

Providing data: Jobcentre Plus

You should use the guidelines in this booklet if you have a contract with Jobcentre Plus.

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Icon key



Tells you where you can find out about the support available



Tells you where you can find out how to return your data to the Adult Learning Inspectorate



Frequently asked questions with answers. You will find them at appropriate places in the guidelines.

Check

This gives you information so that you can check that you have entered your data correctly. You will find them at appropriate places in the guidelines.

F This column is not required

You do not need to enter data into the named column for the listed programme or programmes. You will find them next to the column in the guidelines.



Jobcentre Plus

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Introduction

This booklet is designed to help you to return the information that the Adult Learning Inspectorate (ALI) needs from you to ensure that we can plan your inspection. You should use the guidelines in this book if you have a contract with Jobcentre Plus.

You should also have two disks with the notification letter. One disk contains the forms you need. The other disk is blank and is for you to return the forms if you are unable to do so electronically. The guidance notes tell you which forms to use. The forms are produced in Microsoft Excel. If you do not have access to Microsoft Excel then you should convert the files to another format. We can accept forms in other spreadsheet formats, for example, Lotus 1-2-3 or Quattro Pro. If you are unable to provide the information in one of these formats then please use the details in the **Support** box to contact us.

We have tried to give you easy, step-by-step instructions and guidance. If you are used to producing and analysing data for your training programme you may find you do not need all of the instructions and guidance here.

Support



If you get stuck or would like to talk through any areas there is additional help and support:

- Once your lead inspector has been allocated, usually a month after notification, you will be able to contact them for advice.
- Training on how to complete the forms will be provided at the nominee training events.
- If neither of the above sources is suitable then you can get advice by emailing **data@ali.gov.uk** or by contacting our Planning Information Helpline on **02476 716663**. This phone line will be answered between 1.30p.m and 4.30p.m, Monday to Friday. Outside those hours, or if advisors are dealing with enquiries, you will be able to leave a message and we will call you back as soon as possible.

This booklet covers inspections taking place in April, May and June 2004.

Overview of the information needed

There are two types of information that the ALL needs before your inspection and there is a form for each type on the disk:

The number of learners on each programme at the moment - Form LN(JCP)

- This form collects information about the numbers of clients who are currently on programmes funded by Jobcentre Plus.
- Inspectors use this information for planning your inspection and to ensure that they have the right number of inspectors for each area being inspected.

Learner progression and achievement – Form LPA(WBL-JCP)

- This form collects information on the performance of each of the programmes and courses you offer. This covers retention, achievement and employment outcomes.
- Inspectors use this information to make judgements on the retention, achievement and progression of your clients.

There are different timescales for receiving this information

- Learner numbers - within about two weeks of the date of the notification letter. The exact date is in the letter.
- Learner progression and achievement – at least six weeks before the start of your inspection.

Is this all the information I need to provide?

These two forms cover the main data that will be required for the ALI inspection. The ALI has this data several weeks before the inspection so the lead inspector will ask you to update some of the information at the time of the inspection and may also request additional information about certain aspects of your programme that are not covered by these forms. The lead inspector will explain why this additional information is helpful to the inspection.

Where can I get support?



- For further assistance please refer to the **Support** box on page 1 of this booklet.

How do I return the data?



The data forms should be completed and returned electronically. If you do not have access to Microsoft Excel then you should convert the files to another format. We can accept forms in other spreadsheet formats, e.g. Lotus 1-2-3 or Quattro Pro. If you are unable to provide the information in one of these formats then please contact us:

- via email to **data@ali.gov.uk**. When doing so please make sure that the name of your organisation is in the subject of the email. We will confirm receipt of your data by email or letter.
- or by contacting our Planning Information Helpline on **02476 716663**. This phone line will be answered between 1.30 p.m. and 4.30 p.m., Monday to Friday. Outside those hours, or if advisors are dealing with enquiries, you will be able to leave a message and we will call you back as quickly as we can.

After completing the forms please return them to us via email to **data@ali.gov.uk**. When doing so please make sure that the name of your organisation is in the subject of the email.

If this is not possible then the form should be returned on one of the disks provided on the nil return letter sent to:

QA, Data and Research Team
Adult Learning Inspectorate
Spring Place
Coventry Business Park
Herald Avenue
Coventry
CV5 6UB

REMEMBER: Please make sure the disk is clearly marked with the name of your organisation.

