



Education & Skills  
Funding Agency

# Learning Aim Class Codes

## 2018 to 2019

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### Version 1

This document sets out the details the classification and coding system to be used to record non-regulated activity in the Individualised Learner Record (ILR) for 2018 to 2019.

### August 2018

Of interest to colleges, other training organisations, software writers and employers.

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## Introduction and purpose of the document

1. This document contains details of the generic learning aim codes that are available for use within the ILR in 2018 to 2019 to record non-regulated provision. You should only use non-regulated provision in areas already identified and agreed by us as detailed in the published funding documentation.
2. This technical document is aimed at those responsible for making data returns; data specification implementation, and MI system design (including MI managers, commercial software suppliers and own software writers).
3. We describe the categories of generic learning aim codes for use in the ILR Learning aim reference field (LearnAimRef), but we do not list all in this document. The full set of codes are in the [Learning Aims Reference Service \(LARS\)](#) database. The LARS database holds details of all learning aims and their funding eligibility, which we determine by our funding policies.
4. The current generic learning aim codes are sequential numeric codes prefixed by the letter 'Z', for example: Z0000353.

## Overview of Generic Learning Aim Codes

5. The table below provides the categories of generic learning aim codes you can use, and identifies the type of provision you should use them for. The provision can be on the following funding models (FundModel):
  - 16 to19 (excluding Apprenticeships) (FundModel = 25)
  - Other 16 to19 (FundModel = 82)
  - Adult skills (FundModel = 35)
  - Community learning (FundModel = 10) or (FundModel = 99 and Source of Funding (SOF) = 108)
  - ESF (FundModel = 70)
  - Other Adult (FundModel = 81)
  - Apprenticeships from 1 May 2017 (FundModel = 36)
  - Non-funded learning aims (FundModel = 99)

			Availability by LARS Validity Category / Funding Model				
Funding Model			25 or 82	35	10	70	36, 81 or 99
Validity Category			16 to 19 EFA	ADULT_SKILLS OLASS_ADULT	COMM_LEARN	ESF	ANY
Category	LARS Category Ref		16 to 19 (excluding Apprenticeships), Other 16-19	Adult Skills and OLASS <sup>1</sup>	Community Learning <sup>2</sup>	ESF	Other
A	23	Non Regulated Provision (Adult Skills formula funded)		Yes		Yes	
B	24	Non regulated English, Maths and ESOL Provision (Adult skills formula funded)		Yes		Yes	
E	27	Non Regulated Provision (not Community Learning or Adult skills formula funded)	Yes				Yes
F	28	Non Regulated Provision (Community Learning)			Yes		Yes <sup>2</sup> (except FundModel = 36)
G	29	Non regulated English, Maths and ESOL Provision (not Adult skills formula funded)	Yes		Yes		Yes (except FundModel = 36)
I	31	Work experience/placement	Yes	Traineeships only		Yes	
J	32	Supported Internship	Yes				
K	33	Programme aim	Yes	Yes			Yes
L	34	ESF				Yes	
M	35	Conversion Codes between Higher National Qualifications					Yes (except FundModel = 36)
O	36	Education Assessments		OLASS only			

<sup>1</sup> Offender Learning is now the responsibility of the Ministry of Justice

<sup>2</sup> Also available for Community learning provision that is subcontracted to a college and recorded using funding model 99

## Adult Education Budget Funded Provision

6. As part of local flexibility, you can use non-regulated learning aims in 2018 to 2019 as set out in the [Adult education budget funding rules 2018 to 2019](#) and the [Qualifications eligible for public funding](#) guidance.
7. There are four elements associated with each of the generic learning aim codes for Adult skills funded provision:
  - 1) **Notional level of learning** - the level of learning, for example: Entry level, Level 1 and Level 2.
  - 2) **Sector** - the Sector Subject Area (SSA) of the provision using the tier 2 classification. See Appendix B for a listing of the tier 2 sector subject areas.
  - 3) **Funding band** - Non-regulated learning aims funded through our Adult skills funding methodology will be funded using rates from the single activity matrix in the [Funding Rates and Formula 2018 to 2019](#) document.
  - 4) **Programme weighting** - The Programme weighting is determined by the Sector Subject Area (SSA) tier 2 category of the provision
8. You should choose the appropriate code from the LARS database depending upon the level of learning, the sector subject area, the funding band for hours and the programme weighting of the learning aim you are delivering.

*For example: If you deliver 150 hours of learning at entry level for preparation for work, then you use the following code:*

*Z0001543 - Non regulated Adult skills formula funded provision, Entry Level, Preparation for Work, 101 to 196 hrs, PW A – Base*

### Category Codes search facility

9. The Learning Aims search function on [the Hub](#) has a category search filter, which you can use to search for codes in each of the categories listed in this document. The category filter is in the 'Additional filters' section on the [Learning Aims search](#) page.

