Learning aim search guidance

Version 6

This document provides guidance on how to use our learning aims search facility.

October 2017

Of interest to colleges, training organisations, awarding organisations and employers
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How to find the learning aim website

The learning aim search is available on the Hub on the ‘Learning Aims’ tab (see the screenshot below). You do not need to log into the Hub as it is publically available.

Descriptions of the searches on the website

The sections in this document describe the search functions on the website along with screenshots to help you use the website.

Keyword or code

The first section at the top of the webpage allows you to search our database for any keyword or code you enter.
If you are searching by a code then the following fields are examined: the learning aim reference number, the apprenticeship framework number, the apprenticeship standard number, the unit reference number and the awarding organisations reference number.

If you are searching with a keyword the following fields are examined: learning aim title, unit title, standard name and framework description.

Under this section on the webpage there are multiple search options that can filter your results.

**Type of learning**

This section allows you to search by a type of learning. The available types are apprenticeship frameworks (abbreviated to ‘Frameworks’ on the website), ‘Qualifications’, ‘Units’ or apprenticeship standards (abbreviated to ‘Standards’ on the website). The default option is set to ‘All’ learning types.

**Teaching year**

This section allows you to filter the search by our funding years (01 August to 31 July). If you select a teaching year, the search result will only show all the appropriate items depending upon the type of learning selected:

- For Qualifications and Units, the system will only display the validity details for the selected period.
- For Standards the system will only display those items valid for any part of the selected year. This means any standards that were withdrawn in a previous year will not now be shown.
- For Frameworks the system will only display those Framework Pathways valid for any part of the selected year. This means any frameworks that were withdrawn in a previous year will not now be shown.

The search option contains a drop-down list to allow the required year to be chosen from those available. The default selection is the current funding year (based on the date of the search).
Include

Underneath the teaching year search is a section called ‘Include’ that allows additional filtering for Qualifications and Units. It contains three main options which are highlighted below:

- **All aims** – the default option that returns all aims.
- **All funded aims** – searches for aims that are linked to a validity category (for example, Adult Skills).
- **Only the following aims** – allows you to choose one or more validity categories (see the checkboxes below the main headings). These are used to show if an aim has been approved for funding for that programme.
- **Start and end date** - This section allows you to refine the validity category search by changing the default dates within the funding year (01 August to 31 July). This search is only available when selecting a validity category; it will be unavailable (and greyed out) when the ‘All aims’ and ‘All funded aims’ options are selected.
Level

This section allows you to choose the notional level of the qualification or the unit as outlined by Ofqual. Click on the ‘Select all’ checkbox and it will clear all the ticks from the boxes to allow a single selection.

<table>
<thead>
<tr>
<th>Levels</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select all:</td>
<td></td>
</tr>
<tr>
<td>Level 1</td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td></td>
</tr>
<tr>
<td>Level 4</td>
<td></td>
</tr>
<tr>
<td>Level 5</td>
<td></td>
</tr>
<tr>
<td>Level 6</td>
<td></td>
</tr>
<tr>
<td>Level 7</td>
<td></td>
</tr>
<tr>
<td>Level 8</td>
<td></td>
</tr>
<tr>
<td>Entry Level</td>
<td></td>
</tr>
<tr>
<td>Higher Level</td>
<td></td>
</tr>
<tr>
<td>Mixed Level</td>
<td></td>
</tr>
<tr>
<td>Not Applicable/Not Known</td>
<td></td>
</tr>
</tbody>
</table>

Awarding organisation code or name

This section allows you to search by the awarding organisation that created the aim.

For a full list of awarding organisations and associated codes used by the learning aim database use the downloadable database to access a table called ‘Awarding_Organisations’ (see the Downloads section).

For more information about what the download contains please refer to our LARS (Learning Aims Reference Service) Tables and fields definitions document.
Additional filters

If you click on this section at the bottom of the webpage it reveals more filters (see the screen shot below). These filters only apply to items with a ‘type of learning’ of ‘qualifications’ or ‘units’.

Please select the dates required
Records Changed From: [ ] To: [ ]

The current browser remembers the selected filters until the reset button is pressed. Please remember to reset for each new search or open a new browser.

Learndirect classification system (LDCS)

This section allows you to search the LDCS by either the code or a subject name. This field is a dynamic search which will produce suggestions as you type. For example, typing LK will bring back the LDCS codes and any words that contain those letters.
Records changed from

This section allows you to specify a date range to show when changes were made to the learning aim and/or the associated annual value, validity and funding records during the identified period.

