

2012/13 Learning Aim Reference Application (LARA)

User Guide

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User Guide

Learning Aim Reference Application

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Introduction

1.1 Learning Aim Reference Application overview

The Learning Aim Reference Application (LARA) holds data on learning aims recognised by the Education Funding Agency (EFA) and the Skills Funding Agency, both funded and non-funded. This document is structured to cover the 2012/13 academic year. For each learning aim it holds the information required to support the data collection activities of the Data Service, which also support the funding and data analysis activities of the EFA and the Skills Funding Agency and other organisations in the sector.

The information in the LARA is used to validate Individualised Learner Record (ILR) data, submitted by Providers, and to calculate funding for various types of provision. *The types of 'Funding' data available depend upon the Academic Year*

For Academic Year 2012/13, the following are applicable:

- 16-18 Learner Responsive (16-18 LR)
- Adult Learner Responsive (ALR)
- Employer Responsive Apprenticeship (ER App)
- Employer Responsive Other (ER Other)
- Adult Safeguarded Learning (ASL)
- 16-18 Learner Responsive School Sixth Form (16-18 LR SSF)
- Offender Learning and Skills Service (OLASS)
- Adult Skills Budget (ASB)

1.2 Accessing the LARA

The LARA is available online via the Provider Extranet LARA page.

<http://gateway.imservices.org.uk/sites/lara>

You can [search](#) for information and [download](#) data extracts to a local PC.

The LARA is accessed online using a web browser and has been tested with

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Internet Explorer 7 and 8. Other browsers may work but have not been tested and are not supported.

If you choose to download a data extract, for example for use with the LIS:

- You will need to download the file, and then unzip it using suitable extraction software.
- You will need sufficient hard disk space to store the file on your PC. (The size in megabytes of each file available to download is displayed on the appropriate downloads page – the unzipped file size will be much larger).

1.3 Additional LARA documentation

Details of additional LARA documents are available from the Learning Aim Reference Application page under the 'Software' section of the Data Service website which is

<http://www.thedataservice.org.uk/Services/DataCollection/software/lara/>

1.4 LARA data changes

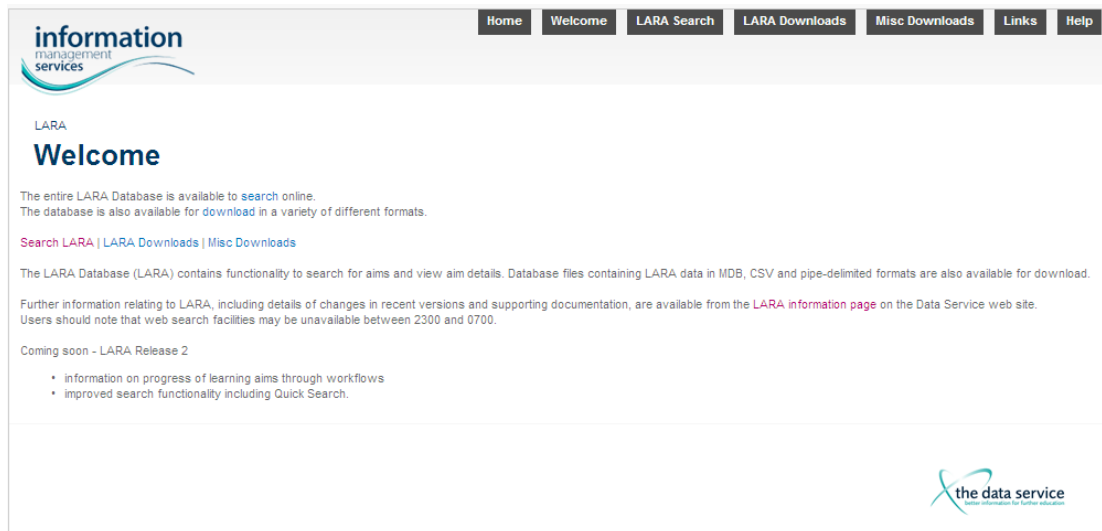
Website users are notified of changes through regular News Items in the [Updates](#) area of the Data Service website.

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1.5 Navigate the LARA

The **Welcome** page looks like this:



The screenshot shows the LARA Welcome page. At the top left is the 'information management services' logo. To the right is a navigation menu with buttons for Home, Welcome, LARA Search, LARA Downloads, Misc Downloads, Links, and Help. The main content area has the heading 'LARA Welcome'. Below this, it states: 'The entire LARA Database is available to [search](#) online. The database is also available for [download](#) in a variety of different formats.' There are links for 'Search LARA', 'LARA Downloads', and 'Misc Downloads'. A paragraph follows: 'The LARA Database (LARA) contains functionality to search for aims and view aim details. Database files containing LARA data in MDB, CSV and pipe-delimited formats are also available for download. Further information relating to LARA, including details of changes in recent versions and supporting documentation, are available from the [LARA information page](#) on the Data Service web site. Users should note that web search facilities may be unavailable between 2300 and 0700.' Below this is a section titled 'Coming soon - LARA Release 2' with a bulleted list: 'information on progress of learning aims through workflows' and 'improved search functionality including Quick Search.' At the bottom right of the page is the 'the data service' logo.

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A menu bar is available at the top of all LARA pages:



Home	accesses the LARA Welcome page
Welcome	accesses the LARA Welcome page
LARA Search	accesses the LARA Aims Search page
LARA Downloads	accesses the LARA Downloads page
Misc Downloads	accesses the LARA Miscellaneous Downloads page (Operational with the next release of LARA)
Links	opens a new window displaying the LARA useful links page from the Data Service website – this lists links to useful web pages
Help	opens a new window displaying LARA help text

1.6 Support

You can select the **Help** link in the header menu from any LARA screen – the Help page will display in a new window.

Information is available in the LARA folder of the Data Service website at <http://www.thedataservice.org.uk/Services/DataCollection/software/lara/> including:

- [LARA Table and Field definitions for 2012/13 Version 2](#)
- [*NEW*: 2012/13 The Data Service - LARA V1.1 online training module can be accessed here](#)

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If you have any queries or require further information on the LARA, contact 'The Data Service' Service desk on

Address: Service Desk
The Data Service
Cheylesmore House
Quinton Road
Coventry
CV1 2WT
Telephone: 0870 2670001
Email: servicedesk@thedata-service.org.uk

Search tips are available on the **LARA Search** screen



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2 Searching

In this section you will find instructions for searching for learning aims, viewing and downloading the results of a search, and viewing and printing details for learning aims. You will also find details of how to view frameworks and a list of aims within a framework.

