



Skills Funding  
Agency

# How to prepare an Achievement Batch file (Awarding Organisations)

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**Audience:** LRB Batch File users

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## 1 Introduction

The Learning Records Service (LRS) provides services to the education sector to uniquely identify learners and allocates Unique Learner Numbers (ULNs) to learners. Learners will have a lifelong record of their learning participation and achievement data that can be maintained, the Personal Learning Record (PLR). The use of the ULN is intended to simplify all system-to-system interfaces within the sector. Making the PLR available will facilitate the provision of further learning aims and reduce the administrative burden of registering learners.

The LRS also allow Awarding Organisations (AOs) to upload achievements to the PLR to give a more complete lifelong learning record. The system integrates the Ofqual Regulatory IT System (RITS) to perform validation of awards. Only awards regulated through RITS may be uploaded.

This document defines the formats required for the AO batch submission.

### 1.1 Audience

The audience for this document are those responsible for the preparation of a batch file to upload achievement data.

### 1.2 Purpose

The purpose of this document is to describe how to create achievement batch files that will be accepted by the Learning Records Service, how to submit them to the LRS Organisation Portal and how to view batches submitted and the result.

### 1.3 Reference Documents

- Resolving Achievement Batch File Errors – Quick Reference Guide
- Data encryption and passphrase guidance
- LRS Batch Validation Tool

All the above documentation can be found on the [GOV.uk website](#).



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## 2 Overview

This section describes, at a high level, the different batch files available, the methods for uploading and an approach to deciding which is appropriate.

### 2.1 Types of batch files

There are two types of batch files:

- VLD (verification)
- QCF (achievement)

VLD files are used to validate learner data before the QCF files are created to upload or edit qualifications. This guide is for QCF batch files, for assistance with VLD batch files, please visit [Gov.UK](http://Gov.UK)

### 2.2 Interface types

There are two ways of submitting an achievement batch file:

- LRS Organisation Portal
- Web Services

Awarding Organisations (AOs) may submit a batch file containing a record of learners' unit and qualification achievements. These batch files can also be used to subsequently update, withdraw and reinstate the record of achievement.

Batch files may be in comma separated values format (CSV) or Extensible Markup Language (XML).

### 2.3 How to best use the service

LRS can be accessed in a number of ways. The best way for you depends on the software available to you, what you are using the service for and the number of learners you will be registering/updating. The options are:

- Manually. Users can manually input the data directly into the LRS Organisation Portal.
- Batch (this document is to support this process). Prepare batch files containing multiple qualification details and submit them manually using the LRS Organisation Portal.
- Web Services. Using these services, your Management Information (MI) software is linked and automatically updates the LRS.

### 2.4 Web services

A Web service is a system-to-system interface for submitting batches, lists achievements submitted and can make any changes to an existing qualification

This document does not describe web services. Please refer to the Web Services Interface Specification - available when you register as a developer.



## 3 Data Formats

This section covers:

- Filenames
- CSV and XML Batch File formats
- Output file formats

### 3.1 Filename formats

Achievement batch upload (input) filenames will have the following convention:

- **QCF\_XXXXXXXX\_YYYY-MM-DD\_nnn.XML** or
- **QCF\_XXXXXXXX\_YYYY-MM-DD\_nnn.CSV**

This means:

- The elements shown above in bold must appear exactly as shown above.
- The filename is not case sensitive.
- XXXXXXXX is the UKPRN (which must be 8 characters) that is unique to the Awarding Organisation. Please contact the Service Desk if you are unsure as to the value to use.
- YYYY-MM-DD is the date on which the file was submitted. E.g. 2016-07-23
- nnn is the sequential number of the file submission. Each submission will increment the sequential number. Up to 999 file submissions may be made each day. (Start at 001 and add one each time you wish to submit a new file on the same day).
- “XML” is the extension if the file contains data in an XML format
- “CSV” is the extension if the file contains data in a CSV format.

The filename must be unique, you may not submit the same file name more than once. Use the sequence number (nnn) if you want to submit another file on the same day.

### 3.2 Upload file formats

There are two upload file formats described in this section, both applicable to batch submissions:

- CSV file
- XML file

Please see Appendix D and E for batch file examples.

### 3.3 CSV files

For an example of a CSV batch file, please see Appendix D.

#### 3.3.1 Preparing a CSV file

The file should not contain any column titles. The First Row only contains the File Header (4 fields) with no column titles:

- Number of records
- Awarding Organisation Recognition Number (please see the Ofqual website if you are unsure of your recognition number).



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- Email address notification should be sent to that the batch has finished processing. This attribute is optional, and only applies to batches being processed asynchronously;
- Type of submission (This will always be “Final”)

Any header validation errors will be related to these values.

