**Version 1.1 July 2012**

AO Web Services Interface Application

May 2022

**Audience:** MI suppliers and IT developers

Thank you for your application. By registering to develop a set of products offered by the LRS service including any content and material made available by Us, you will be entering into a contract with LRS.

The next sections include terms of the application if successful, registration details and questions to help us understand the way you are developing the solution.

Please read the application carefully. It covers important information, in consideration of You complying with Your obligations for the development and use of LRS web service operations (WS’s), the Education and Skills Funding Agency grants You a limited non-exclusive, non-transferable revocable licence to develop a system to system connection to the Learning Record Service (the “LRS”) services.

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| **Section** | **Subject** |
| 1. | General Terms & Conditions |
| 2. | Organisation details |
| 3. | Web Service Information |
| 4. | Submit and Get Achievement Batch Job |
| 5. | Verify:   1. Verify Learner Details 2. Submit Verify Learner Details Batch 3. Get Verify Learner Details Batch Output |

**Action**

1. Complete ALL sections marked with an **\*** in Sections 1, 2, 3.
2. Complete section 4 depending on what you plan to develop.
3. Return the completed interface application form by email to [lrs.support@education.gov.uk](mailto:lrs.support@education.gov.uk)

**Note**: In developing a direct connection to the LRS, You MUST agree to the terms of this application. If You do not agree to the terms/conditions, then Your application to proceed will be rejected.

**Service Levels**

We aim to complete verification and processing of your application within 10 working days. Should we have any queries related to your request, your organisation will be contacted by DfE.

**Developer Pack**

Once your application is approved, a Developer Pack will be mailed to you. This has additional information you require to help develop the solution, including a Compatibility Check Request and Evidence form and test scripts.

**Our Responsibilities**

1. The Education and Skills Funding Agency makes every effort to keep all information required accurate and up-to-date.
2. We will register your organisation and keep it on record to communicate, in the event of:
   1. Web service changes – technical, decommissioning, new products lines
   2. Major outages
   3. Feedback to help improve the service

**Pre-requisite**

Before you complete and return this form, please ensure the following pre-requisite is complete. Please tick the box to confirm.

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| **Pre-requisite** | **Tick** |
| 1. You or somebody in your organisation has read the “Get started guide (developing LRS web services) v1”. |  |

**Note:** If the pre-requisite is not met, your application will be rejected.

# Section 1 – General Terms & Conditions

Please tick the boxes to confirm agree to the terms set out below:

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|  | **Developer Responsibilities** | Tick |
| 1. | You are responsible for protecting the confidentiality of all the information you use to develop an interface to our portals and for complying with all guidelines issued by Us to prevent unauthorised access. |  |
| 2. | You agree to immediately notify the LRS, should You become aware of any unauthorised use of Your WS’s, loss or theft of any information which may allow another to gain unauthorised access to the LRS. All information issued by Us is subject to copyright and will not be reproduced. |  |
| 3. | You are only entitled to develop an interface provided to our portals in accordance with the terms of this registration and will not use the information for any malicious, illegal, or anti-social activity. |  |
| 4. | You understand non-compliance with the terms of this application will lead to removal of your access rights to development tools and permission to go-live with your solution. |  |

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|  | **Access** | Tick |
| 1. | The solution will **NOT** allow unauthorised persons to access learner information from LRS. Only permitted organisations registered with LRS are given access. |  |
| 2. | The solution will **NOT** be open to all or any internet user. For example, the development of a website allowing anyone to get anyone’s ULN based on Find by demographic web service function is **NOT** permitted. |  |
| 3. | The solution will, for each web service transaction, identify and track the client organisation triggering the request. |  |
| 4. | The solution will track and record individual users, triggering the request including the organisation they belong to. |  |