REMEMBER: The first deadline is about two weeks from the date of the notification letter. The exact date is in the letter. This requires returning learner numbers to the ALI.

Completing the Learner Numbers Form - LN(JCP)

TIMESCALE: within about two weeks of the date of the notification letter.
The exact date is in the letter.

This form collects information about the numbers of clients who are **currently** on programmes funded by Jobcentre Plus. Inspectors will use this information for planning your inspection. We do not need information about clients in previous years or total numbers of clients through the year.

You should use the number of clients on programme at a point in time. This will usually be the most recent information that you have available about clients numbers. However, if there are considerable seasonal variations in clients numbers, you should use the most recent figures which are likely to be similar to the numbers at the time of your inspection. Please provide us with the date that the figures refer to in the box at the top of the form.

If you provide services as a subcontractor to another provider, you should **not** include any of these clients. They are covered by any inspection of that subcontractor.

Steps	What to do
1. Opening the form	<ul style="list-style-type: none">→ Use the disk which contains the files.→ You will find a folder marked WBL&JCP→ Open this folder and you will find it contains four Microsoft Excel files:<ul style="list-style-type: none">LPA Example (JCP)LN(JCP)LPA (WBL-JCP)LPA Example (WBL) - not applicable for Jobcentre Plus→ You only need to use the LN(JCP) file to return your learner numbers.→ Open this file.

Steps	What to do
2. Saving the form	<ul style="list-style-type: none">→ At this point, save the form under a different file name in case you need to go back to the original file.→ If you know your inspection number you could use it as part of the document name, alternatively, you could use your organisation name. This will help us to identify your forms when they are returned.

Steps	What to do
3. Filling in the form	<ul style="list-style-type: none">→ Use the form you have saved and fill in the top two boxes:<ul style="list-style-type: none">- Provider name- The date that the statistics refer to→ Enter your data onto the form using the guidelines.

The form consists of four tables. Each table asks for numbers of clients by area of learning but with different breakdowns:

Table 1	Breakdown of learners by gender and programme.
Table 2a	Breakdown of learners between by ethnicity and programme.
Table 2b	Breakdown of learners into more detailed ethnic groups. You only need to fill in this table if 5% or more of your learners are from non-white ethnic groups.
Table 3	Breakdown of learners with a disability and programme.

A copy of these tables can be found in Appendix 1.0.

Programmes of learning

Tables 1,2a and 3 contain sections for five different programmes funded by Jobcentre Plus. You should include all clients who are funded through the relevant programme, regardless of what stage, option, strand or activity they are involved in.

All clients on a New Deal, other than the New Deal for 18-24 year olds, should be included in the **New Deals for adults** column.

Areas of Learning

Information on the ALI areas of learning can be found in the Appendix in **Providing data: An overview**.

For most Jobcentre Plus programmes, the area of learning should relate to the training that the client is receiving or the occupation in which they are working. However there are some programmes which should be recorded against specific areas of learning. Please refer to the table on the next page.

Programme	Area of learning
Specialised Gateway	Area of learning that the client is training in
Gateway to Work	14. Foundation
Short intensive basic skills	14. Foundation
Longer occupational training	Area of learning that the client is training in
Basic employability training	14. Foundation
Short-job focused training	Area of learning that the client is training in
Ambitions	Area of learning that the client is training in
Self-employment provision	5. Business administration, management and professional
New Deal 18-24: Full-time education and training Environment task force Voluntary sector Subsidised employment Self-employment	Area of learning that the client is training in Area of learning that the client is training in Area of learning that the client is training in Area of learning that the client is training in 5. Business administration, management and professional
ND 25+ intensive activity period: Education and training opportunities Basic employability training Work placements Work experience Routeway approach Work focused training Short motivational or soft skills provision Jobsearch	Area of learning that the client is training in 14. Foundation Area of learning that the client is working in Area of learning that the client is working in Area of learning that the client is working/training in Area of learning that the client is training in 14. Foundation 14. Foundation
Follow Through/jobsearch	14. Foundation
Programme Centres	14. Foundation
Workstep	14. Foundation
New Deal for Lone Parents	Area of learning that the client is training in
New Deal for Partners of the Unemployed	Area of learning that the client is training in

Q Why can't I enter data into the greyed-out cells on the spreadsheet?

A Learners for certain programmes, such as Workstep and Programme Centres, should only be recorded against Area 14 – Foundation programmes. In those situations, the cells relating to other areas of learning are locked and are greyed-out to indicate this.