An example CSV file can be found in Appendix D:

The first record row should have only the headers below

Column	Type / Description	Validation	Mandatory	Standards Compliance
NumberOfRecords	Number Number of records included in this Achievement batch file	Must be a whole number greater than zero. Must match the number of Achievement Records contained in the rest of the file. Must be less than or equal to the maximum number of allowed Achievement Records. This is currently set to 10,000.	Yes	N/A
AwardingOrganisation	String (6) Ofqual Recognition Number of Awarding Organisation.	Must correspond to the correct Awarding Organisation code in the Ofqual Register (RITS).	Yes	Ofqual Regulatory IT System (RITS) Data Definitions (Awarding Organisation Identifier).
EmailAddress	String (254)	This is the email address you wish notification to go to when your batch file has finished processing. Please refer to Appendix B for valid email rules.	No	N/A
SubmissionType	String (11)	This should always show “Final”. The system no longer accepts provisional qualifications.	No	N/A

The next row, and any subsequent rows, should have the following details



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Column	Type / Description	Validation	Mandatory	Standards Compliance
MISIdentifier	String (128) An internal ID for the record in the external system	None.	No	N/A
Uln	String (10) Unique Learner Number of the associated Learner.	Must adhere to check digit rules. Must correspond to an existing Learner within LRS with matching demographic information.	Yes	LRS Common Data Definitions (Unique Learner Number) ISB Common Identifier Data Standard
ProviderUkprn	String (8) UK Provider Reference Number of the associated Learning Provider (where the learner sat the exam).	When supplied must correspond to an existing UKPRN in LRS. <b>We recommend that this is not supplied.</b>	No	LRS Common Data Definitions (Provider Identifier (UKPRN))
UnitOrQualificationCode	String (10) Reference Number of the associated existing Unit or Qualification.	Must correspond to an existing code associated with your organisation.	Yes	Ofqual Regulatory IT System (RITS) Data Definitions (Qualification Reference Number)
AchievementAwardDate	Date Date of Award.	Must be a standard “yyyy-mm-dd” date (please note the format and the order of the year-month-day elements). Must be equal to or after 2006-09-01. Must not be in the future.	Yes	LRS Common Data Definitions (Achievement Award Date)  ISB BDM Learning Opportunity Award (Achievement_Date)
Grade	String (20) Grade awarded.	Must correspond to an existing Grade within the associated grading structure.	No	Ofqual Regulatory IT System (RITS) Data Definitions (Grade)





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LanguageForAssessment	String (3) Language of written, spoken or signed content used during assessment.	Must be a valid ISO 639-2 value. (Please see Appendix C)	No	<b>This must be lowercase.</b> LRS Common Data Definitions (Language for Assessment)
GivenName	String (35) The forename or given name of the associated Learner.	Must be a valid name. Must not contain prohibited text (see Appendix A).	Yes	N/A
FamilyName	String (35) The surname or family name of the associated Learner.	Must be a valid name. Must not contain prohibited text (see Appendix A).	Yes	N/A
LearnerPostcode	String (8) The postcode of the associated Learner.	Must be a valid postcode. Must not contain prohibited text (see Appendix A).  <b>We recommend that it is not supplied.</b>	No	Optional. LRS Common Data Definitions (Person Address)
DateOfBirth	Date The Date of Birth of the associated Learner.	This must be a standard “yyyy-mm-dd” date (please note the format). Learner must be less than 110 years old. Learner must be greater than or equal to 13 years old. Must not be in the future.	No	Optional. ISB Aligned Data Definitions (Person Birth Date)
Gender	String (1) The gender of the associated Learner.	This must be either: <ul style="list-style-type: none"> <li>• 0 - Unknown;</li> <li>• 1 - Male;</li> <li>• 2 - Female;</li> <li>• 9 – Not specified</li> </ul>	No	Optional. LRS Common Data Definitions (Person Gender)  ISB Aligned Data Definitions (Person Gender Currently)



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Action	String (1) The action to be performed on the associated Achievement.	Must be one of the following codes: <ul style="list-style-type: none"><li>• 1 (Create)</li><li>• 2 (Update);</li><li>• 3 (Withdraw);</li><li>• 4 (Reinstate).</li></ul>	Yes	N/A
ActionDate	Date The date the action was performed on the associated Achievement.	Must be a standard “yyyy-mm-dd” date (please note the format). Must not be in the future. <b>If the action is 1 (Create) then please supply the same date as the “Achievement Award Date”.</b>	Yes	ISB Aligned Data Definitions (Simple Date)



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ActionReason	The reason the action was performed on the associated Achievement.	<p>Mandatory if action is 3 (withdraw). The current list of valid action reasons for withdrawing an achievement is:</p> <ul style="list-style-type: none"> <li>• ULNINVALID – originally submitted with the wrong ULN</li> <li>• ACHINVALID - originally submitted with the wrong unit or qualification reference code</li> <li>• DATINVALID – originally submitted with the wrong achievement date</li> <li>• SUBINERROR – an individual record was submitted in error</li> <li>• BATCHERROR – All records in a batch were wrongly submitted</li> </ul> <p>The primary key of the achievement record is the combination of ULN, unit or qualification reference code and date of award. Any changes to these data items will require you to withdraw the achievement and resubmit a new achievement record.</p>	No (unless Action is 3 (withdraw))	N/A
--------------	--	--	------------------------------------	-----

If Achievement information is submitted in CSV the content must conform to the following basic CSV formatting rules:

- Each field is separated by a comma.
- Fields must always be enclosed within double-quote characters, for example "Andy". An empty value is represented by a pair of double quotes with nothing between them, for example, ""
- Fields with embedded double-quote characters must be enclosed within double-quote characters, and each of the embedded double-quote characters must be represented by a pair of double-quote characters.



