



Education & Skills  
Funding Agency

# **Prescribed Higher Education Provision 2018 to 2019**

## **Version 1**

This document sets out the details for requesting us to create a Prescribed Higher Education qualification for the 2018 to 2019 academic year.

**September 2018**

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

## Table of Contents

Introduction and purpose of the document.....	3
Understanding our terminology .....	3
The purpose of the LARS.....	3
Requests for new qualification(s) on the LARS.....	4
Completion of the Higher Education Learning Aim request form for new qualifications .....	5
Completion of the Higher Education Learning Aim request form for amended qualifications.....	7
Validation letter – minimum requirements .....	7
Office for Students cut-off dates.....	8
How to use the LARS to search for your courses .....	9
Annex A: Learning Aim Type descriptions .....	10
Annex B: Sector Subject Area Tier 2 codes .....	11

## **Introduction and purpose of the document**

1. This document contains details of how you can use the Learning Aims Reference Service (LARS) for prescribed Higher Education qualifications.
2. We have created this technical document for MI managers and software suppliers, and/ or relevant personnel responsible for making:
  - a. applications for new qualifications on the LARS such as within an apprenticeship standard or freestanding qualifications outside of apprenticeships
  - b. amendments to existing qualifications
  - c. data returns through the Individualised Learner Record (ILR)

## **Understanding our terminology**

3. The terms 'we', 'our', 'us' and 'ESFA' refers to the Education and Skills Funding Agency.
4. We use the terms 'you' or 'your' to refer to Higher Education Institutions (HEIs) or other training providers.
5. We use the term 'learning aim' to reference what you record on the ILR. A learning aim can be a qualification or award that you are intending to deliver as the whole of or part of a publicly, levy, or employer funded programme of learning. This includes awards that you deliver as part of an apprenticeship.

## **The purpose of the LARS**


6. The purpose of the LARS is to:
  - a. provide an effective service to you and associated organisations
  - b. produce effective reference data whilst minimising administration across stakeholders
  - c. enable downstream processes to operate effectively - allowing for quality, audit and value for money processes
  - d. provide effective governance of the process to ensure that only valid, timely and robust data is published

## Requests for new qualification(s) on the LARS

7. You may request us to enter new qualifications onto the LARS using the Higher Education Learning Aim Request Form; we publish this on the [Learning Aims Search front page](#) and the [Individualised Learner Record \(ILR\): sources of data](#) webpage.
8. You must also supply a validation letter confirming the details of the qualification and authorising its inclusion. See the [Validation letter – minimum requirements section](#).
9. We recommend you request learning aims throughout the academic year to ensure your ILR submissions are up to date. For example in apprenticeships, after a new apprenticeship programme has been formally validated or re-validated.
10. You must email the request form and validation to [SDE.servicedesk@education.gov.uk](mailto:SDE.servicedesk@education.gov.uk).
11. We will refer this information back to you where you need to make changes or where further information is required.
12. We will confirm, through an email, an 8 digit learning aim reference number for your qualification. We will publish the qualification on the LARS in line with the [Data Maintenance Schedule 2018 to 2019](#).

# Completion of the Higher Education Learning Aim request form for new qualifications

13. To ensure we can process your request effectively, this section explains how to complete the Higher Education Learning Aim request form for a new qualification to the LARS. A blank example of the form is below.

HIGHER EDUCATION LEARNING AIM REQUEST FORM				 Education & Skills Funding Agency			
Please complete the highlighted boxes and return this form to the Service Desk with any appropriate evidence							
<b>Provider Details</b>							
Provider Name	Provider number (UKPRN)						
Contact name	Contact title						
Telephone no.	E-mail address						
Please provide details of the learning aims your provider offers which are not included in the Learning Aim Reference Service. <b>Documentary evidence</b> should be attached for each learning aim applied for and should include details of the learning aim/qualification name and Awarding Body/Higher Education Institution on official documentation from the Awarding Body/ Higher Education Institution. Without this documentary evidence, we will not be able to action the request.							
<b>New Learning Aim Details</b>							
Learning Aim Title	Awarding Body/ Higher Education Institution	Learning Aim Type Description	Learning Aim Type Code	LearnDirect Classification Code (LDCS) where known	Sector Subject Area Tier 2 code where known	Academic Year	Start Date
<b>Amendments to Learning Aim Details</b>							
LARS Learning Aim Reference	Qualification Title	Amendment details					
		Please ensure you include a Last Date for New Starts and End Date as to when the amendment(s) will take effect					
Email: <a href="mailto:sde.servicedesk@education.gov.uk">sde.servicedesk@education.gov.uk</a> Telephone: 0870 2670001 FAX: 024 7682 3639 Address: Service Desk, Education and Skills Funding Agency, Cheylesmore House, Quinton Road, Coventry, CV1 2WT							

14. You must include the following details from the 'Provider Details' section of the form.
- These are required so we know whom to contact about this qualification in future for updates and for audit purposes. If you do not complete any of these fields, we will return the form requesting more information.