Still having problems? - Additional support is available

→ For further assistance please refer to the **Support** box on page 1 of this booklet.

How do I return the data?

→ For further assistance please refer to the **How do I return the data?** box on page 3 of this booklet.

Completing the Learner Progression and Achievement Form LPA (WBL-JCP)

TIMESCALE: at least six weeks before the start of your inspection

This form collects information on the performance of each of the programmes and courses you offer. This covers retention, achievement and employment outcomes.

This form must be returned to the ALI at least six weeks before the start of your inspection. When you receive your notification letter you will not know the exact date of your inspection but once the lead inspector has been allocated they will contact you to let you know. Your lead inspector is normally allocated a month after notification.

This data is validated by the Data and Research Team at the ALI. If there are any queries either a member of the Data Team, or your lead inspector, will contact you. This data is used by the lead inspector to analyse the retention, achievement and progression of your learners.

How do you collect and record your data?

Training providers collect and record their data for Jobcentre Plus in different ways. The following headings should cover the ways.

Manual or computerised

- Using either a manual or computerised system that you have devised and which meets the requirements of your contract.

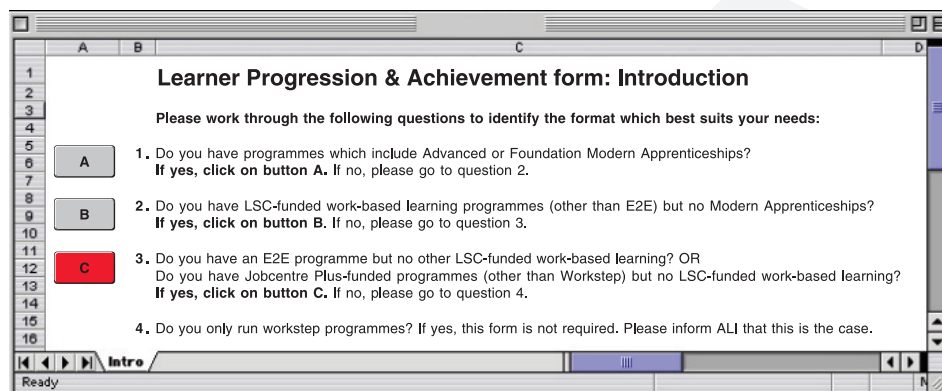
Licensed software

- Using software that has been specifically designed for the purpose and that you have a licence to use. Most of these systems produce data for Jobcentre Plus and also the spreadsheet required by the ALI.

Stage One: Opening the form

Steps	What to do
1. Opening the form	<ul style="list-style-type: none">➔ Use the disk which contains the files.➔ You will find a folder marked WBL&JCP➔ Open this folder and you will find it contains four Microsoft Excel files:<ul style="list-style-type: none">LPA Example (JCP) LN(JCP)LPA (WBL-JCP) LPA Example (WBL) - not applicable for Jobcentre Plus➔ You only need to use the LPA (WBL-JCP) file for your Jobcentre Plus provision➔ Open this file.➔ When the message appears on the screen asking about macros – click the 'enable macros' button. <p>An example of a completed LPA (JCP) form can be found in Appendix 3.0 at the end of this document.</p>

Steps	What to do
2. Selecting the correct form to use	<p>A screen appears called:</p> <p>Learner Progress and Achievement form: Introduction</p> <p>You are asked to click on one of three buttons:</p> <ul style="list-style-type: none">➔ If you have clients on Jobcentre Plus programmes, other than Workstep, then you should click on button C.➔ If the only programme you run is Workstep, then you do not need to complete the LPA form . However, you will need to inform the ALI that this is the case. Your lead inspector will discuss with you the data that they would like to see.



Steps

What to do

3. Saving the form

Once you have clicked on the appropriate button you will find that the introductory sheet is replaced by the main form (see Appendix 2.0).

- ➔ At this point, save the form under a different file name in case you need to go back to the original file. If you know your inspection number you could use it as part of the document name, alternatively, you could use your organisation name. This will help us to identify your forms when they are returned.

