Medr

Y Comisiwn Addysg Drydyddol ac Ymchwil
Commission for Tertiary Education and Research

Personal Learning Account

Programme Specification

This version of the specification is valid until the FE sector is informed otherwise.

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Mae'r ddogfen hon hefyd ar gael yn y Gymraeg |
This document is also available in Welsh

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Contents

Introduction

1. This Programme Specification sets out the requirements for delivery of the Personal Learning Account programme. It provides an overview of the programme requirements, including learner eligibility and entry conditions; and details the data submission and monitoring requirements in order that Medr can monitor programme delivery and learning outcomes for the Programme.

2. This Specification also forms part of the Agreement between Further Education Institutions (FEIs) and the Welsh Ministers for the delivery and funding of the Personal Learning Account programme. You must ensure that your provision adheres to this Programme Specification.

3. The Personal Learning Account programme is one of the seven components of the Post-16 Part Time funded provision in Wales. These strands are:
   - Adult Basic Education (ABE)
   - English for Speakers of Other Languages (ESOL)
   - GCSE Resits (GCSE-R)
   - Occupational Qualifications (OccQs)
   - Other Local Priorities (OLP)
   - Personal Learning Account (PLA)
   - Work Experience Placements (WEP)

Purpose of the Programme

4. The Personal Learning Account programme aims to help individuals to upskill or reskill in priority sectors, particularly those earning below the median gross annual figure for full-time adults working in Wales[1]. By focusing on national priority sectors, the programme enhances participants' career and earnings potential.

5. The national priorities that the programme focuses on include:
   - Advanced Materials and Manufacturing[2] (incl. Compound Semiconductors)
   - Digital[3] (incl. Creative Technology and FinTech)
   - Health and Social Care[4] (incl. Childcare and Emergency Services)
   - Hospitality and Tourism[5] (incl. Food Industry)
   - Net Zero[6] (within Construction, Energy, Engineering and Manufacturing)
   - Transport[7] and Logistics (incl. HGV/LGV Licences)

6. The Further Education Institutions should also be aware of commitments in Cymraeg 2050[8] to increasing the number of Welsh speakers and increasing the use of Welsh.

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[1] For the tax year ending on 5 April 2024 this was £34,303 (Annual survey of hours and earnings: 2024).
[2] See A Manufacturing Future for Wales. Our Journey to 'Wales 4.0'
[3] See Digital Strategy for Wales
[4] See A Healthier Wales
[5] See Welcome to Wales: priorities for the visitor economy 2020 to 2025
[6] See Welsh Government's Net Zero Strategic Plan
[7] See Llwybr Newydd: the Wales transport strategy 2021
[8] See Cymraeg 2050: Welsh language strategy

The Personal Learning Account Programme encourages proposals for delivery through the medium of Welsh and bilingually, where this is supported by RSPs.

Delivery Overview

7. Key features of the Personal Learning Account Programme include:
    - Approved Qualifications: These are intended to boost skills in priority sectors, helping individuals secure better job opportunities and higher salaries.
    - Gender Budgeting: Ensuring spending decisions consider gender equality impacts, with colleges and subcontractors embedding this approach in their planning and delivery.
    - Career Advice and Guidance: Participants will receive quality career advice, including an independent assessment before learning, and complete an individual learning plan through Working Wales or Further Education Institutions.
    - Flexibility: The programme is designed to be responsive to the economy, meeting skills gaps in priority sectors while offering accessible learning choices for individuals to decide how and when they study.

8. Individuals can apply either directly to the colleges or through Working Wales. All institutions will ensure they have a process in place to support Personal Learning Account applications, undertake the initial assessment and process enrolment. No more than 90 days should pass between an application being received and the candidate starting the Personal Learning Account course, to ensure that the employment progression identified at point of initial assessment stage is still relevant.

9. All applicants must be offered employability support through the Careers Wales Steps to Employment Programme.[9] Where individuals have confirmed that they would welcome additional support, the Further Education institutions must aim to provide them with the tools needed.

10. Further Education Institutions must guide all individuals to take advantage of the support Careers Wales Employment Bureaus offer or have their own employment bureaus and other key stakeholders fully equipped to support participants' access to job opportunities.