Provider details	
Provider Name	The name of your organisation
Provider number (UKPRN)	Your UK Provider Reference Number (UKPRN) from the UK Register of Learning Providers (UKRLP)
Contact name	Your name
Contact title	Your job title
Telephone no.	Your contact telephone number
E-mail address	Your email address

15. You must include the following details from the 'Learning Aim Details' section. If you do not complete any of these fields, we will return the form requesting more information.

Learning Aim Details	
Learning Aim Title	<p>The title of your Learning Aim / validated award – this must be a maximum 250 characters.</p> <p>Please ensure you do not already have a qualification on the LARS with the same title.</p> <p>If the qualification is required for an apprenticeship standard, please indicate which one within the title, such as in the example below:</p> <p><b>BSc (Hons) in Adult Nursing - University of XXXXXX - Registered Nurse Standard.</b></p>
Awarding Body / Institution	The Awarding Body/Higher Education Institution name
Learning Aim Type Description	<p>The type of the aim, for example with a PGCE it may be:</p> <ul style="list-style-type: none"> <li>- PGCE (Post Graduate Certificate in Education)</li> <li>- Professional Graduate Certificate in Education</li> <li>- Post Graduate Diploma in Education</li> </ul> <p>For a list of the Learning Aim Type Descriptions agreed with the Office for Students, please see Annex A.</p>
LearnDirect Classification Code (LDCS) where known	<p>The LDCS code as used by Office for Students.</p> <p>This document can be found on the <a href="#">Learning Aims Search front page</a> and the <a href="#">Individualised Learner Record (ILR): sources of data</a> webpage. You can also obtain this document from the <a href="#">Office for Students</a>.</p> <p>If you do not supply the LDCS code, we will assign a code for you.</p>
Sector Subject Area Tier 2 code where known	<p>The Sector Subject Area Tier 2 code.</p> <p>A full list of Sector Subject Area Tier 2 codes is in Annex B</p> <p>If you do not supply the LDCS code, we will assign a code for you.</p>
Academic Year	<p>The academic year that you want the qualification to be available for.</p> <p>For example, academic year 2018/19, which starts on 1 August 2018 and ends 31 July 2019, to indicate the year that the qualification will be first available for ILR submissions.</p>
Start Date	<p>The date from when learners can first start on this qualification.</p> <p>This is not necessarily the beginning of the academic year but cannot be before that year, for example in the academic year example above it can be no earlier than 1 August 2018.</p>

## Completion of the Higher Education Learning Aim request form for amended qualifications

16. It is important to update the LARS with any changes to qualifications. You must use the same form as for requesting new qualifications, but you complete the 'Amendment to Learning Aims Details' section instead of the 'New Learning Aims Details' section.

17. In the 'Amendment to Learning Aims Details' section, you must supply the Learning aim reference number and qualification title to identify the aim you want us to amend.

18. It is important to include in the Amendment Details section the date from when the amendment must take effect. We hold two dates against every qualification relating to when they stop:

**Last Date for New Starts** – This date stops new starters to the qualification but allows existing learners to continue their learning.

**End Date** - No learner can continue their learning beyond this date, and usually relates to the last time you can claim a certificate.

19. Our systems for processing the ILR check both of these dates when providers submit their ILRs to ensure the qualification is available both for new starts but also has available certification for their 'Planned End Date'.

20. We will leave the 'Last Date for New Starts' and 'End Date' blank unless you inform us. For providers and learners it is more effective if you inform us of these dates.

## Validation letter – minimum requirements

21. You must supply all Higher Education Learning Aim Request Forms with a validation letter. This confirms that your qualification has completed your internal validation processes authorising it to be included within the LARS. An example of a validation letter is below.

22. The letter must be on headed paper, including your organisational logo, and be signed or include an electronic signature. The signatory must be a suitably qualified person to confirm the internal award / course validation process has taken place. For example, the Course Director may request the Higher Education Learning Aim Request Form and the Quality Director or Chair of the validation panel sign the validation letter.