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- Fields with leading or trailing spaces must be enclosed within double-quote characters.
- Some columns are mandatory as described in the table above. This is to ensure that the learner can be verified before the achievement data is uploaded to the learner's PLR - ULN, Given Name, Family Name

Any record submitted without this set of information will be returned as an error, as it will not contain sufficient data to verify.

The file is then constructed with a header row and then all of the data rows. A valid file must have a minimum of the header row and one row of data.

### 3.3.2 Formatting a CSV file

Once you have prepared your CSV batch file, you will need to format it. This can be done in one of two ways:

- The LRS Validation Tool automatically produces a pre-formatted CSV file ready to upload to the Organisation Portal. The Validation Tool checks that the file meets the LRS field constraints, it does not validate the data. More information about installing and using the Validation Tool can be found on the [GOV.uk website](http://GOV.uk website).

Manually formatting your CSV batch file. Step by step instructions can be found below on how to do this.

#### 3.3.2.1 Manually formatting

- Open the file in Excel
- Add £ signs in columns A and AD (including the heading fields) all the way down to include the last learner. Refer to the screenshot below (screenshot 1)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	£1	RN5133	catrin.joni	Final	£										
2	£	7.09E+09		100/6014/	2016-11-01	Pass		Hannah	Smith				1	2016-11-01	£

Image 1

- If there is data entered into columns T and/or U, highlight all data (not including the heading), right click and select Format Cells
- In the box that opens, select the Custom tab
- In the Type: field, enter "YYYY-MM-DD" as shown in image 2.



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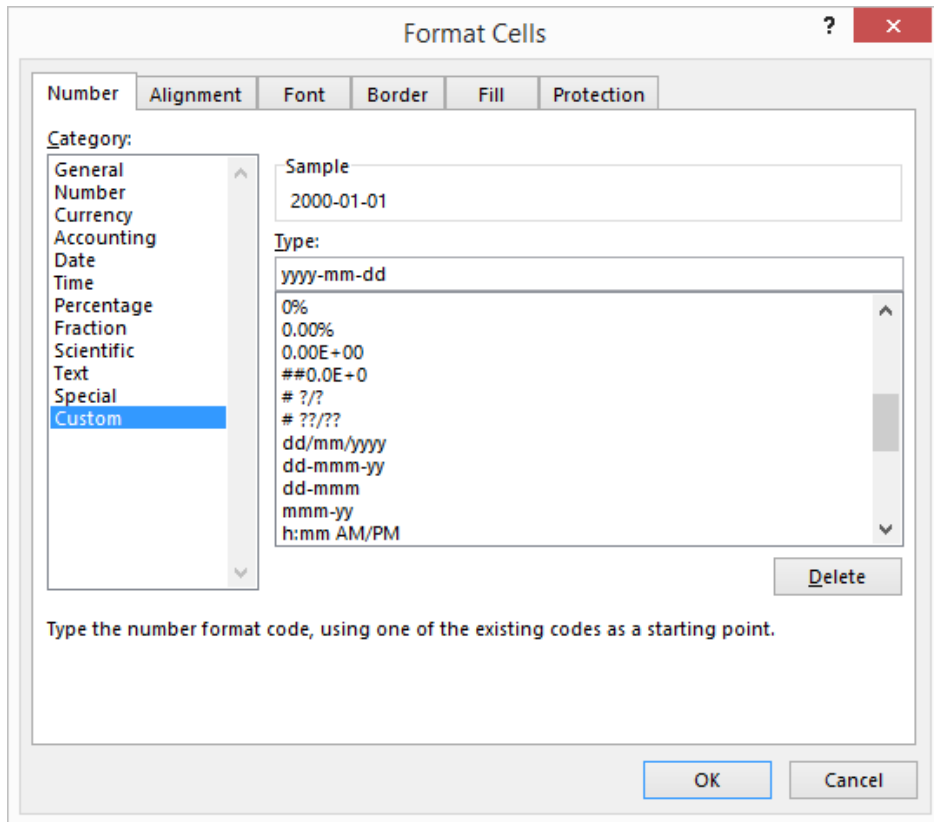


Image 2

- Select OK at the bottom of the window to confirm the changes
- The dates should now be in the correct format, as per image 3.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		£1 RN5133	catrin.jon	Final£											
2	£	7.09E+09		100/6014/	2016-11-01	Pass		Hannah	Smith					1	2016-11-01 £

Image 3

## Next

- Recheck that all the data is correct, especially in the mandatory fields. Look out, for example, for letters instead of numbers and vice versa in the post codes: upper case i (I), lower case L (l) and the number one (1) can appear very similar!

## Next

- Save your file as a CSV file. Make sure you can see the file extension on saved files and that the extension is in uppercase (image 4).

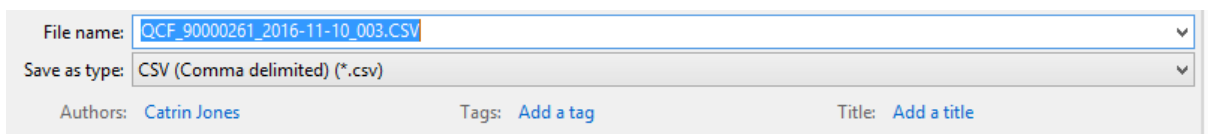


Image 4



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- Save the file with the correct file name format. Refer to section 3.1 for more information regarding the file name convention.
- It is important that you change the file type to CSV, and that you enter the CSV in **UPPER CASE**.

