

Awards Online CSV File Formats

Thank you for choosing to upload your data to Awards Online. This document has been designed to assist you with this process. If you experience any difficulties or have any queries please contact your customer co-ordinator.

File Formats

Data can be uploaded in either TAB delimited (txt file) or Comma Delimited (CSV file) formats. In either case, the content is the same; just the value separators are different.

The data file should be in UTF8 or ASCII format. UTF8 is used for international language character sets while ASCII can be used where no extended characters are required.

The maximum file size for each upload is 200 lines.

Batch References

Awards Online allows you to process your candidates in groups (batches). The batch number can consist of letters or numbers to a maximum of 35. Awards Online will automatically generate a unique batch reference if you do not supply one.

Purchase Order References

Awards Online allows you to enter your purchase order number which can consist of letters or numbers to a maximum of 50. If you do not have a purchase order number this can be left blank.

Registrations

Your registrations file must consist of the data below.

Field Name	Format	Valid data	Optional or Mandatory
Award Code	Up to 35 characters	A-Z, a-z, 0-9	Mandatory
Delivery Method Code	Up to 6 characters	Either: NE - New Entrant OSAT – On-Site Assessment and Training EWPA – Experienced Worker Practical Assessment	Mandatory
Candidate Reg. No.	Up to 7 digits	0-9	Optional
Centre candidate Ref.	Up to 50 characters	A-Z, a-z, 0-9	Optional
Title code	Up to 15 characters	A-Z, a-z, 0-9	Mandatory
Forename	Up to 50 characters	A-Z, a-z	Mandatory
Surname	Up to 50 characters	A-Z, a-z, symbols	Mandatory
Gender code	1 character	M, F, X	Mandatory
Date of Birth	DD/MM/YYYY		Mandatory
Ethnicity code	Up to 10 characters	A-Z, a-z, 0-9	Mandatory
Disability code	Up to 10 characters	A-Z, a-z, 0-9	Mandatory
National insurance number	9 characters	A-Z, a-z, 0-9	Optional
Country code	3 characters	A-Z	Optional
Address 1	Up to 50 characters	A-Z, a-z, 0-9	Optional
Address 2	Up to 50 characters	A-Z, a-z, 0-9	Optional
Address 3	Up to 50 characters	A-Z, a-z, 0-9	Optional
Address 4	Up to 50 characters	A-Z, a-z, 0-9	Optional
Address 5	Up to 50 characters	A-Z, a-z, 0-9	Optional
Post code	Up to 50 characters	A-Z, a-z, 0-9	Optional
ULN	Must be 10 digits	0-9	Mandatory
Funding method	Up to 8 characters	A-Z	Mandatory
Funding method other details	Up to 50 characters	A-Z, a-z, 0-9	Mandatory where Funding method is 'OTHER'

Award Code

This must be a valid qualification code for which your centre is approved e.g. QUA808 Level 2 NVQ Diploma in Wood Occupations (Construction) – Site Carpentry or QUB808 Level 2 NVQ Diploma in Wood Occupations (Construction) – Bench Joinery. The format for entering a - unit registration will be [qualification code]-[unit code] e.g. QUA808- Unit01 or QUA808- Unit02.

Delivery Method Code

This must be a valid delivery method for which your centre has approval in conjunction with the qualification.

Candidate Reg. No.

If a candidate has previously registered with the awarding organisation you can provide their registration number. The registration number supplied will be used together with the date of birth and surname to match the candidate data within Awards Online.

Centre Candidate Ref.

If you issue your candidates with a unique reference number within your own systems then you can pass this information to Awards Online too. You can then search for your candidates in Awards Online using your unique reference numbers. Awards Online can only accept one number for each candidate.

Title code

Please provide a valid title code. See Appendix A for a list of codes.

Forename

Please provide the candidate's first name.

Surname

Please provide the candidate's surname.

Gender code

Please provide a gender code for each candidate. M for Male, F for Female or X if the candidate does not wish their gender to be recorded.

Date of Birth

Please provide the candidate's date of birth. All candidates must be aged 14 and over. Please use format DD/MM/YYYY.