11. Learners must be given the opportunity to attend courses via face-to-face / direct delivery environment for the most part and eLearning / self-study to only be used in exceptional cases, where specific individual circumstances transpire, and not account for more than 10% overall delivery of any specific qualification.

12. Medr understands that personal circumstances can change for individuals and there may be situations where participants are unable to continue with their course. Where an individual withdraws from a Personal Learning Account course, and subsequently applies for another, colleges will retain the discretion to enrol such learners on a case-by-case basis, provided they still meet the eligibility criteria for the programme.

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[9] This support includes CV preparation, access to the Vacancy Bulletin, job search, job application, interview techniques, the Employability Interactive Programme.

13. Further Education Institutions must not deliver types of courses that fall within statutory requirements as defined in the Post-16 Funding Framework - Guide and Programmes Directory[10] and any activities such as: refresher, reassessment, test / exam or resit only.

14. Further Education institutions can subcontract with other organisations to deliver the approved qualifications under the programme. Medr encourage a collaborative approach that best meets the needs of the individual. Colleges must ensure that any subcontractors have the appropriate quality and equal opportunities policies and processes in place, including Welsh language commitments and gender equality. Subcontractors can advertise the Personal Learning Account Programme themselves but only if they clearly flag who the leading college is.

15. Further Education Institutions must ensure that any marketing and communications activity undertaken in relation to Personal Learning Account does not contradict this Programme Specification. Colleges may be required to participate in collaborative marketing activities, national campaigns, Ministerial visits, Equality and Diversity initiatives, press and publicity as determined by Medr and provide case studies as and when necessary.

16. Institutions are required to show on their respective websites the full list of courses that they deliver and communicate these details to Careers Wales before the start of the academic year or when new provision becomes available throughout the academic year, to ensure that the Careers Wales Course Search platform[11] presents the most up-to-date Personal Learning Account Programme information to individuals in Wales.

Learner Eligibility and Entry Requirements

17. To be eligible for the programme, individuals must:
    - reside legally in Wales; and
    - be aged 19 years old or over.

18. In addition, individuals must be:
    - employed (including Agency and Zero-hours contracts); or
    - self-employed; or
    - full-time carers (incl. non-paid);
    - AND their annual basic salary[12] does not go over the most current median gross annual figure for full-time adults working in Wales[13].

19. Individuals are deemed ineligible if, at point of application, they are:
    - under the age of 19; or
    - an ineligible overseas national; or

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[10] See Funding for providers.
[11] See Careers Wales Course Search.
[12] When we say basic salary, we refer to what is also called "base salary" and represents the amount that an employee earns before any extras are added or payments are deducted.
[13] For the Personal Learning Account confirmed interventions (Digital, Net-Zero and Tata) the salary cap does not apply.

- unemployed (i.e. do not have a contract of employment); or
- attending school, full-time further-education or any higher-education; or
- in receipt of an Assembly Learning Grant or Education Maintenance Allowance; or
- in Medr funded Work Based Learning.

20. Eligibility is tested at the point of application, apart from the age criterion, which is validated at point of course commencement. The Further Education Institutions must confirm the individual's eligibility for the programme before learning can start.

Programme Content

21. The Personal Learning Account Programme offers an opportunity for the Further Education Institutions to deliver qualifications that previously would have not been provided in high volumes, in specialist or niche areas, as it might not have been economically viable for them to cover these under previous funding and could now also inspire actions to make training in non-stereotypical sectors more attractive from a gender perspective.

22. Qualifications eligible for delivery through the Personal Learning Account programme are published on the LLWR Inform platform[14] and made available through Careers Wales. Provision has been aligned to national priorities to ensure that the programme meets economic needs and addresses skill shortages across all Wales. The range of approved delivery includes qualifications regulated by Qualifications Wales[15] and also unregulated / non-regulated qualifications[16].

23. Medr will continue to consider requests to approve new qualifications via monthly panel meetings. All new requests must, in the first instance, be endorsed by the relevant Regional Skills Partnership. Where appropriate, key policy leads in sectors such as Digital and Net Zero will be invited to the panel meetings, to advise on the qualifications being considered. This is to ensure that any new qualifications being added to the Personal Learning Account programme are relevant.