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The LARA Search page looks like this:



LARA
Search

[Home](#) | [Welcome](#) | [LARA Search](#) | [LARA Downloads](#) | [Misc Downloads](#) | [Links](#) | [Help](#)

To search the Learning Aim Reference Application (LARA) enter the information you know and press the Search button. When specifying search criteria for text fields you can use the "*" and "%" characters as wild cards.

Search Tips

Aim Reference:

Awarding Org Aim Reference:

Show: Current Aims only Any Aim

Teaching Year:

Funding/Collection

Show: All Aims

ANY 16-18 LR Adult LR ER App ER Other ASL 16-18 LR SSF OLASS ASB

Title:

Start Date: (dd/mm/yyyy)

End Date: (dd/mm/yyyy)

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Search using LARA Search

LARA Search (available via the 'LARA Search' link) allows you to search for specific values in specific fields:

- Aim Reference
- Title
- Awarding Org Aim Reference
- Teaching Year
- Start Date
- End Date
- Aim Type Code
- LDCS Code
- Awarding Org Code
- Framework Type
- Framework
- Funding Status
- Notional NVQ Level/V2
- Sector Subject Area
- Level 2 Category
- Level 3 Category
- Sector Lead Body
- Records Changed From and To
- Records Added From and To

In addition, by selecting the appropriate radio button you can restrict your search using

- Current Aims
- Funding/Collection
- Notional NVQ Level/V2
- QCF Aims
- Counts towards 2010 Skills for Life National Target
- FE/HE Status

To access the LARA Search page use one of the following:

- Click the **LARA Search** link from the header menu on any page
- Click the **Search LARA** link from the Welcome page

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You can enter as many or as few search criteria as you want. The more search fields that you populate, the more refined your search will be (in other words fewer results).

If you enter a learning aim reference or awarding body aim reference, all other search criteria will be ignored.

The search defaults to the current Teaching Year. The Funding/ Collection section allows you to locate aims relevant to different funding models or collection types. The options available depend on the selected Teaching Year.

For Academic Year 2012/13, the following are applicable:

- 16-18 Learner Responsive (16-18 LR)
- Adult Learner Responsive (ALR)
- Employer Responsive Apprenticeship (ER App)
- Employer Responsive Other (ER Other)
- Adult Safeguarded Learning (ASL)
- 16-18 Learner Responsive School Sixth Form (16-18 LR SSF)
- Offender Learning and Skills Service (OLASS)
- Adult Skills Budget (ASB)

Once you have populated at least one search field, click the **Search** button to start the search.

(Clicking the **Clear** button clears the search fields ready for a new search. Clicking the **Search Tips** link opens up the LARA search tips page.

The search fields can be populated as described in the following list. Except for the teaching year field they are all optional.

For more detail on each LARA field see the **Populate search fields** section of this document. Details on using wildcards, dropdown lists, scroll boxes and option buttons are provided in later sections.

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2.1.1 Populate search fields

Aim Reference	Type in an aim reference (use wildcards if required). Note: if an aim reference is entered all other criteria will be ignored.
Title	Type in an aim title or part of an aim title
Awarding Organisation Aim Reference	Type in the awarding organisation aim reference (use wildcards if required). Note: if an awarding body aim reference is entered all other criteria except aim reference will be ignored.
Show: Current Aims only or Any Aim	Select an option. The default is Current Aims only, which returns aims only if the Current Provision Code field is set to Y, or you can choose Any Aims.
Teaching Year:	Select from the dropdown list. The LARA holds information for the 2012/13 teaching year. The default is the current year.
Funding/Collection	Select an option. The default is Any Aim. Selecting one of the other options will return only aims available for new starters for the selected funding stream.
Academic Year 2012/13 Funding Options	Any Aim 16-18 LR Adult LR ASL ER App ER Other 16-18 LR SSF Offender Learning and Skills Service (OLASS) Adult Skills Budget (ASB)
Start Date: (dd/mm/yyyy) End Date: (dd/mm/yyyy)	The 'Start date' and 'End date' allow you to enter dates to determine whether and when a particular aim is valid for use with a particular funding stream (Teaching Year 2012/13 onwards)
Aim Type Code	Enter the aim type code or description
LDCS Code	Learn Direct Classification System Code (LDCS) or description
Awarding Organisation Code	Enter the awarding organisation code or name

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Framework Type	The Framework type of a programme which a learner may undertake.
Framework	Enter the framework code or description.
Section 96 Approval Status	Select one or more values from the scroll box. The default is no value (blank).
Skills Funding Agency Approval Status	Select one or more values from the scroll box. The default is no value (blank).
Notional NVQ Level/V2	Select an option to choose which of the fields to search. Then select one or more values from the scroll box. The default is no value (blank). Notional NVQ Level Notional NVQ Level V2
Sector Subject Area	Select from the dropdown list. The default is no value (blank).
Level 2 Category	Select one or more values from the scroll box.
Level 3 Category	Select one or more values from the scroll box.
QCF Aims Any Aim Non-QCF QCF	Select an option. The default is Any Aim, or you can choose to search only for aims that are part of the Qualifications and Credit Framework (QCF), or only for aims that are not.
Counts towards 2010 Skills for Life National Target Any Aim	Select an option. The default is Any Aim, or you can choose to search only for aims that count towards the 2010 national target for Skills for Life.
FE/HE Status: Any Aim FE Aims HE Aims	Select an option. The default is Any Aim, or you can choose to search for FE-only or HE-only aims.
Sector Lead Body:	Displays the Sector Lead Bodies
Records Changed From: - To: (dd/mm/yyyy)	Type in dates in the format dd/mm/yyyy (include the / characters).
Records Added From: - To: (dd/mm/yyyy)	Type in dates in the format dd/mm/yyyy (include the / characters).

2.1.2 Using wildcards

When specifying your search criteria you can use wildcards to represent 'missing' characters:

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LARA wildcard search characters are * and %.

For example, searching for medi% in the **Title** field would return learning aims with titles containing words such as medical, medicine, and media. Searching for %medi% would also include words such as intermediate.

