Department for the Economy
An Roinn Geilleagair
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Subject: Traineeship Programme Coding Guidance

Target Audience:

- Principals of Further Education
- FE College MIS
- FE Curriculum Directors

Summary of Contents:

The Level 2 Traineeship Programme commenced in September 2021. The purpose of this document is to provide coding and data recording guidance to ensure that data relating to participants on Level 2 Traineeships is recorded accurately and consistently on the Learner Management System (LMS) across all colleges.

This addendum updates the existing Traineeship coding guidance to introduce a new Work Placement Format value for learners who have not undertaken a work placement. The updated list of values is provided in Annex F.

Enquiries:

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Related Documents: **FE 09/23**
Superseded Documents: **FE 01/25, FE 01/25 Addendum 1, FE 01/25 Addendum 2, FE 01/25 Addendum 3, FE 04/21, FE 11/22, FE 11/22 Addendum 1, FE 11/22 Addendum 2**
Expiry Date: **This circular will remain in effect until otherwise notified by the Department.**

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INTRODUCTION AND POLICY CONTEXT

In September 2021, the new Level 2 NI Traineeship Programme was introduced across FE Colleges. The NI Level 2 Traineeship has a dual purpose:

a) To provide learners with a solid foundation of skills, experience and qualifications that are recognised and valued by employers and relevant to opportunities in today's labour market.

b) To provide learners with broad-based knowledge and skills as the basis from which they can access future opportunities for employment or further study at a higher level.

The full list of Traineeships is provided in Annex A.

TRAINEESHIP CODING REQUIREMENTS

The coding requirements and data to be recorded on the Learner Management System (LMS) for Traineeships is provided below.

1. CURRICULUM SETUP REQUIREMENTS

Structure

1.1. The agreed LMS curriculum structure of Programme (mandatory), Year (mandatory), Qualification (mandatory) is to be applied to the level 2 Traineeships. This is referred to as the PYQ curriculum structure.

1.2. Setup of the Traineeship curriculum must follow the FE model rather than WBL (Training for Success). Two-year traineeship programmes will have 2 'Year' levels within the structure.

1.3. This structure is required for the accurate extraction of traineeships data to the Consolidated Data Return (CDR).

1.4. The Traineeship is to be set up as a Programme with a number of course elements set up as Qualifications within the curriculum structure. Each qualification will be output to the CDR with field names AOS_CODE and AOS_PERIOD identifying the college course code. Course elements will vary across vocational areas, but will include

- Main Vocational Course
- Essential Skills Literacy (if not exempt)
- Essential Skills Numeracy (if not exempt)
- GCSE Mathematics (if taken)
- GCSE English (if taken)

- Transversal Skills (T Skills) Development evidence (completion evidence as approved by Traineeship Steering Group, refer to approved TSG evidence list).

All normal data capture requirements for qualifications will apply.

Mode of Attendance

1.5. The Main Vocational Course qualification of the Traineeship is to be coded as MOA 01 and all other qualifications that make up the overall Traineeship, including Essential Skills, is to be coded as MOA 22.

Qualification	Course MOA
Main Vocational Course	01
Essential Skills Literacy	22
Essential Skills Numeracy	22
GCSE Mathematics	22
GCSE English	22
Transversal Skills Development evidence	22

Source of Funding

1.6. The Course and Student Source of Funding for Level 2 Traineeships is 97. The Source of Funding is to be recorded at Programme, Year and Qualification levels.

Programme Level Data

1.7. The following traineeship curriculum information must be recorded at the Programme level.

	CDR Field Name	Description
Programme / Traineeship Code	PROG_CODE	The unique identifier for each Traineeship and will be extracted to the CDR for each linked Q level enrolment. The list of valid values is provided in Annex A.

	CDR Field Name	Description
Traineeship Title	PROG_OF_STUDY	Descriptor/Title for each Traineeship determined by the PROG_CODE and will be extracted to the CDR for each linked Q level enrolment. The list of valid values is provided in Annex A.
Source of Funding	Not output to CDR but utilized in the extraction process	The Course Source of Funding for Level 2 Traineeships is 97.