![Records Changed From]

For more information on what these records hold, please refer to the LARS Tables and definitions documents.

The remaining search options are populated from the associated reference table as contained within the latest downloads available from the website. The details displayed are shown in alphabetic sequence based upon the description of the reference table entry except for Skills Funding Agency Approval Status and S96 Approval Status which are in actual code sequence.

Aim type

This section allows you to search for aim type(s). To select multiple aim types, hold the Ctrl key and select another aim type.

![Aim Type]

Sector subject area (SSA) tier 2

This section allows you to search by the Tier 2 level(s) of the Sector Subject Area of the aim. To select multiple aim types, hold the Ctrl key and select another SSA.

![Sector Subject Area Tier 2]
Section 96 approval status

This section allows you to search for the qualifications that are approved under Section 96.

| Section 96 approval status: | Not Applicable | Unknown | Not Approved on Section 96 | Approved on Section 96 - Check Section 96 |

Skills Funding Agency approval status

This section allows you to search for the qualifications available for funding by us.

| Skills Funding Agency approval status: | Not Applicable | Unknown | Confirmed for Funding | Conditional Confirmation for Funding |

Level 2 category

This section allows you to search by our defined level 2 categories which indicate how much an aim contributes to a level 2.

| Level 2 Category: | Not Applicable | Unknown | Full Level 2 Qualification | AS/A2 |

For more information, please refer to the Qualification Information Guide and the Funding Rules.
Level 3 category

This section allows you to search by our defined level 3 categories; which indicate how much an aim contributes to a level 3.

<table>
<thead>
<tr>
<th>Level 3 Category:</th>
<th>Not Applicable</th>
<th>Unknown</th>
<th>Full Level 3 Qualification</th>
<th>AS/A2</th>
</tr>
</thead>
</table>

For more information please refer to the [Qualification Information Guide](#) and the [Funding Rules](#).

Categories

This section allows you to search by category. These have been created to flag a group of aims whose criteria is defined by policy and programmes.

The learning aim database has a parent-child relationship. This means common ‘child’ categories can be grouped together under a ‘parent’ category.

To select multiple categories, hold the Ctrl key and select another aim type.

<table>
<thead>
<tr>
<th>Category:</th>
<th>SFA Work Preparation</th>
<th>Work Preparation-SFA Traineeships</th>
<th>All Class Code Categories</th>
<th>Work Placement-SFA Funded</th>
</tr>
</thead>
</table>

For more information, a document has been produced that explains categories and their usage. The latest version of this document is available from the [learning aim search page](#).
Searching Qualifications

The example aim reference below shows the information the search produces. By typing aim reference 50083235 into the ‘Keyword or code’ search and clicking search (or press the Enter key) the following results are displayed.

![Type of Learning selections](image)

The ‘Type of Learning’ selections are shown as tabs across the top of the screen. The highlighted tab indicates which one you selected in your search, or it defaults to ‘Qualifications’ if ‘All’ is selected.

For a general search, type in a keyword and select ‘All’. You can use the same tabs to view the returned items for each learning type.

![Search results](image)

For Qualifications and Units, the search results displayed show the aim title, the level and the validity categories associated with the aim.
The initial page filters are shown on the left hand side and can be changed if you want to refine your search.

Under the ‘Validity’ column there are three lines:

- From - the date the aim is valid from
- LDNS - Last Date for New Starts. This is the last date a learner can start the learning aim to claim public funding (if applicable)
- To - the date the aim is valid until

Some fields are intentionally left blank. The search only returns values if the validity period (of any category) falls within the teaching year selected in the search.

**Learning aim information**

To display the aim data, select the learning aim title highlighted in blue. There are 6 tabs: Key details, Funding, Frameworks, Other Information, Category and Standards.

The initial section of the screen shows the base details for the aim.

The ‘Key details’ tab holds data from the ‘Additional Filter’ searches such as:

- Skills Funding Agency approval status
- Section 96 approval status
- Level 2 and 3 category
- Subject Sector Area (SSA) codes
The ‘Funding’ tab shows funding rates for the aim in the grey section under each validity category (if appropriate). Funding dates should not be confused with the validity dates shown in the first result screen; the validity streams can be filtered using the check boxes under the tabs.

The ‘Frameworks’ tab displays the apprenticeship frameworks the aim is linked to as shown below. To display the apprenticeship framework, click the framework description highlighted in blue.
The ‘Other Information’ tab details many other characteristics of the aim and is split into 4 sections as follows. Other Aim Details:

Shared Information

Section 96

Superseding Aims
Superseding Aims

The ‘Category’ tab details whether the aim belongs to a group of aims whose criteria are set by policy or programmes.