## Category A: Non Regulated Provision (Adult skills formula funded)

10. You must use the codes in this category for non-regulated provision funded through the Adult skills funding model (FundModel 35) or ESF funding model (FundModel 70), unless it is English, Maths or ESOL. For English, Maths and ESOL, you must use the distinct codes from the Category B section detailed below.
11. Each code includes the level of learning (Entry level to Level 2), SSA tier 2, the funding band for hours and the programme weighting of the learning aim.

*For example:*

Z0001543	Non regulated Adult skills formula funded provision, Entry Level, Preparation for Work, 101 to 196 hrs, PW A
Z0003079	Non regulated Adult skills formula funded provision, Level 1, Crafts, Creative Arts and Design, 45 to 68 hrs, PW C

## Category B: Non Regulated English, Maths and ESOL Provision (Adult skills formula funded)

12. You must use the codes in this category for non-regulated English, Maths and ESOL provision funded through the Adult skills funding model (FundModel 35) or ESF funding model (FundModel 70).
13. There are separate codes for English, Maths and ESOL provision. Each code includes the level of learning (Pre-Entry level to Level 2) and funding band for hours of the learning aim.

*For example:*

Z0004301	Non regulated Adult skills formula funded provision, Pre-Entry Level, ESOL, 197 to 292 hrs
Z0004407	Non regulated Adult skills formula funded provision, Entry Level, Maths, 93 to 100 hrs

## **Education and Skills Funding Agency Funded (not Adult skills formula funded) and Non funded provision**

14. You must use the following categories of codes to record non-regulated provision funded through the funding models below:
- 16 to19 (excluding Apprenticeships) funding model (FundModel 25)
  - Other 16 to 19 funding model (FundModel 82)
  - Other Adult funding model (FundModel 81) - this includes non-regulated learning delivered as part of an apprenticeship standard.
  - Community Learning funding model (FundModel 10)
  - Non-funded learning aims (FundModel 99)
15. There are three categories of generic learning aim codes. These codes follow a similar structure to those used for Adult skills formula funded provision but do not contain details of a funding band for hours or a programme weighting.

### **Category E: Non Regulated Provision (16 to19 (excluding Apprenticeships) funded, Other 16 to 19 funded, Other Adult funded, Apprenticeships, Non-funded)**

16. You must use the codes in this category for non-regulated provision you fund through these funding models unless the provision is English, Maths or ESOL:
- 16 to 19 funding models (FundModel 25 or 82)
  - Other Adult funding model (FundModel 81)
  - Apprenticeship funding model (FundModel 36)
  - non-funded learning aims (FundModel 99)
17. To record English, Maths and ESOL provision, you must use the distinct codes from the Category G section.
18. For an example of how to record a non-regulated learning aim for apprenticeship standards under funding model 36, see appendix A.

- 19. This category of codes is not available for Community Learning funded provision, which should be recorded using codes from Category F.
- 20. These codes include the level (Entry level to Level 7 and SSA tier 2 of the learning aim).

*For example:*

Z0001729	Non regulated provision, Entry Level, Medicine and Dentistry
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**Category F: Non Regulated Provision (Community Learning)**

- 21. You must use the codes in this category for the majority of non-regulated provision delivered under Community learning funding unless it is English, Maths or ESOL provision. You must record English, Maths or ESOL aims using the codes from Category G.
- 22. These codes do not have a notional level of learning and describe only the Sector Subject Area (tier 2) of the learning aim.

*For example:*

Z0002105	Non regulated Community Learning provision, Crafts, Creative Arts and Design
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**Category G: Non regulated English, Maths and ESOL Provision (for these funding models: 16 to 19 (excluding Apprenticeships) funded, Other 16 to 19 funded, Other Adult funded, Community Learning funded, Non-funded)**

- 23. You must use the codes in this category to record non-regulated English, Maths and ESOL provision based on national standards for adult literacy and numeracy.
- 24. For the '16 to 19 (excluding Apprenticeships)' and 'Other 16 to 19 funded' funding model learners, you should only use these codes when this provision meets the needs of learners. We expect that all learners who are capable of taking approved qualifications to be on substantial programmes that include these.
- 25. There are separate codes for each of the English, Maths and ESOL provision categories for each level of learning (Pre-Entry level to Level 3)

*For example:*

Z0002130	Non regulated provision, Entry Level, ESOL
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## Other Class Codes

### Category I: Work experience/placement

#### Work experience within a 16 to 19 (excluding Apprenticeships) funded study programme or a traineeship

26. You must use this code to record the time spent on work experience or work placements that are part of a 16 to 19 (excluding Apprenticeships) funded study programme or a traineeship, where the learner is placed with an employer to develop job-specific skills and gain an awareness of a particular sector.
27. You should record internal work placements that take place within a college environment using this code. Non-regulated work preparation activity should be recorded using codes from Category A or E.