Ethnicity code

Please provide a valid ethnicity code. See Appendix B for a list of codes.

Disability code

Please provide a valid disability code. See Appendix C for a list of codes.

National insurance number

Supplying your candidate's national insurance number is not mandatory. If supplied please ensure the correct format, typically 2 letters and 6 digits followed by 1 letter, or the Irish format of 7 digits followed by 1 letter.

Country code

Please provide a valid country code. See Appendix D for a list of codes.

Address 1, Address 2, Address 3, Address 4, Address 5 & Postcode

Supplying your candidate's home address is not a mandatory requirement as we will be posting all certificates back to your centre. However, if you would like us to record these please provide details in each field.

ULN

Please provide a 10 digit code that must be numerical and unique to the candidate.

When uploading a file, the system will validate each record and inform you of any problems with the data. These can then be corrected and the file re-submitted.

Funding method

Please provide a valid funding method code. See Appendix E for a list of these codes.

Funding method other details

This is only required where the Funding Method of 'OTHER' is chosen.

Achievements

Awards Online can also accept your candidates' achievements by data file. The Achievements file is dual format and has two record formats. The first records the unit achievement and the second the endorsements to the unit. The first record in the file must always be a unit achievement record.

Achievement Record Format

Field Name	Format	Valid data	Optional or Mandatory
Record Type	1 character	A	Mandatory
Unit Code	Up to 15 characters	A-Z, a-z, 0-9	Mandatory
Cert Unit Credit Required	Yes or No	Yes, No	Mandatory
Candidate Reg. No.	Up to 7 digits	0-9	Mandatory
Surname	Up to 50 characters	A-Z, a-z, 0-9	Mandatory
Award Code	Up to 35 characters	A-Z, a-z, 0-9	Mandatory
Exemption	1 character	Y, N	Optional

Endorsement Record Format

Field Name	Format		Optional or Mandatory
Record Type	1 character	E	Mandatory
Endorsement Code	Up to 15 characters	A-Z, a-z, 0-9	Mandatory

The table below shows an example of an achievement file in dual format.

Record Type	Unit Code	Cert Unit Credit Required	Candidate Reg. No.	Family Name	Award Code	Exemption
A	Unit01	Yes	2794325	Matthews	QUA862	N
A	Unit02	Yes	2794325	Matthews	QUA862	Y
A	Unit387A	Yes	2794325	Matthews	QUA862	Y
A	Unit387E	Yes	2794325	Matthews	QUA862	N
E	313					
A	Unit387O	Yes	2794325	Matthews	QUA862	N
E	199					
A	Unit404	Yes	2794325	Matthews	QUA862	N
E	498					
A	Unit387T	Yes	2794325	Matthews	QUA862	N

Record Type

The record type field can be either A or E. A is used where the row of data relates to the unit achievement. When the record type is A, all fields are mandatory and unit code must be entered in the Unit Code field. Where the Record Type is E, the row becomes an endorsement to the previous unit achievement. In this case, only the record type and endorsement code (entered in the Unit Code field) are mandatory, the other fields must be blank.

Unit Code/Endorsement Code

This is a mandatory field whether you have entered A or E. If you have entered A please enter the unit code the candidate has achieved e.g. Unit387A. If you have entered E please enter the endorsement code relating to the unit code you have entered on the line above.

Cert of Unit Credit Required

Please enter Yes or No. If you enter Yes a certificate of unit credit will be produced for this candidate.

Candidate Reg. No.

Please provide the Candidate Reg. No. issued to the candidate on registration with this awarding organisation. This is a mandatory field.

Surname

Please provide the candidate's surname. This is a mandatory field and will be used with the Candidate Reg. No. to ensure the correct candidate record is updated.

Award Code

This is a mandatory field. Please provide the qualification code e.g. QUA808 for which you are submitting unit achievements. If you are submitting a unit achievement for a unit registration, the format for entering will be [qualification code]-[unit code] e.g. QUA808- Unit01 or QUA808- Unit02.

Exemption

Where unit is achieved by exemption you should enter Y in the Exemption field within the row of data that relates to the unit achievement (record type A). Where the unit has been achieved by assessment, with endorsements if appropriate, you should enter N in the Exemption field for the unit (record type A).

