



Education & Skills
Funding Agency

Prescribed Higher Education Provision 2018 to 2019

Version 1

This document sets out the details on how to request the creation of a Prescribed Higher Education Qualification for the 2018 to 2019 academic year.

August 2018

Of interest to colleges, other training organisations, software writers and employers.

Table of Contents

Introduction and purpose of the document.....	3
Understanding our terminology	3
The purpose of the LARS	3
Requests for new qualifications on the LARS	4
Completion of the Higher Education Learning Aim Request Form for new qualifications.....	4
Completion of the Higher Education Learning Aim Request Form for amended qualifications	6
Validation letter – minimum requirements	7
Office for Students cut-off dates.....	8
ANNEXES	8
Annex A Supporting Documents	8
Annex B Learning Aim Type Description.....	9
Annex C: LearnDirect Classification System (LDCS) codes.....	10
Annex D: Sector Subject Area Tier 2 Codes	11

Introduction and purpose of the document

1. This document contains details of how you, Higher education Institutions (HEIs), Further Education Institutions (FEIs) and independent training providers (IPS) can use the Learning Aims Reference Service (LARS).
2. This technical document might be of interest to those responsible for those making applications for new qualifications on the LARS, amendments to existing qualifications and making data returns such as MI managers and software suppliers.

Understanding our terminology

3. The terms 'we', 'our', 'us' and 'ESFA' refer to the Education and Skills Funding Agency.
4. We use the terms 'you' or 'your' to refer to HEIs, FEIs and independent training providers.

The purpose of the LARS


5. The purpose of the LARS is to:
 - provide an effective service to you, providers and associated organisations
 - produce effective reference data whilst minimising administration across stakeholders
 - enable downstream processes to operate effectively allowing for quality, audit and value for money processes.
 - provide effective governance of the process to ensure that only valid, timely and robust data is published.

Requests for new qualifications on the LARS

6. Providers may request new qualifications to be entered onto the LARS using the Higher Education Learning Aim Request Form. A copy of the form is embedded into this document in Annex A: Supporting Documents.
7. A Validation Letter confirming the details of the qualification and authorising its inclusion is also required
8. We recommend you request learning aims throughout the funding year to ensure their Individualised Learner Records (ILRs) submissions are up to date.
9. The request form and validation letter is emailed to SDE.servicedesk@education.gov.uk.
10. We make quality checks on the information received and will refer back to you where there are changes that need to be made or explanatory information is required.
11. We will return an 8 digit learning aim reference number and publish the qualification on the LARS in line with the [Data Maintenance Schedule 2018 to 2019](#).

Completion of the Higher Education Learning Aim Request Form for new qualifications

12. In order to ensure your request is handled effectively this section details how to complete the Higher Education Learning Aim request form for a new qualification to the LARS. A blank example is below:

HIGHER EDUCATION LEARNING AIM REQUEST FORM				 Education & Skills Funding Agency				
Please complete the highlighted boxes and return this form to the Service Desk with any appropriate evidence								
Provider Details								
Provider Name		Provider number (UKPRN)						
Contact name		Contact title						
Telephone no		E-mail address						
Please provide details of the learning aims your provider offers which are not included in the Learning Aim Reference Service. Documentary evidence should be attached for each learning aim applied for and should include details of the learning aim/qualification name and Awarding Body/Higher Education Institution on official documentation from the Awarding Body/ Higher Education Institution. Without this documentary evidence, we will not be able to action the request.								
New Learning Aim Details								
Learning Aim Title	Awarding Body/ Higher Education Institution	Awarding Body Reference	Learning Aim Type Description	Learning Aim Type Description Code	LearnDirect Classification Code (LDCS) where known	Sector Subject Area Tier 2 code where known	Academic Year	Start Date
Amendments to Learning Aim Details								
LARS Learning Aim Reference	Qualification Title	Amendment details - please ensure you include dates as to when the amendment(s) will take effect						
Email: sde.servicedesk@education.gov.uk Telephone: 0870 2670001 FAX: 024 7682 3639 Address: Service Desk, Education and Skills Funding Agency, Cheylesmore House, Quinton Road, Coventry, CV1 2WT								