1.8. Colleges can capture additional information at Programme level as per their own requirements, however the Qualification Aim should only be recorded at the Qualification level.

2. LEARNER DATA REQUIREMENTS

In addition to the normal data collected for each learner, the following information is to be recorded for all traineeship learners.

Qualifications on Entry

2.1 The following information relating to qualifications on entry to the Traineeship should be recorded for each learner and should be verified by College Staff.

	CDR Field Name	Description
Number of GCSE's A*-C or equivalent	GCSE_A_C	Number of GCSEs grade A* to C or equivalent. The list of valid values is provided in circular FE 09/23.
Number of GCSE's D-G or equivalent	GCSE_D_G	Number of GCSEs grade D to G or equivalent. The list of valid values is provided in circular FE 09/23.
GCSE English Grade	GCSEEnglishGrade	The highest grade for GCSE English or equivalent should be collected for traineeship learners.

	CDR Field Name	Description
		Where the learner has an alternative qualification used to meet the entrance requirements e.g. leaving cert, the equivalent should be added. Where there is no GCSE grade and no alternative qualification then 'NP – No prior GCSE grade' should be recorded. The list of valid values is provided in circular FE 09/23.
GCSE Maths Grade	GCSEMathGrade	The highest grade for GCSE Maths or equivalent should be collected for traineeship learners. Where the learner has an alternative qualification used to meet the entrance requirements e.g. leaving cert, the equivalent should be added. Where there is no GCSE grade and no alternative qualification then 'NP – No prior GCSE grade' should be recorded. The list of valid values is provided in circular FE 09/23.
Essential Skills Literacy	EssentialSkillsLiteracyLevel	The list of valid values is provided in circular FE 09/23.
Essential Skills Numeracy	EssentialSkillsNumeracyLevel	The list of valid values is provided in circular FE 09/23.

3. ENROLMENT DATA REQUIREMENTS

Each trainee is to be enrolled on the PYQ curriculum structure to ensure accurate extraction of traineeships data to the Consolidated Data Return (CDR).

In addition to the normal enrolment data requirements for learner qualifications, the following information is to be recorded for all enrolments on traineeship programmes.

Traineeship Programme Route

3.1 The following traineeship enrolment information must be recorded at the Programme level. This should be identified by Curriculum staff at commencement of the Traineeship.

	CDR Field Name	Description
Programme Route	PROG_ROUTE	The route the learner will take to achieve the full Traineeship programme. The valid values and associated criteria are provided in Annex B.
Programme Route Date	PROG_ROUTE_DATE	The date associated with the learner's programme route. This must be populated where the programme route is **Introductory**[1] or **Referral**. If the route is **Introductory** this is the date the learner has completed the introductory phase (if applicable) and commences on the full Traineeship. If the route is **Referral** the date entered is the date the learner commences the level 1 course. [1]**The Introductory route has been inactive since 2025/26.**

Movement of Learners

3.2 It is very important that the Department can track the movement of learners between the Traineeship and the Apprenticeship programmes should they gain or lose employment.

3.3 If a learner Transfers from the Traineeship to an Apprenticeship or vice versa, in addition to the normal Transfer procedure, the Destination is to be recorded.

3.4 The list of valid Destination values is provided in Annex C.

3.5 For two-year traineeship programmes, where a learner does not return to the Traineeship in Year 2 and transfers to an Apprenticeship, the Year 1 Traineeship enrolment record is to be amended to Transferred status with a destination of Apprenticeship to be completed for the final CDR return of Year 1 enrolment data.

3.6 The updating of levels other than Q is not necessary for CDR to track movement of learners, however it is considered good practice to update each level e.g. P, Y and Q where appropriate.

Traineeship Programme Awarded

3.7 Achievements are recorded against each qualification as normal while achievement of the Full Traineeship is recorded against the programme.

3.8 The following traineeship enrolment information must be recorded at the Programme level. The combination of these two fields will determine the overall Traineeship programme awarded.

