West Midlands Combined Authority
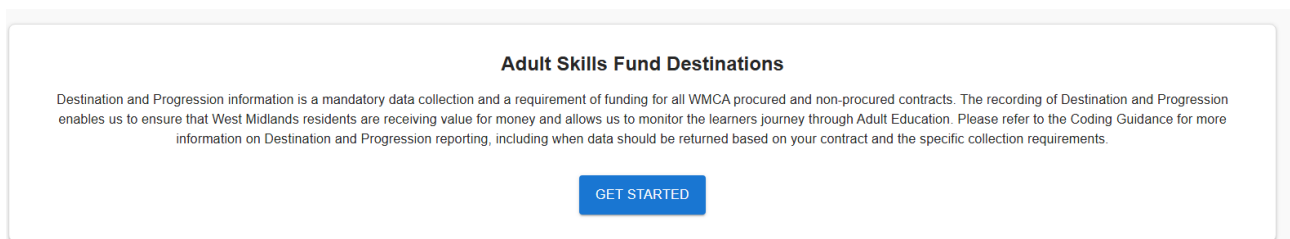
Destinations Portal Submission Guide

The *Destinations Portal Submission Guide* provides clear instructions for educational providers on how to submit learner destination data to the West Midlands Combined Authority (WMCA). The portal enables tracking the outcomes of learners following their courses.

Registration

Providers must first register via the provided FORM link to gain access to the portal.

Accessing the Portal

The portal can be accessed by clicking on the button in the screenshot below once you're logged in to the Portal

Adult Skills Fund Destinations

Destination and Progression information is a mandatory data collection and a requirement of funding for all WMCA procured and non-procured contracts. The recording of Destination and Progression enables us to ensure that West Midlands residents are receiving value for money and allows us to monitor the learners journey through Adult Education. Please refer to the Coding Guidance for more information on Destination and Progression reporting, including when data should be returned based on your contract and the specific collection requirements.

GET STARTED

Submission Methods

Two submission options are available:

1. **Manual Entry** – Suitable for smaller submissions. Users can search for learners by ULN, Learning Aim Reference, or Learning Reference Number and submit destinations linked specifically to enrolments (not individuals).

2. **Automated Upload** – Allows bulk submission via a structured CSV template. This is recommended for larger data volumes exported from MIS systems.

Manual Entry

Manual entry is intended for submitting individual destinations directly through the portal interface. It is suitable for providers handling smaller data volumes.

Enrolments Screen

- Displays only enrolments submitted via the Individualised Learner Record (ILR) that are awaiting a destination.

- Clicking the **Learner Aim Destinations** button reveals all current enrolments.

Key Features

- Search for a learner using:

  - Unique Learner Number (ULN)

  - Learning Aim Reference

  - Learning Reference Number

- Destinations are tied to specific **enrolments**, not learners. This allows measuring outcomes on a per-enrolment basis.

- Users can **create new destinations** or **edit existing ones** directly in the portal.

- A visual interface supports streamlined review and entry.

Enrolments Screen Example:

Destinations screen

- Create a new destination by clicking **Create Destination** and filling out the required fields.
- Edit existing destinations as needed.

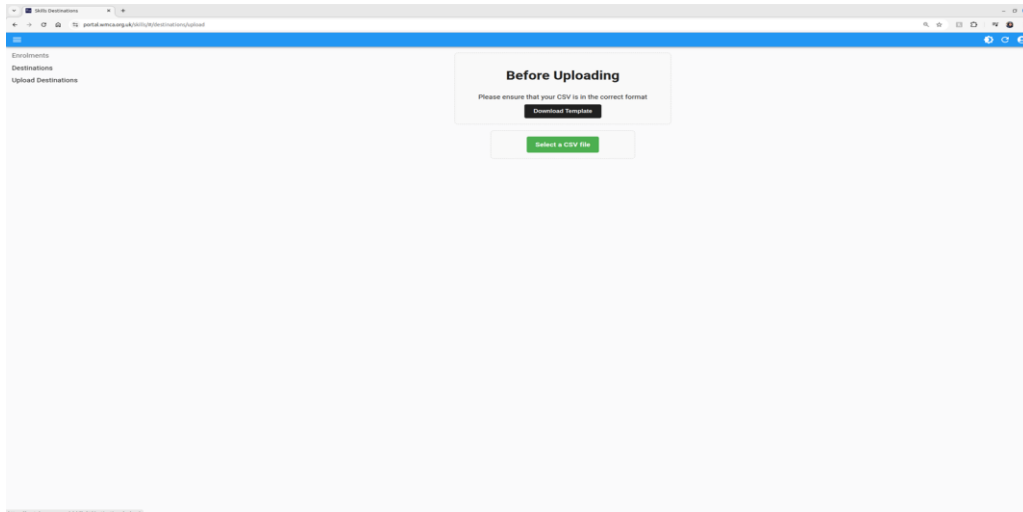Destinations Screen Example:

Automated Upload

Upload Template

The **Upload Template** provides a structured format for submitting destination data in bulk. Ensure your data aligns with the required format (as shown in upload template example) before proceeding.

Upload Template Example:

You can import both old and new destination codes, provided you **merge the outcome code and outcome type into a single field (Destination Code)**.

Upload destinations screen

Steps to Upload Successfully:

1. **Download the template**
2. Prepare your **exported data** from the MIS system and ensure your MIS export follows the same CSV format.
3. Use the **Select a CSV file** button to upload the file.
4. Once uploaded, the destinations will appear in the **Destinations Screen**

Uploaded Destinations Example:

Upload History

To view the upload history, go on to the destinations screen and click on the upload history button at top right corner. This should open a list of historic uploads as seen in the below screenshot.
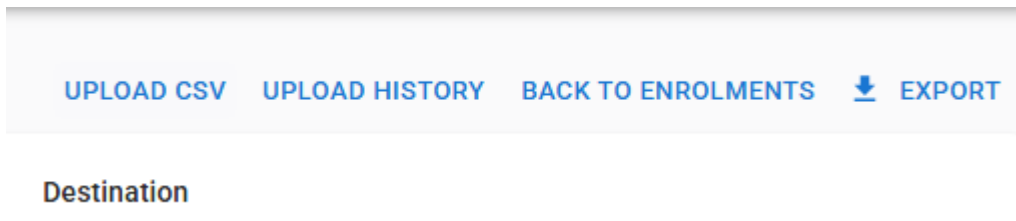
Click on Download CSV to view errors along with the error message associated with each error.

Export

On the destinations page all the listed Destinations can be exported into a csv. To download the csv, simply click the Export button at the top right corner of the screen.

Need Help?

If you experience issues or require further guidance, please contact the Data team.