13. The following Provider Details must be included:

Provider Details	
Provider Name	Your Provider Name
Provider number (UKPRN)	Your UKPRN (UK Provider Reference Number)
Contact name	Your Name
Contact title	Your Job Title
Telephone no.	Your Contact Telephone number
E-mail address	Your Email Address

14. The following Learning Aim Details must be included:

Learning Aim Details	
Learning Aim Title	The Learning Aim Title - maximum 250 characters Please ensure you do not already have a qualification on the LARS with the same title. If the qualification is required for a standard, please indicate within the title such as: BSc (Hons) in Adult Nursing - University of XXXXXX - Registered Nurse Standard.
Awarding Body /	The Awarding Body/Higher Education Institute name

Institution	
Awarding Body Ref	The Awarding Body Reference/Code (if applicable)
Learning Aim Type Description	<p>The type of the aim, for example with a PGCE it may be:</p> <ul style="list-style-type: none"> - PGCE (Post Graduate Certificate in Education) - Professional Graduate Certificate in Education - Post Graduate Diploma in Education <p>For a list of the Learning Aim Type Descriptions agreed with the Office for Students please see Annex B.</p>
LearnDirect Classification Code (LDCS) where known	<p>LDCS code as used by Office for Students</p> <p>A full list of LDCS codes is in Annex C</p>
Sector Subject Area Tier 2 code where known	<p>Sector Subject Area Tier 2 code</p> <p>A Full List of Sector Subject Area Tier 2 Codes is in Annex D</p>
Academic Year	<p>The Academic Year to which you are referring.</p> <p>For example, Academic Year 2018/19 which starts on 1 August 2018 and ends 31 July 2019) to indicate the year that the qualification will be first available for ILR submissions.</p>
Start Date	<p>The actual starting date of the course.</p> <p>This is not necessarily the beginning of the academic year but cannot be prior to that year i.e. in the Academic Year example above it can be no earlier than 1 August 2018.</p>

Completion of the Higher Education Learning Aim Request Form for amended qualifications

15. It is important to update the LARS with any changes to the qualification.

16. The Learning Aim Reference Number and qualification title are required to identify the aim to be amended.

17. It is important to include in the Amendment Details section the date when the amendment must take effect.

Validation letter – minimum requirements

18. All Higher Education Learning Aim Request Forms must be associated with a Validation letter. This confirms that the qualification is authorised to be included within the LARS by you.

19. The letter must be on headed paper, including the organisational logo, and be signed or carry an electronic signature.

20. Please note we do accept minutes of a meeting or any similar documentation as a form of a validation letter.

21. An example of a Validation letter is below:

XX March 20XX	University Logo
Mr J Smith	
Head of Curriculum Development	
<Name of college >	
Coventry	
CV23 6PQ	
Dear <Name of person>	
Title of course(s):	
I confirm that the <Name of course> is a validated award of the <Validating institution> this course will be delivered by <Name of college> from start date of course.	
This qualification is for use for the following standard (Example) Foundation Degree in Nursing – University of XXXX – Nursing Associate Standard	
In accordance with <Validating institution> policy, the award remains in	

continuous approval and is subject to periodic review at <number> yearly intervals.

Yours Sincerely

<Ms Somebody> Partnership Manager

Office for Students cut-off dates

22. The Office for Students maintain a set of dates by which qualifications need to be registered on the LARS in order to receive funding.