**WARNING: once the file is saved, all updates or changes will need to be made using MS Notepad/WordPad, otherwise the file formatting will be lost and you will have to start again.**

Next

- You now need to make some changes to the CSV file using another Microsoft program – MS Notepad. The easiest way of doing this is to find your file and right click it.
- Select Notepad, or if it is not on the list, select it from the Default Programs list (image 5)

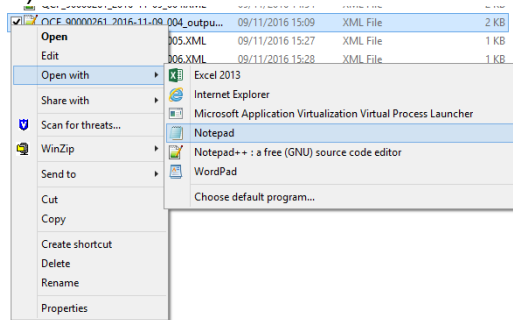


Image 5

- Your file should now look similar to image 6.

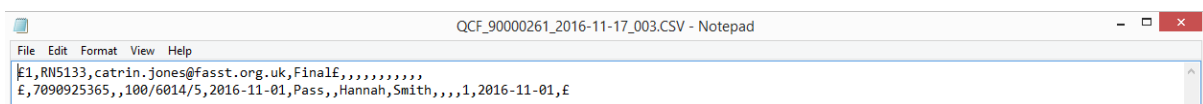


Image 6

- Select Format and uncheck Word Wrap in Notepad if it is checked – this should be turned off.
- Delete all commas after the £ in the headings row

Now use the Search and Replace function in Notepad to add speech marks around commas.

- Select Edit and in the drop down menu that appears select Replace, or press the CTRL + H shortcut.
- In the Find What field, enter a comma, like this: , (image 7)
- In the Replace With field, enter speech marks, comma, speech marks, like this: “,” (image 7)



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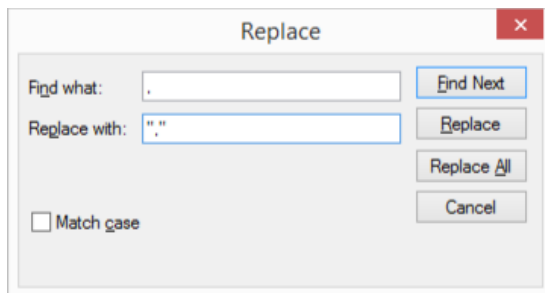


Image 7

- Select Replace All
- Your Notepad file should now look like image 8.

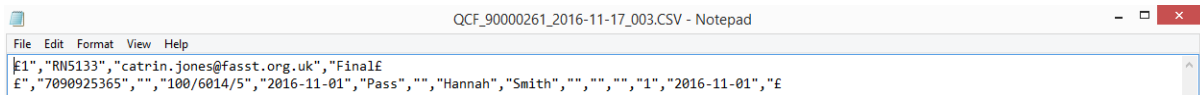


Image 8

- Now, in the same way, replace the £ with speech marks (image 9)

**NOTE: if the £ signs have changed to œ when opened in notepad, replace the £ with the symbol (copy from the file) in the Find what field.**

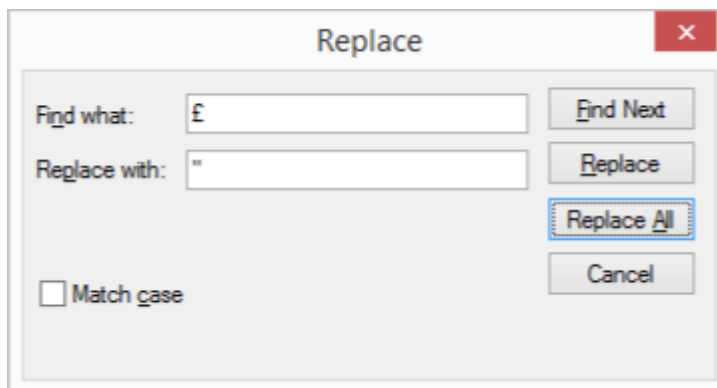


Image 9

- Select Replace All
- Your Notepad file should now look like image 10.

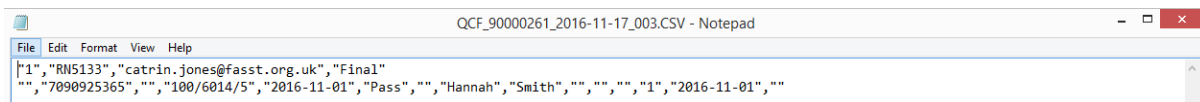


Image 10

The Batch File now conforms to the Batch Interface Specification V2A and can be uploaded to the LRS Organisation Portal for processing.



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### 3.3.2.2 Automatic formatting

Running the file through the validation tool will pick up most data errors. Once the file validates, by saving the output file the formatting is added to the output file automatically.

