

# Destinations Portal Submission Guide

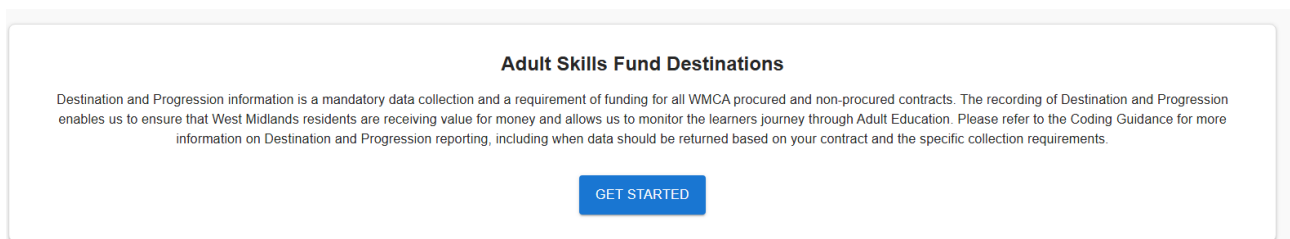
The *Destinations Portal Submission Guide* provides clear instructions for educational providers on how to submit learner destination data to the West Midlands Combined Authority (WMCA). The portal enables tracking the outcomes of learners following their courses.

## 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



## 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:

Unique learner number	Learning aim reference	Family name	Given Name	Learning aim reference	Learning aim title		
4603001107	000000997957	Rahar	Soan	20000008	Non regulated SFA formula funded provision, Entry Level, ICT for Users, 21 to 44 hrs, PW A	CREATE DESTINATION	LEARNER AIM DESTINATIONS
4603001107	000000997957	Rahar	Soan	20000010	Non regulated Adult skills formula funded provision, Entry Level, ICT for Users, 7 to 12 hrs, PW A	CREATE DESTINATION	LEARNER AIM DESTINATIONS
1944750844	000000997732	Almad	Nearin	20007972	Non regulated Adult skills formula funded provision, Level 1, Health and Social Care, 9 to 4 hrs, PW B	CREATE DESTINATION	LEARNER AIM DESTINATIONS
1944750844	000000997732	Almad	Nearin	20007972	Non regulated Adult skills formula funded provision, Level 1, Health and Social Care, 9 to 4 hrs, PW B	CREATE DESTINATION	LEARNER AIM DESTINATIONS
1944750844	000000997732	Almad	Nearin	20007973	Non regulated Adult skills formula funded provision, Level 1, Health and Social Care, 9 to 4 hrs, PW B	CREATE DESTINATION	LEARNER AIM DESTINATIONS
1944750844	000000997732	Almad	Nearin	20000406	Non regulated SFA formula funded provision, Level 1, Health and Social Care, 21 to 44 hrs, PW B	CREATE DESTINATION	LEARNER AIM DESTINATIONS
1944750844	000000997732	Almad	Nearin	40000718	Options in Core Skills	CREATE DESTINATION	LEARNER AIM DESTINATIONS
4603001107	000000997742	Begum	Fathma	20000406	Non regulated SFA formula funded provision, Level 1, Health and Social Care, 21 to 44 hrs, PW B	CREATE DESTINATION	LEARNER AIM DESTINATIONS
4603001107	000000997742	Begum	Fathma	40000718	Certificate in Supporting Teaching and Learning	CREATE DESTINATION	LEARNER AIM DESTINATIONS
191984502	000000997742	Chauhan	Prashant	20000109	Non regulated Tailored Learning, Essential Skills, Pre-Entry Level, Essential Digital Skills	CREATE DESTINATION	LEARNER AIM DESTINATIONS

## Destinations screen

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

## Destinations Screen Example:

Unique learner number	Learning aim reference	Learning aim title	Destination
6839325763	000000997742	Z0002406	In paid employment for 16 hours or more per week - Increase in hours (WMCA1.1)
9999999999	LRN1	LAR1	In paid employment for 16 hours or more per week (WMCA1.0)
9999999999	LRN1	LAR2	In paid employment for 16 hours or more per week (WMCA1.0)