ANALYSIS OF LEARNER PROGRESSION AND ACHIEVEMENT

Contact name:

Name of learning provider:

Contact telephone No.:

Section 1: Information about each learning programme								Section 2: Learner			
A	B	C	D	E	F	G	H	I	J	K	
Area of learning	Sub-area of learning	Type of learning programme	Name of Learning programme	Highest notional NVQ level of learning programme		Planned duration of programme	Start year of learning programme	Total number of starters	Number who reached the end of the planned learning programme	Number who successfully completed all aspects of the programme within the planned duration	
									0	0	
									0	0	
									0	0	
									0	0	

Stage Two: Getting ready to fill in the form

A copy of the form can be found in Appendix 2.0.

The form is a spreadsheet and the headings refer to the data you collect.

The form is divided into three sections and each section is sub-divided into columns.

Section	Column and Title
1. Information about each learning programme	A Area of learning
	B Sub-area of learning
	C Type of learning programme
	D Name of learning programme
	E Highest notional NVQ level of learning programme
	F Not needed for Jobcentre Plus
	G Planned duration of programme
	H Start year of learning programme

Section 1: Information about each learning programme							
A	B	C	D	E	F	G	H
Area of learning	Sub-area of learning	Type of learning programme	Name of Learning programme	Highest notional NVQ level of learning programme		Planned duration of programme	Start year of learning programme

Section	Column and Title	
2. Learner numbers at different stages of their programme	I	Total number of starters
	J	Number who reached the end of the planned learning programme
	K	Number who successfully completed all aspects of the programme within the planned duration
	L	Not needed for Jobcentre Plus
	M	Not needed for Jobcentre Plus
	N	Not needed for Jobcentre Plus
	O	Number currently still in learning
	P	Number who entered a specific outcome on leaving the programme
	Q	Not needed for Jobcentre Plus
	R	Not needed for Jobcentre Plus

Section 2: Learner numbers at different stages of their programme									
I	J	K	L	M	N	O	P	Q	R
Total number of starters	Number who reached the end of the planned learning programme	Number who successfully completed all aspects of the programme within the planned duration				Number currently still in learning	Number who entered a specified outcome on leaving the programme		
	0	0				0	0		
	0	0				0	0		
	0	0				0	0		
	0	0				0	0		

Information needed for each programme

You should treat each of the following as a separate programme requiring a separate section of the form. Each section consists of a number of rows containing information about clients who began the programme in different years. Sections for different programmes should follow on from each other without any blank rows between them.

The requirements for the type of data are different for each and are explained below:

Programme	Data requirements
<p>New Deal 18-24:</p> <ul style="list-style-type: none"> - Full-time education and training - Environment task force - Voluntary sector - Subsidised employment - Self-employment 	<p>A section for each area of learning for each option. We normally require information for clients who started in the current year and in the previous four years. This is because there will usually be some clients who started last year who are still on programme. If this is not the case, then we only require information about the previous three years.</p> <p>Self-employment as an option in New Deal 18-24 should be included in this section. You should only include information about stage 3 (test trading). You should not include information about clients who participate in stages 1 and 2 but do not commence test trading.</p>
<p>Programme Centres</p>	<p>A section covering all Programme Centres' clients.</p> <p>We require information for clients who started in the current year and the previous three years.</p>
<p>New Deal 25+ and work-based learning for adults</p> <p>Please indicate in column D of the LPA form, under Name of learning programme, whether these are New Deal 25+ or work-based learning for adults clients.</p>	<p>A section for each area of learning for each type of activity. The main types of activity are:</p> <ul style="list-style-type: none"> - Gateway (including Gateway to Work) - Intensive activity period - Other elements of the New Deal 25+ intensive activity period not listed separately - Short-job focused training - Longer occupational training - Education and training opportunities - Basic employability training - Follow Through - New Deal for musicians - New Deal for loan parents - New Deal for partners of the unemployed - Ambitions <p>We only require information from 2001-02 onwards since the nature of most of these programmes changed substantially in April 2001.</p>

Programme	Data requirements
New Deal 25+ and work-based learning for adults <i>continued</i>	Self-employment: You should only include information about stage 3 (test trading). You should not include information about clients who participate in stages 1 and 2 but do not commence test trading.
Workstep	At the moment you do not need to provide any information on an LPA form for Workstep. This is because the nature of this programme is different. If Workstep is your only programme then you do not need to submit the LPA form. REMEMBER - If this is the case then you should provide written confirmation of the nil return at least six weeks before your inspection. This can be sent by e-mail or letter (see page 3).

For all programmes:

If you have not been running a programme for the specified number of years, or if you do not have data available for earlier years, you should complete as many rows as you can. If you cannot provide all of the data requested then you should complete as many columns as you can. If the data you have provided does not match precisely what has been requested then you should send a covering note with the data. This should explain what the data shows or why you have been unable to provide the data requested.

