



Access to HE Registration Data Specification 2015-16



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1. Specification Overview

Outlined within this document is the data specification for registering Access to HE learners with Open Awards.

It is recommended that registration data is not transposed, but derived directly from your own MIS as far as possible. If you would like to discuss your configuration requirements with Open Awards, please do so on **0151 494 2072**.

This document should be read in conjunction with the [ILR Specification \(2015-16\)](#).

2. Basic Registration Data

You must supply to us the following information:

1. ULN
2. Forename
3. Surname
4. Date of Birth
5. Postcode

A **Unique Learner Number** (ULN) must be supplied per registered learner. For more information about ULN, see the following [LRS Documentation](#).

Both **Forename** and **Surname** must be supplied in the correct case as this detail will be used for certification purposes.

Please also supply the **Date of Birth** of all learners in the following format: DD/MM/YYYY.

Postcode must also be supplied per registered learner in uppercase. For more information on postcode formats, please see the [ILR guidance document](#).

3. Gender

Please use the following Gender codes when registering learners.

Code	Description
M	Male
F	Female

4. Ethnicity

Please use the following Ethnicity codes when registering learners.

Code	Description
31	English/Welsh/Scottish/Northern Irish/British
32	Irish
33	Gypsy or Irish Traveller
34	Any other White Background
35	White and Black Caribbean
36	White and Black African
37	White and Asian
38	Any other Mixed/Multiple Ethnic Background
39	Indian
40	Pakistani
41	Bangladeshi
42	Chinese
43	Any other Asian Background
44	African
45	Caribbean
46	Any other Black/African/Caribbean Background
47	Arab
98	Any other Ethnic Group
99	Not Provided

5. Disability and Learning Difficulty

Please use the following Disability codes when registering learners.

Code	Description
Y	Learner has a Disability
N	Learner does not have a Disability

Please use the following Learning Difficulty codes when registering learners.

Code	Description
Y	Learner has a Learning Difficulty
N	Learner does not have a Learning Difficulty

6. Employment Status

Please use the following Employment Status codes when registering learners.

Code	Description
FS	Full Time Education or Training
FT	Employed - Full Time
PT	Employed - Part Time
SEI	Self Employed
RE	Registered Unemployed (Seeking Work)
UN	Unwaged (Not Seeking Work)
NS	Not Stated

7. Funding Indicator

Please use the following Full or Co-Funding Indicator codes when registering learners.

Code	Description
1	Fully Funded Learning Aim
2	Co-Funded Learning Aim

8. Prior Attainment Level

Please use the following Prior Attainment Level codes when registering learners.

Code	Description
9	Entry Level
1	Level 1
2	Full Level 2
3	Full Level 3
10	Level 4
11	Level 5
12	Level 6
13	Level 7+

9. 24+ Advanced Learning Loan

Please use the following 24+ Advanced Learning Loan code when registering learners.

Code	Description
True	Enrolment is Advanced Learning Loan Funded

10. EFA Disadvantage Uplift

Please use the following Disadvantage Uplift codes when registering learners.

Code	Description
Y	Eligible for EFA Disadvantage Uplift Funding
N	Not Eligible
NK	Not Known

11. Continuing Learner

Please use the following Continuing Learner* code when registering learners.

Code	Description
Y	Learner is Continuing.

*Conditions apply. For more information regarding the registration of Continuing Learners, please contact Open Awards on **0151 494 2072**.

12. Access to HE with Open Awards

For more information regarding the Open Awards Access to HE diploma, or if you wish to offer Access to HE with Open Awards, contact Rob Tyler at rob.tyler@openawards.org.uk, or **07921 621 768**.

You can also find useful information about our Access to HE offer at openawards.org.uk.

To discuss any **registration MIS requirements** with Open Awards, please call us on **0151 494 2072**.