24. The following process must be followed for all qualification proposals:
- Stage 1: Application from Further Education Institution
- Stage 2: Assessment by Regional Skills Partnerships
- Stage 3: Evaluation by Medr Panel

25. Stage 1: Further Education Institution prepares and submits the application to their respective Regional Skills Partnerships via the approved form[17].

26. Stage 2: The Regional Skills Partnerships will review the proposal, assess to what degree the qualification meets the needs of the economy within their region and only

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[14] See LLWR-Inform - LLWR LA06/AW08 Lookup
[15] See Qualifications in Wales.
[16] These qualifications are not overseen by official regulatory bodies like Qualifications Wales, Ofqual (in England), or the Scottish Qualifications Authority (SQA). They are usually created and awarded by private organisations, companies, or training providers.
[17] See Annex B.

pass the application over to Medr where they can supply supporting reasons for the qualification to be approved.

27. Stage 3: Medr will assess all applications received based on the evidence submitted by the Further Education Institution and recommendation from the Regional Skills Partnerships.

28. Outcomes from panel evaluation will be communicated to all stakeholders via a monthly bulletin. If an application is rejected, the Further Education Institution can appeal by submitting revised evidence to Medr Senior Leadership Team for further consideration. Medr SLT will assess all information and make a final decision.

Data Submission Requirements

29. Medr will use data from the Lifelong Learning Wales Record (LLWR) to monitor programme delivery and learning outcomes for the Personal Learning Account Programme. The LLWR User Support Manual[18] sets out the guidelines that institutions should follow when submitting LLWR data.

30. In line with the conditions set out in the annual *Grant Award Letter*, the Further Education Institutions must ensure that data is submitted in the correct format and in a timely manner.

Programme Codes

31. The following programme codes (LP74) must be used for learners on the Personal Learning Account Programme, as relevant:

9700AXXV	PLA Provision Tier 1	9700NXXV	PLA Provision Tier 14
9700BXXV	PLA Provision Tier 2	9700OXXV	PLA Provision Tier 15
9700CXXV	PLA Provision Tier 3	9700PXXV	PLA Provision Tier 16
9700DXXV	PLA Provision Tier 4	9700QXXV	PLA Provision Tier 17
9700EXXV	PLA Provision Tier 5	9700RXXV	PLA Provision Tier 18
9700FXXV	PLA Provision Tier 6	9700SXXV	PLA Provision Tier 19
9700GXXV	PLA Provision Tier 7	9700TXXV	PLA Provision Tier 20
9700HXXV	PLA Provision Tier 8	9700UXXV	PLA Provision Tier 21
9700IXXV	PLA Provision Tier 9	9700VXXV	PLA Provision Tier 22
9700JXXV	PLA Provision Tier 10	9700WXXV	PLA Provision Tier 23
9700KXXV	PLA Provision Tier 11	9700XXXV	PLA Provision Tier 24
9700LXXV	PLA Provision Tier 12	9700YXXV	PLA Provision Tier 25
9700MXXV	PLA Provision Tier 13	9700ZXXV	PLA Provision Tier 26

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[18] This can be accessed at Lifelong Learning Wales Record (LLWR).

Funding Information

32. The maximum Personal Learning Account funding value per learner that a Further Education Institution can receive over one academic year will be capped as the total value for the highest banding.[19]

Monitoring and Audit

33. Monitoring and audit will play a role in ensuring that the guidance is being applied consistently and to help assess whether policies, procedures and controls are adequate.

Monitoring Approach

34. The approach to monitoring will focus on the following areas:
    - compliance with the programme's specifications; and
    - learning outcomes for the programme.

    This will be achieved through end-of year monitoring; a data matching exercise; and detailed audit testing of learners on Personal Learning Account Programmes.

Compliance with Programme Specification

35. Medr will use the data submitted via the LLWR to monitor compliance with the programme specification. This will include:
    - monitoring of learner enrolments against planned data; and
    - monitoring of programme and activity datasets to ensure that delivery requirements are being met.

Learning Outcomes

36. The Personal Learning Account Programme forms part of the Post-16 Consistent Performance Measures and the programme's data will be available within the Learner Outcomes Reports for Wales.

