

## Appendix H – Learning Aim Class Codes for 2014 to 2015

<b>Title</b>	Appendix H: Learning aim class codes for 2014 to 2015
<b>Purpose</b>	To provide a technical specification of the classification and coding system to be used to record non-regulated provision in the ILR for 2014 to 2015.
<b>Intended Audience</b>	This technical document is aimed at those responsible for making data returns; data specification implementation; and MI system design (including MI managers, commercial software suppliers and own software writers).
<b>Version</b>	2

### Document History

Version 1: Published May 2014. Changes from 2013 to 2014 are highlighted in yellow.

Version 2: Published August 2014. Changes from Version 1 are highlighted in green.

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## 1. Introduction

This document contains details of the generic learning aim codes available for use in the Individualised Learner Record (ILR) in 2014 to 2015. These are mainly used to record non regulated provision, or in a small number of circumstances, for regulated learning for which there is no other learning aim reference listed in LARS.

Providers should only use non regulated provision in areas already identified and agreed by the funding agencies as detailed in their published funding documentation.

The terms “accredited” and “non accredited” have been replaced by “regulated” and “non regulated”

LARS holds details of all learning aims but their funding eligibility is determined by the funding policies of the Skills Funding Agency and Education Funding Agency.

The categories of generic learning aim codes for use in the ILR Learning aim reference field (field LearnAimRef) in 2014 to 2015 are described but not listed in this document. The full set of codes can be found in LARS.

The generic learning aim codes are sequential numeric codes prefixed by the letter ‘Z’, for example: Z0000353. Providers can search for learning aims on the Hub <https://hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx> using a Keyword or code of “Z0%” and selecting the Level of learning and type of funding to identify the correct code to use. The generic learning aim codes in the database have a UnitType value of “Class Code”.

Most of the non-regulated learning aims that were in use prior to 2013 to 2014 eg. CBS codes and ZUNA codes are not valid for new learning aim starts. They will remain valid for continuing learning aims from 2013 to 2014, until those aims are completed.

## 2. Overview of Generic Learning Aim Codes

The table below provides an overview of the categories of generic learning aim codes to be used in 2014 to 2015, and identifies the type of provision they should be used for. The provision can be either:

- funded by the EFA using the 16-19 EFA Funding model (FundModel=25 or 82), or
- funded by the Skills Funding Agency using the:
  - Adult Skills funding model (FundModel=35)
  - Community Learning funding model (FundModel=10)
  - ESF or Other SFA funding model (FundModel=70 or 81), or
- available for non funded learning aims

		Availability by LARS Validity Category / Funding Model				
Category		16-19 EFA	Adult Skills, Unemployed Offer and OLASS	Community Learning <sub>1</sub>	Other	
		FundModel = 25 or 82	FundModel = 35	FundModel =10	FundModel = 70 or 81	FundModel = 99
		Validity Category= 16-19_EFA	Validity Category = ADULT_SKILLS; UNEMPLOYED; OLASS_ADULT	Validity Category = COMM_LEARN	Validity Category = ANY	Validity Category = ANY
A	Non Regulated Provision (SFA Formula funded)		yes			
B	Non regulated English, Maths and ESOL Provision (SFA Formula funded)		yes			
C	NQF Units of Adult Basic Skills Certificates (SFA Formula funded)		yes			
D	Innovation Code		yes			
	Innovation Code (ZINN codes)				yes (ESF only)	
E	Non Regulated Provision (not Community Learning or SFA Formula Funded)	yes			yes	yes
F	Non Regulated Provision (Community Learning)			yes		yes <sup>1</sup>
G	Non regulated English, Maths and ESOL Provision (not SFA Formula Funded)	yes		yes	yes	yes
H	Units of NQF qualifications					yes
I	Work experience/placement	yes	yes for Traineeships only			
J	Supported Internship	yes				
K	Programme aim	yes	yes		yes	yes
L	ESF Co-financed				yes	
M	Conversion Codes between Higher National Qualifications					yes
N	Generic Diploma Programme Aims	yes (continuing learners only)				
O	Education Assessments		yes – only as detailed		yes – only as detailed	

<sup>1</sup> Also available for Community learning provision that is sub-contracted to a college and recorded using funding model 99

### 3. Skills Funding Agency Adult Skills Funded Provision

Non-regulated provision eligible for funding in 2014 to 2015 must be one of the following.