### 3.4 XML files

An example XML file is shown below:

```
<?xml version="1.0" encoding="utf-16" standalone="yes"?>
<QcfAchievementsData xmlns:xsi="http://www.w3.org/2001/XMLSchema-
instance" NumberOfRecords="1" AwardingOrganisation="RN5133"
Email="catrin.jones@fasst.org.uk" SubmissionType="Final"
xmlns="urn:qcfAchievementsData">
  <AchievementData>
    <MISIdentifier></MISIdentifier>
    <Uln>7090925365</Uln>
    <ProviderUkprn></ProviderUkprn>
    <UnitOrQualificationCode>Y/501/5784</UnitOrQualificationCode>
    <AchievementAwardDate>2016-11-01</AchievementAwardDate>
    <Grade>Pass</Grade>
    <LanguageForAssessment></LanguageForAssessment>
    <GivenName>Hannah</GivenName>
    <FamilyName>Smith</FamilyName>
    <LearnerPostCode></LearnerPostCode>
    <DateOfBirth></DateOfBirth>
    <Gender></Gender>
    <Action>1</Action>
    <ActionDate>2016-11-01</ActionDate>
    <ActionReason></ActionReason>
  </AchievementData>
</QcfAchievementsData>
```

Validation rules for individual attributes within an XML file are the same as those described for CSV files.

For null values either remove the element entirely or use the following XML conventions:

<MISIdentifier></MISIdentifier>

Or

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<MISIdentifier/>

### 3.4.1 Preparing an XML file

An example of an XML file can be found in Appendix E.

An incoming XML Batch File must be consistent with the XML schema definition. For more details on how to construct a file of this type, please refer to the XML schema definition file which can be found on the GOV.uk website as part of the [batch toolkit](#).

Validation rules for individual attributes within an XML file are the same as those described for CSV files.

For null values, the following XML convention should be used:

<ScottishCandidateNumber></ScottishCandidateNumber> or  
<ScottishCandidateNumber/>

#### 3.4.1.1 Escape sequences

In order for XML files to be considered valid, they must not include ampersand, angle bracket, quote or apostrophe in their literal form within the data. Instead, the following escape sequences should be used:

Character	XML Escape Sequence
<	&lt;
>	&gt;
&	&amp;
“	&quot;
'	&apos;

### 3.5 Uploading the file

The batch files should be uploaded to the portal directly.

- Go to the Achievement Management tab
- Select Achievement Management from the left hand menu
- Select Submit Achievements Batch
- Select Browse and find the file from your personal machine
- Once you have selected the file to upload, select Upload file

Once the file has been uploaded, you will receive a notification email to the email address supplied in the batch file.

You can view the status of your batch files by selecting View Batch Registration from the left hand menu.

### 3.6 Download results return file format

There are two download (output) file formats described in this section:

- CSV file



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- XML file

## **3.6.1 CSV**

The format of the Results File is identical to the uploaded CSV file, except a ReturnCode is added at the end of each data row as an extra column. The ReturnCode attribute will additionally include a timestamp. ReturnCode with timestamp is one CSV column. For an example, please see Appendix F.

## **3.6.2 XML**

An XML file of results will be consistent with the XML schema definition. This is identical to the XML format of the upload XML file with ReturnCode added at the end of each learner. The ReturnCode attribute will additionally include a timestamp. ReturnCode with timestamp is one XML tag. For an example, please see Appendix G.



## 4 Validation Requirements

Validation of the submission is consistently applied, irrespective of whether it was submitted manually via the LRS Organisation Portal or electronically by the client system and web services. Validation of the individual Achievement Record will cease once an irretrievable error is found and the appropriate error codes are inserted in the output file. This way multiple errors per row may be reported back to the submitting Organisation.

### 4.1 File level validation

The submission is validated against the permitted XML or CSV file formats. If the file is badly formed then the file will fail submission.

The system then checks that this set has not been submitted previously and then validates that the number of records submitted matches the record count provided. Next the identifier (filename for manual submissions) format is validated.

The Awarding Organisation code is then validated to ensure that records submitted are for the authorised calling organisation. Failure of any of the validations will result in the submission being rejected in total with one of four errors.

The following table contains the validation scenarios and the messages used in each. The last column explains whether the message is displayed in the output file, or on the Portal.

Validation	Message displayed on the Portal or written in Output file	On Portal or In Output file
File type validation	The file type is invalid. Please check that the format is either CSV or XML (AL120)	On Portal page
Filename validation	You have entered an invalid file name. Please change the filename (AL121)	On Portal page
Header validation	The file contains no header. Please correct the file and re-submit. (AL122)	On Portal page
Header validation	The file contains an invalid header. Please correct the file and re-submit. (AL123)	On Portal page
First record validation	The first record in the file is in an incorrect format. Please check the file format. (AL124)	On Portal page
Record count validation	The file contains non matching record count. Please correct the file and re-submit.	On View Job Portal screen when the job is marked as failed
XML file validation	The File submitted is not a valid XML Document. (AL142)	In the output file
File version validation	This file version is not supported. Please correct the file and re-submit. (AL146)	On Portal page

### 4.2 Authority to submit

For submitting batch files from the organisation portal an Organisation must be a registered user of the service and have access privileges to access this function.



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If these controls are not met, the Organisation will not be able to submit achievements.

You will also need to ensure that your organisation is able to award the qualifications submitted. If you have any problems with this, and have recently changed your organisation's details, please contact the LRS Service Desk.

## 4.3 Achievement record

For each Achievement Record submitted, the first step of validation is to ensure that every mandatory field and every optional field supplied is checked. Validations are applied in the order of the corresponding error codes set out in Section 5, so the validation of the ULN as a correctly formed number will be the first validation carried out and the validation of the UK Provider Reference Number, if supplied, will be the second.