REMEMBER - Sections for different courses should follow on from each other without any blank rows between them.

Further guidance on the sections and individual columns follows. An example of a completed form can be found in Appendix 3.0.

Stage Three: Filling in the form

The way you collect your data will affect how you fill in the form

Manual or computerised

- Follow step 1.
- For step 2, you will need to gather the data into the information needed for each column. You should have looked at this in Stage One.
- Follow the rest of the steps.

N.B: If you want to copy and paste data from your own spreadsheet, make sure that you have the same number of columns in Sections 1 and 2 of the LPA form and that your headings mean the same. Then follow the copy and paste information under Licensed software below.

Licensed software

- Follow step 1.
- Before you start step 2 - print off the spreadsheet report from your software if you have not already done so. It should have the same headings as the LPA form. Check that this is so. If it does not, you will need to manually transfer the information onto the form.
- Also check that the format that is needed on the form is the same as your software-produced spreadsheet. See step 2 (on the next page). For example, How is the date formatted? If it is not the same, you will have to amend the format once you have copied the data onto the form.
- Copy just the data (not the headings) in Sections 1 and 2 from your software-produced spreadsheet.
- Open up your saved LPA form.
- Put the cursor in the top, left-hand data cell in Section 1 (A9) and from the Edit Menu, click on **paste special**.
- A second screen will appear, click on **values** and then OK. The data should then appear in Sections 1 and 2 and data should also appear in parts of Section 3 (see step 2 on the next page).
- If you need to make any manual amendments to the way the data is formatted, for example, date, then do this now.

Steps	What to do
<p>1. Getting the form ready →</p> <p>Q What happens if we have more than 200 rows of data?</p>	<p>Use the form you have saved and fill in the top three boxes:</p> <ul style="list-style-type: none"> - Contact name - Name of learning provider - Contact telephone number <p>A Unfortunately, because of the macros included with the form, it cannot take more than 200 rows at a time. If you have more than 200 rows please create another copy (or copies) of the form and input or paste the additional rows into that. We will happily accept more than one copy in this situation.</p> <p>Group your data as per Jobcentre Plus programmes. Do not leave any empty rows between the different programmes. If you still have over 200 rows for an area of learning then further divide your data by activity type (if appropriate) and then by area of learning.</p> <p>When you send the data back to the ALI let us know that you have done this and how many forms we should be receiving.</p>

Steps	What to do
<p>2. How to fill in the form →</p>	<p>The form is in three sections – you need to fill data in for sections 1 and 2. Section 3 – the indicators, will be worked out automatically by Microsoft Excel. Do not worry if some of the cells say n/a even if you have entered valid data in sections 1 and 2. This is because Section 3 is only meaningful if the programme has finished.</p> <p>→ Detailed information on filling in the columns can be found in step 3.</p> <p>→ This information is also on the spreadsheet itself. Click in one of the cells under any column and it will tell you what is needed in that cell and the way that you need to enter it. (See screen on page 12).</p>

Steps	What to do
<p>3. Filling in the form</p> <p>Q We have created our data in another format and then copied it into your form. When we did so, some of the data disappeared. Why?</p>	<p>You do not need to fill in all the columns on the form. If you are creating data separately from this form and then copying and pasting it onto the form you will need to include a full set of columns from A to R. This will ensure that the data we do need is pasted into the correct columns.</p> <p>A The reason for this is that the form includes some columns which are not relevant to all programmes. Some of these columns are greyed-out. To get round the problem you need to insert blank columns in your data, so that you have the same number of columns as on the form, before copying it.</p> <p>The columns which are not required for Jobcentre Plus are columns F,L,M,N,Q,R.</p>
	<p>Section 1: Information about each learning programme</p> <p>A Area of learning:</p> <p>In this column you enter the ALI's area of learning code. Enter the code that identifies the area of learning for the programme. The codes to be used, are:</p> <ol style="list-style-type: none"> 1. Sciences and mathematics 2. Land-based provision 3. Construction 4. Engineering, technology and manufacturing 5. Business administration, management and professional 6. Information and communications technology 7. Retailing, customer service and transportation 8. Hospitality, sports, leisure and travel 9. Hairdressing and beauty therapy 10. Health, social care and public services 11. Visual and performing arts and media 12. Humanities 13. English, languages and communication 14. Foundation programmes <p>B Sub-area of learning:</p> <p>Enter the sub-area of learning for the programme. This enables the data to be sorted into sub-categories.</p> <p>A list of the areas and sub-area codes can be found in the Appendix of Providing data: An overview.</p>

