



Education & Skills
Funding Agency

Apprenticeship Service

Apprentice bulk upload specification for training providers

Version 4

June 2021

Title	Apprentice bulk upload specification for training providers
Purpose	To provide a technical specification of the data requirements and file format of the apprentice bulk upload for the apprenticeship service
Intended audience	This technical document is for people responsible for uploading data to the apprenticeship service and MI system design (including MI managers, commercial software suppliers and own software writers)
Version	4

Document history

Version 1 published February 2017

Version 2 published April 2017.

Version 3 published February 2018.

Version 4 published June 2021. Changes from version 3 are denoted as **Updated** or **New**.

Introduction

1. The apprenticeship service (the Service) allows employers to create a digital account and use it to pay for apprenticeship training using funds from their apprenticeship levy.
2. The Service holds details of an employer's apprentices. These details can be added individually or through a bulk upload process. This document contains details of the bulk upload facility available to you as a training provider.
3. When an apprentice's details are added to the Service, both you and the employer must confirm that they're correct.
4. Each month, the Education and Skills Funding Agency will compare the apprentice details in your Individualised Learner Record (ILR) to the apprentice details in the apprenticeship service. If the details match a monthly funding payment will be made.
5. The apprentice bulk upload will allow you to enter details of apprentices before they start their training. The bulk upload cannot be used to update or amend an apprentice's details once they have been approved and have started their programme.

How to create a bulk upload file

6. The bulk upload file is a comma separated values (CSV) file that you can use to upload details of one or several apprentices at the same time to the apprenticeship service.
7. In most cases, your management information system should be able to create a CSV file that you can use during the bulk upload process. If your system can't do this, a bulk upload template file is available to download from within the apprenticeship service.
8. The filename format is not mandated however, the following format is suggested for ease of identification:

UKPRN-yyyymmdd.CSV where:

UKPRN	is your provider UKPRN
yyyymmdd	is the date the file was generated

Each element is separated by a hyphen.

How and when to return the bulk upload

9. Training providers can add apprentice data to the Service through the 'Your cohorts' section. The data must be added and approved by both you and the employer before the Education and Skills Funding Agency will release any funds from the employer's account.
10. Each bulk upload file is for a single employer/provider pairing. You can't upload data for multiple employers using a single file. If you need to upload data for multiple employers, you'll need to create a separate file for each one.
11. You can only include apprentices who are on a 'Standard' apprenticeship training course; any backdated apprentices on a 'Framework' apprenticeship training course need to be added manually.

Deleting or updating records

12. Each file you upload will overwrite any apprentice details you've already uploaded to the cohort for that employer. This means that if you wish to add, delete or change any apprentice details in a cohort before you or the employer approve them, you will need to upload a new file containing all the apprentices again. You cannot upload a file with changes for just a single apprentice.
13. Once both you and the employer have approved the apprentices within a cohort, the apprentice records are locked. No further changes can be made through the bulk upload process at this point – you will be able to edit apprentice details in the 'Manage apprentices' section.

File validation and error correction

14. Validation rule checks are carried out on any file you upload. The rules check:
 - a. the format of your file is correct
 - b. all mandatory fields have been entered
 - c. the field data types are valid
 - d. the field lengths are valid
 - e. data for consistency across related fields, for example there are no existing ("overlapping") apprenticeships for the same learner on the dates you've provided.

The validation rules are listed at the end of this document

15. If your file upload fails any validation checks, the entire file will be rejected, and no data will be uploaded to the Service. You will then need to review and correct any errors and re-upload the file.