Once this step is completed for the record another set of validations which are different for each action type will be applied.

The rules on which fields are mandatory or optional in the generic input format that are set out in the table in Section 3.3.1 are, however, consistently applied across all action types.

## 4.4 Threshold Compression

The system compares the percentage of achievement records that have failed processing against the error threshold. If the number of rejections exceeds the threshold then the system rejects the whole submission with an RS005 error code and rolls back any database transactions that have been made. A record with multiple errors is only counted once against this threshold. This threshold value is currently set to 70% of records must be submitted successfully.

A separate threshold for achievement records failing "Verify learner" can also result in the whole submission being rejected. This value is currently set to 70% must verify correctly.



## 5 Return Codes

Once your batch has been uploaded successfully, a record may fail validation due to a problem with the learner's details or with the qualification details. The table below explains the error codes and what you can do to resolve them:

Error	Description	What to do
R001	Field validation failed on 'Unique Learner Number (ULN)' Achievement Record field.	Check the ULN is 10 digits long.
R002	Field validation failed on 'Provider UKPRN' Achievement Record field.	Check the UKPRN in the filename for errors.
R003	Field validation failed on 'MISIdentifier' Achievement Record field.	Check the field length. It should be no longer than 28 characters.
R004	Field validation failed on 'Unit or Qualification Reference Number (QAN)' Achievement Record field.	Check the unit or qualification code is valid as per the OFQUAL Regulatory IT System (RITS) database.
R005	Field validation failed on 'AchievementAward Date' Achievement Record field.	Check the Award date is not before 01/09/2006 and that is the exactly the same date as the Action Date (they must match).  Or  If a qualification, check certification end date has not expired. A valid date must either match or be before the certification end date as shown on the OfQUAL Regulatory IT System (RITS) database.  Or  If a unit, check unit expiry date. A valid date must either match or be before the unit expiry date as shown on the OfQUAL Regulatory IT System (RITS) database.
R006	Field validation failed on 'Grade' Achievement Record field.	Check the unit or qualification code is valid as per the OFQUAL Regulatory IT System (RITS) database.
R007	Field validation failed on 'Language for Assessment' Achievement Record field.	Check the code is 3 characters and that it matches one of the codes in Appendix C.



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R008	Field validation failed on 'Given name' Achievement Record field.	Check it is a valid name and does not contain any prohibited text – see Appendix A.
R009	Field validation failed on 'Family name' Achievement Record field.	Check it is a valid name and does not contain any prohibited text – see Appendix A.
R010	Field validation failed on 'Learner Postcode' Achievement Record field.	Check the postcode conforms to the validation rules – see Appendix A. We recommend that this is not provided.
R011	Field validation failed on 'Date of Birth' Achievement Record field.	Check the Date of birth is correct for this learner and that it conforms to the validation rules – see Appendix A.
R012	Field validation failed on 'Gender' Achievement Record field.	Check the submitted code is valid – see the table in Section 3.3.1.
R013	Field validation failed on 'Action' Achievement Record field.	Check the submitted code is valid – see the table in Section 3.3.1.
R014	Field validation failed on 'Action Date' Achievement Record field.	Check the Action date is exactly the same as the Achievement Award Date.
R015	Field validation failed on 'Action Reason' Achievement Record field.	Check the submitted text is valid – see the table in Section 3.3.1.
R016	Unable to create achievement as it already exists.	The achievement has already been uploaded to this learner. Check the aim code is correct.
R017	Unable to update achievement as it does not exist.	The achievement does not exist. Check the aim code is correct.
R018	Unable to withdraw achievement as it does not exist.	The achievement does not exist. Check the aim code is correct.
R019	Unable to reinstate achievement as it does not exist.	The achievement does not exist. Check the aim code is correct.
R020	Unable to update achievement as it has been previously withdrawn.	The achievement has been withdrawn. Check the learner and aim details are correct.
R021	Unable to withdraw achievement as it has been previously withdrawn.	The achievement has been withdrawn. Check the learner and aim details are correct.
R022	Unable to reinstate achievement as it has not been previously withdrawn.	The achievement has not been withdrawn. Check the learner and aim details are correct.
R025	The supplied Awarding Organisation is not permitted to award the specified Achievement.	Your Awarding Organisation is not permitted to award this qualification as per the OFQUAL Regulatory IT System (RITS) database. Check the aim details are correct and that your



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		organisation is permitted to award this qualification.
R026	The learner could not be verified (exact match, exact linked match, possible match nor possible linked match) on the LRS.	Check the ULN, Given Name, Family Name and any other submitted demographics are correct.



## Appendix A – Data Restrictions

The following restrictions apply during the registration and updating of learners and must be used in conjunction with the Data Quality Guidance documentation:

### Valid Date of Birth

The age of the learner as derived from the Date of Birth provided must fall within parameters defined within the LRS Organisation Portal. These are currently as follows:

- Minimum age = 11
- Maximum age = 110

If the age of the learner falls outside these parameters, then RC011 - Incorrect Format will be returned.