23. The last date on which requests for the current academic year must be received by:

2017 to 2018 academic year Friday 28th September 2018

2018 to 2019 academic year Friday 27th September 2019

2019 to 2020 academic year Friday 25th September 2020

2020 to 2021 academic year Friday 24th September 2021

ANNEXES

Annex A Supporting Documents

Higher Education Learning Aim Request Form



Annex B Learning Aim Type Description

Learning Aim Type Description	Learning Aim Type Description Code	LARS Code
Batchelor of Education	BEd	1409
Batchelor of Engineering	BEng	9107
Batchelor of Music Performance Degree	BMus Perf Deg	0394
Batchelor of Science	BSc	9002
Batchlor of Arts	BA	9000
Certificate in Education	Certificate in Education	1465
Certificate in Education and Training (36 credits, HEI approved)	Cert in Education & Training (36 Credits)	1457
Certificate of Education (CertEd)	CertEd	9111
Degree Apprenticeship (Bachelors)	Degree Apprenticeship (Bachelors)	1462
Degree Apprenticeship (Masters)	Degree Apprenticeship (Masters)	1463
Diploma in Education and Training (120 credits, HEI approved)	DIP in Education & Training (120 Credits)	1458
Diploma in Education and Training (45 credits, HEI approved)	Dip in Education & Training (45 Credits)	1459
Diploma of Higher Education (DipHE)	DipHE	9112
Foundation Degree	Foundation Deg	9110
Graduate Diploma	Graduate Dip	0071
Higher Certificate	Higher Cert	0084
Higher Diploma	Higher Dip	0024
Higher National Certificate to Higher National Diploma (HNC to HND) Conversion Code	HNC to HND Conv Code	1454
HNC	HNC	0031
HND	HND	0032
LLB - Bachelor of Laws	LLB	1407
LLM - Master of Laws	LLM	9114
Masters	MA	2001
Masters of Business Administration	MBA	9109
MEd - Masters degree in Education	MEd	1410
Master of Research	Mres	1464
Masters of Science	MSc	9101
PGCE (Post Graduate Certificate in Education)	PGCE	9103
Postgraduate Certificate	Postgraduate Cert	0065
Postgraduate Diploma	Postgraduate Dip	0125
Postgraduate Diploma in Education	Postgrad Dip in Educ	6004

Professional Diploma	Prof Dip	0111
Professional Graduate Certificate in Education	PGCE	9115
University Certificate	University Cert	9001

Annex C: LearnDirect Classification System (LDCS) codes



New LDCS_SSA
Mapping (1).xlsx

Annex D: Sector Subject Area Tier 2 Codes

1. Sector subject areas (SSAs) are a nationally used method of grouping aims for funding and management information purposes. These feed into many publications relating to national statistics, qualification success rates and contract management.
2. Any new aims, whether from an awarding body or self-designed by MCAs or GLA, must be associated with an SSA Tier 2; a full list is below.

SSA	SSA Tier 2 description
1	Health, public services and care
1.1	Medicine and dentistry
1.2	Nursing and subjects and vocations allied to medicine
1.3	Health and social care
1.4	Public services
1.5	Child development and wellbeing
2	Science and mathematics
2.1	Science
2.2	Mathematics and statistics
3	Agriculture, horticulture and animal care
3.1	Agriculture
3.2	Horticulture and forestry
3.3	Animal care and veterinary science
3.4	Environmental conservation
4	Engineering and manufacturing technologies
4.1	Engineering
4.2	Manufacturing technologies
4.3	Transportation operations and maintenance
5	Construction, planning and the built environment
5.1	Architecture
5.2	Building and construction
5.3	Urban, rural and regional planning
6	Information and communication technology
6.1	ICT practitioners
6.2	ICT for users
7	Retail and commercial enterprise
7.1	Retailing and wholesaling
7.2	Warehousing and distribution
7.3	Service enterprises
7.4	Hospitality and catering
8	Leisure, travel and tourism
8.1	Sport, leisure and recreation

SSA	SSA Tier 2 description
8.2	Travel and tourism
9	Arts, media and publishing
9.1	Performing arts
9.2	Crafts, creative arts and design
9.3	Media and communication
9.4	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
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



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