Education & Skills Funding Agency

LRB batch file - 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 an LRB 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?

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

LRB_XXXXXXXX_DDMMYYYYHHMM.CSV/XML

Where:

- XXXXXXXX is your UKPRN number
- DD is the day
- MM is the month
- YYYY is the year
- HH is the hour (24 hour format)
- MM is the minute

3. Have you used the correct headings?

All headings must be entered correctly in the correct order. All headings are case sensitive. LRB file headings are below, however we recommend that you download and copy your information into the LRB batch file template (CSV).

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"?>
<RegistrationFile xmlns:xsi=http://www.w3.org/2001/XMLSchema-instance
xsi:noNamespaceSchemaLocation="file:///lrb.xsd">
```

5. CSV File Header

The first 4 columns (row 2) must contain the following information (CSV):
All of the first 4 fields are mandatory.

- **File Version** (default value should always be 2A)
- **File Name** (The File Name does not need to reflect the physical file name – this can be an internal reference)
- **UKPRN** (The UKPRN must be associated to your organisation. This is the same UKPRN held within the LRS Organisational Portal.

- **Learner Record Count** (must equal the amount of learners in the file (the number of Learner tags or the number of rows minus 1 (the headings). If this is incorrect, it will be automatically corrected when saving the output file from the validation tool).

6. Have all mandatory fields been completed?

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

- FileVersion
- FileName
- UKPRN
- LearnerRecordCount
- GivenName
- FamilyName

The following fields are **ONLY** mandatory where no ULN is provided:

- LastKnownPostCode
- DateOfBirth
- Gender
- AbilityToShare
- VerificationType
  - Mandatory if a new ULN is being created, if not an exception will be created
- OtherVerificationDescription
  - Mandatory if Verification Type is set to 999 (Other), otherwise this must be blank

7. Have date fields been formatted correctly?

Date fields (DateOfBirth and DateOfAddressCapture) **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 learner record being updated or a new ULN being created for an existing learner. See the table below for the constraints for each header.

Headings	Constraints	Mandatory (M)
FileVersion	2A	M
FileName	Text - no more than 512 characters.	M
UKPRN	Numerical - 8 characters	M
LearnerRecordCount	Numerical - no more than 10 characters	M
ULN	Numerical - 10 characters	Optional
MISIdentifier	Text/Number - no more than 128 characters	Optional
Title	Text - no more than 35 characters	Optional
GivenName	Text - no more than 35 characters	M

PreferredGivenName	Text - no more than 35 characters	Optional
MiddleOtherName	Text - no more than 35 characters	Optional
FamilyName	Text - no more than 35 characters	M
PreviousFamilyName	Text - no more than 35 characters	Optional
FamilyNameAtAge16	Text - no more than 35 characters	Optional
SchoolAtAge16	Text - no more than 254 characters	Optional
LastKnownAddressLine1	Text - no more than 50 characters	Optional
LastKnownAddressLine2	Text - no more than 50 characters	Optional
LastKnownAddressTown	Text - no more than 50 characters	Optional
LastKnownAddressCountyOrCity	Text - no more than 50 characters	Optional
LastKnownPostCode	1-2 letters, 2-3 numbers, 2 letters - can include a space	Refer to section 6
DateOfAddressCapture	YYYY-MM-DD	Optional
DateOfBirth	YYYY-MM-DD	Refer to section 6
PlaceOfBirth	Text - no more than 35 characters	Optional
EmailAddress	See full Batch File specification	Optional
Gender	0 – not known (has not been provided) 1 – male 2 – female 9 – not specified (unable to classify)	Refer to section 6
Nationality	2 or 3 text characters or 3 numbers. CDD compliant	Optional
ScottishCandidateNumber	Text - no more than 9 characters	Optional
Ability to Share	0 – No (Privacy Notice not seen or shared with learner) 1 – Yes (Privacy Notice seen and shared with learner)	Refer to section 6
VerificationType	0 - none provided 1 - relationship with school 2 - passport 3 - driving licence 4 - ID card or other form of national identification 5 - national insurance card 6 - certificate of entitlement to funding 7 - bank/credit/debit card 999 - other	Refer to section 6
OtherVerificationDescription	Text - no more than 255 characters	Refer to section 6
Notes	Text - no more than 4,000 characters	Refer to section 6

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. LRB_10001234_200120160937 - 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.