### Valid Names

Valid names must always contain at least one upper case character (A-Z) or one lower case character (a-z). That these values are subject to change, and any change will be clearly noted. The following characters are permissible in a Valid Name:

- space
- the upper case characters A-Z
- the lower case characters a-z
- ' (normal apostrophe)
- ` (backwards apostrophe)
- - (hyphen)
- . (dot)

The name must not contain (in upper or lower case):

- <space>KNOWN<space>'
- '<space>KNOWNAS<space>'
- '<space>KNOWN<space>AS<space>'
- '<space>AKA<space>'
- '<space>KA<space>'
- '<space>K<space>AS<space>'
- '<space>KWN AS<space>'
- '<space>A<space>K<space>A<space>'
- '<space>K<space>A<space>'
- '<space>KN<space>AS<space>'
- '<space>WAS<space>'
- '<space>USED<space>'
- '<space>PREVIOUSLY<space>'
- '<space>PREV<space>'





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- '<space>PRE<space>'
- '<space>THEN<space>'
- '<space>FORMERLEY<space>'
- '<space>FORMERLY<space>'
- '<space>PREFERRED<space>'
- '<space>NEE<space>'
- '<space>VEL<space>'
- '<space>CHANGE<space>'
- '<space>LEGAL<space>'
- '<space>BIRTH<space>'
- '<space>CHANGE<space>'
- '<space>CONTACT<space>'
- '<space>PRONOUNCE<space>'
- '<space>PRONOUNCED<space>'
- '<space>OR<space>'
- '<space>DUPLICATE<space>'
- '<space>DO NOT<space>'
- 'UNKNOWN'
- 'NOT<space>KNOWN'
- 'NOTKNOWN'
- 'DO<space>NOT<space>USE'
- 'DUPLICATE'

No text other than the Name itself (such as text relating to the status of the Name) should be included as part of the Name.

This restriction is applied to the Given Name, Preferred Given Name, Middle Other Name, Family Name, Previous Family Name and Family Name at 16 fields.

R008 and R009 are used to indicate that this restriction has been violated.

## Prohibited Postcodes

Postcodes distinctly associated with prisons and offender institutions will be rejected during registration or updating.

This restriction is applied to the Postcode field.

R010 is used to indicate that this prohibition has been violated.

## Prohibited Text

The Learning Records Service has the ability to restrict inappropriate words or phrases during registration and updating of learner details so as to prevent entry of data which may subsequently cause the learner to be discriminated against. Active back-end analysis is undertaken and active steps are taken to prevent the entry of and correct inappropriate or discriminatory data.



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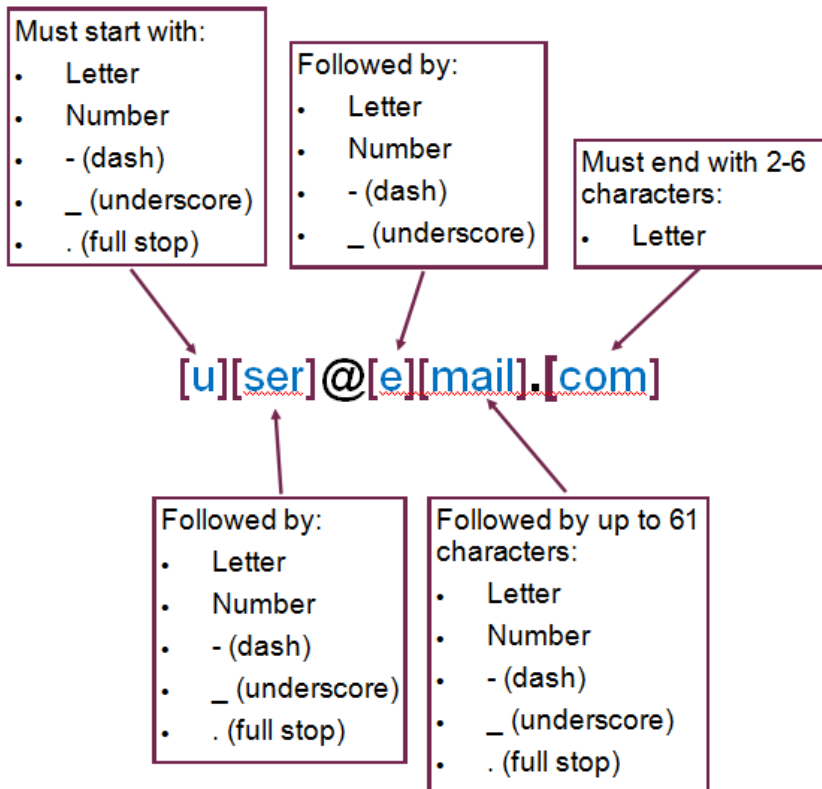
This restriction is applied to the Title, Given Name, Preferred Given Name, Middle Other Name, Family Name, Previous Family Name, Family Name At 16, School at Age 16, Last Known Address 1, Last Known Address 2, Last Known Town, Last Known County or City, Place of Birth, Email Address, Scottish Candidate Number, Other Verification Description and Notes fields.



## Appendix B – Email Validation Rules

Email Addresses must satisfy the following regular expression and should not be more than 254 characters in length.

```
^[a-zA-Z0-9!#$%'\*\+\-\/=?\^_`{|}\~]+(\.[a-zA-Z0-9!#$%'\*\+\-\/=?\^_`{|}\~]+)*@[a-zA-Z0-9][a-zA-Z0-9\~]{0,61}[a-zA-Z0-9](\.[a-zA-Z0-9][a-zA-Z0-9\~]{0,61}[a-zA-Z0-9])*\.[a-zA-Z]{2,6}$
```





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## Appendix C – Language for Assessment

For a full list of the accepted language codes, please visit the link below. The codes accepted are ISO 639-2 Codes.