(Technical) Diploma in Constructing the Built Environment (VRQ)

The ‘Standards’ tab displays which apprenticeship standards the aim is linked to as shown below in the example screen.

To display details of the apprenticeship standard to which the qualification is associated, click the standard description highlighted in blue.
To navigate through the website, you can identify your current position through the ‘You are here’ section at the top of the main search screen as shown below. You can also return to previous screen(s) by clicking the previous step(s) highlighted in blue.

Searching Units

Enter a learning aim reference number (if known) into the ‘Keyword or code’ search, then select the ‘Type of Learning’ of ‘Units’ as shown below. The current funding year appears as the default option for ‘Teaching Year’.

The information displayed and all extra search facilities available are as defined for Qualifications.
Searching Frameworks

Enter a framework code or title into the ‘Keyword or code’ search, then select the ‘Type of Learning’ of ‘Framework’ as shown below.

The search results shown below display the code, the description, the type, the pathway and the Issuing Authority of the framework and the Effective from and Effective to dates of the pathway. The details displayed on the screen can be re-sorted based upon any of the column headings.
To select a framework, click on its description highlighted in blue to see four tabs: Sector Subject Area, Common Components, Related Learning Aims (all aims associated with the selected framework) and Apprenticeship Funding. The top section of the screen will provide details of the individual pathway selected.

<table>
<thead>
<tr>
<th>Framework code</th>
<th>Framework description</th>
<th>Framework type</th>
<th>Pathway</th>
<th>Pathway in</th>
<th>Pathway Effective From</th>
<th>Pathway Effective To</th>
</tr>
</thead>
<tbody>
<tr>
<td>261</td>
<td>Accounting - Advanced Apprenticeship (Level 3)</td>
<td>2 - Advanced Apprenticeship (Level 3)</td>
<td>2 - Advanced Apprenticeship (Level 3)</td>
<td>0 -</td>
<td>2015/01/01</td>
<td>2016/02/01</td>
</tr>
<tr>
<td>262</td>
<td>Accounting - Higher Level Apprenticeship</td>
<td>15 - Higher Level Apprenticeship</td>
<td>15 - Higher Level Apprenticeship</td>
<td>0 -</td>
<td>2016/02/01</td>
<td>2017/02/01</td>
</tr>
<tr>
<td>454</td>
<td>Accounting - Advanced Apprenticeship (Level 3)</td>
<td>2 - Advanced Apprenticeship (Level 3)</td>
<td>2 - Advanced Apprenticeship (Level 3)</td>
<td>0 -</td>
<td>2015/01/01</td>
<td>2016/02/01</td>
</tr>
<tr>
<td>454</td>
<td>Accounting - Higher Level Apprenticeship</td>
<td>10 - Higher Level Apprenticeship</td>
<td>10 - Higher Level Apprenticeship</td>
<td>0 -</td>
<td>2015/01/01</td>
<td>2016/02/01</td>
</tr>
<tr>
<td>454</td>
<td>Accounting - Intermediate Apprenticeship (Level 2)</td>
<td>3 - Intermediate Apprenticeship (Level 3)</td>
<td>3 - Intermediate Apprenticeship (Level 3)</td>
<td>0 -</td>
<td>2015/01/01</td>
<td>2016/02/01</td>
</tr>
</tbody>
</table>

The ‘Common Components’ tab, as shown below, displays details of all the common components associated with the selected framework pathway.
The Relating Learning Aims tab, as shown below, displays all associated aims and it is here that you can view the ‘Effective From and To’ dates of the aims on the chosen framework.

To display details of a related Learning Aim, click the aim description highlighted in blue on the screen.
The ‘Apprenticeship Funding’ tab, as shown below, displays details of the funding for this framework for new apprenticeship starts from 1 May 2017.