	CDR Field Name	Description
Programme Achievement	PROG_ACHIEVEMENT	Outcome for the full Traineeship The list of valid values for each traineeship classification scenario is provided in Annex D.
Programme Exam Board Grade	PROG_EXAM_BRD_GRADE	Exam Board Grade for the full Traineeship The list of valid values for each traineeship classification scenario is provided in Annex D.

Traineeship Work Placement

3.9 Work Placement is to be recorded against the traineeship enrolment at the Programme level.

	CDR Field Name	Description
Work Placement Complete	PROG_WP_COMPLETE	The Programme Work Placement Complete flag field indicates if the traineeship learner has undertaken and completed suitable work placement as part of their programme enrolment. The current values for this field are listed in Annex E and remain subject to review.
Work Placement Format	PROG_WP_FORMAT	Indicates the format of the work placement the learner has undertaken. The valid values are provided in Annex F.

4. CDR DATA DICTIONARY

4.1 Further information in relation to the LMS data source, screen labels and verifier names for each CDR field is available in the CDR Data Dictionary.

5. VALIDATION AND AUDIT

5.1 Colleges will be responsible for ensuring that the revised coding guidance is implemented in full and ensuring any changes throughout the academic year are reflected in the data.

Annex A

ANNEX A – Traineeship Codes and Titles

Year	T Code	T Code Description - Vocational Pathways within Traineeship	Traineeship Title	Duration	Active in LMS
2021	T0001	Agriculture	Agriculture, Environment and Animal Care	2 Years	Y
2021	T0002	Animal Care -1 year programme	Agriculture, Environment and Animal Care	1 Year	Y
2021	T0003	Auto-Electrics	Motor Vehicle	2 Years	Y
2021	T0004	Bakery -1 year programme	Agri-Food Manufacturing	1 Year	Y
2021	T0005	Barbering -1 year programme	Hair & Beauty	1 Year	Y
2021	T0006	Beauty Therapy -1 year programme	Hair & Beauty	1 Year	Y
2021	T0007	Brickwork	Construction & Built Environment	2 Years	Y
2021	T0008	Business Admin -1 year programme	Business	1 Year	Y
2021	T0009	Butchery	Agri-Food Manufacturing	2 Years	Y
2021	T0010	Carpentry and Joinery	Built Environment	2 Years	Y
2021	T0011	Childcare - 1 year programme	Childcare & Youth Work	1 Year	Y

Year	T Code	T Code Description - Vocational Pathways within Traineeship	Traineeship Title	Duration	Active in LMS
2021	T0012	Commis Chef	Hospitality & Tourism	2 Years	N This was updated to Professional Chef - Code T0039
2021	T0013	Electrical Installation	Construction & Built Environment	2 Years	Y
2021	T0014	Engineering	Advanced Manufacturing	2 Years	Y
2021	T0015	Fish and Shellfish -1 year programme	Agri-Food Manufacturing	1 Year	Y
2021	T0016	Floor and Wall Tiling	Construction & Built Environment	2 Years	Y
2021	T0017	Food Industry Skills -1 year programme	Agri-Food Manufacturing	1 Year	Y
2021	T0018	Hairdressing	Hair & Beauty	2 Years	Y
2021	T0019	Health & Social Care - 1 year programme	Health & Social Care	1 Year	Y
2021	T0020	Heavy Vehicle	Motor Vehicle	2 Years	Y
2021	T0021	Horticulture	Agriculture, Environment and Animal Care	2 Years	Y
2021	T0022	Hospitality and Tourism Team Member	Hospitality & Tourism	2 Years	Y
2021	T0023	ICT (users and Telecoms) -1 year programme	ICT	1 Year	Y
2021	T0024	Land-Based Engineering	Motor Vehicle	2 Years	Y