## Automated Upload

### Upload Template

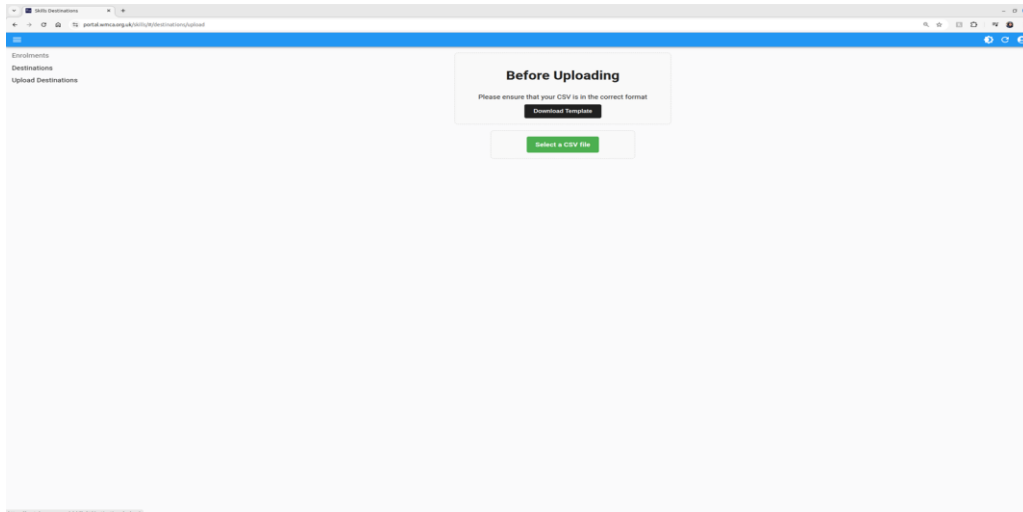
The **Upload Template** provides a structured format for submitting destination data in bulk. Ensure your data aligns with the required format (as shown in upload template example) before proceeding.

### 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)**.

UKPRN	Unique Learner Number	Learner Reference Number	Learning Aim Reference	Learning Aim Title	Destination Code
335	9999999999	LRN1	LAR1	LAR1 Title	WMCA1.0
335	9999999999	LRN1	LAR2	LAR2 Title	EMP1

## 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:

The screenshot shows the 'Destinations' screen in the Skills Destinations portal. The page has a blue header with the 'Skills Destinations' logo and navigation links for 'Enrollments', 'Destinations', and 'Upload Destinations'. The main content area is white and contains a table of destinations. The table has columns for 'Unique learner number', 'Learner reference number', 'Learning aim reference', 'Learning aim title', and 'Destination'. There are three rows of data, each with a checkbox in the first column and an 'EDIT' button in the last column. The table is titled 'Destinations' and has a 'UPLOAD CSV' button and a 'BACK TO ENROLLMENTS' button in the top right corner.

Unique learner number	Learner reference number	Learning aim reference	Learning aim title	Destination	
<input type="checkbox"/> 683025763	00000997742	Z002406		In paid employment for 16 hours or more per week - Increase in hours (NMCA1.1)	EDIT
<input type="checkbox"/> 999999999	L001	L001	L001 Title	In paid employment for 16 hours or more per week (NMCA1.0)	EDIT
<input type="checkbox"/> 999999999	L001	L002	L002 Title	In paid employment for 16 hours or more per week (NMCA1.0)	EDIT

## 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.

Enrolments

Destinations

Upload Destinations

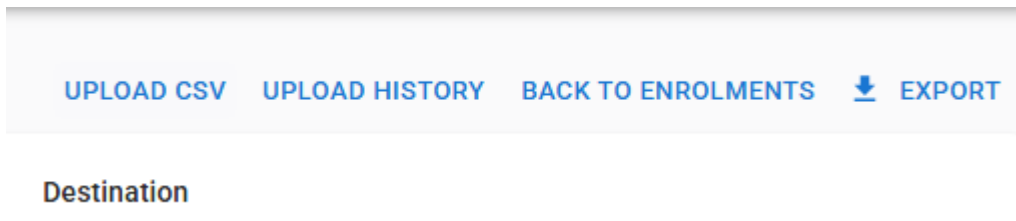
Previous Uploads

Date	File	<div><div></div>Success</div>	<div><div></div>Failures</div>	Download Errors
16/04/2025, 14:11:20	335_ASF_DestinationsTemplate_v1.csv	0	2	<a href="#">Download CSV</a>
16/04/2025, 13:07:45	335_ASF_DestinationsTemplate_v1(10).csv	1	1	<a href="#">Download CSV</a>

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.