

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:

Enrolments									o c
rolments	Unique learner number	Q. Learning aim referen	ice Q. Lea	ming aim title	Q				
estinations	Unique learner number	Learner reference number	Family name	Given Names	Learning aim reference	Learning aim title			
pload Destinations	6635351107	000000997557	Balley	Susan	Z0002808	Non regulated SFA formula funded provision, Entry Level, ICT for Users, 21 to 44 hrs, PW A	CREATE DESTINATION	LEARNER AIM DESTIN	ATIONS
	6635351107	000000997557	Balley	Susan	Z0008310	Non regulated Adult skills formula funded provision, Entry Level, ICT for Users, 7 to 12 hrs, PW A	CREATE DESTINATION	LEARNER AIM DESTIN	ATION
	1944755844	000000997732	Ahmed	Nasrin	Z0007972	Non regulated Adult skills formula funded provision, Level 1, Health and Social Care, 3 to 4 hrs, PW B	CREATE DESTINATION	LEARNER AIM DESTIN	ATION
	1944755844	000000997732	Ahmed	Nasrin	Z0007972	Non regulated Adult skills formula funded provision, Lavel 1, Health and Social Care, 3 to 4 hrs, PW 8	CREATE DESTINATION	LEARNER AIM DESTIN	ATION
	1944755844	000000997732	Ahmed	Nasrin	Z0007973	Non regulated Adult skills formula funded provision, Level 1, Health and Social Care, 5 to 6 hrs, PW B	CREATE DESTINATION	LEARNER AIM DESTIN	ATION
	1944755844	000000997732	Ahmed	Nasrin	Z0002406	Non regulated SFA formula funded provision, Level 1, Health and Social Care, 21 to 44 hrs, PW B	CREATE DESTINATION	LEARNER AIM DESTIN	ATION
	1944755844	000000997732	Ahmed	Nasrin	60007278	Diploma in Counselling Skills	CREATE DESTINATION	LEARNER AIM DESTIN	ATION
	6839325783	000000997742	Begum	Fatheha	Z0002406	Non regulated SFA formula funded provision, Level 1, Health and Social Care, 21 to 44 hrs, PW B	CREATE DESTINATION	LEARNER AIM DESTIN	ATION
	6839325783	000000997742	Begum	Fatheha	60324764	Certificate in Supporting Teaching and Learning	CREATE DESTINATION	LEARNER AIM DESTIN	ATIO
	1995846502	000000998232	Chauhan	Pushpaben	20060109	Non regulated Tailored Learning, Essential Skills, Pre-Entry Level, Essential Digital Skills	CREATE DESTINATION	LEARNER AIM DESTIN	ATION

Destinations screen

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

Destinations Screen Example:

ar nandhar Q. Lesanning sim reference Q. Lesanning sim reference Andrée S. Lesanning sim reference Andrée S.	ce Leanning sim title	Destination In paid employment for 16 hours or more par week - increase in hours (WMCA1.1) In paid employment for 16 hours or more par week (WMCA1.0) In paid employment for 16 hours or more par week (WMCA1.2)	OAD CSV BACK TO	EDIT EDIT EDIT
learner number Learner reference number Learning alm reference 578.3 00000097742 20002406 9999 LRN1 LAR1	LAR1 Title	Destination In paid employment for 16 hours or more par week - increase in hours (WMCA1.1) In paid employment for 16 hours or more par week (WMCA1.0) In paid employment for 16 hours or more par week (WMCA1.2)		EDIT EDIT EDIT
15783 000000997742 20002406 19999 LRN1 LAR1	LAR1 Title	Destination In paid employment for 16 hours or more par week - increase in hours (WMCA1.1) In paid employment for 16 hours or more par week (WMCA1.0) In paid employment for 16 hours or more par week (WMCA1.2)		EDIT EDIT EDIT
15783 000000997742 20002406 19999 LRN1 LAR1	LAR1 Title	In paid employment for 16 hours or more per week - Increase in hours (WMCA1.1) In paid employment for 16 hours or more per week (WMCA1.0) In paid employment for 16 hours or more per week (WMCA1.0)	1	EDIT EDIT
		In paid employment for 16 hours or more per week (WMCA1.0)	-	EDIT
9999 LINT LANZ	LAR2 THE			
		Rev.	ows per page: 10 -	- 1-30

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)**.

	- 12	+ III VIMCALI	Ę				1
UKF	RN	Unique Learner Number	Learner Reference Number	Learning Aim Reference	Learning Aim Title	Destination Code	
		9999999999				WMCA1.0	
		9999999999		LAR2	LAR2 Title	EMP1	
2							
4							
5							
2							

Upload destinations screen

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Enrolments	
Destinations	Bude see the last discussion of the second sec
Upload Destinations	Before Uploading
	Please ensure that your CSV is in the correct format
	Download Template
	Select a CSV file
https://portal.wmca.org.uk/skilu/#j0jdestinacions/upload	

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:

Destinations		portal.wmca.org.uk/skills/#/idestinations					9. ± 0 0 4 0
Display law rules Leaving alm reference Leaving alm reference <th< th=""><th>Destinations</th><th></th><th></th><th></th><th></th><th></th><th>0 C</th></th<>	Destinations						0 C
of Destination Odd allow multiple Calibrative model Calibration Calibr	olments	Unique learner number Q	Learning aim reference Q Learning	aim title Q			UPLOAD CSV BACK TO ENROLME
603252783 0000007772 2002646 Is addrift implyment for 15 Nans or intrange weeks (NMCAL1) / LftT 90399999 UR1 UA11 Nan interpreter to 15 Nans or intrange weeks (NMCAL1) / LftT 90399999 UR1 UA11 Nan interpreter to 15 Nans or interage weeks (NMCAL1) / LftT	stinations	Unique learner number	Learner reference number	Learning aim reference	Learning aim title	Destination	
D999999999 LIMI LARZ LARZ TItle In part employment for 18-hours or more part week (MIXCA1.0) / EDIT	oad Destinations	6839325783	000000997742	20002406		In paid employment for 16 hours or more per week - Increase in hours (WMCA1.1)	/ EDIT
		9399399399	LRN1	LAR1	LAR1 Title	In paid employment for 16 hours or more per week (WMCA1.0)	- EDIT
Кила раг рада - 10 10 л		9999999999	LENI	LAR2	LAR2 Title	In paid employment for 16 hours or more per week (WMCA1.0)	- 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.

				Ø C
Previous Uploads				
Date	File	Success	🗙 Failures	Download Errors
16/04/2025, 14:11:20	335_ASF_DestinationsTemplate_v1.csv	0	2	DOWNLOAD CSV
16/04/2025, 13:07:45	335_ASF_DestinationsTemplate_v1(10).csv	1	1	DOWNLOAD CSV
	Date 16/04/2025, 14:11:20	Date File 16/04/2025, 14:11:20 335_ASF_DestinationsTemplate_v1.csv	Date File Success 16/04/2025, 14:11:20 335_ASF_DestinationsTemplate_v1.csv 0	Date File Success X Failures 16/04/2025, 14:11:20 335_ASF_DestinationsTemplate_v1.csv 0 2

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.

UPLOAD CSV	UPLOAD HISTORY	BACK TO ENROLMENTS	▲ EXPORT
Destination			

Need Help?

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