In general you do not need to enter wildcards into search fields because the search functionality assumes they are there. For example if you enter 'engine' into the title field, any qualifications with engine or engineering in their title will be returned.

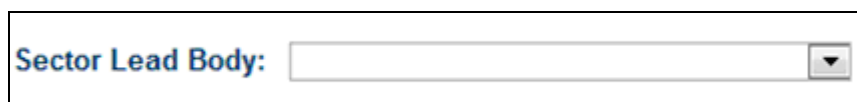
However there are a few exceptions when you may want to enter wildcards:

- The aim reference and awarding organisation aim reference fields require you to enter wildcards explicitly.
- You may wish to enter wildcards in the middle of a phrase - for example 'bus%imp' would match qualifications in Business Improvement Techniques

Note: if you use wildcards, your search may return an excessively large number of results. You may need to refine the search criteria to return fewer results. However, if your search is not returning the learning aim you expected, you may have to use wildcards

2.1.3 Using dropdown lists

Dropdown lists look like this:



You can select one item on each dropdown list, if required. To select an item click on the arrow at the right hand side, to reveal the dropdown list, then click on the item to select it. To change the selection, click on another item.

The teaching year dropdown always contains a value. The others have a blank line at the top of the list to represent that no value has been specified (because a selection is not compulsory).

2.1.4 Using scroll boxes

Scroll boxes look like this:

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Skills Funding Agency	No longer confirmed for Funding
Approval Status:	Unassigned Code
	Unknown
	Not applicable/Out of scope

You can select one or more values in the scroll boxes, if required. Selected items are highlighted. Select/deselect a single item by clicking on it. Select/deselect more than one item by holding down the Ctrl key on your keyboard while clicking on all the items required. To deselect all values, click on the blank line at the top of the list.

Use the up and down arrows at the right hand side to browse the lists. Scrolling up and down may hide items that have been selected, but they remain selected even if hidden.

2.1.5 Using option buttons

Option buttons look like this:

<input type="radio"/> ANY <input type="radio"/> 16-18 LR <input type="radio"/> Adult LR <input type="radio"/> ER App <input type="radio"/> ER Other <input type="radio"/> ASL <input type="radio"/> 16-18 LR SSF <input type="radio"/> OLASS <input type="radio"/> ASB
--

Option buttons can be used to restrict the results to a subset of aims, for example only Current Provision, Funding/Collection, QCF Aims, Counts towards 2010 Skills for Life National Target, FE/HE Status, or in the case of Notional NVQ Level/V2, the option button is used to choose which field to search – either the original NVQ level scale or the new NVQ level scale version 2.

If required, click on the button to change the selection.

2.1.6 Framework Search

Framework codes are used in the ILR XML element name FworkCode. Framework codes are applied to three different types of Framework;

- Diplomas (14-19), Level 1 to 3,
- Foundation Learning/Progression Pathways
- Apprenticeships, Advanced Apprenticeships and Higher Level Apprenticeships.

From the **LARA Search** page click on the **Framework Type** drop down list and select a framework type, for example (2 - Advanced Level Apprenticeship) and click **search**.

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The **Framework Type** drop down list looks like this:

Show: Current Aims only Any Aim

Teaching Year:

Funding/Collection

Show: All Aims

ANY 16-18 LR Adult LR ER App ER Other ASL 16-18 LR SSF OLASS ASB

Start Date: (dd/mm/yyyy) End Date: (dd/mm/yyyy)

To search by Aim Type, LDCS Code or Awarding Organisation enter a code and/or name/description.

Aim Type Code: Desc:

LDCS Code: Desc:

Awarding Org Code: Name:

To see the structure of frameworks, enter search criteria and click 'Search Framework'. Note: The framework type and code fields are linked. If a Framework Type is selected, then this will limit the Framework Codes that can be selected.

Framework Type:

Framework:

- 10 - Higher Apprenticeship
- 11 - Progression Pathway to a Level 2 Apprenticeship Framework - not valid for new starters from 1 August 2010
- 12 - Progression Pathway to a first full Level 2 - not valid for new starters from 1 August 2010
- 13 - Progression Pathway to independent living or supported employment - not valid for new starters from 1 August 2010
- 14 - Progression Pathway to a Foundation (Level 1) Diploma or GCSEs - not valid for new starters from 1 August 2010
- 15 - Diploma - level 1 (foundation)
- 16 - Diploma - level 2 (higher)
- 17 - Diploma - level 3 (progression)
- 18 - Diploma - level 3 (advanced)
- 19 - Foundation Learning Programme
- 2 - Advanced Level Apprenticeship
- 20 - Higher Apprenticeship - level 4
- 21 - Higher Apprenticeship - level 5
- 3 - Intermediate Level Apprenticeship
- 99 - Not Applicable

Skills Funding Agency Approval Status:

Select the **Search Framework** button to view the Frameworks Search screen.

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The Frameworks Search screen looks like this:

LARA

Framework Search

To search for a framework enter the information you know and press the Search button.
When specifying your search criteria you can use the "%" character as a wild card e.g. "%cycl%" would match both "Bicycle" and "Motorcycle".

Framework Type:

Framework: Desc:

Framework Code	Framework Desc	Framework Type Code	Pathway Code	Pathway
101	Agriculture	2	0	
102	Business Administration - Advanced Apprenticeship	2	0	
103	Process Technology - Advanced Apprenticeship	2	0	
104	Children's Care Learning and Development - Advanced Apprenticeship	2	0	
105	Electrotechnical - Advanced Apprenticeship	2	0	
106	Engineering - Advanced Apprenticeship	2	0	
107	Engineering Construction - Advanced Apprenticeship	2	0	
111	Polymer Processing and Signmaking - Advanced Apprenticeship	2	0	
112	Retail - Advanced Apprenticeship	2	0	
113	Metals Processing - Advanced Apprenticeship	2	0	

The table is displayed in Framework code order, but you can sort it by any column by clicking on the column heading.

2.1.7 View all the aims in a Framework

You can view all the aims (Diploma, Apprenticeship or Foundation Learning) within a particular framework.

On the Lara Search page click on the **Search Framework** button to access the Framework Search page.