Steps	What to do
<p>3. Filling in the form continued</p>	<p>C Type of learning programme: Enter the type of learning programme code as below: NDY - New Deal 18-24 PRG - Programme centres ADP - Other programmes for adults (including New Deal 25+ and Work-based learning for adults)</p> <p>There is no code for Workstep as you do not need to complete this form for the programme.</p> <p>D Name of learning programme: You should enter a description of the learning programme in this column. In all cases you could add additional details if you think that would be useful, for example, qualification names, occupations etc. You can use any description which will be meaningful to you and your inspector. However, we recommend the following:</p> <p>New Deal 18-24 - Enter the name of the option Programme Centres - Simply enter Programme Centres. New Deal 25+ and Work-based learning for adults - Enter one of the following:</p> <ul style="list-style-type: none"> - Basic employability training - Follow Through - Gateway to Work - Intensive activity period - Other elements of the New Deal 25+ intensive activity period not listed separately - Longer occupational training - Education and training opportunities - Self-employment (see the note about which clients to include on pages 13-14) - Short-job focused training - Specialised Gateway - Short intensive basic skills <p>E Highest notional NVQ level of learning programme: Enter the highest NVQ level of the programme. For programmes not involving a qualification, leave the column blank. For qualifications below level 1, enter 0.</p> <p>F Remember that if you are copying and pasting from your own data you will need to include a blank column.</p>
<p>F This column is not required</p>	

Steps

What to do

3. Filling in the form continued

Q What happens if clients are on the same programme but have different planned programme lengths?

Q What about clients for whom we provide services as a subcontractor to another provider?

Q How should we record clients who transferred from one programme to another?

Q We have some clients who transferred to us from another provider. How should we record them?

G Planned duration of programme:

Enter the duration of the programme **as specified on individual learning plans**. Use one of the following categories:

- A Over 1 week, up to and including 3 months
- B Over 3 months, up to and including 6 months
- C Over 6 months, up to and including 12 months
- D Over 12 months, up to and including 18 months
- E Over 18 months, up to and including 2 years
- F Over 2 years, up to and including 3 years
- G Over 3 years
- Z Open-ended programmes

➔ Do not include any short programmes lasting one week or less on this form.

A Where clients all have similar planned programme lengths but they happen to fall into two different categories then it is acceptable to include them all in a single category. Please let us know you have done this in a covering note.

However, if planned programme lengths vary considerably then you will need to complete separate rows for each duration category.

H Start year of learning programme:

Enter the year in which the programme started using the correct date format, e.g. 2002-03. Use the academic years - August to July, e.g. for starts between August 2000 and July 2001, enter 2000-01. If you are unable to provide information based on academic years then please use financial years but provide details in a covering note. See page 13-14 for guidance on which year groups you need to supply information for.

A Do not include in your data. These clients will be covered by the inspection of the main contract holder.

A These clients should be recorded twice. Firstly, they should be recorded against the programme they originally started on in the usual way. Secondly, they should be recorded against the programme they transferred to, again in the usual way. The duration recorded should be the remaining duration planned from the time when they transferred. You should mention this situation in a covering note, particularly if it applies to a large number of clients. This will ensure that inspectors understand the situation when interpreting the data.

A These clients should be recorded in the usual way but the duration code used should reflect the remaining duration planned from the time when they joined you. This is because we are only interested in what happened to them after they transferred to you

Steps

What to do

3. Filling in the form continued

Section 2: Learner numbers at different stages of their programme

All of the data in each row in this section refers to the group of clients who started the learning programme described in columns A-G during the year indicated in column H. You should record this group's progress through the programme up to the present day.

This means that the entries in columns J-R should all be less than or equal to the total number of starters entered in column I. For example, the number in column O should be the number of clients who started in the specified year who are still on programme now and **not** the number who were still in learning at the end of the specified year.

I Total number of starters:

Enter the number of clients who started on the learning programme described in columns A-E with the planned duration in column G during the year indicated in column H. Include any clients who transferred from another programme or from another provider.

Any clients who start, leave early or are dismissed, and then restart **the same programme** during a single six month period should only be counted once.