- Provision for learners with learning difficulties or disabilities as part of a personalised learning programme where there is no appropriate vocational or non-vocational regulated qualification available.
- Provision for English for Speakers of Other Languages (ESOL), where there is no appropriate regulated qualification available. (You must take account of the introduction of new ESOL Skills for Life QCF qualifications before enrolling an individual onto non-regulated provision).
- Provision in the area of Preparation for Work, where there is no appropriate alternative regulated qualification available. (We expect the volume of your provision in this area to be at the same level as in recent years.)

There are four elements associated with each of the generic learning aim codes for Adult Skills funded provision.

- 1) **Notional Level of learning** - the level of learning, for example: Entry, Level 1, Level 2, Level 3 and Level 4)
- 2) **Sector** - the Sector Subject Area (SSA) of the provision using the tier 2 classification. See Section 6 for a listing of the tier 2 sector subject areas.
- 3) **Funding Band** – Non regulated learning aims that are funded through the Adult Skills funding methodology will be funded using rates drawn down from the funding rates matrix which can be found here: <https://www.gov.uk/government/collections/sfa-funding-rates>
- 4) **Programme weighting** - The Programme weighting is determined by the Sector Subject Area (SSA) tier 2 category of the provision

Providers should choose the appropriate code from LARS depending upon the level of learning sector subject area, funding band (guided learning hours) and programme weighting of the learning aim being delivered

***For example:** If a provider is delivering provision at entry level in Work skills, with guided learning hours of 150hrs, then the following code would be used:*

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

There are four categories of generic learning aim codes that can be used to record provision that is funded through the Adult Skills Budget.

## Category A: Non Regulated Provision (SFA Formula funded through the Adult Skills budget)

### Learning aims that start on or after 1 August 2014

These codes can only be used for:

- learners with learning difficulties or disabilities as part of a personalised learning programme where there is no appropriate vocational or non-vocational regulated qualification available; or
- for learners undertaking Preparation for Work, where there is no appropriate alternative regulated qualification available.

### Continuing learning aims from 2013 to 2014

These codes can continue to be used for all learners with learning aims that started prior to 1 August 2014.

Codes in this category should be used for the majority of non regulated provision that is funded through the Adult Skills Budget for 2014 to 2015, unless it is English, Maths, ESOL or the Innovation code. Each code includes the level of learning (Entry level to Level 4), Sector Subject Area (tier 2), guided learning hours funding band and Programme Weighting of the learning aim.

*For example:*

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

## Category B: Non Regulated English, Maths and ESOL Provision (SFA Formula funded)

### English and Maths

These codes can be used only for learners with learning difficulties or disabilities as part of a personalised learning programme where there is no appropriate vocational or non-vocational regulated qualification available.

### ESOL

These codes can be used for provision of English for Speakers of Other Languages (ESOL), where there is no appropriate regulated qualification available. (You must take account of the introduction of new ESOL Skills for Life QCF qualifications when available before enrolling an individual onto non-regulated provision).

There are separate codes for English, Maths and ESOL provision. Each code includes the level of learning (Pre-Entry level to Level 2) and guided learning hours funding band of the learning aim.

*For example:*

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

## Category C: NQF Units of Adult Basic Skills Certificates (SFA Formula funded)

NQF units in English and Maths are not available for Adult Skills funding in 2014 to 2015.

### ESOL

These codes can continue to be used for ESOL learners undertaking reading<sup>1</sup> and writing units of approved NQF (ABS) ESOL provision, and will be available for Adult Skills Funding until December 2014.

Each code includes the level (Entry level to Level 2) and guided learning hours funding band of the learning aim.

*For example:*

Z0004441	SFA formula funded NQF unit, Entry Level, ESOL, 45 to 68 hrs
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## Category D: Innovation Code

The Innovation code is funded using the estimated credit size of the provision rather than guided learning hours and so the learning aim codes include the level (Entry level to Level 4), Sector Subject Area (tier 2), Credit value funding band and Programme weighing factor of the learning aim.

*For example:*

Z0004517	Innovation code, Level 3, Medicine and Dentistry, 25-36 credits, PW B
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### ZINN0001-ZINN0006 Codes

These codes are only available for use for:

- Learners who started learning prior to 1 August 2013, who can continue to use these codes until they complete the learning aim.
- Learners who are ESF funded

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<sup>1</sup> Level 1 and 2 only if new assessments for a reading unit are put in place and accredited by Ofqual

#### 4. EFA Funded, Skills Funding Agency Funded (not SFA Formula funded) and Non funded provision

The following categories of codes should be used to record non regulated provision funded through the following funding models:

- 16-19 EFA funding models (FundModel=25 or 82)
- ESF (FundModel=70)
- Other SFA funding model (FundModel 81)
- Community Learning funding model (FundModel=10)
- Non funded learning aims (FundModel=99)

There are three categories of generic learning aim codes. These codes follow a similar structure to those used for SFA Adult Skills funded provision but do not contain details of a funding band or programme weighting.

