

# Learning aim search guidance

# Version 2

This document provides guidance on how to use our learning aims search facility.

#### December 2015

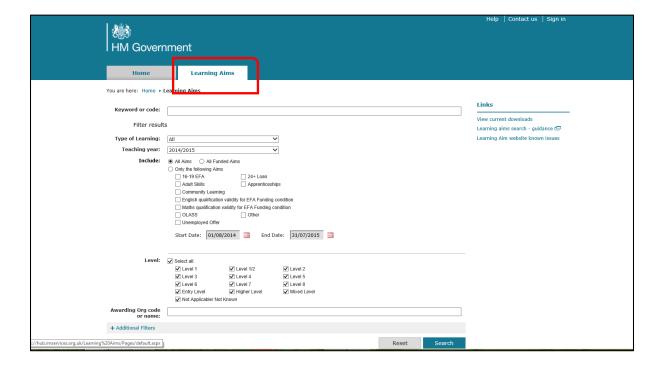
Of interest to colleges, training organisations, awarding organisations and employers

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### How to find the learning aim website

The learning aim search is available on <u>the Hub</u> on the 'Learning Aims' tab (see the screenshot below). You do not need to log into <u>the Hub</u> as the site is publicly available.

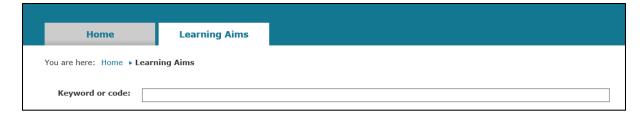


## Descriptions of the searches on the website

The sections in this document describe the search functions on the website along with the appropriate screenshots.

#### **Keyword or code**

The first section at the top of the webpage allows you to search our database for any keyword or code you enter. If you are searching by a code then the following codes are valid: the learning aim reference, the apprenticeship framework number, the apprenticeship standard number or the unit reference number.



Under this section on the webpage there are multiple search options that can filter your results.

#### Type of learning

This section allows you to search by a type of learning. The available types are apprenticeship frameworks (abbreviated to 'Frameworks' on the website), 'Qualifications', 'Units' or apprenticeship standards (abbreviated to 'Standards' on the website). The default option is set to 'All' learning types.

#### Teaching year

This section allows you to filter the search by our funding years (01 August to 31 July). If you select a teaching year, the search result will show all the appropriate items but will only display the validity details for the selected period.

The search contains the following funding years:

- 2013 to 2014
- 2014 to 2015
- 2015 to 2016

The default selection is the current funding year (based on the time of the search).

Underneath the teaching year search is a section called 'Include' that allows additional filtering. It contains three main options which are highlighted below:

Include:	All Aims					
	Only the following Aims					
	☐ 16-19 EFA ☐ 24+ Loan					
	Adult Skills Apprenticeships					
	☐ Community Learning					
☐ English qualification validity for EFA Funding condition						
☐ Maths qualification validity for EFA Funding condition						
	☐ OLASS ☐ Other					
	☐ Unemployed Offer					
	Start Date: 01/08/2014 End Date: 31/07/2015					

- All aims the default option that returns all aims
- All funded aims searches for aims that are linked to a funding category (for example, adult skills)
- Only the following aims allows you to choose one or more validity
  categories (see the checkboxes below the main headings). These are used to
  show if an aim has been approved for funding for that programme

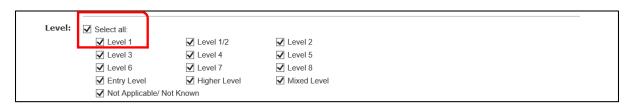
#### Start and end date

This section allows you to refine the validity category search by changing the default dates within the funding year (01 August to 31 July).

This search is only available when selecting a validity category; it will be unavailable (and greyed out) when the 'All aims' and 'All funded aims' options are selected.

#### Level

This section allows you to choose the notional level of the qualification or the unit as outlined by <u>Ofqual</u>. Click on the 'Select all' checkbox and it will clear all the ticks from the boxes to allow a single selection.



#### Awarding organisation code or name

This section allows you to search by the awarding organisation that created the aim.