Learning Aim Reference	Learning Aim Title	Validity
ZWRKX001	Work experience/placement	16 to 19 EFA, Adult skills (Traineeships only)

28. You must also record further details of the work experience/placement using the Work Placement data entity in the [ILR](#). This includes a record of the planned hours of the individual work placements that you attached to this aim. See the [ILR Specification](#), Appendix B migration specification and the [Provider Support Manual](#) for further details.

#### ESF funded work experience

29. You must use the following codes to record work experience or work placements that are funded as part of an ESF contract, and are only valid for the ESF funding model (FundModel 70):

Learning Aim Reference	Learning Aim Title
Z0009067	Work experience/placement, Up to 2 hrs, PW A
Z0009068	Work experience/placement, 3 to 4 hrs, PW A
Z0009069	Work experience/placement, 5 to 6 hrs, PW A
Z0009070	Work experience/placement, 7 to 12 hrs, PW A
Z0007861	Work experience/placement, 13 to 20 hrs, PW A
Z0007862	Work experience/placement, 21 to 44 hrs, PW A

<b>Learning Aim Reference</b>	<b>Learning Aim Title</b>
Z0007863	Work experience/placement, 45 to 68 hrs, PW A
Z0007864	Work experience/placement, 69 to 92 hrs, PW A
Z0007865	Work experience/placement, 93 to 100 hrs, PW A
Z0007866	Work experience/placement, 101 to 196 hrs, PW A
Z0007867	Work experience/placement, 197 to 292 hrs, PW A
Z0007868	Work experience/placement, 293 to 388 hrs, PW A
Z0007869	Work experience/placement, 389 to 580 hrs, PW A
Z0007870	Work experience/placement, 581 to 1060 hrs, PW A
Z0007871	Work experience/placement, 1061 + hrs, PW A

### **Category J: Supported Internship**

30. You must use the code Z0002347 for 16 to 19 (excluding Apprenticeships) funded learners to record a study programme delivered mainly on an employer's premises.
31. It is only used for young people aged 16 to 24, who have learning difficulties and/or disabilities and are subject to an Education Health Care Plan, for whom an apprenticeship is not a realistic option.
32. You must also record further details of the supported internship using the Work Placement data entity in the ILR. See the [ILR Specification](#) for further details.

### **Category K: Programme Aims**

33. You must use the code ZPROG001 in the 'Learning aim reference' field for apprenticeship and traineeship programme aims.

### **Category L: ESF funded**

34. You must use the ZESF0001 code (titled 'ESF learner start and assessment') in the 'Learning aim reference' field for all ESF funded learners.

## Non-regulated learning across multiple sector subject areas

35. If a learner is following a programme of learning that involves learning across several sector subject areas, then you should record one of the learning aims in the range Z0007848 - Z0007859. However, if the learner is undertaking learning in a single sector subject area you should use a Learning aim reference from Category A.

*For example:*

Z0007849	Non regulated Adult skills formula funded provision, Mixed Sector Subject Areas, 13 to 20 hrs
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## Non-regulated learning – Preparation for work or Foundations for learning and life

36. If a learner is undertaking learning in sector subject area 14.1 (Foundations for Learning and Life) or 14.2 (Preparation for work) and the learning has no defined indicative level, then you must record one of the learning aims in the range (Z0007872 - Z0007895). Where you know the level of learning, you should record an aim from Category A instead.

*For example:*

Z0007876	Non regulated Adult skills formula funded provision, No defined level, Preparation for Work, 69 to 92 hrs, PW A
Z0007888	Non regulated Adult skills formula funded provision, No defined level, Foundations for Learning and Life, 69 to 92 hrs, PW A

37. The learning aim reference XESF0001 is not valid for use in the 2014-2020 ESF programme.

## Category M: Conversion Codes between Higher National Qualifications

38. You must use the following codes to record the conversion from a Higher National Certificate to a Higher National Diploma.

39. These codes have the following characteristics:

Learning Aim Reference	00283xxx
Title	HNC to HND Conversion Code – <i>zzzzzzzzzzzz</i> where <i>zzzzzzzzzz</i> is the subject matter.
Learning Aim Type	1454 Higher National Certificate to Higher National Diploma (HNC to HND) Conversion Code

## Category O: Education Assessments

40. You must use these codes to record education assessments that you carry out. You must only use them for OLASS education assessments.