37. Learner progression and destination is a key performance measure for the programme and crucial in evaluating programme delivery. It is anticipated that the majority of learners who successfully complete a Personal Learning Account Programme will progress into better employment.

Audit Testing

38. In addition to the approach to monitoring set out above, data returned by FE institutions will be subject to existing end of year audit requirements[20]. Within this, particular emphasis will be placed in the *Auditors' Notes for Guidance* to ensure that external auditors appropriately sample learners undertaking the Personal Learning Account Programme.

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[19] This is *PLA Provision Tier 26* and the value can be found in the *Post-16 Funding Framework - Guide and Programmes Directory*.
[20] The audit requirements for the current year will be published at the end of the academic year.

Contact details

39.   For any queries relating to the content of this Programme Specification, please contact Medr at InvestmentandPerformance@medr.cymru.

Annexes

A. Eligibility Checklist

Full Name and Age

One of the following:
- birth certificate (bearing the applicant's full name)
- valid passport (UK and non-UK)
- identity cards from an EU or European Economic Area (EEA) country
- UK photocard driving licences (full or provisional)
- EU or EEA driving licences

Legal Residency in Wales[21]

One of the following for all applicants:
- any UK documents not already used above
- council tax bill / demand letter / exemption certificate issued within 12 months
- bank/building society or credit union statement issued within the last 3 months
- benefits entitlement letter issued within the last 12 months
- HMRC tax notifications and correspondence issued within the last 3 months
- utility bill (gas, electricity, water, telephone landline) issued within the last 3 months
- tenancy agreement from local council or housing association issued within 12 months

AND, for anyone not British or Irish citizens, one other document that will show:
- pre-settled or settled status through the EU Settlement Scheme
- indefinite leave to enter (ILE) or remain in the UK (ILR)
- exemption from immigration control
- approved visa
- current family permit
- asylum seeker or refugee status

Employment Characteristics

Employed Individuals (including 'at risk of redundancy' and 'prisoners on day release'), working full-time or part-time for an employer or as agency staff need to provide:
- payslips for the previous 3 months before application (end of each month if paid weekly)
OR
- last payslip if issued within the month prior to the application being submitted and showing the year-to-date value

Prisoners on day release must also provide:

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[21] For full and detailed information on learner eligibility, please see *the Post-16 Funding Framework - Guide and Programmes Directory*

- Release on Temporary Licence (ROTL) - Resettlement Day Release (RDR) documentation

Individuals on <u>zero hours</u> contracts AND not self-employed need to provide:
- current employment contract issued within the last 3 months AND still valid

Self-Employed individuals need to provide the following:
- proof they are self-employed, for ex. the Unique Taxpayer Reference (UTR)
- most current self-assessment Tax Return to HM Revenue and Customs (HMRC)
- self-declaration confirming that their predicted personal income for the current financial year will not go over the relevant median income figure; must include at least: full name, date of birth, address, company name, signature

Full-time Carers (paid or non-paid) must provide at least one of the following documents (dated within the last 12 months and still valid):
- Attendance Allowance Letter (AA)
- Carers' Allowance Letter of Award
- Disability Living Allowance Letter (DLA)
- Personal Independence Payments (PIP)
- Armed Forces Independence Payments (AFIP)

B. New Qualification Request

Part 1: Application from Further Education Institution

1(a) College	

1(b) Qualification Title	

1(c) Link to Qualification on Awarding Body website	

1(d) Proposed Funding Tier	

1(e) Evidence of Need
PLA qualifications are delivered as support a current or emerging skill need in a priority sector. Please include evidence from labour market intelligence or through other means.

1(f) Evidence of Employment and Progression Prospects
Include evidence of types and volume of jobs available to participants once they achieve the qualification. What is the employment progression? What are the potential salaries in comparison with median wage?

1(g) Gender-Focused Approach
What consideration has been given with regards to how the operational activity and delivery of this course will impact on different genders?

1(h) Additional Information
Please confirm any other supporting evidence, if available.

Part 2: Assessment by Regional Skills Partnerships

2(a) Evidence of Need
How does the qualification address skills shortages / employment demand in the region?