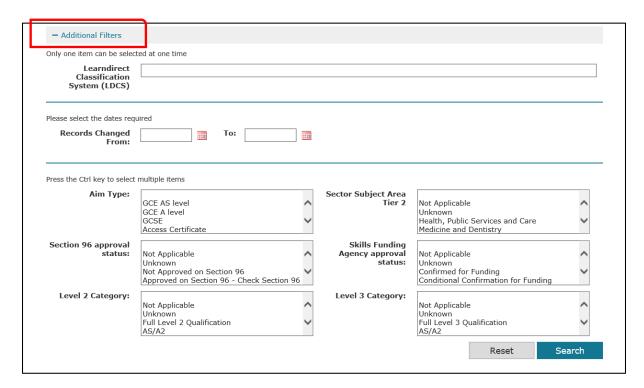


For a full list of awarding organisations and associated codes used by the learning aim database use the downloadable database to access a table called 'Awarding\_Organisations' (see the Downloads section).

For more information about what the download contains please refer to our <u>LARS</u> (<u>Learning Aims Reference Service</u>) <u>Tables and fields definitions document</u>.

#### **Additional filters**

If you click on this section at the bottom of the webpage it reveals more filters (see the screen shot below). This applies to aims with a 'type of learning' of 'qualifications' and 'units'.



The current browser remembers the selected filters until the reset button is pressed. Please remember to reset for each new search or open a new browser.

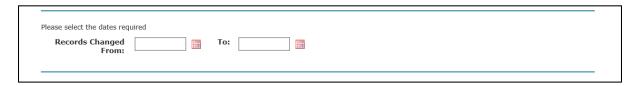
## Learndirect classification system (LDCS)

This section allows you to search the LDCS by either the code or a subject name. This field is a dynamic search which will produce suggestions as you type. For example, typing LK will bring back the LDCS codes and any words that contain those letters.



#### **Records changed from**

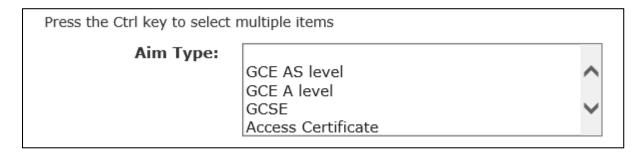
This section allows you to specify a date range to show when changes were made to the learning aim, the annual value or the validity and funding records during the identified period.



For more information on what these records hold, please refer to the <u>LARS Tables</u> and <u>definitions documents</u>.

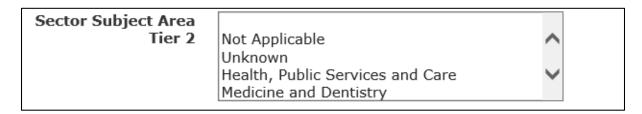
## Aim type

This section allows you to search for aim type(s). To select multiple aim types hold the Ctrl key and select another aim type.



## Sector subject area (SSA) tier 2

This section allows you to search by the Tier 2 level(s) of the Sector Subject Area of the aim. To select multiple aim types hold the Ctrl key and select another SSA.



#### **Section 96 approval status**

This section allows you to search for the qualifications that are approved by Section 96.



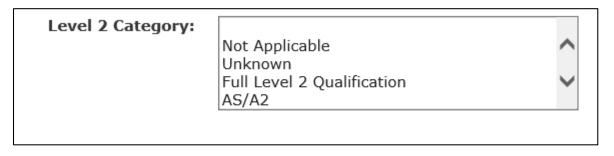
## **Skills Funding Agency approval status**

This section allows you to search for the qualifications available for funding by us.



## **Level 2 category**

This section allows you to search by our defined Level 2 categories; which indicate how much an aim contributes to a level 2.



For more information please refer to the <u>Qualification Information Guide</u> and the <u>Funding Rules</u>.

#### Level 3 category

This section allows you to search by our defined Level 3 categories; which indicate how much an aim contributes to a level 3. For more information please refer to the <a href="Qualification Information Guide">Qualification Information Guide</a> and the <a href="Funding Rules.">Funding Rules</a>.

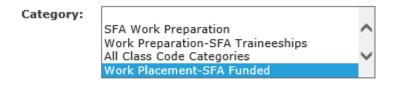


#### **Categories**

This section allows you to search by category. These have been created to flag a group of aims whose criteria is defined by policy and programmes.

The learning aim database has a parent-child relationship. This means common 'child' categories can be grouped together under a 'parent' category.

To select multiple Categories, hold the Ctrl key and select another aim type.

