



## Resolving QCF 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 QCF batch file' document](#) on the Gov.UK website for full instructions.

We recommend that all users of batch files download the [LRS Validation Tool](#), which will highlight any errors with your batch file, before uploading to the LRS Organisation Portal. Once a file validates successfully, we recommend saving and uploading the output file to ensure that all formatting is correct.

#### 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?

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

QCF\_XXXXXXXX\_YYYY-MM-DD\_nnn.CSV/XML

Where:

- XXXXXXXX is your UKPRN number
- YYYY is the year
- MM is the month
- DD is the day
- nnn is the sequential number of the file submission.

#### 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 [QCF 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"?>
<QcfAchievementsData xmlns:xsi=http://www.w3.org/2001/XMLSchema-instance
xmlns="urn:qcfAchievementsData"
```

#### 5. CSV File Data

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

- **Number of records** (must equal the number of subsequent rows)
- **Awarding Organisation** (The RITS number from OfQual must match the one held on the LRS)
- **Email address** (Notification email address)
- **Submission type** (Must always be Final).



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### 6. Have all mandatory fields been completed?

The mandatory fields are below. Please note that some fields are only mandatory depending on other fields.

- AwardingOrganisation
- MISIdentifier
- Uln
- UnitOrQualificationCode
- AchievementAwardDate
- GivenName
- FamilyName
- Action
- ActionDate
- ActionReason
  - Mandatory if Action is set to 3 - Withdraw

### 7. Have date fields been formatted correctly?

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

**Note:** The validation tool will automatically correct when saving the output file.

### 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 qualification being uploaded to a learner or a qualification uploaded to an incorrect learner. See the table below for the constraints for each header.

Headings	Constraints	Mandatory (M)
NumberOfRecords	Numerical	M
AwardingOrganisation	Text – 6 characters.	M
EmailAddress	<a href="#">See full batch file specification</a>	Optional
SubmissionType	Final	Optional
MISIdentifier	Text/Number - no more than 128 characters	Optional
ULN	Numerical - 10 characters	M
ProviderUkprn	Numerical - 8 characters	Optional – not recommended
UnitOrQualificationCode	Text - no more than 10 characters	M
AchievementAwardDate	YYYY-MM-DD	M
Grade	Text - no more than 20 characters	Optional
LanguageForAssessment	Text - 3 characters	Optional
GivenName	Text - no more than 35 characters	M
FamilyName	Text - no more than 35 characters	M
LearnerPostcode	1-2 letters, 2-3 numbers, 2 letters - can include a space	Optional



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DateOfBirth	YYYY-MM-DD	Optional
Gender	0 – not known (has not been provided) 1 – male 2 – female 9 – not specified (unable to classify)	Optional
Action	1 – create 2 – update 3 – withdraw 4 – reinstate	M
ActionDate	YYYY-MM-DD	M
ActionReason	ULNINVALID ACHINVALID DATINVALID SUBINERROR BATCHERROR	Mandatory if Action is set to 3 - withdraw

### 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. We always recommend running the file through the [LRS Validation Tool](#) and saving the output file before uploading to ensure the file uploads successfully.

If you are unable to use the Validation Tool for any reason, ensure that any dates are saved in the format yyyy-mm-dd before saving. For additional assistance changing the format of the date, please refer to the [full Batch File specification](#). Opening the file in Excel will automatically revert the date fields to the standard dd-mm-yyyy.

### 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. QCF\_10001234\_2016-12-20\_001- 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. Please note that saving the output file from the Validation Tool will automatically correct any incorrect date formatting.