2(b) Additional Information
Please confirm any other supporting information, if available.

Part 3: Evaluation by Medr Panel

3(a) Panel Assessment
Is the qualification aligned to the priority sectors? Does it meet the aims of the programme in providing the required skills for industry? Does the evidence of need information provided by both FEI and RSP address the requirements of the programme? Is the evidence of employment and progression clearly specified / identified and meeting with the aims of the programme? Has the gender-focus approach been addressed? Is the proposed funding tier / value deemed appropriate? Any other comments?

C. Data Collection

Learner (LN) LLWR Dataset

Field Name	Code	Field Description	Notes / Valid Field Value(s)
ULI	LN01	A unique identifier for each learner supplied by the Welsh Government	The ULI is blank on first submission then submitted on subsequent returns
Learner ID	LN02	An identifier number for the learner, allocated by the learning provider	It can consist of up to 20 alphanumeric characters or numeric digits or a combination of both and must not contain personal identifiable data
Provider ID	LN03	An identifier code for the provider, as allocated by the Welsh Government	As defined by the Welsh Government
Surname	LN04	The family name of the learner	Any combination of acceptable alphanumeric character values
Forename(s)	LN05	The full given name(s) of the learner	Any combination of acceptable alphanumeric character values
Address 1	LN06	The first line of the learner's address	Any combination of acceptable alphanumeric character values
Address 2	LN07	The second line of the learner's address	Any combination of acceptable alphanumeric character values
Address 3	LN08	The third line of the learner's address	Any combination of acceptable alphanumeric character values
Address 4	LN09	The fourth line of the learner's address	Any combination of acceptable alphanumeric character values
Address 5	LN10	The fifth line of the learner's address	Any combination of acceptable alphanumeric character values
Postcode	LN11	Postcode of learner's permanent home	Any valid Wales postcode character string
Telephone	LN12	Contact telephone number	Any combination of acceptable alphanumeric character values
NI Number	LN13	National Insurance number	Any valid NI number
Surname on 16th Birthday	LN14	The family name of the learner on 16th birthday	Any combination of acceptable alphanumeric character values
DOB	LN15	Date of birth	Difference between DOB and Programme Start Date LP73 must not show a learner age of less than 19
Gender	LN16	Gender of the learner	M Male / F Female / O Other
Ethnicity	LN17	Ethnic origin of the learner (self-described)	12 Welsh/English/Scottish/Northern Irish/British / 13 Irish / 14 Gypsy or Irish Traveller / 15 Any other White Background / 16 Roma / 21 Caribbean / 22 African / 29 Any other Black, Black Welsh, Black British or Caribbean background / 31 Indian / 32 Pakistani / 33 Bangladeshi / 34 Chinese / 39

Field Name	Code	Field Description	Notes / Valid Field Value(s)
			Other Asian Background / 41 White and Black Caribbean / 42 White and Black African / 43 White and Asian / 49 Any other Mixed or Multiple background / 50 Arab / 80 Any other ethnic group / 90 Information Refused (the provider must keep evidence to demonstrate that it has asked the learner for the information)
National ID	LN18	National identity of learner	WAL Welsh / ENG English / SCO Scottish / IRE Irish / BRI British / BNO British National of Hong Kong / OTH Other
ULN	LN22	Unique Learner Number	Valid ULN required. Providers must register all learners using the Learning Records Service (LRS)
Email Address	LN23	Learner's Email address	Must be a valid active Email address or 0000000000000000 Not available

Learning Programme (LP) LLWR Dataset

Field Name	Code	Field Description	Notes / Valid Field Value(s)
ULI	LP01	A unique identifier for each learner	This will be determined by the Welsh Government
Learner ID	LP02	An identifier number for the learner, allocated by the learning provider	Any combination of acceptable alphanumeric character values
Provider ID	LP03	An identifier code for the provider, as allocated by the Welsh Government	As defined by the Welsh Government on LLWR-Inform
Programme ID	LP04	Identifier for each learning programme with provider for this learner	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format "nnddmmyyyy"
Domicile	LP08	Country of domicile of learner before commencing learning programme	XI (Wales)
Start Postcode	LP09	Postcode of the learner at start of their Learning Programme	Any valid Wales postcode character string
Local Authority	LP10	The unitary authority code where the learner is living at the start of the learning programme	660 Isle of Anglesey / 661 Gwynedd / 662 Conwy / 663 Denbighshire / 664 Flintshire / 665 Wrexham / 666 Powys / 667 Ceredigion / 668 Pembrokeshire / 669 Carmarthenshire / 670 Swansea / 671 Neath Port Talbot / 672 Bridgend / 673 The Vale of