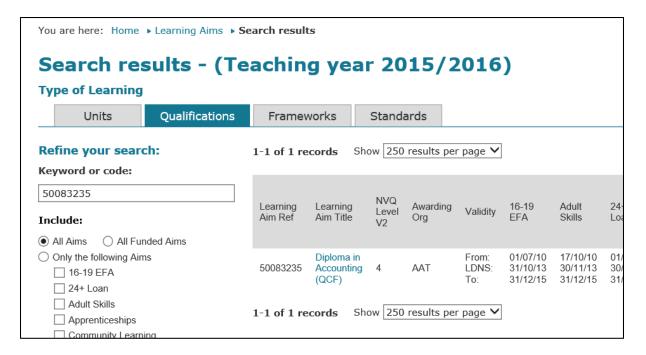


For more information, refer to the

- Learning Aims Reference Service Categories
- Qualification Information Guide
- Funding rates and formula 2015 to 2016
- ILR specification 2015 to 2016
- ILR specification 2015 to 2016 appendix H.

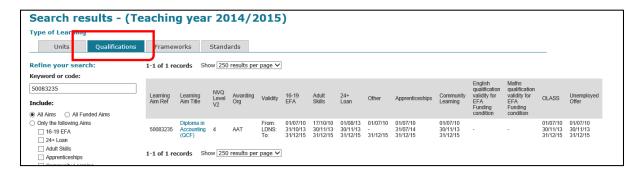
## The information the search produces

The example aim reference below shows the information the search produces. By typing aim reference 50083235 into the 'Keyword or code' search and clicking search (or press the Enter key) the following results are displayed.



The 'Type of Learning' selections are shown as tabs across the top of the screen. The highlighted tab indicates which one you selected in your search, or it defaults to 'Qualifications' if 'All' is selected.

For a general search, type in a keyword and select 'All'. You will be able to use the same tabs to view the aims for each learning type.

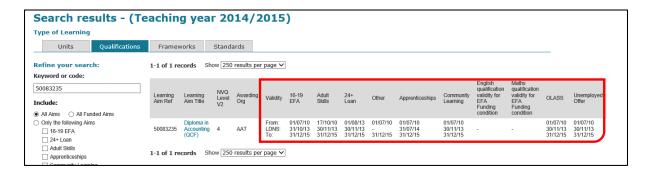


The results show the aim title, the level and the validity categories of the aim.

The initial page filters are shown on the left hand side and can be changed if you want to refine your search.

Under the 'Validity' column there are three lines:

- From the date the aim is valid from
- LDNS Last Date for New Starts. This is the last date a learner can start the learning aim to claim public funding (if applicable)
- To the date the aim is valid until



Some fields are intentionally left blank. The search will only bring back values if the validity period (of any category) falls within the teaching year selected in the search.

## Learning aim information

To display the aim data, select the learning aim title highlighted in blue. There are 5 tabs: Key details, Funding, Frameworks and Other Information and Category.

The '**Key details**' tab holds data from the 'Additional Filter' searches such as:

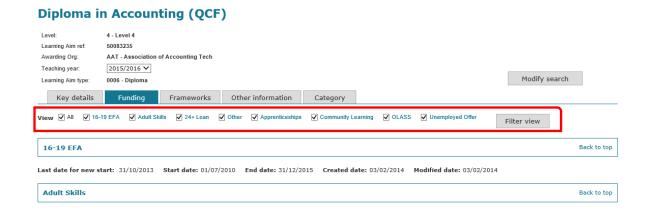
- Skills Funding Agency Approval Status
- Section 96 Approval Status
- Level 2 and 3 Category and
- Subject Sector Area (SSA) Codes

Key details	Funding	Frameworks	Other information	Category		
Awarding Org aim ref:		500/8323/5				
Current provision indicator:		1-				
Skills Funding Agency approval status:		4 - Not Approved for New Starts				
Approved for learners in receipt of unemployment related benefits only:		0 - No				
Section 96 Approval Status:		1 - Approved on Section 96 - Check Section 96 Website				
EFA CoF type:	Not	Applicable				
QCF Type:		QCF qualifications				
QCF Credits:	41					
OFQUAL Guided Learn	ning Hours: MIN	- 350 / MAX - 350				
Guided Learning Hours	s:					
Directed Study Hours:						
Dedicated Assessment	t Hours:					
Total Qualification Tim	e:					
Level 2 Category:	- No	t Applicable				
Level 3 Category:	- No	t Applicable				
Sector Subject Area Ti	er1: 15 -	Business, Administration	and Law			
Sector Subject Area Ti	er 2: 15.1	- Accounting and Financ	е			
Last modified:	2014	1/2014				
Created on:	03/0	2/2014				

There are new Ofqual entries in preparation for dismantling the Qualifications
Curriculum Framework (QCF). The entries are Guided Learning Hours, Directed
Study Hours, Dedicated Assessment Hours and Total Qualification Time which will
reflect the data given to us by Ofqual.