[http://www.loc.gov/standards/iso639-2/php/code\\_list.php](http://www.loc.gov/standards/iso639-2/php/code_list.php)



## Appendix D – CSV Batch File Example

```
"2","RN5133","catrin.jones@fasst.org.uk","Final"  
","7090925365","","J/503/3455","2016-11-01","Pass","","Hannah","Smith"," ","","","1","2016-11-01",""  
","7090925365","","M/503/3496","2016-11-01","Pass","","Hannah","Smith"," ","","","1","2016-11-01",""
```



## Appendix E – XML Batch File Example

```
<?xml version="1.0" encoding="utf-16" standalone="yes"?>
<QcfAchievementsData xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" NumberOfRecords="2" AwardingOrganisation="RN5133"
  Email="catrin.jones@fasst.org.uk" SubmissionType="Final" xmlns="urn:qcfAchievementsData">
  <AchievementData>
    <MISIdentifier></MISIdentifier>
    <Uln>7090925365</Uln>
    <ProviderUkprn></ProviderUkprn>
    <UnitOrQualificationCode>J/503/3455</UnitOrQualificationCode>
    <AchievementAwardDate>2016-11-01</AchievementAwardDate>
    <Grade>Pass</Grade>
    <LanguageForAssessment></LanguageForAssessment>
    <GivenName>Hannah</GivenName>
    <FamilyName>Smith</FamilyName>
    <LearnerPostCode></LearnerPostCode>
    <DateOfBirth></DateOfBirth>
    <Gender></Gender>
    <Action>1</Action>
    <ActionDate>2016-11-01</ActionDate>
    <ActionReason></ActionReason>
  </AchievementData>
  <AchievementData>
    <MISIdentifier></MISIdentifier>
    <Uln>7090925365</Uln>
    <ProviderUkprn></ProviderUkprn>
    <UnitOrQualificationCode>M/503/3496</UnitOrQualificationCode>
    <AchievementAwardDate>2016-11-01</AchievementAwardDate>
    <Grade>Pass</Grade>
    <LanguageForAssessment></LanguageForAssessment>
    <GivenName>Hannah</GivenName>
    <FamilyName>Smith</FamilyName>
    <LearnerPostCode></LearnerPostCode>
    <DateOfBirth></DateOfBirth>
    <Gender></Gender>
    <Action>1</Action>
    <ActionDate>2016-11-01</ActionDate>
    <ActionReason></ActionReason>
  </AchievementData>
</QcfAchievementsData>
```



## Appendix F – CSV Output File

```
"2", "RN5133", "catrin.jones@fasst.org.uk", ""  
"", "7090925365", "", "J/503/3455", "2016-11-01", "Pass", "", "Hannah", "Smith", "", "null", "null", "1", "2016-11-01", "", "R004"  
"", "7090925365", "", "M/503/3496", "2016-11-01", "Pass", "", "Hannah", "Smith", "", "null", "null", "1", "2016-11-01", "", "R004"
```



## Appendix G – XML Output File

```
<?xml version="1.0" encoding="UTF-8"?>
<QcfAchievementErrors xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns="urn:qcfAchievementErrors"
  NumberOfRecords="2" AwardingOrganisation="RN5133" Email="catrin.jones@fasst.org.uk" SubmissionType="">
  <AchievementError>
    <MISIdentifier>
      </MISIdentifier>
    <Uln>7090925365</Uln>
    <ProviderUkprn>
      </ProviderUkprn>
    <UnitOrQualificationCode>J/503/3455</UnitOrQualificationCode>
    <AchievementAwardDate>2016-11-01</AchievementAwardDate>
    <Grade>Pass</Grade>
    <LanguageForAssessment>
      </LanguageForAssessment>
    <GivenName>Hannah</GivenName>
    <FamilyName>Smith</FamilyName>
    <LearnerPostCode>
      </LearnerPostCode>
    <DateOfBirth>
      </DateOfBirth>
    <Gender>
      </Gender>
    <Action>1</Action>
    <ActionDate>2016-11-01</ActionDate>
    <ActionReason>
      </ActionReason>
    <RejectionReasonCode>R004</RejectionReasonCode>
  </AchievementError>
  <AchievementError>
    <MISIdentifier>
      </MISIdentifier>
    <Uln>7090925365</Uln>
    <ProviderUkprn>
      </ProviderUkprn>
    <UnitOrQualificationCode>M/503/3496</UnitOrQualificationCode>
    <AchievementAwardDate>2016-11-01</AchievementAwardDate>
    <Grade>Pass</Grade>
    <LanguageForAssessment>
      </LanguageForAssessment>
    <GivenName>Hannah</GivenName>
    <FamilyName>Smith</FamilyName>
    <LearnerPostCode>
      </LearnerPostCode>
    <DateOfBirth>
      </DateOfBirth>
    <Gender>
      </Gender>
    <Action>1</Action>
    <ActionDate>2016-11-01</ActionDate>
    <ActionReason>
      </ActionReason>
    <RejectionReasonCode>R004</RejectionReasonCode>
  </AchievementError>
</QcfAchievementErrors>
```