



# Data Management Services

## THE BUSINESS OF EDUCATION

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## Download and Import QWS QAN Catalogue files into SIMS

Document Reference DMS089

*Published/Updated November 2018*



*Fully accredited by Capita SIMS for proven quality of SIMS support*

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## DfE QAN Catalogue Files

Import of DfE QAN Catalogue files enables up-to-date qualification data to be populated in SIMS. Calculations of schools Performance Indicator (PI) values also rely on the qualification data contained in these files.

It is advisable to check the QAN website regularly for any updates from the DfE on qualification data and it may be necessary to download and import up-to-date files into SIMS. Unfortunately, the DfE do not update the version number or date of these files so it is not clear if you have the most up to date files or not. If you are experiencing issues adding examination results or want to ensure that Performance Calculations performed in the Summer season are accurate, we recommend that you ensure up-to-date files are imported.

### Download Generic QAN Data

Someone in your school may have already downloaded DfE QAN data as they are required for the Post 16 Autumn census as well as Exam Results calculations. However, we are aware that these files are updated regularly on the QAN website and recommend updated files are imported prior to Summer Exam Results import and calculations of PI.

1. Visit <http://bit.ly/QWS-QAN> to download up-to-date QAN catalogues.

Department for Education  
QAN Web Site

Home

Welcome to the QAN Website

This website has been set up by the DfE to enable schools, Local Authorities and Software Suppliers to access to up-to-date qualification data to populate their Management Information Systems (MIS). From September 2007, Secondary schools with sixth forms must provide this data to the DfE twice a year through the established School Census collection.

Schools, and their suppliers, can access the latest tables of qualification data in two ways; **Web Services** and **Downloadable Files**.

**Web Services**

The QAN data can be accessed on a real-time basis through a set of SOAP 1.2 Web Services which could be retrieved programmatically. For information on how to access Web Services please download and read the following [System Integration Guide](#).

**Downloadable Files**

On this website you can access the latest tables of qualification data in XML or CSV format along with XSD and text files that describe the data.

[Generic QAN data](#) | [Additional Documentation](#)

2. Select **Generic QAN Data** which should present the following information.

QAN Web Site

Generic QAN Data

In addition to this website, all the data supplied above, plus functionality to search QAN data, is afforded by Web Services, which are available for consumption. For information on how to consume these Web Services, please download and read the following [document](#).

Zipped Files: Clicking this button will enable you to save or download all the latest xml, xsd, and csv QWS data files

Type of Data	Data in XML Format*	Data in CSV Format*	XSD file describing structure of the XML**
Current QANs	<input type="button" value="Current QAN XML"/>	<input type="button" value="Current QAN CSV"/>	<a href="#">QAN_Main_V1.1.xsd</a>
Expired QANs	<input type="button" value="Expired QAN XML"/>	<input type="button" value="Expired QAN CSV"/>	<a href="#">QAN_Main_V1.1.xsd</a>
Discount Codes	<input type="button" value="Discount Codes XML"/>	<input type="button" value="Discount Codes CSV"/>	<a href="#">QAN_DiscCode_V1.1.xsd</a>
Awarding Bodies	<input type="button" value="Awarding Bodies XML"/>	<input type="button" value="Awarding Bodies CSV"/>	<a href="#">QAN_AB_V1.0.xsd</a>
Qualification Types	<input type="button" value="Qualification Types XML"/>	<input type="button" value="Qualification Types CSV"/>	<a href="#">QAN_QualType_V1.0.xsd</a>
MAP Codes	<input type="button" value="Map Codes XML"/>	<input type="button" value="Map Codes CSV"/>	<a href="#">QAN_Map_V1.0.xsd</a>

3. The following 4 Catalogue Files are required for import into SIMS:

- **Current QAN XML**
- **Awarding Bodies XML**
- **Discount Codes XML**
- **Qualification Types XML**

You can select each of these Catalogue Files as XML or alternatively you may opt to download the **Zipped Files** which contain all the latest xml, xsd and csv QWS data files. We recommend selecting the 4 XML files only.

4. We will assume you are selecting each file separately as recommended. Click on **Current QAN XML**.

5. If prompted, choose to **Save As** and choose a location. Most of you should already have a QAN folder found via S:\SIMS\QANS.