23. We accept minutes of a meeting, or similar documentation, as a form of a validation letter. However, there must be signature or electronic signature from an authorised person to confirm the details within that document - see the example below.

XX March 20XX	<b>University/ Provider Logo</b>
Mr J Smith Head of Curriculum Development / Course Director <Name of Higher Education Institution/ provider or college > Coventry ZZ99 9ZZ	
Dear <Name of person>	
<b>Title of course(s):</b>	
I confirm that the <Name of course> is a validated award of the <Validating institution> this course will be delivered by <Name of institution> from start date of course.	
This qualification is for use in the following standard (Example) Foundation Degree in Nursing – University of XXXX – Nursing Associate Standard	
In accordance with <Validating institution> policy, this award remains in continuous approval and is subject to periodic review at <Number> yearly intervals.	
Yours Sincerely	
<Ms Somebody> e.g. Chair of Validation Panel, Dean, Head of Quality	

## Office for Students cut-off dates

24. The Office for Students maintain a set of dates by which you need to register these qualifications on the LARS to receive funding.
25. The last date on which requests for the academic year must be received by:
- 2017 to 2018 - by Friday 28th September 2018
  - 2018 to 2019 - by Friday 27th September 2019
  - 2019 to 2020 - by Friday 25th September 2020
  - 2020 to 2021 - by Friday 24th September 2021



## How to use the LARS to search for your courses

26. You can access the LARS service through the [Learning Aims Search](#) facility on The Hub.

27. From the LARS front screen, enter your HEI name – for example 'Northampton' below.

Awarding Org code or name:	<input type="text" value="northampton"/>	<input type="button" value="x"/>
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28. Select the search button, the screen will display, in alphabetical order, the all the courses which been created under your HEI name:

Learning Aim Ref	Learning Aim Title	NVQ Level V2	Awarding Org	Validity	16-19 EFA	Adult Skills	Advanced Learner Loan	Other	App
00302699	BA (Hons) in Creative Film Production - Solihull College	6	UONORTON	From: LDNS: To:	-	-	-	01/09/17	-
00245700	BA (Hons) Interior Design	6	UONORTON	From: LDNS: To:	-	-	-	01/01/01 10/04/18 10/04/18	-
00245701	BA (Hons) Sport and Recreation Management	6	UONORTON	From: LDNS: To:	-	-	-	01/01/01 10/04/18 10/04/18	-
00245738	BA (Hons) Sports Management	6	UONORTON	From: LDNS: To:	-	-	-	01/01/01 10/04/18 10/04/18	-
00246032	BA in Business and Management	6	UONORTON	From: LDNS: To:	-	-	-	01/08/11 10/04/18 10/04/18	-
00303095	BEng (Hons) in Non-Destructive Testing - University of Northampton	6	UONORTON	From: LDNS: To:	-	-	-	01/01/18	-
00245702	BSc (Hons) Applied Animal Studies	6	UONORTON	From: LDNS: To:	-	-	-	01/01/01	-
	BSc (Hons)								

29. Using an example qualification, the following information shows on the 'Funding' tab.

BEng (Hons) in Non-Destructive Testing - University of Northampton	
Level:	6 - Level 6
Learning Aim ref:	00303095
Awarding Org:	UONORTON - University of Northampton
Teaching year:	<input type="text" value="2017/2018"/>
Learning Aim type:	9107 - BEng
<div> <div>Key details</div> <div>Funding</div> <div>Frameworks</div> <div>Other information</div> <div>Category</div> <div>Standards</div> </div>	
<div> <div>View</div> <div><input checked="" type="checkbox"/> All</div> <div><input checked="" type="checkbox"/> Other</div> <div>Filter view</div> </div>	
<div>Other</div>	
<div> <div>Last date for new start:</div> <div>Start date: 01/01/2018</div> <div>End date:</div> <div>Created date: 16/05/2018</div> <div>Modified date: 16/05/2018</div> </div>	

30. We display information relating to many government initiatives. For prescribed Higher Education qualifications there will currently only be a record displaying 'Other' as above. This enables providers to use the qualification, within the dates specified, in our systems.