Year	T Code	T Code Description - Vocational Pathways within Traineeship	Traineeship Title	Duration	Active in LMS
2021	T0025	Leisure & Sport/Active Leisure, Learning and Wellbeing -1 year programme	Hospitality & Tourism	1 Year	Y
2021	T0026	Light Vehicle	Motor Vehicle	2 Years	Y
2021	T0027	Creative Media - 1 year programme	Creative & Cultural	1 Year	Y
2021	T0028	Motorcycle	Motor Vehicle	2 Years	Y
2021	T0029	Painting and Decorating	Construction and Built Environment	2 Years	Y
2021	T0030	Plant maintenance	Construction and Built Environment	2 Years	Y
2021	T0031	Plastering and Dry Wall Lining	Construction and Built Environment	2 Years	Y
2021	T0032	Plumbing	Construction and Built Environment	2 Years	Y
2021	T0033	Refrigeration	Construction and Built Environment	2 Years	Y
2021	T0034	Retail	Sales & Marketing	2 Years	Y
2021	T0035	Science -1 year programme	Life & Health Science	1 Year	Y
2021	T0036	Travel & Tourism -1 year programme	Travel & Tourism	1 Year	Y
2021	T0037	Vehicle Body Repair	Motor Vehicle	2 Years	Y
2021	T0038	Vehicle Paint Refinishing	Motor Vehicle	2 Years	Y

Year	T Code	T Code Description - Vocational Pathways within Traineeship	Traineeship Title	Duration	Active in LMS
2022	T0039	Professional Chef	Hospitality and Tourism	2 Years	Y
2022	T0040	Vehicle Fitting	Motor Vehicle	2 Years	Y
2023	T0041	Hairdressing - 1 year programme	Hair & Beauty	1 Year	Y
2024	T0042	Construction Plant -1 year programme	Motor Vehicle	1 Year	Y
2024	T0043	Construction Studies -1 year programme	Construction and Built Environment	1 Year	Y
2024	T0044	Business Studies -1 year programme	Business	1 Year	Y
2024	T0045	Art & Design -1 year programme	Creative and Cultural	1 Year	Y
2024	T0046	Music -1 year programme	Creative and Cultural	1 Year	Y
2024	T0047	Public Services -1 year programme	Health, public services and care	1 Year	Y
2024	T0048	Performing Arts -1 year programme	Creative and Cultural	1 Year	Y
2024	T0049	Media Make-Up -1 year programme	Creative Arts	1 Year	Y
2025	T0050	Creative Arts and Digital Media – 1 year programme	Creative Arts	1 Year	Y
2025	T0051	Hospitality and Tourism Team member -1 year programme	Hospitality & Tourism	1 Year	Y
2025	T0052	Nail Technology – 1 year programme	Hair & Beauty	1 Year	Y

Year	T Code	T Code Description - Vocational Pathways within Traineeship	Traineeship Title	Duration	Active in LMS
2025	T0053	Electrical Installation – 1 year programme	Construction & Built Environment	1 Year	Y
2025	T0054	Engineering – 1 year programme	Advanced Manufacturing	1 Year	Y
2026	T0055	Childcare	Childcare & Youth Work	2 Years	Y
2026	T0056	Cabin Crew and Ground Operations - 1 year programme	Travel & Tourism	1 Year	Y

Note: Colleges should ensure new codes T0055 and T0056 are added to their systems.

ANNEX B – Traineeship Programme Route

The table below provides the Programme Route values and associated criteria for learners enrolled on a Traineeship programme.

Year	Value	Description	Active in LMS	Criteria
2021	01	Direct Entry	Y	All Essential Skills are at level 2 unless already achieved
2021	02	Fast Tracked	Y	Assessed at being able to complete the programme in 1 year
2021	03	Introductory	N	At least one Essential Skills is at level 1 or below
2021	04	Referral	Y	Referred to a suitable Level 1 programme
2022	05	From Apprenticeship	Y	Moved to a Traineeship from an Apprenticeship.

Note: The Introductory route has been inactive since the 2025/26 academic year. Colleges should ensure that value 03 remains inactive on the LMS.

ANNEX C – Destination

The table below provides the Destination values and descriptions.