Table of fields and data definitions

Field Name	Data Type	Size	Format/Valid Entries	Mandatory
Updated June 21 CohortRef	String	20		N
New June 21 AgreementID	String	6		Y
ULN	bigint	10	1000000000 – 9999999998	Y
FamilyName	string	100		Y
GivenNames	string	100		Y
DateOfBirth	date	10	YYYY-MM-DD	Y
New June 21 EmailAddress	Email	200	Valid email address	Y
Updated June 21 StdCode	int	5	Valid entry from LARS	Y
Updated June 21 StartDate	date	10	YYYY-MM-DD	Y
EndDate	string	7	YYYY-MM	Y
TotalPrice	int	6	Amount in pounds to the nearest whole pound (excluding VAT)	Y
EPAOrgID	string	7	EPAXXXX	N
ProviderRef	string	20		N

Detailed field specification

Cohort reference			
Definition	The reference from the apprenticeship service		
Data definition			
Field name	CohortRef	Mandatory	N
Field length	20	Data type	string
Valid entries			
Notes			
<ul style="list-style-type: none"> The reference for the cohort is created when the employer sends the training provider a request to upload apprenticeship details to the apprenticeship service, or when a training provider creates a cohort on behalf of the employer. The cohort reference uniquely identifies a specific group of apprentices being uploaded to the apprenticeship service for one employer. There can be one or multiple apprentices in a cohort. 			
Change management notes			
V4	Updated June 2021 optionality: this field is now optional.		

Agreement ID			
Definition	The identifier for the employer organisation		
Data definition			
Field name	AgreementID	Mandatory	Y
Field length	6	Data type	string
Valid entries			
Notes			
<ul style="list-style-type: none"> The Agreement ID uniquely identifies the employer to the Service when adding apprentices through file upload. The Agreement ID must match the employer on the cohort. 			
Change management notes			
V4	New June 2021		

Unique learner number			
Definition	The apprentice's unique learner number (ULN), as held on the Learner Register, obtained from the Learning Records Service (LRS).		
Data definition			
Field name	ULN	Mandatory	Y
Field length	10	Data type	bigint
Valid entries			
1000000000 – 9999999998			
Notes			
<ul style="list-style-type: none"> The ULN recorded here must be the same as the one recorded for the apprentice in the ILR in order for funding payments to be generated The ULN is a mandatory field and the value of 9999999999 is not valid and cannot be used. The ULN must be unique for the duration of the apprenticeship: i.e., there cannot be any 'overlapping' apprenticeship records with the same ULN for the same dates on the Service. 			
Change management notes			

Family name			
Definition	The surname (last name or family name) of the apprentice.		
Data definition			
Field name	FamilyName	Mandatory	Y
Field length	100	Data type	string
Valid entries			
Notes			
<ul style="list-style-type: none"> The name recorded here should be the same as the one recorded for the apprentice in the ILR and the Learning Records Service (LRS). 			
Change management notes			

Given names			
Definition	The forenames (first names) of the apprentice.		
Data definition			
Field name	GivenNames	Mandatory	Y
Field length	100	Data type	string
Valid entries			
Notes			
<ul style="list-style-type: none"> The name(s) recorded here should be the same as the ones recorded for the apprentice in the ILR and the Learning Records Service (LRS). 			
Change management notes			

Date of birth			
Definition	The date of birth of the apprentice.		
Data definition			
Field name	DateOfBirth	Mandatory	Y
Field length	10	Data type	date
Valid entries			
A valid date, using the date pattern YYYY-MM-DD			
Notes			
<ul style="list-style-type: none"> The date of birth recorded here should be the same as the one recorded for the apprentice in the ILR and the Learning Records Service (LRS). If you are using Microsoft Excel to edit or view a bulk upload file please note that it will apply the default format of dd/mm/yyyy whenever you open the file and so this will need to be reformatted to the valid format of yyyy-mm-dd before you save and upload the file. If you want to check the file without affecting the date format, then you can open it using Notepad. 			
Change management notes			

Email address			
Definition	The email address of the apprentice.		
Data definitions			
Field name	EmailAddress	Mandatory	Y
Field length	200	Data type	string
Valid entries			
A valid email address, in the format of username@domain.top-domain			
Notes			
<ul style="list-style-type: none"> This field holds the email address of the apprentice The email address must be unique for the duration of the apprenticeship:i.e., there cannot be other apprenticeship records with the same email address that would overlap with the start and end date of this apprenticeship. 			
Change management notes			
V4	New June 2021		