Appendix A - Title Codes

Code	Name
Mr	Mr
Mrs	Mrs
Miss	Miss
Ms	Ms
Dr	Doctor
Rev	Reverend
Capt	Captain
Sgt	Sergeant
Brig	Brigadier
L/Cpl	Lance Corporal
Rabbi	Rabbi
Bro	Brother
Lord	Lord
Eur Ing	European Engineer
Prof	Professor
Sir	Sir

Appendix B – Ethnicity codes

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

Appendix C – Disability codes

Code	Name
01	visual impairment
02	hearing impairment
03	disability affecting mobility
04	other physical disability
05	other medical condition (e.g. epilepsy, asthma, diabetes)
06	emotional/behavioral difficulties
07	mental ill health
08	temporary disability after illness (e.g. post-viral) or accident
09	profound complex disabilities
90	multiple disabilities
97	other
98	no disability
99	not known/information not provided

Appendix D –Country codes

Afghanistan	AFG
Åland Islands	ALA
Albania	ALB
Algeria	DZA
American Samoa	ASM
Andorra	AND
Angola	AGO
Anguilla	AIA
Antarctica	ATA
Antigua and Barbuda	ATG
Argentina	ARG
Armenia	ARM
Aruba	ABW
Australia	AUS
Austria	AUT
Azerbaijan	AZE
Bahrain	BHR
Bangladesh	BGD
Barbados	BRB
Belarus	BLR
Belgium	BEL
Belize	BLZ
Benin	BEN
Bermuda	BMU
Bhutan	BTN
Bolivia	BOL
Bosnia and Herzegovina	BIH
Botswana	BWA
Bouvet Island	BVT
Brazil	BRA
British Indian Ocean Territory	IOT
British Virgin Islands	VGB
Brunei	BRN
Bulgaria	BGR
Burkina Faso	BFA
Burma	MMR
Burundi	BDI
Cambodia	KHM
Cameroon	CMR
Canada	CAN
Cape Verde	CPV
Cayman Islands	CYM
Central African Republic	CAF
Chad	TCD
Chile	CHL
China	CHN
Christmas Island	CXR
Cocos (Keeling) Islands	CCK
Colombia	COL
Comoros	COM
Congo Democratic Republic of the	COD
Congo Republic of the	COG

Cook Islands	COK
Costa Rica	CRI
Cote d'Ivoire	CIV
Croatia	HRV
Cuba	CUB
Cyprus	CYP
Czech Republic	CZE
Denmark	DNK
Djibouti	DJI
Dominica	DMA
Dominican Republic	DOM
East Timor	TLS
Ecuador	ECU
Egypt	EGY
El Salvador	SLV
Equatorial Guinea	GNQ
Eritrea	ERI
Estonia	EST
Ethiopia	ETH
Falkland Islands	FLK
Faroe Islands	FRO
Fiji	FJI
Finland	FIN
France	FRA
France Metropolitan	FXX
French Guiana	GUF
French Polynesia	PYF
French Southern Territories	ATF
Gabon	GAB
Gambia	GMB
Georgia	GEO
Germany	DEU
Ghana	GHA
Gibraltar	GIB
Greece	GRC
Greenland	GRL
Grenada	GRD
Guadeloupe	GLP
Guam	GUM
Guatemala	GTM
Guinea	GIN
Guinea-Bissau	GNB
Guyana	GUY
Haiti	HTI
Heard Island and McDonald Islands	HMD
Honduras	HND
Hong Kong	HKG
Hungary	HUN
Iceland	ISL
India	IND
Indonesia	IDN
Iran	IRN
Iraq	IRQ