J Number who reached the end of the planned learning programme:

Enter the number of clients who were still on the learning programme at the end of their planned learning duration, whether or not they successfully completed their learning aim.

You should include in this number any clients who successfully completed all elements of their individual learning plans in a shorter time than expected. It should also include clients who are still on programme now but who have passed the end of their planned duration.

You should also include any clients who left the programme to go directly into unsubsidised employment, whether or not they had completed their learning aims.

Q Should we record clients who leave the programme to go into a job in columns J or K or both?

A Clients who leave the programme to go into a job should be included in column J. In general, they should not be included in column K if they leave without completing all elements of their individual learning plan. However, if the sole learning aim on their individual learning plan was to gain enough skills to get a job then they should be included in column K (because by definition they have completed their learning aim).

Steps

What to do

3. Filling in the form continued

K Number who successfully completed all aspects of the programme within the planned duration:

Enter the number of clients who successfully completed all elements of their individual learning plan within the planned duration of the programme.

Do **not** include any clients who completed their individual learning plan after the end of the planned duration.

For open-ended programmes, you should include all clients who successfully completed all elements of their individual learning plan, regardless of when they did so.

You should include any clients who successfully completed their individual learning plan within an agreed extension to their time on the programme.

If a client's individual learning plan explicitly states that the **sole** learning aim of the programme is to learn enough to get a job, then clients who left to go into employment should be included in this column.

Otherwise, do **not** include clients who left to go into employment if they did so before completing all elements of their individual learning plan.

Check

The number entered in column K should not be more than the entry in column J (where there is one)

I	J	K	L
Total number of starters	Number who reached the end of the planned learning programme	Number who successfully completed all aspects of the programme within the planned duration	Number who achieved all key skills elements of the programme

L This column is not required for Jobcentre Plus.

L Remember that if you are copying and pasting from your own data you will need to include a blank column.

Steps

What to do

3. Filling in the form continued

M This column is not required for Jobcentre Plus.

N This column is not required for Jobcentre Plus.

M Remember that if you are copying and pasting from your own data you will need to include a blank column.

N Remember that if you are copying and pasting from your own data you will need to include a blank column.

O Number currently still in learning:

Enter the number of clients who are still in learning on the specified learning programme at the time the form is being completed.

Check

The entry in column O should not be more than the difference between column I and the sum of columns K and N.

H	I	J	K	L	M	N	O	P
Start year of learning programme	Total number of starters	end of the planned	Number who successfully completed all aspects of the programme within the planned duration	key skills elements of the	beyond the end of the	Number who subsequently successfully achieved all aspects of learning programme	Number currently still in learning	Number who entered a specified outcome on leaving the programme

P Number who entered a specified outcome on leaving the programme:

Enter the number of clients with a claimable job outcome.

Check

The entry in column P should not be more than the difference between column I and column O.

H	I	J	K	L	M	N	O	P	Q
Start year of learning programme	Total number of starters	end of the planned	the programme within the	key skills elements of the	beyond the end of the	aspects of learning	Number currently still in learning	Number who entered a specified outcome on leaving the programme	Number who successfully achieved main NVQ

Steps

What to do

3. Filling in the form continued

Q This column is not required for Jobcentre Plus.

R This column is not required for Jobcentre Plus.

Q Remember that if you are copying and pasting from your own data you will need to include a blank column.

R Remember that if you are copying and pasting from your own data you will need to include a blank column.

Section 3: Indicators

All the columns in this section will automatically calculate percentage indicators when you enter data into section 2. The indicators will only appear for rows where all clients have either completed their planned duration or have left the programme.

Please note that the cells in Section 3 of the form sometimes say n/a even though you may have entered valid data. The indicators in Section 3 are only meaningful when a programme has been completed (i.e. when everyone has reached the end of the programme and/or left). Until that point you don't know whether people will be retained, achieve or go into employment. For this reason, the indicators will only show values for programmes that have been completed.

S % Retention rate:

The retention rate is the percentage of clients who reached the end of their planned time on the programme or completed their learning aim early. This indicator includes clients who left the programme early to enter employment.

Check

It is column J as a percentage of column I

	H	I	J	K
Start year of learning programme				
Total number of starters				
Number who reached the end of the planned learning programme				
Number who successfully completed all aspects of the programme within the planned duration				

Steps

What to do

3. Filling in the form continued

T % successful achievement of those who started:

This column contains the success rate for the learning programme. It is the total number of clients who successfully completed their learning aim (whether this is within the planned duration or not) as a percentage of the number who started the programme.