Apprenticeship standard code			
Definition	The apprenticeship standard code for the learning being undertaken		
Data definitions			
Field name	StdCode	Mandatory	Y
Field length	5	Data type	int
Valid entries			
A valid entry from the standard code list in the LARS database			
Notes			
<ul style="list-style-type: none"> The Standard code recorded here must be the same as the one recorded for the apprentice in the ILR in order for funding payments to be generated. 			
Change management notes			
V4	Updated June 2021 optionality: this field is now mandatory.		

Start date			
Definition	The day, month and year in which the apprenticeship funding is planned to start		
Data definitions			
Field name	StartDate	Mandatory	Y
Field length	10	Data type	date
Valid entries			
A valid date, using the date pattern YYYY-MM-DD			
Notes			
<ul style="list-style-type: none"> This field should record the day, month and year in which funding can start for this apprentice. This will be the same initially as the date on which training starts with this provider. The Learning start date recorded on the ILR must be on or after the start date recorded here in order for funding payments to be released. The start date must be on or after 1 May 2017 and after 1 May 2019 for transfer-funded apprenticeships <p>If you are using Microsoft Excel to edit or view a bulk upload file, please note that it will apply the default format of dd/mm/yyyy whenever you open the file and so this will need to be reformatted to the valid format of yyyy-mm-dd before you save and upload the file. If you want to check the file without affecting the date format, then you can open it using Notepad.</p>			
Change management notes			
V4	Updated June 2021 format to include a day (YYYY-MM-DD), added guidance		

End date			
Definition	The month and year by which the provider and apprentice plan to complete the apprenticeship programme		
Data definitions			
Field name	EndDate	Mandatory	Y
Field length	7	Data type	string
Valid entries			
A valid date, using the date pattern YYYY-MM			
Notes			
<ul style="list-style-type: none"> This field should record the month and year in which the apprentice plans to complete their programme and the time period over which funding will be released. This date must include both the training and end point assessment period. 			
Change management notes			

Total price			
Definition	The negotiated price for the training and end point assessment		
Data definitions			
Field name	TotalPrice	Mandatory	Y
Field length	6	Data type	int
Valid entries			
Actual amount in pounds to the nearest whole pound (excluding VAT)			
Notes			
<ul style="list-style-type: none"> The total price recorded here is the total cost of the apprenticeship and includes both the training cost and the cost of end point assessment. In order for funding payments to be generated the data recorded here must match the total price recorded in the ILR, which is the sum of the training price and assessment price fields held in the ILR. If the cost of the end point assessment cost is not known at the start of the apprenticeship, then only the training costs should be recorded here. Do not include an estimated value for the end point assessment cost. The total cost can be amended at a later point on the service once the end point assessment cost has been confirmed. 			
Change management notes			

End-point assessment organisation			
Definition	The identifier for the organisation that will be carrying out the end point assessment for the standard		
Data definitions			
Field name	EPAOrgID	Mandatory	N
Field length	7	Data type	string
Valid entries			
A valid end point assessment organisation id from the register of end-point assessment organisations in the format EPAXXXX where X is an integer from 0-9			
Notes			
<ul style="list-style-type: none"> The register of end-point assessment organisations is available to download If the assessment organisation is not known at the start of the programme then this field should be left blank <p>The end point assessment organisation is not currently being recorded and so does not need to be completed in the bulk upload. You will be asked to add this information later during the apprentice's programme.</p>			
Change management notes			

Provider Reference			
Definition	This field collects data specified by the provider for their own use		
Data definitions			
Field name	ProviderRef	Mandatory	N
Field length	20	Data type	string
Valid entries			
Notes			
<ul style="list-style-type: none"> This field is optional for use by the provider to record their own reference. The employer will not be able to see this information. You must not include personal data such as the apprentice's name in this field 			
Change management notes			

Validation Rules

Version 4 – The validation rules have been revised in this version of the specification. Some rules are not new – they have been enforced on the service previously but have not been documented before.