			Glamorgan / 674 Rhondda Cynon Taf / 675 Merthyr Tydfil / 676 Caerphilly / 677 Blaenau Gwent / 678 Torfaen / 679 Monmouthshire / 680 Newport / 681 Cardiff
Employment Status at Start of Programme	LP11	The employment status of learners at the start of the programme	1 Employed (excluding self-employed) / 5 Self employed
Employer Name	LP12	Name of employer or placement provider of learner at the start of the Learning Programme	Any valid name
Employer Postcode	LP13	Postcode of employer of learner at the start of the Learning Programme	Any valid postcodes
Type of Learning Programme	LP17	Main type of learning for the programme	92 (Other FE)
Start Highest Qualification	LP22	Level of highest qualification achieved prior to learning programme (CQFW equivalent)	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
Welsh Speaker Indicator	LP23	Whether learner considers themselves to be a Welsh speaker	1 Fluent Welsh speaker / 2 Welsh speaker not fluent / 3 Not Welsh speaker
Disability Type 1	LP30	The primary type of disability and/or learning difficulty, as identified by the learner	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 (the provider must keep evidence to demonstrate that it has asked the learner for the information)
Disability Type 2	LP31	This field records the secondary type of disability and/or learning difficulty that a learner has where a secondary type exists	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
Reason for Termination of Learning Programme	LP41	The reason for the learner terminating their learning programme	01 Completion of LP / 02 Failure (before end of LP) / 04 Health reasons / 05 Death / 06 Financial reasons / 07 Other personal reasons leading to dropping out / 09 Exclusion/left in bad standing / 11 Other (the provider must keep evidence to demonstrate that it has asked the learner for the information) / 12 Transferred to another provider / 13 Transferred to another LP at same provider / 14 Gone into employment related to LP / 15 Gone into other employment / 16 Redundancy / 99 Unknown reason for leaving
Special Programme Funding Rules	LP51	Code for special or short-term programmes	PLA Core / PLD Digital / PLG Net Zero / PLT Tata
Date Terminated Learning Programme	LP55	Date learner finished this learning programme (i.e. they completed all the activities relating to the learning programme or date they left the programme)	Any valid date. This date is not when all award results have been issued. 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

Work-limiting Health Condition	LP56	Details whether learner has a work-limiting health condition at the start of the learning programme	1 Learner has confirmed a work-limiting health condition / 2 Learner has confirmed no work-limited health condition / 8 Information Refused (the provider must keep evidence to demonstrate that it has asked the learner for the information)
Migrant worker indicator	LP60	Details of whether a learner is a migrant worker	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 (the provider must keep evidence to demonstrate that it has asked the learner for the information)
Working Hours	LP61	Details of hours worked per week by learner	Whole number (rounded down to nearest hour), "63" or below
Start Welsh Qualification	LP67	Level of highest Welsh language qualification achieved prior to learning programme (CQFW equivalent)	0 Welsh second language: Pre-Entry Level/no qualification / 1 Welsh second language qualification: Entry level / 2 Welsh second language qualification: Level 1 e.g. GCSE D-G / 3 Welsh second language qualification: Level 2 e.g. GCSE A*-C / 4 Welsh second language qualification: Levels 3 and above e.g. AS, A level / 5 Welsh first language: Pre-Entry Level/no qualification / 6 Welsh first language qualification: Entry level / 7 Welsh first language qualification: Level 1 e.g. GCSE D-G / 8 Welsh first language qualification: Level 2 e.g. GCSE A*-C / 9 Welsh first language qualification: Levels 3 and above e.g. AS, A level
Estimated Centre Based Hours	LP69	Estimated centre based hours at the beginning of the learning programme	Valid entries 0 - 3000
Estimated Work Based Hours	LP70	Estimated work based hours at the beginning of the learning programme	Valid entries 0 - 3000 / 9999 Not applicable
Actual Centre Based Hours	LP71	Recording the actual centre based hours at the end of the learning programme	Valid entries 0 - 3000
Actual Work Based Hours	LP72	Recording the Actual Work Based Hours at	Valid entries 0 - 3000 / 9999 Not applicable