##### **Category E: Non Regulated Provision (not Community Learning or SFA Formula Funded)**

Codes in this category should be used for the majority of non regulated provision unless it is English, Maths or ESOL. This category of codes is not available for Community Learning funded provision, which should be recorded using codes from category G.

These codes include the level (Entry level to Level 6) and Sector Subject Area (tier 2) of the learning aim.

*For example:*

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

Codes in this category should be used for the majority of non regulated provision delivered under Community learning funding unless it is English, Maths or ESOL. These codes do not have a notional level of learning and describe only the Sector Subject Area (tier 2) of the learning aim.

*For example:*

Z0002105	Non regulated Community Learning provision, Crafts, Creative Arts and Design
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##### **Category G: Non regulated English, Maths and ESOL Provision (not SFA Formula Funded)**

Codes in this category should be used to record non regulated English, Maths and ESOL provision that is based on national standards for adult literacy and numeracy.

For EFA funded learners these codes should only be used when only this provision meets the needs of learners. The EFA expects that all learners who are capable of taking approved qualifications to be on substantial programmes that include these.

There are separate codes for English, Maths and ESOL provision for each level of learning (Pre-Entry level to Level 3)

*For example:*

Z0002130	Non regulated provision, Entry Level, ESOL
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## Category H: Units of NQF qualifications

Codes in this category should be used to record units of approved National Qualifications Framework (NQF) qualifications. They are only available for use for non funded provision. They cannot be used for provision that is funded by the Skills Funding Agency or EFA.

These codes include the level (Entry level to Level 3) and Sector Subject Area (tier 2) of the learning aim.

*For example:*

Z0002143	NQF unit, Entry Level, Health and Social Care
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## Units of QCF qualifications

Units of QCF qualifications that are eligible for Skills Funding Agency funding are listed individually on LARS. If you need to record a QCF unit for non-funded provision that is not listed on LARS then you should contact the service desk to request that this is added to LARS.

## 5. Other Class Codes

### Category I: Work experience/placement

These codes should be used to record periods of time spent on work experience or work placements, where the learner is placed with an employer to develop job-specific skills and gain an awareness of a particular sector. Internal work placements that take place within a college environment should also be recorded using these codes. Non regulated work preparation activity should be recorded using codes from Category A or E.

Providers should use the applicable code that describes the total number of hours undertaken by the learner during their work experience/work placement.

Learning Aim Reference	Learning Aim Title	Validity
Z0007834	Work experience/placement, 0 to 49 hrs	16-19 EFA
Z0007835	Work experience/placement, 50-99 hrs	16-19 EFA
Z0007836	Work experience/placement, 100-199 hrs	16-19 EFA & Adult Skills (Traineeships only)
Z0007837	Work experience/placement, 200-499 hrs	16-19 EFA & Adult Skills (Traineeships only)
Z0007838	Work experience/placement, 500+ hrs	16-19 EFA & Adult Skills (Traineeships only)

From 2014 to 2015, providers must also record further details of the work experience/placement using the new Work Placement data entity in the ILR. See the ILR Specification for 2014 to 2015 for further details

### Category J: Supported Internship

Code Z0002347 should be used for EFA funded learners to record a study programme which is delivered mainly on an employer's premises, for young people aged 16-24 who have learning difficulties and/or disabilities and are subject to a learning difficulty assessment (education, health and care plan in the future); for whom an apprenticeship is not a realistic option.

From 2014 to 2015, providers must also record further details of the supported internship using the new Work Placement data entity in the ILR. See the ILR Specification for 2014 to 2015 for further details

**Category K: Programme Aims**

The code ZPROG001 is used in the Learning aim reference field, for apprenticeship and Traineeship programme aims. For 14-19 Diplomas either the actual reference of the Diploma qualification should be used, or one of the generic Diploma programme aims described in Category N may be used if the Diploma is not known at the outset of the learner's programme.

**Category L: ESF Co-financed**

The following codes are available for ESF funded provision only and should only be used for non regulated provision that is being delivered.

Code	Title
XESF0001	Co-financed ESF provision not leading to a recognised qualification or other learning aim
ZESF0001	ESF Co-financed - Participant receiving matrix accredited IAG

**Category M: Conversion Codes between Higher National Qualifications**

The following codes should be used to record the conversion from a Higher National Certificate to a Higher National Diploma.

