



Resolving VLD Batch File Errors

Quick Reference Guide

Use this guide as a first reference if you have problems uploading your batch file. This is not a guide on how to create batch files. Please see the ['How to prepare a VLD batch file' document](#) on the Gov.UK website for full instructions.

NOTE: you are unable to validate VLD files using the LRS Validation Tool.

1. Is the batch file in the correct format?

Ensure that your batch file is either a CSV or XML file – no other files are currently accepted by the LRS system. The file extension also needs to be in uppercase or your file will not upload.

2. Is the file named correctly?

VLD batch files have a strict name constraint. Ensure your file is named:

```
VLD_XXXXXXXX_DDMMYYYYHHMM.CSV/XML
```

Where:

- XXXXXXXX is your UKPRN number
- DD is the day
- MM is the month
- YYYY is the year
- HH is the hour (24-hour clock)
- MM is the minute (0-59)

3. Have you used the correct tags/entered the data in the correct order?

For XML files, you will need to enter all tags correctly, these are case sensitive. For CSV files, you will need to ensure you have entered the data into the correct columns, and blank columns are accounted for. Please see the [VLD batch file template](#) for further assistance.

4. Have you entered the XML Schema correctly? (XML)

Ensure that the XML schema is correct, the schema should be:

```
<?xml version="1.0" encoding="utf-8"?>  
<VerifyLearnerDetailsFile xmlns:xsi=http://www.w3.org/2001/XMLSchema-instance  
xsi:noNamespaceSchemaLocation="file:///vld.xsd">
```

5. CSV File Data

The first 4 columns (row 1) must contain the following information (CSV):

- **File Version** (2B)
- **File Name** (Does not need to match the physical file name)
- **UKPRN** (UKPRN number of your organisation)
- **Org Email** (Notification email address)
- **Learner Record Count** (Number of learner records).

6. Have all mandatory fields been completed?

The mandatory fields are below.



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- FileVersion
- FileName
- UKPRN
- LearnerRecordCount
- ULN
- GivenName
- FamilyName

7. Have date fields been formatted correctly?

Date fields (DateOfBirth) **MUST** be formatted to: YYYY-MM-DD.

8. Have you entered all other information correctly?

You should always double check your data for mistakes/spelling errors etc. before uploading to the LRS portal. Errors may result in the incorrect validation code being returned. See the table below for the constraints for each header.

Headings	Constraints	Mandatory (M)
FileVersion	2B	M
FileName	Text - no more than 512 characters.	M
UKPRN	Numerical - 8 characters	M
OrgEmail	See full batch file specification	Optional
LearnerRecordCount	Numerical - no more than 5,000	M
ULN	Numerical - 10 characters	M
MISIdentifier	Text - no more than 128 characters	Optional
GivenName	Text - no more than 35 characters	M
FamilyName	Text - no more than 35 characters	M
DateOfBirth	YYYY-MM-DD	Optional
Gender	0 – not known (has not been provided) 1 – male 2 – female 9 – not specified (unable to classify)	Optional

9. Have you saved the file correctly?

Files need to be saved in XML or CSV format. When saving a file, the file type can be changed from the “Save as type” drop down menu. If you change the file extension manually by renaming the file, it may cause the file to become corrupt. However, if the file automatically saves with the file extension in lowercase, changing the extension to uppercase manually will not affect the file itself.

The file should be saved once you have finished making any changes, and all fields are in the correct format. Opening the file in Excel will automatically revert the date fields to the standard dd-mm-yyyy.

For additional assistance changing the format of the date, please refer to the [full Batch File specification](#).



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10. Updating a CSV file once saved and closed

If you are to reopen a CSV batch file in Excel before uploading, some of the formatting may be lost when opening the file. If you are opening a file before uploading, we recommend creating a copy of the file, and opening the copy to ensure no changes are made (e.g. VLD_10001234_201220161458_Copy.CSV).

If you do require to make changes, ensure that the date formatting is correct, and if possible, re-run the file through the validation tool to save the output file before uploading.