		the end of the learning programme	
Programme Start Date	LP73	Recording the start date of the learning programme	Any valid date, not in the future from date of submission
Learning Programme Code	LP74	Learning Programme Code being followed	The relevant PLA Programme Code associated to the qualification as per LA06/AW08 lookup table on LLWR-Inform
Learning Programme Reference used by Provider	LP75	Identifier for learning programmes	Any text assigned by providers for internal reference purposes
ALN Indicator	LP76	Additional Learning Support arising from additional learning needs	0 Learner does not have additional learning needs (ALN)/not required / 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
Expected End Date	LP77	Expected end date of the learning programme	Any valid date. This field should show the date when the learning programme is expected to be completed - not the date of receipt of examination/assessment results
Immediate Destination	LP79	Destination of learner within four weeks of completing the programme	09 Seeking work/unemployed / 13 Voluntary work / 18 Self-employed (including setting up own business) / 21 Employed (full-time) / 22 Employed (part-time) / 23 Employment (Less than 16 Hours per week)
Caring Responsibility	LP80	To identify if the learner has caring responsibilities	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) / 1 Primary carer of a child/children (under 18) / 2 Primary carer of disabled adult (18 and over) / 3 Primary carer of older person/people (65 and over) / 4 No caring responsibilities / 5 Information refused (the provider must keep evidence to demonstrate that it has asked the learner for the information) / 6 Primary Carer of a child/children (Under 18) and Primary Carer of a disabled adult

Field Name	Code	Field Description	Notes / Valid Field Value(s)
			(18 and over) / 7 Primary Carer of a child/children (Under 18) and Primary Carer of older person/people (65 and Over) / 8 Primary Carer of a disabled adult (18 and over) and Primary Carer of older person/people (65 and Over)
GDPR	LP83	UK General Data Protection Regulation	Any valid value contained within the LP83 Lookup Table on LLWR-Inform
Expected Asynchronous Hours	LP84	New field to capture learning hours - Expected Asynchronous Hours	Any numeric range 0 - 3000
Expected Synchronous Hours	LP85	New field to capture learning hours - Expected Synchronous Hours	Any numeric range 0 - 3000
Actual Asynchronous Hours	LP86	New field to capture learning hours - Actual Asynchronous Hours	Any numeric range 0 - 3000
Actual Synchronous Hours	LP87	New field to capture learning hours - Actual Synchronous Hours	Any numeric range 0 - 3000
Welsh Medium Delivery Indicator	LP88	This field will capture the percentage of the programme which will be delivered in Welsh	Any numeric range 0 - 100 (recorded as percentage)
Individual Development Plan Indicator	LP90	Records whether a learner has an individual development plan (IDP)	0 Learner does not have a learning difficulty or disability / 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

Learning Activity (LA) LLWR Dataset

Field Name	Code	Field Description	Notes / Valid Field Value(s)
ULI	LA01	A unique identifier for each learner	This will be determined by the Welsh Government
Learner ID	LA02	An identifier number for the learner, allocated by the learning provider	Any combination of acceptable alphanumeric character values
Provider ID	LA03	An identifier code for the provider, as allocated by the Welsh Government	As defined by the Welsh Government