The **Framework Search** screen looks like this:

Framework Type:

Framework: Desc:

Enter the Framework Type, Framework code or the framework description (with wildcards if required) and click on the **Search** button. For example, searching for Advanced Level Apprenticeship with hair in the description returns the following Framework Details:

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The **Framework Details** screen looks like this:

Framework: 508 - Hairdressing - Advanced Level Apprenticeship

Issued Title:

Framework Type: 2 - Advanced Level Apprenticeship

Pathway: 0 -

Issuing Authority: 120 - SkillsActive

Effective From: 27/06/2011

Effective To:

Framework Version:

Framework Annual Values

Year	Sector Subject Area Tier One	Sector Subject Area Tier Two
2011/12	07 - Retail and Commercial Enterprise	07.3 - Service Enterprises
2012/13	07 - Retail and Commercial Enterprise	07.3 - Service Enterprises

Framework Funding Details

Framework Common Components

Code	Description	Level	Effective From	Effective To
1	Key Skills in Communication	2	27/06/2011	
10	Functional Skills Mathematics	2	27/06/2011	
11	Functional Skills English	2	27/06/2011	
12	Functional Skills Information and Communication Technology	2	27/06/2011	

The **Framework Details** page shows details of:

- Framework Code
- Framework Type
- Issuing Authority
- Effective from; Effective to: Dates
- Framework Version
- Framework Annual Values
- Framework Funding Details
- Framework Common Components
- Related Learning Aims

You can filter the list by Framework type. Select an option from the **Framework Type** dropdown menu and click **Search**.

For frameworks containing large numbers of aims, you can download a list of aims to a comma-separated (CSV) or pipe-delimited (PSV) text file.

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Search

In this section you will find information for searching for learning aims using Search. You can enter as many or as few search criteria as you want. The more search fields that you populate, the more refined your search will be (in other words fewer results).

If you enter a learning aim reference or awarding body aim reference, all other search criteria will be ignored. Once you have populated at least one search field, click the search button to start the search.

The **Search** screen looks like this:

LARA
Search

To search the Learning Aim Reference Application (LARA) enter the information you know and press the Search button. When specifying search criteria for text fields you can use the "*" and "%" characters as wild cards.

Search Tips

Aim Reference: Title:

Awarding Org Aim Reference:

Show: Current Aims only Any Aim

Teaching Year:

Funding/Collection

Show: All Aims

ANY 16-18 LR Adult LR ER App ER Other ASL 16-18 LR SSF OLASS ASB

Start Date: (dd/mm/yyyy) End Date: (dd/mm/yyyy)

You will always default to the current Teaching Year - '2012/13'. For Academic Year 2012/13 the following options are applicable:

- Any Aim
- Any
- 16-18 LR
- Adult LR
- ASL
- ER App
- ER Other
- 16-18 LR SSF
- Offender Learning and Skills Service (OLASS)
- Adult Skills Budget (ASB)

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Note if the 'Any Aim' radio button is selected, then the other fields will be disabled.

When using the Aims Search screen, the 'Start Date' will default to '01/08/2012' and the 'End Date' will default to '31/07/2013' for the teaching year 2012/13.

These dates can be amended to reflect the period in which you are interested in for the teaching year 2012/13 onwards.

If the 'Any Aim' radio button is selected, then these fields will be disabled.

Once a radio button has been selected for ('16-18 LR', 'Adult LR', ASL, ER App, ER Other, 16-18 LR SSF) the '**Start Date**' and '**End Date**' will become operational.

After selecting dates in the "Start date" and "End date", this will search for aims that are 'Valid' between these dates for the chosen funding stream.

2.2 View search results

For example, if you selected;

1. **Current aims only**
2. **Teaching Year 2012/13**
3. Under the heading 'Funding/Collection' radio button '**16-18 LR**'
4. Select '**Search**'

You will be presented on the Results screen with those current Learning Aims in the Funding collection for 16-18 LR.

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The **Results** screen looks like this:

LARA

Search Results

[New Search](#) | [Modify Search](#)

Click the column title to order the results by that column.
CSV | PSV

Note: the search has stopped after finding 5000 matching records. The record you require may not have been found, to reduce the number of matched records please modify your search to use more specific criteria.

Learning Aim Ref	Learning Aim Title	Awarding Org	Awarding Org Aim Ref	Current Provision Indicator	Notional NVQ Level V2	Any	16-18 LR	Adult LR	ER App	ER Other	ASL	16-18 LR SSF	OLASS	ASB
00205574	STCW 95 Proficiency in Survival Craft and Rescue Boat	MCA		Y	X	AA	AA	NN			AA	AA		
00222721	Basic Education for Students with Moderate and Severe Learning Difficulties	NONE		Y	X	AA	AA	AA						
00222787	Adult Continuing Education (Lewisham College)	NONE		Y	X	AA	AA	AA						
00222789	Pre-Vocational Access (Lewisham College)	NONE		Y	X	AA	AA	AA						

To navigate through the list, use the buttons available at the bottom of the page. You can scroll forwards or backwards one page at a time, or jump to the start or end of the list.

You can order the list of results by any column. Click on a column heading to order the results by that column. The default sort order is the current provision list of Learning Aims.

The status codes in the final 9 columns reflect the status at the start and end dates of the search range shown above.

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These are;

A - available on that date

N - not available for new starters on that date

X - not available on that date

W - will become available after that date

(Note: The Results Screen will also display information on Status Codes for other Funding Models associated with the aim)

The status codes in the final 9 columns reflect the status at the start and end dates of the search range.

Each 'Status Code' indicates that for the 'Start date and End date' that you are entering what the Status Code is for that Learning Aim.

For example, if you see the following Status code below;

AA – Available on the Start Date and Available on the End date

AN - Available on the Start Date and not available for new starters for the End Date entered/selected (And maybe at some point prior to the End date).

For more information about Validity with a particular Learning Aim, select the learning aim from the Search results screen and select the appropriate Funding Tab that you need more information on.

If the aim you are looking for is not there, or there are too many pages to look through, click on **Modify Search** to refine your criteria, or **New Search** to clear the search criteria and start again. Both of these are located at the top of the search results page.

To view the details for an aim, click on its title. See the **View aim details** section of this document.

2.3 Aim availability

Current provision indicator

An aim reference flagged as 'current provision' is the most current code for new starters (for use in ILR data), but other codes may still be valid for use in ILR data.

This field is intended to help users to find the correct code in LARA searches, but does not affect ILR Validation rules. A code which is not current provision

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can still be the correct code to use in ILR data. A code may also be current but not fundable by the Skills Funding Agency or Young People's Learning Agency.