## Annex A: Learning Aim Type descriptions

Learning Aim Type Description	Learning Aim Type Description Code	LARS code
Batchelor of Education	BEd	1409
Batchelor of Engineering	BEng	9107
Batchelor of Music Performance Degree	BMus Perf Deg	0394
Batchelor of Science	BSc	9002
Batchlor of Arts	BA	9000
Certificate in Education	Certificate in Education	1465
Certificate in Education and Training (36 credits, HEI approved)	Cert in Education & Training (36 Credits)	1457
Certificate of Education (CertEd)	CertEd	9111
Degree Apprenticeship (Bachelors)	Degree Apprenticeship (Bachelors)	1462
Degree Apprenticeship (Masters)	Degree Apprenticeship (Masters)	1463
Diploma in Education and Training (120 credits, HEI approved)	DIP in Education & Training (120 Credits)	1458
Diploma in Education and Training (45 credits, HEI approved)	Dip in Education & Training (45 Credits)	1459
Diploma of Higher Education (DipHE)	DipHE	9112
Foundation Degree	Foundation Deg	9110
Graduate Diploma	Graduate Dip	0071
Higher Certificate	Higher Cert	0084
Higher Diploma	Higher Dip	0024
Higher National Certificate to Higher National Diploma (HNC to HND) Conversion Code	HNC to HND Conv Code	1454
HNC	HNC	0031
HND	HND	0032
LLB - Bachelor of Laws	LLB	1407
LLM - Master of Laws	LLM	9114
Masters	MA	2001
Masters of Business Administration	MBA	9109
MEd - Masters degree in Education	MEd	1410
Master of Research	Mres	1464
Masters of Science	MSc	9101
PGCE (Post Graduate Certificate in Education)	PGCE	9103
Postgraduate Certificate	Postgraduate Cert	0065
Postgraduate Diploma	Postgraduate Dip	0125
Postgraduate Diploma in Education	Postgrad Dip in Educ	6004
Professional Diploma	Prof Dip	0111
Professional Graduate Certificate in Education	PGCE	9115
University Certificate	University Cert	9001

## Annex B: Sector Subject Area Tier 2 codes

Sector subject areas (SSAs) are a nationally used method of grouping aims for funding and management information purposes. These feed into many publications relating to national statistics, qualification success rates and contract management.

All new aims must be associated with an SSA Tier 2; a full list is below.

SSA	SSA Tier 2 description
<b>1</b>	<b>Health, public services and care</b>
1.1	Medicine and dentistry
1.2	Nursing and subjects and vocations allied to medicine
1.3	Health and social care
1.4	Public services
1.5	Child development and wellbeing
<b>2</b>	<b>Science and mathematics</b>
2.1	Science
2.2	Mathematics and statistics
<b>3</b>	<b>Agriculture, horticulture and animal care</b>
3.1	Agriculture
3.2	Horticulture and forestry
3.3	Animal care and veterinary science
3.4	Environmental conservation
<b>4</b>	<b>Engineering and manufacturing technologies</b>
4.1	Engineering
4.2	Manufacturing technologies
4.3	Transportation operations and maintenance
<b>5</b>	<b>Construction, planning and the built environment</b>
5.1	Architecture
5.2	Building and construction
5.3	Urban, rural and regional planning
<b>6</b>	<b>Information and communication technology</b>
6.1	ICT practitioners
6.2	ICT for users
<b>7</b>	<b>Retail and commercial enterprise</b>
7.1	Retailing and wholesaling
7.2	Warehousing and distribution
7.3	Service enterprises
7.4	Hospitality and catering
<b>8</b>	<b>Leisure, travel and tourism</b>
8.1	Sport, leisure and recreation
8.2	Travel and tourism
<b>9</b>	<b>Arts, media and publishing</b>
9.1	Performing arts
9.2	Crafts, creative arts and design

<b>SSA</b>	<b>SSA Tier 2 description</b>
9.3	Media and communication
9.4	Publishing and information services
<b>10</b>	<b>History, philosophy and theology</b>
10.1	History
10.2	Archaeology and archaeological sciences
10.3	Philosophy
10.4	Theology and religious studies
<b>11</b>	<b>Social sciences</b>
11.1	Geography
11.2	Sociology and social policy
11.3	Politics
11.4	Economics
11.5	Anthropology
<b>12</b>	<b>Languages, literature and culture</b>
12.1	Languages, literature and culture of the British Isles
12.2	Other languages, literature and culture
12.3	Linguistics
<b>13</b>	<b>Education and training</b>
13.1	Teaching and lecturing
13.2	Direct learning support
<b>14</b>	<b>Preparation for life and work</b>
14.1	Foundations for learning and life
14.2	Preparation for work
<b>15</b>	<b>Business, administration and law</b>
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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