Learning Aim Reference	Learning Aim Title	Validity
Z0007842	Education assessment in Maths	OLASS
Z0007843	Education assessment in English	OLASS

## Capacity and Delivery Fund Industry Placement Learning Aim

41. You must only use this learning aim where you are in receipt of Capacity and Delivery Fund Industry Placement (CDFIP) from 1 August 2018 – 31 July 2019, to record the total number of hours spent on work placement for CDFIP qualifying students. We will use this data to monitor delivery of the number of work placements required by the CDFIP allocation.

42. The CDFIP funding is additional to the mainstream allocation to enable you to prepare for and deliver substantial work placements of 45-60 days, covering a **minimum** of 315 hours - you cannot enter a figure lower than 315 hours. You must also undertake the work placement on an external site to the learning environment to qualify.

43. Students must be:

- aged between 16 and 18
- enrolled on a full time Level 2 or Level 3 study programme with a vocational or technical core aim, and
- studying towards a type of qualification that may align to T levels in future.

Learning Aim Reference	Learning Aim Title	Validity
ZWRKX002	Industry Placement	16 to 19

## Appendix A - Apprenticeship standards using Category E Code

44. This is an example for how to record a non-regulated learning aim for apprenticeship standards recorded under funding model 36; we are using the Team Leader / Supervisor apprenticeship standard that is code 105.
45. For the learning aims, the [Provider Support Manual 2017 to 2018](#) from page 74 onwards states:

### 6.1.4 Recording apprenticeship standards

535. All apprenticeship standard aims must be recorded using Programme type code 25 (apprenticeship standard).
536. You must complete the Apprenticeship standard code field with the code for the standard from the LARS database.
537. The Learning planned end date for an apprenticeship standard programme aim must include both the training and end point assessment period.

This apprenticeship is recorded on the ILR with the following two aims:

1. Programme aim: LearnAimRef = ZPROG001, Aim type = 1
2. Either a Learning Aim Reference for the qualification being studied or where there is no qualification - Component learning aim: LearnAimRef = Z0001926 Non regulated provision, Level 3, Business Management, Aim type = 3

## Appendix B - Sector subject areas (SSAs)

46. The SSAs (also called sector subject categories) are a single framework of sectors and subjects used to categorise qualifications. This common framework was developed for using across relevant education agencies and bodies in England, Wales and Northern Ireland.

<b>SSA T1 Code</b>	<b>SSA Tier 1 Description</b>	<b>SSA T2 Code</b>	<b>SSA Tier 2 Description</b>
01	Health, Public Services and Care	01.1	Medicine and Dentistry
		01.2	Nursing and Subjects and Vocations Allied to Medicine
		01.3	Health and Social Care
		01.4	Public Services
		01.5	Child Development and Well Being
02	Science and Mathematics	02.1	Science
		02.2	Mathematics and Statistics
03	Agriculture, Horticulture and Animal Care	03.1	Agriculture
		03.2	Horticulture and Forestry
		03.3	Animal Care and Veterinary Science
		03.4	Environmental Conservation
04	Engineering and Manufacturing Technologies	04.1	Engineering
		04.2	Manufacturing Technologies
		04.3	Transportation Operations and Maintenance
05	Construction, Planning and the Built Environment	05.1	Architecture
		05.2	Building and Construction
		05.3	Urban, Rural and Regional Planning
06	Information and Communication Technology	06.1	ICT Practitioners
		06.2	ICT for Users
07	Retail and Commercial Enterprise	07.1	Retailing and Wholesaling
		07.2	Warehousing and Distribution
		07.3	Service Enterprises
		07.4	Hospitality and Catering
08	Leisure, Travel and Tourism	08.1	Sport, Leisure and Recreation
		08.2	Travel and Tourism
09	Arts, Media and	09.1	Performing Arts

<b>SSA T1 Code</b>	<b>SSA Tier 1 Description</b>	<b>SSA T2 Code</b>	<b>SSA Tier 2 Description</b>
	Publishing	09.2	Crafts, Creative Arts and Design
		09.3	Media and Communication
		09.4	Publishing and Information Services
10	History, Philosophy and Theology	10.1	History
		10.2	Archaeology and Archaeological Sciences
		10.3	Philosophy
		10.4	Theology and Religious Studies
11	Social Sciences	11.1	Geography
		11.2	Sociology and Social Policy
		11.3	Politics
		11.4	Economics
		11.5	Anthropology
12	Languages, Literature and Culture	12.1	Languages, Literature and Culture of the British Isles
		12.2	Other Languages, Literature and Culture
		12.3	Linguistics
13	Education and Training	13.1	Teaching and Lecturing
		13.2	Direct Learning Support
14	Preparation for Life and Work	14.1	Foundations for Learning and Life
		14.2	Preparation for Work
15	Business, Administration and Law	15.1	Accounting and Finance
		15.2	Administration
		15.3	Business Management
		15.4	Marketing and Sales
		15.5	Law and Legal Services

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