The '**Funding**' tab shows funding rates for the aim in the grey section under each validity category (if appropriate). Funding dates should not be confused with the

validity dates shown in the first result screen; the validity streams can be filtered using the check boxes under the tabs.



The 'Frameworks' tab displays which apprenticeship frameworks the aim is linked to as shown below. To display the apprenticeship framework, click the aim description highlighted in blue.



The 'Other Information' tab details many other characteristics of the aim. Some of the key areas included on this tab include: the Section 96 area, the Learndirect Classification System (LDCS) codes, the Sector Subject Area (SSA) codes, the Level 2 and 3 Categories and their attributed percentages.

The screenshot below is small excerpt of the data available on this page.

Level 2 Category: Not Applicable Level 2 Percentage: 0 Level 3 Category: - Not Applicable Level 3 Percentage: Sector Subject Area Tier 1: 15 - Business, Administration and Law Sector Subject Area Tier 2: 15.1 - Accounting and Finance LDCSCode: AK.6 - Accounting LDCSCode (2): NUL - Null Value LDCS Code (3): NUL - Null Value Basic Skills: Basic Skills type: - Not Applicable Independent Living Skill: 0 Created on: 03/02/2014 Last modified: 28/11/2014 Section 96 Section 96 Approval Status: 1 - Approved on Section 96 - Check Section 96 Website Section 96 Approval Start Date: 01/07/2010 Section 96 Review Date: 23/10/2013 Section 96 Valid Pre 16: No Section 96 Valid 16 to 18: Yes Section 96 Valid 18 Plus: No Superseding Aims

The 'Category' tab details whether the aim belongs to a group of aims whose criteria are set by policy or programmes.

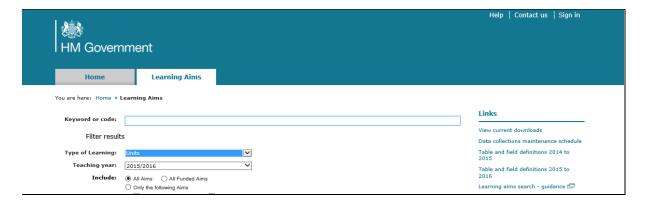


To navigate through the website you can identify your current position through the 'You are here' section at the top of the main search screen as shown below. You can also return to previous screen(s) by clicking the previous step(s) highlighted in blue.



## **Searching Units**

Enter a learning aim reference number (if known) into the 'Keyword or code' search, then select the 'Type of Learning' of 'Units' as shown below. The current funding year will appear as default for 'Teaching Year'.

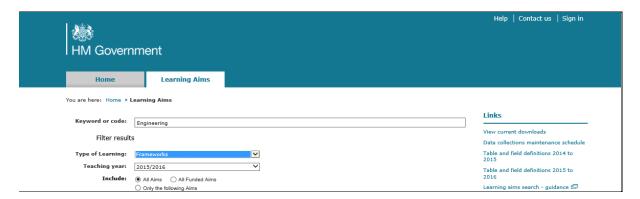


This identifies all units available within the funding year for new and continuing learners. The units available for new starts will have a Last Date for New Starts (LDNS) of 31/07/2016.

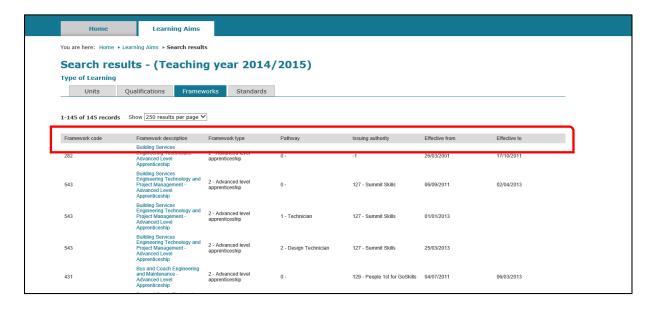
Further information on the Unit offer is available in the <u>Qualification Information</u> <u>Guide</u>.

## Searching frameworks

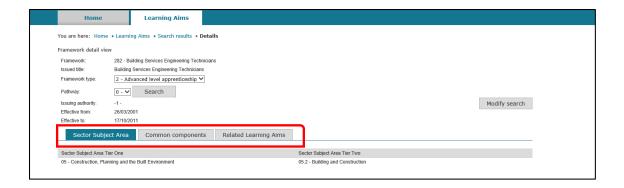
Enter a framework code or title into the 'Keyword or code' search, then select the 'Type of Learning' of 'Framework' as shown below.