For example if a learning aim has an accreditation end date of 31 December, its 'current provision' status would be changed in the new year, but the code would still be valid for learners who started in that teaching year before 31 December. Also, that code would continue to be valid into the next teaching year for continuing learners who started before the accreditation end date.

Providers should not change learning aim codes in their ILR data solely because a code is not current.

Aims not found on the LARA

If you cannot find the aim you are looking for, or its details are missing or incorrect, it may be due to one of the following reasons:

- Your search criteria may need to be altered in order to include the aim in your results. Either your criteria could be too restrictive, or there may be too many matches. See the [search tips](#) on the Data Service website for more advice.
- The Data Service may be in the process of updating the LARA to include a new aim, or to add annual values. Aims are added to the LARA when the Data Service receives information from awarding bodies, Ofqual and QAA. There is a delay before aims can be added to the LARA, as other information needs to be collated, for example funding data.
- Providers may request the addition of an aim (held for an existing aim). A form with guidance is available from the [LARA documents page](#) of the Data Service website.

2.3.1 Framework aims

If an aim is available to a framework (apprenticeship), it will appear in the list of aims for that framework, and its effective from/to dates will indicate whether or not it is currently available. See the **View all the aims in a framework** section of this document for more details.

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2.4 Download search results

After you have run a search you can download your search results, in comma-separated variable or pipe-delimited format files. Up to 5000 records can be downloaded.

The file will contain the same details as shown on the Search Results page.

Click on **CSV** for comma separated value format or **PSV** for pipe-delimited format. Both of these are located above the results list at the right hand side of the search results page.

The File Download window is displayed, giving the option to 'Open this file from its current location' or 'save this file to disk'. Choose an option and click **OK**.

2.5 View aim details

To find the aim details for aim reference 50094725

- In the **Aim Reference** field type 50094725 then select the **Search button**.

The **Search** screen looks like this:

Search

To search the Learning Aim Reference Application (LARA) enter the information you know and press the Search button. When specifying search criteria for text fields you can use the "*" and "%" characters as wild cards.

[Search Tips](#)

Aim Reference: Title:

Awarding Org Aim Reference:

Show: Current Aims only Any Aim

Teaching Year:

Funding/Collection

Show: All Aims

ANY 16-18 LR Adult LR ER App ER Other ASL 16-18 LR SSF OLASS ASB

Start Date: (dd/mm/yyyy) End Date: (dd/mm/yyyy)

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Once a learning aim has been selected, the information for the selected learning aim is displayed on the Learning Aim Details page, on the following tabs:

The Key Details tab	This is displayed by default. It contains selected information from the other tabs.
The Aim Details tab	This contains details that are common to all funding streams and which are not dependent upon teaching year. For example the awarding body aim reference and notional NVQ level.
The Shared tab	This contains details which are common to all funding streams and which may differ by teaching year. For example, whether an aim has been discontinued.
The 16-18 LR tab	This contains details which relate to the 16-18 Learner Responsive funding stream.
The Adult LR tab	This contains details which relate to the Adult Learner Responsive funding stream.
The ER App tab	This contains details which relate to Apprenticeships within the Employer Responsive funding stream.
The ER Other tab	This contains details which relate to Train to Gain and other provision within the Employer Responsive funding stream.
The ASL tab	The Adult Safeguarded Learning (ASL) tab contains details which relate to the Adult Safeguarded Learning funding stream and which may differ by teaching year. The only table displayed is the Validity table.
The 16-18 LR SSF tab	This contains details which relate to funding of School Sixth Forms
The OLASS tab	This contains details which relate to the Offender Learning and Skills Service funding stream
The ASB tab	This contains details which relate to

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	the Adult Skills Budget funding stream.
The Frameworks tab	This contains details of the framework(s) to which this learning aim relates.
The Superseding Aims tab	Superseding Aims
The Print tab	This will open up a new window containing all aim details, in a printable form.

If the label on a tab is greyed out and you cannot select it, then there is no information available for that tab for the selected year.

See the [Field descriptions](#) section of this document for a description of what each field shows.

2.6 Print LARA pages and aim details

You can print any of the LARA screens using your browser's in-built print options.

If you want to print all the details for a selected learning aim you can use a printer-friendly view of aim details, as displayed on the Print All Aim Details tab.

On the Aim Details page click the **Print All Aim Details** tab. This will open up a new window containing all aim details, and also the Print dialog. Check the settings on this dialog then click the **Print** button.

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3 Downloads

3.1 Types of LARA extract download

You can download a copy of the data extracted from the LARA in any of the following formats:

- Microsoft Access MDB file
- CSV (comma separated variable) file
- PSV (Pipe-delimited variable) files

The downloads are available as compressed files (.zip).

The **Downloads** page looks like this:

LARA Downloads

Current Files

The Learning Aim Reference Application (LARA) is available for download in a variety of formats. Each format is available as a Zip file and you may need a zip utility to unpack the data from the files.
If you are not sure which format you need, check the information available on the [Help](#) page.

If you require files for a different date please check the [download archive](#).

Select the file you require from the list below:

CSV Download

Name

[LARA_20120719_1213_CSV](#) NEW

[LARA_20120719_1112_CSV](#) NEW

MDB Downloads

Name

[LARA_20120719_1213_MDB](#) NEW

[LARA_20120719_1112_MDB](#) NEW

PSV Downloads

Name

[LARA_20120719_1213_PSV](#) NEW

[LARA_20120719_1112_PSV](#) NEW

For each format you can choose to download data for the 2012\13 teaching year.

More information on what is included in the download files will be made available in the technical documents on the [LARA documents](#) page of the Data Service website.

3.2 Current LARA extract downloads

To download the latest version of the LARA data extract, access the LARA Downloads page. Either:

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- Click the **LARA Downloads** link in the header menu or
- Click the **LARA Downloads** link on the Welcome page.

The most current version of the LARA data extract is available for download in the supported file formats. Click on the required file to begin the download.

Follow the instructions on screen to download the file. You will need to unzip the .zip file once the download is complete.














Archives

Archived versions of the Learning Aim Reference Application LARA Downloads are available. The **Archived** page looks like this:

LARA

Archive Downloads

Archived versions of the LARA Downloads are available for the dates shown in the list below.