Year	Value	Description	Active in LMS
2018	01	Not in work & not looking for work: HE full time	Y
2018	02	Not in work & not looking for work: HE part time	Y
2018	03	Not in work & not looking for work: FE full time	Y
2018	04	Not in work & not looking for work: FE part time	Y
2018	05	Employed Full time (30hrs or more per week)	Y
2018	06	Employed Part time (less than 30hrs per week)	Y
2018	07	Not in work & not looking for work: Gov Train/Employ Scheme	Y
2018	08	Self employed Full time (30hrs or more per week)	Y
2018	09	Unemployed (out of work and looking for work)	Y
2018	10	Not in work & not looking work: Retired/look after H/F/LTS	Y
2018	11	Not in work & not looking for work: At school/6th form	Y
2018	12	Not in work and not looking for work: Other	Y
2018	13	Self employed Part time (less than 30hrs per week)	Y
2018	14	Refused to answer - MIS use only	Y - BUT NOT VISIBLE TO LEARNERS
2018	15	Unable to make contact - MIS use only	Y - BUT NOT VISIBLE TO LEARNERS
2022	16	Level 2 Apprenticeship	Y
2022	17	Level 3 Apprenticeship	Y
2022	18	Level 3 Adv Tech	Y
2022	19	Other Level 3	Y
2022	20	Level 2 Traineeship	Y
2022	21	Not in work & not looking for work: Step Up Work Strand	Y

ANNEX D – Traineeship Programme Awarded

The table below provides detail on the data values to be captured at the Programme level for the Traineeship Classification scenarios:

Traineeship Classification	Criteria	Outcome	Exam Board Grade
NI Traineeship Diploma	Achievement of all components: • Level 2 Vocational Qualification • Transversal Skills (T Skills) Development evidence • Level 2 Literacy – Essential Skills Level 2 or GCSE (Grade A*-C) *exempt if already achieved • Level 2 Numeracy – Essential Skills Level 2 or GCSE (Grade A*-C) *exempt if already achieved • Completion of work placement element at the minimum threshold hours for a Diploma classification	1 (Achieved)	DIP
NI Traineeship Certificate	Achievement of all components: • Level 2 Vocational Qualification • Transversal Skills (T Skills) Development evidence • Level 1 Literacy - Essential Skills Level 1 or GCSE (Grade D-G) *exempt if already achieved • Level 1 Numeracy – Essential Skills Level 1 or GCSE (Grade D-G) *exempt if already achieved • Completion of work placement at the minimum threshold hours for a Certificate classification	1 (Achieved)	CERT

Traineeship Classification	Criteria	Outcome	Exam Board Grade
NI Traineeship Award	Achievement of all components: • Level 2 Vocational Qualification • Transversal Skills (T Skills) Development evidence • Entry Grade in Literacy improved by 1 Level *exempt if already achieved • Entry Grade in Numeracy improved by 1 Level *exempt if already achieved • Completion of work placement at the minimum threshold hours for a Certificate classification	1 (Achieved)	AWARD
Components	Achievement of at least 1 component of the Traineeship. **This achievement must occur after the trainee commenced their Traineeship**	2 (Partial Achievement)	COMP
No Achievement	Trainee did not achieve any components of the Traineeship programme.	3 (No Achievement)	

ANNEX E – Work Placement Complete

The table below provides the Work Placement Complete values and descriptions for Traineeship learners.

Value	Description
01	Evaluation completed meet the requirements for the Diploma classification
02	Evaluation completed meet the requirements for the Certificate classification
03	Evaluation completed did not meet the requirements for the Traineeship

ANNEX F – Work Placement Format

The table below provides the Work Placement Format values and descriptions for Traineeship learners.

Value	Description	Format
01	Actual	Work placement completed in an actual working environment
02	Simulated	Work placement completed in simulated environment
03	Mixed	Work placement has been a mix of actual and simulated environment
90	Not Undertaken	No work placement undertaken

Note: Colleges should ensure that the new value 90 – Not Undertaken is added to their systems.