These codes have the following characteristics:

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

**Category N: Generic Diploma Programme Aims (continuing learners only)**

These codes should be used when a learner enrolls on a programme for one of the 14-19 Diplomas, but does not know at the outset which Diploma Awarding Body will award the final Diploma qualification. These codes should be recorded in the ILR for Programme Aims for the relevant learners, but must be replaced by the actual learning aim reference for the diploma qualification once this is known.

These codes are only available to use for learners whose learning aim started prior to 1 August 2014.

Code	Title
50027190	Generic Diploma Programme Aim for the Foundation Diploma in Construction and the Built Environment
50027207	Generic Diploma Programme Aim for the Foundation Diploma in Engineering
50027219	Generic Diploma Programme Aim for the Higher Diploma in Engineering

<b>Code</b>	<b>Title</b>
50027220	Generic Diploma Programme Aim for the Advanced Diploma in Engineering
50027232	Generic Diploma Programme Aim for the Progression Diploma in Engineering
50027244	Generic Diploma Programme Aim for the Foundation Diploma in Creative and Media
50027256	Generic Diploma Programme Aim for the Higher Diploma in Construction and the Built Environment
50027268	Generic Diploma Programme Aim for the Foundation Diploma in Information Technology
5002727X	Generic Diploma Programme Aim for the Higher Diploma in Creative and Media
50027281	Generic Diploma Programme Aim for the Higher Diploma in Information Technology
50027293	Generic Diploma Programme Aim for the Progression Diploma in Construction and the Built Environment
5002730X	Generic Diploma Programme Aim for the Progression Diploma in Creative and Media
50027311	Generic Diploma Programme Aim for the Progression Diploma in Information Technology
50027323	Generic Diploma Programme Aim for the Advanced Diploma in Construction and the Built Environment
50027335	Generic Diploma Programme Aim for the Advanced Diploma in Creative and Media
50027347	Generic Diploma Programme Aim for the Advanced Diploma in Information Technology
50027438	Generic Diploma Programme Aim for the Foundation Diploma in Society, Health and Development
5002744X	Generic Diploma Programme Aim for the Higher Diploma in Society, Health and Development
50027451	Generic Diploma Programme Aim for the Advanced Diploma in Society, Health and Development
50027463	Generic Diploma Programme Aim for the Progression Diploma in Society, Health and Development
50043481	Generic Diploma Programme Aim for the Higher Diploma in

Code	Title
	Manufacturing and Product Design
50043493	Generic Diploma Programme Aim for the Foundation Diploma in Hair and Beauty Studies
50043511	Generic Diploma Programme Aim for the Foundation Diploma in Hospitality
5004350X	Generic Diploma Programme Aim for the Progression Diploma in Manufacturing and Product Design
50043523	Generic Diploma Programme Aim for the Advanced Diploma in Manufacturing and Product Design
50043535	Generic Diploma Programme Aim for the Foundation Diploma in Manufacturing and Product Design
50043547	Generic Diploma Programme Aim for the Advanced Diploma in Hair and Beauty Studies
50043559	Generic Diploma Programme Aim for the Advanced Diploma in Hospitality
50043560	Generic Diploma Programme Aim for the Progression Diploma in Business, Administration and Finance
50043572	Generic Diploma Programme Aim for the Higher Diploma in Environmental and Land Based Studies
50043584	Generic Diploma Programme Aim for the Advanced Diploma in Business, Administration and Finance
50043596	Generic Diploma Programme Aim for the Advanced Diploma in Environmental and Land Based Studies
50043602	Generic Diploma Programme Aim for the Higher Diploma in Business, Administration and Finance
50043614	Generic Diploma Programme Aim for the Foundation Diploma in Business, Administration and Finance
50043626	Generic Diploma Programme Aim for the Foundation Diploma in Environmental and Land Based Studies
50043638	Generic Diploma Programme Aim for the Progression Diploma in Environmental and Land Based Studies
5004364X	Generic Diploma Programme Aim for the Progression Diploma in Hair and Beauty Studies
50043651	Generic Diploma Programme Aim for the Higher Diploma in

