Attendance Pattern.....	3
Duration Unit	3
A10 (Funding Code).....	4

1. Introduction

This document is a quick reference guide that provides the codes required when uploading your course provision via Bulk Upload onto the Course Directory Provider Portal.

If you require more in-depth instruction on any aspect of data upload, please refer to the help guide and/or data standards. You can also contact the support team at support@coursedirectoryproviderportal.org.uk or by phone on 0844 811 5073.

2. Course Codes

Qualification Type

Bulk upload file column name: QUALIFICATION_TYPE*

Status: Mandatory

Description	Code
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 Bacculaureate 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 Level

Bulk upload file column name: QUALIFICATION_LEVEL

Status: Desirable

Description	Code
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

3. Opportunities Codes

Study Mode

Bulk upload file column name: STUDY_MODE*

Status: Mandatory

Description	Code
Full time	SM1
Part time	SM2
Part of a full time programme	SM3
Flexible	SM4
Not Known	SM5

Attendance Mode

Bulk upload file column name: ATTENDANCE_MODE*

Status: Mandatory

Description	Code
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

Bulk upload file column name: ATTENDANCE_PATTERN*

Status: Mandatory

Description	Code
Daytime/working hours	AP1
Day/Block release	AP2
Evening	AP3
Twilight	AP4
Weekend	AP5
Not Known	AP7
Customised	AP6
Not applicable	Not applicable

Duration Unit

Bulk upload file column name: DURATION_UNIT*

Status: Mandatory (unless the duration description is completed)

Description	Code
Hour(s)	DU1
Day(s)	DU2
Week(s)	DU3
Month(s)	DU4
Term(s)	DU5
Semester(s)	DU6
Year(s)	DU7

A10 (Funding Code)

Bulk upload file column name: A10*

Status: Mandatory

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

4. Apprenticeship Codes

Bulk Upload file column header: DELIVERY_MODES*

Status: Mandatory

Delivery Mode	Description	Bulk Upload Ref.
100% Employer Based	Entirely delivered at employer's premises	DM1
Day Release	Apprentices given days off to study	DM2
Block Release	Apprentices given blocks of time off to study	DM3