Rule Name	Error Condition	Error message
CohortRef_01	CohortRef must be the same for all learners in the file	The *cohort reference* must be the same for all apprentices in your upload file
CohortRef_02	CohortRef does not match the current cohort	The *cohort reference* doesn't match your current cohort
New June 21		
AgreementID_01	AgreementID is Null / Empty	*Agreement ID* must be entered
New June 21		
AgreementID_02	AgreementID is not a valid Agreement ID	You must enter a valid *Agreement ID*
New June 21		
AgreementID_03	Agreement ID does not match Agreement ID of employer on the cohort	The employer on the cohort does not match the "Agreement ID"
ULN_01	ULN fails the Regular Expression: $^{\wedge}[1-9][1][0-9]{9}\$$	You must enter a 10-digit *unique learner number*
ULN_02	ULN == 9999999999	The *unique learner number* of 9999999999 isn't valid
ULN_03	The same ULN is in use on another record	The *unique learner number* has already been used for an apprentice in this cohort
FamilyName_01	FamilyName is Null/Empty	*Last name* must be entered
FamilyName_02	Field length > 100	You must enter a *last name* that's no longer than 100 characters
GivenNames_01	GivenNames is Null/Empty	*First name* must be entered

Rule Name	Error Condition	Error message
GivenNames_02	Field length > 100	You must enter a *first name* that's no longer than 100 characters
DateOfBirth_01	DateOfBirth is Null or Invalid date value	You must enter the apprentice's *date of birth* using the format yyyy-mm-dd, for example 2001-04-23
DateOfBirth_02	StartDate - DateOfBirth < 15 years	The apprentice's *date of birth* must show that they're at least 15 years old at the start of their training
New June 21		
EmailAddress_01	EmailAddress is Null/ Empty	*Email address* must be entered
New June 21		
EmailAddress_02	Email address fails format check (username@domain.top-domain)	You must enter a valid *email address*
New June 21		
EmailAddress_03	Field length > 200	You must enter an *email address* that's no longer than 200 characters
StdCode_01	Field length > 5	The *Standard code* must be 5 characters or fewer
StdCode_02	StdCode is Null / Empty	You must enter a *Standard code*
Training_01	Standard specified not found in LARS Lookup	You must enter a valid *Standard code*
StartDate_01	StartDate is Null or Invalid date value	You must enter the *start date*, for example 2017-09-01
StartDate_02	StartDate is <01-05-2017	The *start date* must not be earlier than May 2017

Rule Name	Error Condition	Error message
New June 21 StartDate_03	StartDate is > end of Current AY + 1 year	The *start date* must be no later than one year after the end of the current teaching year
New June 21 StartDate_04	Cohort is for a funds-transfer AND StartDate < 01-05-2019	The *start date* for apprenticeships funded through a transfer must not be earlier than May 2019
New June 21 StartDate_05	StartDate => an existing record with the same ULN	The *start date* overlaps with existing training dates for the same apprentice
New June 21 StartDate_06	StartDate => an existing record with the same email address	The *start date* overlaps with existing training dates for an apprentice with the same email address
EndDate_01	EndDate is Null or Invalid date value	You must enter the *end date*, for example 2019-02
EndDate_02	EndDate<=StartDate	You must not enter an *end date* that's earlier than the start date
EndDate_03	EndDate < an existing record with the same ULN	The *end date* overlaps with existing training dates for the same apprentice
New June 21 EndDate_04	EndDate < an existing record with the same email address	The *end date* overlaps with existing training dates for an apprentice with the same email address
TotalPrice_01	Empty or invalid value	You must enter the *total cost of training*
TotalPrice_02	TotalPrice >100,000	The *total cost* must be £100,000 or less
ProviderRef_01	Where ProviderRef <> NULL/Empty String/Whitespace And Field length > 20	The *Provider reference* must be 20 characters or fewer