6. Repeat steps 4 & 5 above for the remaining catalogue files as listed in step 3 above.

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## Import DfE QWS QAN Catalogue Files into SIMS

1. In SIMS, select **Tools | Examinations | Import Qualification Data**.

2. Click **OK** to confirm your downloads are up to date.

**Import Qualification Data**

Print

**Select Catalogue Files**

Last Updated On: 13/01/2017

Current QAN XML

Awarding Bodies XML

Discount Codes XML

Qualification Types XML

Import Catalogue Files

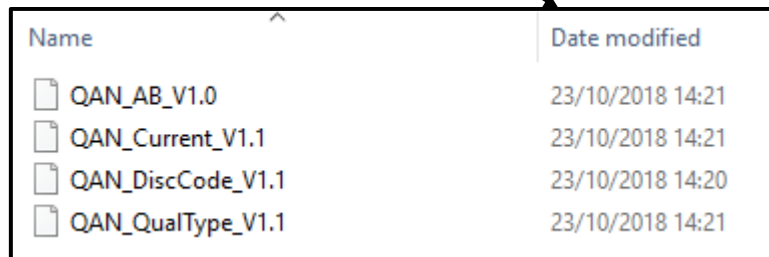
**Review QANs**

Certification Elements without QANs Report

Certification Elements with unmatched QANs Report

**NOTE:** Notice the date **Catalogue Files** were *Last Updated On*. This is the date of the files last imported and not the date of the last import.

3. Select the browse icon to navigate to each Catalogue file in turn. Be careful to select the correct location for the files recently downloaded – the system may default to a previous location and it would look like you are selecting the correct files but these may be out of date. It is best to check the **Date modified**.



Name	Date modified
QAN_AB_V1.0	23/10/2018 14:21
QAN_Current_V1.1	23/10/2018 14:21
QAN_DiscCode_V1.1	23/10/2018 14:20
QAN_QualType_V1.1	23/10/2018 14:21

4. Once you have picked up **all 4** of the files, click the **Import Catalogue Files** button.

### **Activity Log**

You will then receive an Activity Log pop-up which will detail any new data which has been imported. E.g. “**The following AB(s)/DiscCodes/QAN(s) were successfully imported**” Details of imported data is then listed under each appropriate file type. This can be saved or printed if desired.

5. Scroll through the Activity Log to check for any errors.

**Note:** If your files are up to date and no new data has been imported, you will be advised that the new files could neither be imported nor modified as the latest records already exist.

6. Click **Close** on the Activity Log.

## Import QANs and Discount Codes for Course Manager

It is vital for school funding that Post 16 courses in Course Manager have the correct QWS QAN attached for the Autumn census. Once you have imported QAN files, the SIMS database will have the most up-to-date QAN data available, however only a small selection needs to be present for selection within Course Manager.

It is likely schools will have most of the QANs already imported from previous years, however it may be possible that some QANs are not available within Course Manager for example if you have a new QAN being offered for the first time. In this scenario it is necessary to complete an additional step to import the QAN for use in Course Manager.

**NOTE:** We do not cover the management of Course Manager in this document.

You need to be a member of the Returns Manager or Curricular Manager group in System Manager to complete the following tasks therefore you may need to refer to a colleague in order to proceed with this task.

To import QANs for use in Course Manager:

1. You need to have to hand the QAN numbers you are searching for to update.
2. Click on **Tools | Academic Management | Course Manager | Import QANs and Discount Codes for Course Manager**.
3. You can select the any of the filters or leave blank if you know the QAN you require.
4. Type the **QAN** into the **QAN** field.
5. Click **Search Title**.

QAN	Title	Discount Code	Subject	Expiry
50029150	WJEC Level 3 Advanced Subsidiary GCE in Art and ...	3550	Art and Design (Grap...	31/12/2050
50029150	WJEC Level 3 Advanced Subsidiary GCE in Art and ...	3570	Art and Design (Phot...	31/12/2050
50029150	WJEC Level 3 Advanced Subsidiary GCE in Art and ...	3650	Art and Design (Texti...	31/12/2050
50029150	WJEC Level 3 Advanced Subsidiary GCE in Art and ...	3670	Art and Design (3D ...	31/12/2050
50029150	WJEC Level 3 Advanced Subsidiary GCE in Art and ...	3680	Art and Design (Critic...	31/12/2050
50029150	WJEC Level 3 Advanced Subsidiary GCE in Art and ...	3690	Art and Design (Fine ...	31/12/2050

There may be more than one instance of the QAN with different Discount Codes (aka QCA or Subject code) as shown in the sample image above.

6. Once you have located the correct QAN and Discount Code combination, click the **Add** button to make this available in Course Manager.
7. Click **Save**.
8. You will need to repeat this for all new courses being offered in your school.



**Tip:** *If you cannot find the correct QAN in the Update QANs and Discount Codes for Course Manager area and you are confident that the QAN catalogue files are up-to-date, the QAN may already have been imported and already available within Course Manager.*

9. If you had Course Manager open prior to this process, any updated QANs won't be available until Course Manager is closed and re-opened.



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