<table>
<thead>
<tr>
<th>Learning Aim ref</th>
<th>Learning Aim title</th>
<th>Awarding Org</th>
<th>Level</th>
<th>Learning Aim Effective From</th>
<th>Learning Aim Effective To</th>
<th>Component type</th>
</tr>
</thead>
<tbody>
<tr>
<td>50090223</td>
<td>Diploma in Accounting (GCV)</td>
<td>AAT</td>
<td>3</td>
<td>01/01/2013</td>
<td>31/10/2013</td>
<td>3 - Aim Suitable as a Level 3 Diploma in Accounting within an Apprenticeship</td>
</tr>
<tr>
<td>50094828</td>
<td>Diploma in Accounting (GCV)</td>
<td>EDEXCEL</td>
<td>3</td>
<td>01/01/2013</td>
<td>31/10/2013</td>
<td>3 - Aim Suitable as a Level 3 Diploma in Accounting within an Apprenticeship</td>
</tr>
<tr>
<td>50099430</td>
<td>Diploma in Accounting (GCV)</td>
<td>CG</td>
<td>3</td>
<td>01/01/2013</td>
<td>31/10/2013</td>
<td>3 - Aim Suitable as a Level 3 Diploma in Accounting within an Apprenticeship</td>
</tr>
<tr>
<td>50123686</td>
<td>Diploma in Financial and Management Accounting (GCV)</td>
<td>ACCA</td>
<td>3</td>
<td>01/01/2013</td>
<td>31/10/2013</td>
<td>3 - Aim Suitable as a Level 3 Diploma in Accounting within an Apprenticeship</td>
</tr>
<tr>
<td>50000089</td>
<td>Diploma in Accounting (GCV)</td>
<td>AAT</td>
<td>3</td>
<td>22/07/2013</td>
<td>31/08/2013</td>
<td>3 - Aim Suitable as a Level 3 Diploma in Accounting within an Apprenticeship</td>
</tr>
<tr>
<td>60197723</td>
<td>Diploma in Financial and Management Accounting (GCV)</td>
<td>ACCA</td>
<td>3</td>
<td>17/10/2013</td>
<td></td>
<td>3 - Aim Suitable as a Level 3 Diploma in Accounting within an Apprenticeship</td>
</tr>
</tbody>
</table>

The ‘Apprenticeship Funding’ tab, as shown below, displays details of the funding for this framework for new apprenticeship starts from 1 May 2017.
Searching Apprenticeship Standards

To view all apprenticeship standards, select the ‘Type of Learning’ of ‘Standard’ as shown below and click ‘Search’ or press enter.

If the standard code is already known, then enter a standard code or title into the ‘Keyword or code’ search, then select the ‘Type of Learning’ of ‘Standard’.

The search results will show all available standards. The details displayed on the screen can be re-sorted based upon any of the column headings.
To select a standard, click on its description highlighted in blue to see three tabs: Funding Details, Common Components, Related Learning Aims (all aims associated with the selected standard). The top section of the screen will provide details of the standard selected. This now includes a “Yes/No” field to show if the standard is an integrated degree.

The ‘Funding details’ tab displays details of the funding for this standard for starts on the trailblazer pilot (starts before 1 May 2017) and for starts on the new apprenticeships funding model from 1 May 2017.
The ‘Common Components’ tab, as shown below, displays details of all the common components associated with the selected standard.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Level</th>
<th>Effective From</th>
<th>Effective To</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Functional Skills Maths</td>
<td>0</td>
<td>01/05/2017</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Functional Skills English</td>
<td>0</td>
<td>01/05/2017</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>British Sign Language</td>
<td>0</td>
<td>01/05/2017</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>GCSE Mathematics</td>
<td>0</td>
<td>01/05/2017</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>GCSE English</td>
<td>0</td>
<td>01/05/2017</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Speaking-iec English</td>
<td>0</td>
<td>01/05/2017</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Speaking-iec Maths</td>
<td>0</td>
<td>01/05/2017</td>
<td></td>
</tr>
</tbody>
</table>

The ‘Relating Learning Aims’ tab displays all associated aims and it is here that you can view the ‘Effective From and To’ dates of the aims on the chosen standard. To display details of a related Learning Aim, click the aim description highlighted in blue on the screen.

At present this detail is not currently populated but the screen shot below illustrates how it will look.

**Home Page Facilities**

On the home page a number of other features are available as detailed below. These options are shown on the right side of the screen.
Downloads

You can download the latest LARS database via the ‘View Current Downloads’ link on the right side of the home webpage. This directs you to the ‘downloads’ page.

From here you can download the database in the following formats: pipe separated value (psv), comma-separated values (csv) or Microsoft Access Database (MDB).

Known issues

If we find any issues with the learning aim database or the website, we record them in the Known Issues document. This document contains an indication of when the issue will be resolved and if there is a work around in the meantime.
You will notice a change in the version number as updates are applied to the document. The latest version is available from the home page.

Other Documents

From the home page it is also possible to download these documents:

- Learning aims reference service – categories
- Learning aims search – guidance
- Tables and field definitions documents
- Data collections maintenance schedule