Name	Created	Type
LARA_20120719_1213_PSV <small>NEW</small>	19/07/2012 20:16	
LARA_20120719_1213_CSV <small>NEW</small>	19/07/2012 20:16	
LARA_20120719_1213_MDB <small>NEW</small>	19/07/2012 20:16	
LARA_20120719_1112_PSV <small>NEW</small>	19/07/2012 20:16	
LARA_20120719_1112_CSV <small>NEW</small>	19/07/2012 20:15	
LARA_20120719_1112_MDB <small>NEW</small>	19/07/2012 20:15	
LARA_20120718_1213_PSV	18/07/2012 20:04	
LARA_20120718_1213_CSV	18/07/2012 20:04	
LARA_20120718_1213_MDB	18/07/2012 20:04	
LARA_20120718_1112_PSV	18/07/2012 20:03	
LARA_20120718_1112_CSV	18/07/2012 20:03	
LARA_20120718_1112_MDB	18/07/2012 20:03	
LARA_20120716_1213_PSV	17/07/2012 11:19	

3.3 Miscellaneous downloads

The Miscellaneous downloads Facility will be available in a future release of LARA.

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4 Field descriptions

In this section you will find a description of all of the fields shown on the LARA learning aim details tabs to describe a learning aim. These are grouped together by the tab on which they appear. Note that there is no listing for the **Key Details** tab, as the fields on this tab also appear on one of the other tabs.

Key Details
 Aim Details
 Shared
 Any
 16-18 LR
 Adult LR
 ER App
 ER Other
 ASL
 16-18 LR SSF
 OLASS
 ASB
 Frameworks
 Superseding Aims
 Print All

4.1 Fields on Aim Details screens

4.1.1 Fields on all tabs

Learning Aim Title	The name of the learning aim, for example: Diploma in Property Residential Property Letting and Management(QCF)
Learning Aim Reference	A unique eight-character code used to identify each learning aim. This is required in the ILR data return, for example: 50094725
Awarding Org	The code and name of the awarding organisation. For example: ABBE-Awarding Body for Built Environment
Learning Aim Type	The code and description of the 'Aim type' of the aim. For example 0002 – GCE A level, 0016 – certificate, 0006 – diploma,
Teaching Year	2012/13

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4.1.2 Fields on Aim details tab

Current Provision Indicator	A Y in this field denotes aims that providers should ideally be using in their ILR returns for learners starting their aim now.
Awarding Org Aim Reference:	An identifier by which the awarding organisation refers to a learning aim.
Regulation Start Date	Ofqual regulation start date
Operational Start Date	Operational Start Date field from Ofqual (or other sources if relevant)
Operational End Date	Ofqual operational end date
Certification End Date	The last date on which certificates will be issued for the learning aim. Learners should complete their program of study by this date.
Aim Discontinued Date:	The date from which the awarding body ceased to offer the learning aim.
Sector Lead Body	Displays which SSC/other body has this aim within its sector qualification strategy. For example; Asset Skills
Notes:	Public Notes/Comments field to indicate anything significant about a particular aim.
Generic Learning Aim:	Indicates that the aim is a class code.
LTRC-Specific Aim:	Aim is specific to LTRC (Long Term Residential College) provision (has a provider factor uplift applied)
Notional Level v2:	A level on the new NVQ scale for all learning aims. Enables learning aims to be analysed against the new expanded NVQ scale (Levels Entry and 1 to 8).
Notional NVQ Level:	A level on the original NVQ scale for all learning aims. Enables learning aims to be analysed against the original NVQ scale (Levels Entry and 1 to 5).
Entry Sub-Level:	For qualifications at Entry level, this field shows the further differentiation into Entry 1, Entry 2 and Entry 3. Some qualifications can cover more than one sub-level (for

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	example a single qualification may cover both Entry2 and Entry3 but not Entry 1)
England FE HE Status:	Identifies whether the learning aim is for Further Education (F) or Higher Education (H).
England Prescribed:	Indicates whether or not a higher education learning aim is prescribed higher education. Prescribed higher education aims are fundable by HEFCE, non-prescribed higher education aims may be funded by the EFA and the Skills Funding Agency (but not in all cases).
Ofqual Offered In England Flag	Offered in England Flag as defined by OFQUAL for this Learning Aim.
Data Source:	Data migrated from the LAD where no other source is identified OFQUAL - Ofqual (The Office of Qualifications and Examinations Regulation)
Source System Reference:	500/9472/5
OFQUAL Number of Units	
OFQUAL Guided Learning Hours:	The notional hours that should be required to deliver the qualification, as obtained from Ofqual.
Qualification Unit Indicator:	Indicates whether the learning aim: <ul style="list-style-type: none"> • was created to correspond directly with a qualification (value 'Q') • was created to correspond directly with a unit (value 'U') • does not correspond directly with either a qualification or a unit (value 'N').
Line of Learning:	The 14-19 Diploma qualifications, including the Principal Learning components, are categorised by a Line of Learning, which relates to the subjects studied
Common Component:	For frameworks, there are some qualifications (such as Key Skills or Functional Skills) where there are several

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	equivalent qualifications of the same type, subject and level. Rather than specifying every single aim reference in a framework, these qualifications are identified by a 'common component' code which represents all the equivalent qualifications.
Map Code:	A code used to group learning aims together in a hierarchy for the purpose of analysis / benchmarking.
Annual Values Removed Date:	For old aims, this indicates when the last annual values record was removed from the database.
Planned Removal Date:	This indicates if, and when, the learning aim is to be removed from the database by the Data Service.
QCF Type	
Created On:	The date and time when the learning aim record was created.
Modified On	
Last Changed:	The date and time when the learning aim details were last changed.
10 - Accredited, not currently Section 96 approved :	Y = Accredited, not currently approved under Section 96 Y/N
11 - Framework completion class code?	. The learning aim is a framework completion class code. Y/N
12 - Learning Aim is for use only on the designated Approved Employer Scheme (Framework) :	. The learning aim is for use only on the designated Approved Employer Scheme (Framework):Y/N
13 - Is this aim one which is accredited but will not be Section 96 approved? :	Is this aim one which is accredited but will not be approved under Section 96 Y/N
14 - QCF Unit Employer Responsive (TTG) :	QCF Unit Employer Responsive (TTG) Y/N
15 - Ineligible for ER and Adult LR provision in 2009/10 - see http://qcf.skillsfundingagency.bis.gov.uk/ :	Ineligible for ER and Adult LR provision in 2009/10 Y/N- see http://qcf.skillsfundingagency.bis.gov.uk
16 - This provision is NOT defined as normal TTG and can ONLY be	This provision is NOT defined as normal TTG and can ONLY be used within the Joint

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used within the Joint Investment Programme :	Investment Programme Y/N
17 - This aim is only funded for adults within OLASS, Offer for the Unemployed and Apprenticeships (where part of the SASE framework specification). :	This aim is only funded for adults within OLASS, Offer for the Unemployed and Apprenticeships (where part of the SASE framework specification). Y/N
Flags Please note Flag numbers can run from 10 to 30. At present only Flags 10-17 are in use. If a new flag is added it would appear on this page.	