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|  | **Solution** | Tick |
| 1. | Any learner information passed on from LRS will be protected and will not be misused or compromised. |  |
| 2. | The solution will not allow for students/learners to input or submit their own details to the LRS without verification and approval from the organisation. |  |
| 3. | The solution will not take information held by LRS to update the clients MIS system. LRS records will be updated and maintained using the latest details verified by your clients. |  |
| 4. | Business, technical and validation rules will be met as defined in the technical specification. |  |

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|  | **Technical**  Please accept the following conditions to confirm the solution will meet the requirements as set out in the Technical Spec: | Tick |
| 1. | The transport protocol used for interactions with the web services will be HTTPS. |  |
| 2. | Transport Layer Security – LRS will only support TLS 1.2 and later versions. |  |
| 3. | All files submitted to the system must be created using UTF-8 file encoding. |  |
| 4. | The solution will perform validation checks before a call is made to the LRS i.e. date formats, naming conventions etc. |  |
| 5. | The solution will not return LRS error codes to mask internal errors e.g. it will not return WSEC0999 for a network communication error. |  |

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|  | **Support Framework** | Tick |
| 1. | Your organisation will be responsible for providing the first and second line support for any solution issues or queries for the solution interface with the LRS before contacting the LRS Service Desk. |  |
| 2. | Your organisation will inform customers/users of the support model, process, and scope in terms of queries, including the initial set-up. |  |
| 3. | Your organisation will provide step by step guidance and advise on how to use the new solution including what information needs to be entered. |  |
| 4. | Your organisation will share support material provided by LRS. |  |

# Section 2 – Developer/Organisation Details

Please provide details for your organisation and whom to contact with any queries regarding this application and/or development:

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| UKPRN (if applicable)  Please supply a UK Provider Number if you have one: |  |
| Legal Organisation Name: \*  Full organisation name |  |
| Trading or organisation other name (if applicable) |  |

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| **Application Requester Details** | |
| Contact Name: \* |  |
| Position: \* |  |
| Contact Telephone No.: \*  A number which can be used to contact your organisation/you. |  |
| Contact Mobile No (if available)  A number which can be used to contact you. |  |
| Contact E-mail Address: \* |  |

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| **Lead Developer Contact Details** | | | |
| Please tick the box if same as Application Requester: | | |  |
| Contact Name: | | |  |
| Contact Position: | | |  |
| Contact Telephone No.:  A number to contact the developer. | | |  |
| Contact Mobile No (if available)  A number to contact the developer. | | |  |
| Contact E-mail Address: | | |  |
| **Organisation Type** |  |
| What type of organisation are you? | Tick |
| In-house developer (internal) |  |
| 3rd party developer (external) |  |

Organisation type – please tick the option which best describes the main function of your organisation. If other, please enter your own description.

# Section 3 – Web Service Information

Please answer the following questions about your solution:

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| **Q1. Target organisations that will use the web services** | | Tick |
| Awarding Organisation | | Go to Q2 |
| Learner Registration Body (e.g. schools, academies, colleges, FE Provider, Local Authority, Higher Education) | | Complete the LRB WS Interface Application (WSLP01) |
| Other | |  |
| If other, please specify type of organisation |  | |

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| **Q2. Web Service Product** | | | | | |
| **ID** | **Product (WS) Name**  Please tick which web operation(s) you are developing: | **Transaction type** | **User Type** | **Tick Box** | **Notes** |
| 1002 | Submit Achievement Batch Job | Batch | AO |  | Maximum of 10k records per batch |
| 1002 | Get Achievement Batch Job |
| 10 | Verify Learner Details | Batch | AO |  |  |
| 11 | Submit Verify Learner Details Batch | Batch | AO |  |  |
| 12 | Get Verify Learner Details Batch Output | Batch | AO |  |  |

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| **Q3. Please provide more information explaining your reasons for developing these chosen products:** |
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| **Q4. When do you plan to make the solution available to users?** | | |
| Date |  |