Code	Title
	Hospitality
50043663	Generic Diploma Programme Aim for the Progression Diploma in Hospitality
50043675	Generic Diploma Programme Aim for the Higher Diploma in Hair and Beauty Studies
50066122	Generic Diploma Programme Aim for the Higher Diploma in Public Services
50066134	Generic Diploma Programme Aim for the Foundation Diploma in Public Services
50066146	Generic Diploma Programme Aim for the Advanced Diploma in Public Services
50066158	Generic Diploma Programme Aim for the Progression Diploma in Sport and Active Leisure
50066171	Generic Diploma Programme Aim for the Advanced Diploma in Travel and Tourism
50066183	Generic Diploma Programme Aim for the Advanced Diploma in Retail Business
50066195	Generic Diploma Programme Aim for the Progression Diploma in Travel and Tourism
50066201	Generic Diploma Programme Aim for the Foundation Diploma in Travel and Tourism
50066213	Generic Diploma Programme Aim for the Foundation Diploma in Sport and Active Leisure
50066225	Generic Diploma Programme Aim for the Higher Diploma in Retail Business
50066237	Generic Diploma Programme Aim for the Progression Diploma in Retail Business
50066249	Generic Diploma Programme Aim for the Higher Diploma in Travel and Tourism
50066250	Generic Diploma Programme Aim for the Foundation Diploma in Retail Business
50066262	Generic Diploma Programme Aim for the Higher Diploma in Sport and Active Leisure
50066274	Generic Diploma Programme Aim for the Progression Diploma in Public Services

Code	Title
5006616X	Generic Diploma Programme Aim for the Advanced Diploma in Sport and Active Leisure

### Category O: Education Assessments

These codes should be used to record education assessments that are carried out by a provider.

Learning Aim Reference	Learning Aim Title	Validity
Z0007842	Education assessment in Maths	OLASS
Z0007843	Education assessment in English	OLASS
Z0007844	English, maths, ICT and Learning Support assessment.	OTHER

For 2014 to 2015, these codes should only be used for either OLASS education assessments or for the 18-21 Work Skills pilot.

## 6. Sector Subject Areas

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

SSA Tier 1 Code	SSA Tier 1 Description	SSA Tier 2 Code	SSA Tier 2 Description
01	Health, Public Services and Care	01.1	Medicine and Dentistry
		01.2	Nursing and Subjects and Vocations Allied to Medicine
		01.3	Health and Social Care
		01.4	Public Services
		01.5	Child Development and Well Being
02	Science and Mathematics	02.1	Science
		02.2	Mathematics and Statistics
03	Agriculture, Horticulture and Animal Care	03.1	Agriculture
		03.2	Horticulture and Forestry
		03.3	Animal Care and Veterinary Science

<b>SSA Tier 1 Code</b>	<b>SSA Tier 1 Description</b>	<b>SSA Tier 2 Code</b>	<b>SSA Tier 2 Description</b>
		03.4	Environmental Conservation
04	Engineering and Manufacturing Technologies	04.1	Engineering
		04.2	Manufacturing Technologies
		04.3	Transportation Operations and Maintenance
05	Construction, Planning and the Built Environment	05.1	Architecture
		05.2	Building and Construction
		05.3	Urban, Rural and Regional Planning
06	Information and Communication Technology	06.1	ICT Practitioners
		06.2	ICT for Users
07	Retail and Commercial Enterprise	07.1	Retailing and Wholesaling
		07.2	Warehousing and Distribution
		07.3	Service Enterprises
		07.4	Hospitality and Catering
08	Leisure, Travel and Tourism	08.1	Sport, Leisure and Recreation
		08.2	Travel and Tourism
09	Arts, Media and Publishing	09.1	Performing Arts
		09.2	Crafts, Creative Arts and Design
		09.3	Media and Communication
		09.4	Publishing and Information Services
10	History, Philosophy and Theology	10.1	History
		10.2	Archaeology and Archaeological Sciences
		10.3	Philosophy
		10.4	Theology and Religious Studies
11	Social Sciences	11.1	Geography

<b>SSA Tier 1 Code</b>	<b>SSA Tier 1 Description</b>	<b>SSA Tier 2 Code</b>	<b>SSA Tier 2 Description</b>
		11.2	Sociology and Social Policy
		11.3	Politics
		11.4	Economics
		11.5	Anthropology
12	Languages, Literature and Culture	12.1	Languages, Literature and Culture of the British Isles
		12.2	Other Languages, Literature and Culture
		12.3	Linguistics
13	Education and Training	13.1	Teaching and Lecturing
		13.2	Direct Learning Support
14	Preparation for Life and Work	14.1	Foundations for Learning and Life
		14.2	Preparation for Work
15	Business, Administration and Law	15.1	Accounting and Finance
		15.2	Administration
		15.3	Business Management
		15.4	Marketing and Sales
		15.5	Law and Legal Services