4.1.3 Fields on Shared details tab

Skills Funding Agency Approval Status:	Shows the status of this aim in the Skills Funding Agency Approval process
Accreditation Start Date:	The date from which Ofqual have started accreditation for this learning aim where populated. Learners cannot be registered for the aim until this date.
Accreditation End Date:	The date from which Ofqual have ended accreditation for this learning aim where populated. Learners cannot be registered for the aim after this date.
(Section 96) Pre 16:	Displays whether the learning aim is valid for pre 16 age group in accordance with section 96 funding status.
(Section 96) 16-18:	Displays whether the learning aim is valid for 16-18 age group in accordance with section 96 funding status.
(Section 96) 18+:	Displays whether the learning aim is valid for 18+ age group in accordance with section 96 funding status.
(Section 96) 19+:	Displays whether the learning aim is valid for pre 19+ age group in accordance with section 96 funding status.

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(Section 96) Approval start Date:	Section 96 Approval Start Date for this aim.
(Section 96) Approval End Date:	Section 96 Approval End Date for this aim.
(Section 96) Approval status:	Displays whether the learning aim has Approved status as per Section 96 website.
Independent Living Skill:	'Y' indicates that the learning aim is regarded as an independent living skills course for funding purposes.
Counts towards 2010 Skills for Life National Target:	Learning aims that count towards 2010 Skills for Life National Targets are marked 'Y'.
Skills For Life Type:	Specifies which Skills for Life 'family' the aim belongs to. For example, 'Adult Literacy'.
LDCS Code:	This code is used to classify the subject of the learning aim in the Learn Direct Classification System (LDCS).
LDCS Code (2):	This code is used to classify the second subject of the learning aim in the Learn Direct Classification System (LDCS).
LDCS Code (3):	This code is used to classify the third subject of the learning aim in the Learn Direct Classification System (LDCS).
Sector Subject Area Tier 1:	The broad (Tier 1) classification of the subject of a learning aim within the QCA Sector Subject Area classification system
Sector Subject Area Tier 2:	The more specialised classification (Tier 2) of the subject of a learning aim within the QCA Sector Subject Area classification system.
Sector:	For example; 20 - Science, Engineering and Manufacturing Technologies
Adult Category Code 1:	Code and description of Adult Funding Category 1

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Adult Category Code 2:	Code and description of Adult Funding Category 2
Sector:	For example; 20 - Science, Engineering and Manufacturing Technologies
Level 2 Category:	A code to indicate the category or 'family' to which the learning aim belongs for the purpose of assessing how far the aim contributes to a Full level 2
Level 2 Percentage:	The percentage of a Full Level 2 which a learning aim contributes
Level 3 Category:	A code to indicate the category or 'family' to which the learning aim belongs for the purpose of assessing how far the aim contributes to a Full level 3. 1 - Full Level 3 Qualification
Level 3 Percentage:	.The percentage of a Full Level 3 which a learning aim contributes
QCF Credit:	Qualifications and Credit Framework value of credits associated with a QCF learning aim
Created On:	The date and time when the shared annual values details for the learning aim were created.
Last Changed:	The date and time when the shared annual values details for the learning aim were last changed.

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4.2 Fields on Aim Details tabs for academic year 2012/13 which relate to funding models or collections

Validity

Start Date:	For the 2012/13 academic year onwards, this identifies when this aim, on this funding model (or collection) is first valid.
Last Date for New Start:	No new starts are permitted after this date for this aim on this funding model (or collection)
End Date:	Learners must not have aims in ILR data on this funding model (or collection) which continue after this date or with end dates after this date.
Created Date:	Date this record was created
Modified Date:	Date this record was last modified

Funding

Effective From	Date this record is Effective From
Effective To	Date this record is Effective To
Created On	Date this record was created
Modified On	Date this record was last modified
Program Weighting Factor:	Programme Weighting Factor for this aim on this funding stream
Values Desc:	Primary Funding Value
Values Value:	For example:145.000
Values UOM:	Standard Learner Numbers expressed in Guided Learning Hours

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Validation and funding fields

For more information about Validity and Funding with a particular Learning Aim, select the Learning Aim from the LARA Search screen and select the appropriate Funding Tab that you need more information on.

For example, if you used LARA Search to find the aim details for: NVQ Certificate in Drinks Dispense Systems (QCF). Learning Aim Reference: 50122058 and selected the ER App tab you would view the screen below:

Key Details	New Search Modify Search							
Aim Details	Start Date:	Last Date for New Start:	End Date:	Created Date:	Modified Date:			
Shared	19/05/2011			31/07/2011	31/07/2011			
ANY	Effective From	Effective To	Created On	Modified On	Program Weighting Factor	Values		
16-18 LR						Desc	Value	UoM
Adult LR	19/05/2011		30/07/2011	30/07/2011	A	Primary Funding Value	0.014	Standard Learner Numbers
ER App								
ER Other								
ASL								

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4.3 Fields on Frameworks tab

This tab displays a table showing one or more frameworks associated with this learning aim.