Israel	ISR
Italy	ITA
Jamaica	JAM
Japan	JPN
Jordan	JOR
Kazakhstan	KAZ
Kenya	KEN
Kiribati	KIR
Kuwait	KWT
Kyrgyzstan	KGZ
Laos	LAO
Latvia	LVA
Lebanon	LBN
Lesotho	LSO
Liberia	LBR
Libya	LBY
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX
Macau	MAC
Macedonia The Republic of	MKD
Madagascar	MDG
Malawi	MWI
Malaysia	MYS
Maldives	MDV
Mali	MLI
Malta	MLT
Marshall Islands	MHL
Martinique	MTQ
Mauritania	MRT
Mauritius	MUS
Mayotte	MYT
Mexico	MEX
Micronesia Federated States of	FSM
Moldova	MDA
Monaco	MCO
Mongolia	MNG
Montserrat	MSR
Morocco	MAR
Mozambique	MOZ
Namibia	NAM
Nauru	NRU
Nepal	NPL
Netherlands	NLD
Netherlands Antilles	ANT
New Caledonia	NCL
New Zealand	NZL
Nicaragua	NIC
Niger	NER
Nigeria	NGA
Niue	NIU
Norfolk Island	NFK
North Korea	PRK
Northern Mariana Islands	MNP

Norway	NOR
Occupied Palestinian Territory	PSE
Pakistan	PAK
Palau	PLW
Panama	PAN
Papua New Guinea	PNG
Paraguay	PRY
Peru	PER
Philippines	PHL
Pitcairn Islands	PCN
Poland	POL
Portugal	PRT
Puerto Rico	PRI
Qatar	QAT
Republic of Ireland	IRL
Reunion	REU
Romania	ROU
Russia	RUS
Rwanda	RWA
Saint Helena	SHN
Saint Kitts and Nevis	KNA
Saint Lucia	LCA
Saint Pierre and Miquelon	SPM
Saint Vincent and the Grenadines	VCT
Samoa	WSM
San Marino	SMR
Sao Tome and Principe	STP
Saudi Arabia	SAU
Senegal	SEN
Serbia And Montenegro	SCG
Seychelles	SYC
Sierra Leone	SLE
Singapore	SGP
Slovakia	SVK
Slovenia	SVN
Solomon Islands	SLB
Somalia	SOM
South Africa	ZAF
South Georgia and the Islands	SGS
South Korea	KOR
Spain	ESP
Sri Lanka	LKA
Sudan	SDN
Sultanate of Oman	OMN
Suriname	SUR
Svalbard	SJM
Swaziland	SWZ
Sweden	SWE
Switzerland	CHE
Syria	SYR
Taiwan	TWN
Tajikistan	TJK
Tanzania	TZA
Thailand	THA

The Bahamas	BHS
Togo	TGO
Tokelau	TKL
Tonga	TON
Trinidad and Tobago	TTO
Tunisia	TUN
Turkey	TUR
Turkmenistan	TKM
Turks and Caicos Islands	TCA
Tuvalu	TUV
Uganda	UGA
Ukraine	UKR
United Arab Emirates	ARE
United Kingdom	GBR
United States	USA
United States Minor Outlying Islands	UMI
Uruguay	URY
Uzbekistan	UZB
Vanuatu	VUT
Vatican City	VAT
Venezuela	VEN
Vietnam	VNM
Virgin Islands	VIR
Wallis and Futuna	WLF
Western Sahara	ESH
Yemen	YEM
Zambia	ZMB
Zimbabwe	ZWE

Appendix E – Funding method codes

Code	Name
PT-EFA	Performance Table Funded - Education Funding Agency (EFA 16-18)
PT-SFA	Performance Table Funded - Skills Funding Agency (SFA 19+)
EFA	Education Funding Agency (EFA 16-18)
SFA-LE	Skills Funding Agency (SFA) - 19+ Legal entitlement
SFA-LF	Skills Funding Agency (SFA) - 19+ Local flexibility
AP-EMP	Apprenticeship - Apprenticeship (Employer fully funded)
AP-CO	Apprenticeship - Apprenticeship Co-funded (SFA and Employer)
AP-SFA	Apprenticeship - Apprenticeship funding (Fully SFA funded)
AP-TRAIL	Apprenticeship - Trailblazer Funded
L-AL	Loan - Advanced Learner Loan
SELF	Self-funded
NEET	Unemployed Offer (NEET)
OLASS	Offender Learning (OLASS)
OTHER	Other