Check

It is the sum of column K and column N as a percentage of column I.

H	I	J	K	L	M	N	O
Start year of learning programme	Total number of starters	end of the planned	Number who successfully completed all aspects of the programme within the planned duration	key skills elements of the	beyond the end of the	Number who subsequently successfully achieved all aspects of learning programme	Number currently still in learning

U This column is not relevant for Jobcentre Plus.

U This column is not relevant for Jobcentre Plus.

V This column is not relevant for Jobcentre Plus.

V This column is not relevant for Jobcentre Plus.

W % of starters going into specified outcome:

This column contains the employment/progression rate. The employment rate is the number of clients who entered (or stayed in) employment when they left the programme as a percentage of the number who started the programme.

Check

It is column P as a percentage of column I.

H	I	J	K	L	M	N	P	Q	
Start year of learning programme	Total number of starters	end of the planned	the programme within the	key skills elements of the	beyond the end of the	aspects of learning	Number currently still in	Number who entered a specified outcome on leaving the programme	Number who successfully achieved main NVQ

X This column is not relevant for Jobcentre Plus.

X This column is not relevant for Jobcentre Plus.

Still having problems? - Additional support is available

→ For further assistance please refer to the **Support** box on page 1 of this booklet.

How do I return the data?

→ For further assistance please refer to the **How do I return the data?** box on page 3 of this booklet.

REMEMBER: The Learner Progression and Achievement form should be returned to the ALI at least six weeks before the start of your inspection.

REMEMBER: You do not need to fill in the Learner Progression and Achievement form if you are only running a Workstep programme BUT you do need to send in a nil return at least six weeks before your inspection. This can be sent by email or letter. See page 3.

Appendix

1.0 Learner Numbers Form LN(JCP)

Table 2b: Number of learners by area of learning, ethnicity and programme

Note: you only need to fill in this table if 5% or more of your learners are from non-white ethnic groups

Area of Learning	White				Mixed				Asian or Asian British				Black or Black British			Other Ethnic Group	Not known	TOTAL
	British	Irish	Other White	White and Black Caribbean	White and Black African	Asian	Other Mixed	Indian	Pakistani	Bangladeshi	Other Asian	Black Caribbean	Black African	Other Black	Chinese			
	Sciences & mathematics																	
Land-based provision																	0	
Construction																	0	
Engineering, technology & manufacturing																	0	
Business administration, management & professional																	0	
Information & communications technology																	0	
Retailing, customer service & transportation																	0	
Hospitality, sports, leisure & travel																	0	
Hairstressing & beauty therapy																	0	
Health, social care & public services																	0	
Visual & performing arts & media																	0	
Humanities																	0	
English, languages & communications																	0	
Foundation programmes																	0	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Table 3: Number of learners with a disability by area of learning and programme

Area of learning	New Deal 18-24	Workstep	WBLA	New Deals for adults	Programme Centres	TOTAL
Sciences & mathematics						0
Land-based provision						0
Construction						0
Engineering, technology & manufacturing						0
Business administration, management & professional						0
Information & communications technology						0
Retailing, customer service & transportation						0
Hospitality, sports, leisure & travel						0
Hairstressing & beauty therapy						0
Health, social care & public services						0
Visual & performing arts & media						0
Humanities						0
English, languages & communications						0
Foundation programmes						0
TOTAL	0	0	0	0	0	0

* Please include in this column learners on any of the New Deals other than New Deal 18-24.

Appendix

2.0 Learner Progression and Achievement Form LPA(WBL-JCP)

Learner Progression & Achievement form: Introduction

Please work through the following questions to identify the format which best suits your needs:

A 1. Do you have programmes which include Advanced or Foundation Modern Apprenticeships?
If yes, click on button A. If no, please go to question 2.

B 2. Do you have LSC-funded work-based learning programmes (other than E2E) but no Modern Apprenticeships?
If yes, click on button B. If no, please go to question 3.

C 3. Do you have an E2E programme but no other LSC-funded work-based learning? OR
Do you have Jobcentre Plus-funded programmes (other than Workstep) but no LSC-funded work-based learning?
If yes, click on button C. If no, please go to question 4.

4. Do you only run workstep programmes? If yes, this form is not required. Please inform ALJ that this is the case.

Appendix

3.0 Example Learner Progression and Achievement Form LPA Example (JCP)

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