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| **Q5. How many organisations are you expecting to use your solutions interface with the Learning Records Service?** | | | |
| Number | In the next 12 months | Long Term |
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| **Q6. Is your solution designed to cater for only a single or for multiple organisations using your application within each deployed version of your solution?** *Please tick one box only.*  If you are planning on an internet-based solution which is accessible by many organisations or are an Agent acting for more than one learning provider and you have to enter data for different organisations, then answer as multiple. | | |
| Single    Please go to  Q7 - Conditions | Multiple    Please go to Q7 |

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| **Q7. If your solution supports multiple organisations, which deployment method will your organisation adopt?** | | |
| Internet Based Model |  |
| Client Site Model |  |
| Agent Model |  |
| Other |  |
| If other, please provide more information: | | |

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|  | **Conditions** | Tick |
| 1. | **Solution supports only a single organisation per installation:**   * + The solution is configurable to set up a different digital certificate per organisation/installation   + For each deployment, clients can change the solution to have the correct UKPRN and password for their organisation. |  |
| 2. | **Solution supports multiple organisations in a single installation:**   * + Each web service call made will identify the correct organisation it was sent from   + Each installation will be configured to individual organisation web service connections. |  |

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| **Q8. Your solution will need to deal with Response and Error codes returned by the Learning Records Service. How will these be displayed in your solution for user intervention?** |
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# Section 4

If you are implementing the Submit Achievement Batch Job and Get Achievement Batch Job, please answer the following questions in all sub sections.

# Section 4a Submit Achievement Batch Job

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|  | **Submit achievement conditions** | Tick |
| 1. | The awarding organisation will always verify the learner’s details before any data is uploaded to the PLR. |  |

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| **Q9. Tell us what learner details are stored in your solution (e.g. Given name, Family name, Gender, Date of Birth, and postcode although not all Awarding Organisations collect all demographic details)** |
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| Provide a mapping of the fields in your solution to the fields in the Learner Register, e.g. your solution may hold the learner’s name in one field (Name) and the Learner Register has 3 fields (Given Name, Family Name and Middle Other Name). | | | |
| Attached | Yes | No |

# Section 4b Get Achievement Batch Job

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|  | **Get achievement conditions** | Tick |
| 1. | The solution will need to deal with response and error codes returned by LRS.  The codes will be displayed in the solution with resolution notes for the user to take action. |  |

# Section 5 Verify

If you are implementing any of the ‘Verify’ web services, please answer the following questions.

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| **Conditions** | | Tick |
| 1. | When LRS returns WSVRC003 (Possible Match).  ULN was found but the associated Given and/or Family Name are similar but not a successful match.  “The solution will prompt the user to login to the LRS organisation portal to verify the ULN returned by LRS belongs to their learner. Once logged in, the user is expected to check ALL learner information on the LRS against their own MI system to validate they have the correct ULN record”. |  |
| 2. | When LRS returnsWSVRC004 (Possible Linked Match).  A match was found on the same basis as described for ‘Similar Match’ but the ULN Register Record identified is that of a Linked Learner (in other words, it has been merged with one or more ULN records). The details returned will be those of the Master Learner.  The solution will prompt the user to login to the LRS organisation portal to verify the ULN returned by LRS belongs to their learner. Once logged in, the user is expected to check the Master ULN Record belongs to their learner otherwise a ULN Data Challenge will need to be raised for the LRS to investigate.  Users can only raise a ULN Data Challenge from the LRS organisation portal. |  |
| 3. | Condition only valid for ‘Batch’ purposes.  A batch submission will not exceed 5000 ULN records. |  |

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| **By signing below, You are certifying that You accept the conditions above and You have been honest with your answers. \*** | |
| **Signature:** |  |
| **Name (please print):** |  |
| **Position within organisation:** |  |
| **Date:** |  |

**LRS Verification of Request (Official Use Only)**

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| Checked by: |  |
| Checked date: |  |
| Position: |  |
| Result: |  |
| Notes |  |