The search results shown below display the code, the description, the type, the pathway and the Issuing Authority of the framework and the Effective from and Effective to dates of the pathway.



To select a framework, click on its description highlighted in blue to see three tabs: Sector Subject Area, Common Components, and Related Learning Aims (all aims associated with the selected framework).

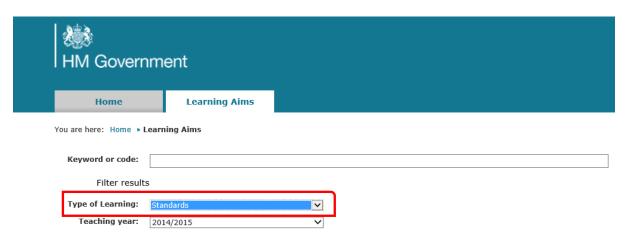


The Relating Learning Aims will display all associated aims and it is here that you can view the 'Effective From and To' dates of the aims on the chosen framework. We do not display the 'Effective From and To' dates for the framework itself.

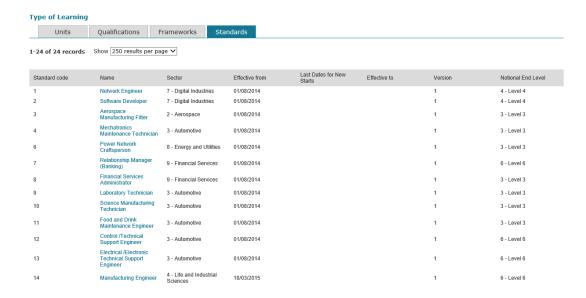


## Searching apprenticeship standards

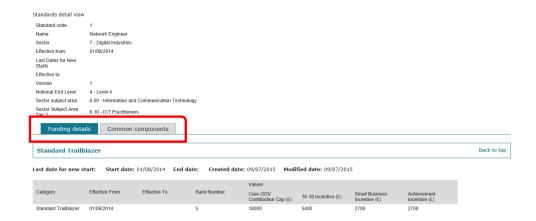
To view all apprenticeship standards select the 'Type of Learning' of 'Standard' as shown below and click 'Search' or press enter.



The search results will show all available standards.



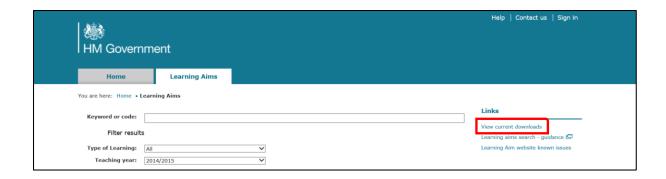
To select a standard, click on its 'Name' highlighted in blue to view further details of funding and common components.



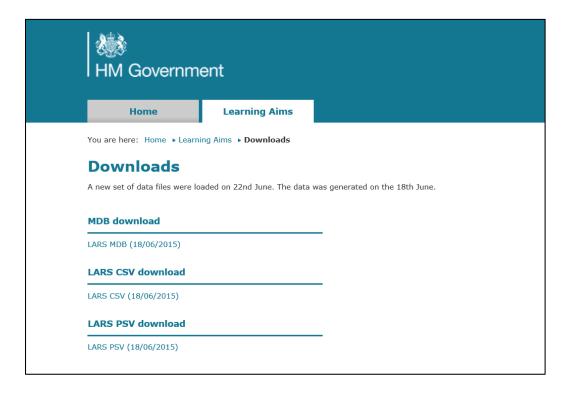
If the standard code is already known, then enter a standard code or title into the 'Keyword or code' search, then select the 'Type of Learning' of 'Standard'.

#### **Downloads**

You can download the database via the 'View Current Downloads' link on the right side of the webpage (see the screen shot below). This directs you to the 'downloads' page.

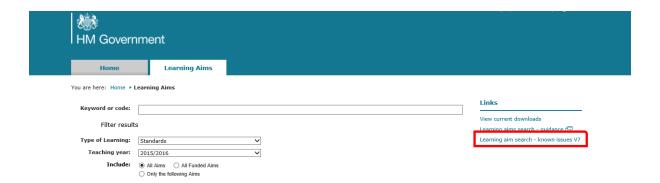


From this page you can download the database in the following formats: pipe separated value (psv), comma-separated values (csv) or Microsoft Access Database (mdb).



#### **Known issues**

If we find any issues with the learning aim database or the website, we record them in the 'Known Issues' document. This document contains an indication of when the issue will be resolved and if there is a work around in the meantime. The document is found under 'Links' section on the learning aim search page.



You will notice a change in the version number as updates are applied to the document.