Programme ID	LA04	Identifier for each learning programme with the provider for this learner	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format "nnddmmyyyy"
Activity ID	LA05	Identifier for the learning activity for this learning programme	"01" - "99"
Learning Aim Reference	LA06	Identifier for learning activity drawn from the PLA catalogue of qualifications	Values P0000001-P9999999 as approved by Medr
Learning Activity Reference used by Provider	LA07	Identifier for learning activity	Any text assigned by providers for internal reference purposes / 0 - Not Applicable
Learning Activity Title	LA08	Title of learning activity	Any text describing the learning activity
Learning Activity Start Date	LA09	Start date of learning activity	Any valid date, not in the future from date of submission
Learning Activity Expected End Date	LA10	Expected end date of learning activity	Any valid date. This field should show the date when the learning activity is expected to be completed, not the date of receipt of examination/assessment results
Learner Provision Funding	LA11	Type of funding	1 Post 16 Planning and Funding Framework
Delivery Method	LA20	Main method by which the learning is delivered	01 Classroom / 02 Workshop / 03 Workplace / 04 Distance (not e-Learning) / 05 E-Learning / 06 Drop-in/open learning centre / 11 Blended Learning
Subject of Learning	LA21	LearnDirect classification system code for subject of study	00000000 Not required
Learning Activity Credit Level	LA22	Credit level using the Credit and Qualification Framework for Wales (CQFW) level descriptors	XX Not required
Welsh Type	LA26	Type of delivery of Welsh medium or bilingual learning	E1 Learning and assessment in English only / B3 A small amount of Welsh-medium learning / B2 A significant amount of Welsh-medium learning / B1 Learning completed in a bilingual context / C1 Learning completed in a Welsh-medium context

Learning Activity Provider	LA28	An identifier code for the provider delivering the learning to this learner through a partnership / franchise / subcontracted arrangement	Any valid learning provider code (full list available in LLLW-Inform) or 00000000 No arrangement
Site Postcode	LA29	Postcode of site where majority of provision is delivered for this learning activity	Any valid postcode
Learning Activity End Date	LA30	Date learner left this learning activity	Any valid date, or 9999-12-31 - Continuing
Completion Status	LA31	Completion status at end of learning activity	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) / 7 The learner has failed to start the learning activity (PLA only)
Assessable learning	LA40	Indicates whether the learning is assessable, allowing identification of learning activities which should have linked awards	1 Learning Activity accredited by a recognised awarding body
Learning Activity Type	LA47	Indicator to identify what type the learning activity is	99 Not applicable

Award (AW) LLWR Dataset

Field Name	Code	Field Description	Notes / Valid Field Value(s)
ULI	AW01	A unique identifier for each learner	This will be determined by the Welsh Government
Learner ID	AW02	An identifier number for the learner, allocated by the learning provider	Any combination of acceptable alphanumeric character values
Provider ID	AW03	An identifier code for the provider, as allocated by the Welsh Government	As defined by the Welsh Government
Programme ID	AW04	Identifier for each learning programme with provider for this learner	Sequential number of the learning programme (01-99) and the start date of the learning programme, in the format "nnddmmyyyy"

Activity ID	AW05	Allows a link to be made between Award and Learning Activity record (within one Learning Programme)	01-99 Fill with appropriate ActivityID (learning activity code) entry for the activity the award should be linked to
Award ID	AW06	Identifier for the award entry for the specific learning programme	Values 01-99
Award Learning Aim Reference	AW08	Identifier for learning activity	Values P0000001-P9999999 as approved by Medr
Award Title	AW09	Title given by awarding body	Any text describing the award
Result Date	AW11	Date learner is given results	Any valid date
Result	AW12	Result of award	Acceptable values will be cross referenced against the date ranges contained within the Result lookup table on LLWR-Inform
Award Credit Value	AW13	Credit value of award	000.0 – 540.0, or 999.9 Not known/not required
Award Credit Level	AW14	Credit level (CQFW)	Not required if a valid PLA qualification number is used in AW08
Award Type	AW15	Type of award	01 Full / 02 Unit contributing to award
Activity Link	AW22	To identify the relationship between the award record and learning activities within the same learning programme	1 Award linked to a specific learning activity and full attainment of this award will indicate attainment of the learning activity aim
Attainment Indicator	AW23	Recording whether or not an award has been successfully attained	1 Not yet known / 2 Award achieved / 3 Award partially achieved / 4 Award not achieved

Other non-LLWR Data

Field Name	Code	Field Description	Notes / Valid Field Value(s)
Employment Sector (at Start)	non-llwr	Other existing employment characteristics 1	Free text
Occupation (at Start)	non-llwr	Other existing employment characteristics 2	Free text
Salary (at Start)	non-llwr	Other existing employment characteristics 3	Free text