The Frameworks tab screen looks like this;

LARA

Frameworks

Learning Aim Title: NVQ Certificate in Drinks Dispense Systems (QCF)

Learning Aim Reference: 50122058

Awarding Org: CG - City & Guilds of London Institute [Source system details for this aim](#)

Learning Aim Type: 0016 - Certificate

	Code	Description	Framework Type	Pathway	Framework Comp Type	Issuing Authority	Effective From	Effective To
<div style="background-color: #333; color: white; padding: 2px; margin-bottom: 2px;">Key Details</div> <div style="background-color: #333; color: white; padding: 2px; margin-bottom: 2px;">Aim Details</div> <div style="background-color: #333; color: white; padding: 2px; margin-bottom: 2px;">Shared</div> <div style="background-color: #333; color: white; padding: 2px;">ANY</div>	401	Drinks Dispense Systems - Intermediate Level Apprenticeship	3 - Intermediate Level Apprenticeship	0	001 - Competency element within an Apprenticeship	113 - People 1st	19/05/2011	

Code	Code number that identifies the framework
Description	Framework description. Click on this field value to see more information about the framework and aims associated with it.
Framework Type	The type of this framework
Pathway	Apprenticeship Pathway within the Apprenticeship (number)
Framework Comp Type	Framework Component Type field. This is an aspect of the relationship between this aim and this framework

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	and shows what type of component the aim represents. An aim may be in more than one framework with a different Component type within each one.
Issuing Authority	Displays which Issuing Authority is responsible for this framework.
Effective From	Date showing when this aim is effective from, on this framework
Effective To	Date showing when this aim is effective to, on this framework. This relates to the last date when a learner can start this aim on this framework, but learners who have already started may continue after this date.

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Framework details

To find more information about the framework and aims associated with it select the Framework description field.

The Framework Details screen looks like this:

LARA

Framework Details

[New Framework Search](#)

Framework: 401 - Drinks Dispense Systems - Intermediate Level Apprenticeship

Issued Title:

Framework Type: 3 - Intermediate Level Apprenticeship

Pathway: 0 -

Issuing Authority: 113 - People 1st

Effective From: 19/05/2011

Effective To:

Framework Version:

Framework Annual Values

Year	Sector Subject Area Tier One	Sector Subject Area Tier Two
2011/12	07 - Retail and Commercial Enterprise	07.4 - Hospitality and Catering
2012/13	07 - Retail and Commercial Enterprise	07.4 - Hospitality and Catering

Framework Funding Details

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4.4 Fields on Framework Details Screen

New Framework Search	Allows you to search new framework code or description
Framework	Displays the framework code and description
Framework Type	The type of this framework
Pathway	Apprenticeship Pathway within the Apprenticeship (number)
Issuing Authority	Displays which Issuing Authority is responsible for this framework.
Effective From	Date this record is Effective From
Effective To	Date this record is Effective To
Framework Version	

4.4.1 Framework annual values

Year	The Teaching Year that the Framework Annual Values relates to.
Sector Subject Area Tier One	The sector subject area classification of the framework.
Sector Subject Area Tier Two	The sector subject area classification of the framework.

4.4.2 Framework common components

For frameworks, there are some qualifications (such as Key Skills or Functional Skills) where there are several equivalent qualifications of the same type, subject and level. Rather than specifying every single aim reference in a framework, these qualifications are identified by a 'common component' code which represents all the equivalent qualifications.

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This section of the screen shows the common components associated with this framework

Code	Common Component Code. This code is also shown on the Aim Details of related aims
Description	Description of this Common Component
Level	Minimum level of this component within this framework
Effective From	Date this record is Effective From
Effective To	Date this record is Effective To

The Framework Common Components Table looks like this:

Framework Common Components				
Code	Description	Level	Effective From ▼	Effective To
10	Functional Skills Mathematics	1	01/03/2011	
11	Functional Skills English	1	01/03/2011	

4.4.3 Related learning aims

The Related Learning Aims table looks like this:

Related Learning Aims							
Click to download results: CSV PSV							
Learning Aim Ref	Learning Aim Title	Awarding Organisation	Current Provision Indicator	Notional NVQ Level V2	Effective From	Effective To	Framework Comp Type
50115327	Certificate in Cellar Service Installation and Maintenance (QCF)	BIAB	Y	2	19/05/2011		002 - Knowledge element within an Apprenticeship
50122058	NVQ Certificate in Drinks Dispense Systems (QCF)	CG	Y	2	19/05/2011		001 - Competency element within an Apprenticeship

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Click to Download results	CSV PSV These links allow you to download the list of related aims as a Comma-separated or pipe-delimited text file.
Learning Aim Ref	A unique eight-character code used to identify this learning aim.
Learning Aim Title	The title of the learning aim. Click on this field value to display the aim details for this learning aim
Awarding Organisation	The code of the awarding body.
Current Provision Indicator	An aim reference flagged as 'current provision' is the most current code for new starters (for use in ILR data), but other codes may still be valid for use in ILR data.
Notional NVQ Level V2	A level on the original scale of levels. Learning aims are categorised as Entry and levels 1-8. Code H represents Higher Level aims, which are level 4 or above.
Effective From	Date this record is Effective From
Effective To	Date this record is Effective To
Framework Comp Type	Framework Component Type field. This is an aspect of the relationship between this aim and this framework and shows what type of component the aim represents. An aim may be in more than one framework with a different Component type within each one.

4.5 Supporting Information

ILR Specifications and Support Manuals, available from the Information Authority: <http://www.theia.org.uk/downloads/ilrdocuments/>

Links to useful websites:

<http://www.thedataservice.org.uk/Services/DataCollection/software/LARA>

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4.5.1 Glossary

16-18 LR	16-18 Learner Responsive
16-18 LR SSF	16-18 Learner Responsive School Sixth Form
ACL	Adult and Community Learning
ALR	Adult Learner Responsive
ASB	Adult Skills Budget
ASL	Adult Safeguarded Learning
CSV	Comma Separated Value file format
DBF	Database File Format
EFA	Education Funding Agency
ER	Employer Responsive
ER App	Employer Responsive Apprenticeship
FE	Further Education
FFA	Framework for Achievement
GCE	General Certificate of Education
GCSE	General Certificate of Secondary Education
GLH	guided learning hours
HE	Higher Education
HEFCE	Higher Education Funding Council for England
ILR	Individualised Learner Record
LARA	Learning Aim Reference Application
LDCS	Learn Direct Classification System
LIS	Learner Information Suite
LSC	Learning and Skills Council
LTRC	Long Term Residential College
MDB	Microsoft Access file format
NVQ	National Vocational Qualification
OLASS	Offender Learning and Skills Service
PSV	Pipe-delimited Separated Value
QCF	Qualifications and Credit Framework
SSA	Sector Subject Area
SSC	Sector Skills Council