Education & Skills Funding Agency

Apprenticeship qualification achievement rates data extract guidance 2017 to 2018

Version 1

This document sets out how to use the data extracts for apprenticeship qualification achievement rates in 2017 to 2018.

June 2018
Of interest to colleges, training organisations and employers.

Contents

Introduction and purpose of this document **3**
Understanding the terminology **3**
Contents of the data extracts **3**
Further Information **3**
Qualification achievement rate and minimum standards calculations **4**
Calculating qualification achievement rate percentages 4
Calculating the percentage of the cohort below the minimum standard threshold . 4
Data file contents **7**
Extract of data used for producing the QAR dashboard 7
Extract for the apprenticeships excluded from qualification achievement rates 8
Analysing Achievement Rates using an Excel Pivot Table **10**
Updating the provider data extract files to replace codes with descriptions 10
Creating an achievement rates pivot table in Microsoft Excel 10
Creating the achievement rate field 11
Showing the overall achievement rate in the pivot table 14
Showing the timely achievement rate in the pivot table 15
Examples of ways to configure the pivot table 16
Analysing Minimum Standards using an Excel Pivot Table **18**
Showing the leavers below minimum standards threshold in the pivot table 18
Showing the percentage below minimum standards threshold in the pivot table .. 18
Examples of ways to configure the pivot table 19

Introduction and purpose of this document

1. This document provides information about the 2017 to 2018 apprenticeship qualification achievement rate (QAR) provider data extracts ('data extracts').

2. It explains how you can use the data extracts to show achievement rates to match those in the achievement rates dashboard. It also provides information about how we generate the data.

3. Unless otherwise stated, we refer to apprenticeship frameworks and standards in this document as an 'apprenticeship'.

4. This document should be read alongside the QAR specification and the Apprenticeship qualification achievement rates specification 2017 to 2018 document that give more information about QARs and MS.

Understanding the terminology

5. The terms 'we' and 'ESFA' refer to the 'Education and Skills Funding Agency' and associated staff.

6. When we refer to 'you' or 'providers', this includes colleges, training organisations, local authorities and employers that receive funding from us to deliver education and training.

Contents of the data extracts

7. The data extracts are available for each apprenticeship provider that receives funding from us for the last 5 years, and had learners expected to complete, or that actually completed, between 2015 to 2016 and 2017 to 2018.

8. You can download your own data extracts, in a zipped file, from the Hub. The zipped file contains:

    i. A file containing details of all your apprenticeships expected to complete, or that actually completed, between 2015 to 2016 and 2017 to 2018, that are **included** in the QAR calculations.

    ii. A file containing details for all your apprenticeships expected to complete, or that actually completed, between 2015 to 2016 and 2017 to 2018, but were **excluded** from the QAR calculations.

Further Information

9. If you need more information you can phone the service desk on 0370 267 0001 or email sde.servicedesk@education.gov.uk. We have published a form for you to use to inform us of the data you are querying. This is on the QAR and Minimum standards collections page.

Qualification achievement rate and minimum standards calculations

Calculating qualification achievement rate percentages

10. Full details on the calculations are in the Apprenticeship qualification achievement rates specification 2017 to 2018 document.

11. The calculation for the **overall** QAR in the data extract for a hybrid end year (Hybrid_End_Year) is:

$$\frac{\text{Number of apprenticeships where the Overall_Achiever = 1 and the QAR_Status_Overall = 'QAR Inclusions'}}{\text{Number of apprenticeships where the Overall_Leaver = 1 and the QAR_Status_Overall = 'QAR Inclusions'}} \times 100$$

12. The calculation for the **timely** QAR in the data extract for an expected end year (Expected_End_Year) is:

$$\frac{\text{Number of apprenticeships where the Timely_Achiever = 1 and the QAR_Status_Timely = 'QAR Inclusions'}}{\text{Number of apprenticeships where the Timely_Leaver is 1 and the QAR_Status_Timely = 'QAR Inclusions'}} \times 100$$

Calculating the percentage of the cohort below the minimum standard threshold

13. Full details on the calculations are in the Apprenticeship qualification achievement rates specification 2017 to 2018 document.

14. We have based the data items in your data extract that reference minimum standards on the 2016 to 2017 minimum standard thresholds for the in-year QAR. We will update these for provisional and final QARs with the 2017 to 2018 minimum standard thresholds when they are available.

15. The percentage of the cohort below the minimum standard threshold is:

$$\frac{\text{The total cohort below the minimum standard threshold}}{\text{The total cohort for the provider}} \times 100$$

16. When provision is below minimum standards, we highlight the total percentage of leavers below the minimum standards threshold in red on the summary page of the QAR dashboard. An example of this is below.

Minimum Standards	Cohort	Below Threshold	% Below Threshold
Apprenticeships	1,562	658	42.1%
Education & Training	8,294	4875	58.7%

17. We illustrate these calculations in the two scenarios below. In these scenarios, a provider delivers three cohorts of apprenticeships.

Scenario 1 – The percentage of the cohort below the minimum standards threshold is less than the minimum standards tolerance.

			Overall		
			2017 to 2018		
Framework Level	**Framework Code**	**Framework Name**	**Provider QAR**	**Cohort**	**Cohort Below Minimum Standards Threshold**
Level 2	617	Community Safety	66.5%	35	0
Level 2	634	Vehicle Restoration	53.2%	25	25
Level 3	599	Journalism	65.3%	44	0
TOTAL				**104**	

In this scenario, the 2017 to 2018 all age QAR of only one of the three cohorts (634: Vehicle Restoration – Level 2) falls below the minimum standard threshold of 62%.

We classify the cohort of 25 for this apprenticeship as the cohort below the minimum standards threshold.

We calculate the percentage of the cohort below the minimum standards as:

$$\frac{\text{The total cohort below the minimum standard threshold}}{\text{The total cohort for the provider}} \text{ X } 100$$

Therefore, the percentage is 25 divided by 104, which is 24.0%.

The percentage of the provision that is below the minimum standards threshold is less than the minimum standard tolerance of 40%, so we will take no action.

Scenario 2 – The percentage of the cohort below the minimum standards threshold is more than the minimum standards tolerance

			Overall		
			2017 to 2018		
Framework Level	**Framework Code**	**Framework Name**	**Provider QAR**	**Cohort**	**Cohort Below Minimum Standards Threshold**
Level 2	617	Community Safety	66.5%	35	0
Level 2	634	Vehicle Restoration	53.2%	25	25
Level 3	599	Journalism	45.3%	44	44
TOTAL				**104**	

In this scenario, the 2017 to 2018 all age overall QAR of two of the three cohorts (634: Vehicle Restoration – Level 2, and 599: Journalism – Level 3) falls below the minimum standard threshold of 62%.

We classify the cohort of 69 for these apprenticeships as leavers below the minimum standards threshold.

The percentage of the cohort below the minimum standards for this provider is:

$$\frac{\text{The total cohort below the minimum standard threshold}}{\text{The total cohort for the provider}} \text{ X } 100$$

Therefore, the percentage is 69 divided by 104 multiplied by 100, which is 66.3%.

The percentage of the provider's provision that is below the minimum standards threshold is more than the minimum standard tolerance of 40%, so we will take action as set out in the Approach to Intervention process.

Data file contents

Extract of data used for producing the QAR dashboard

18. We provide the data used to calculate and report on QARs as a CSV file. The file contains all your apprenticeships that are included in the QAR dashboard.

19. The main extract file for 2017 to 2018 will contain the following fields – please refer to the Apprenticeship qualification achievement rate specification 2017 to 2018 for description details.

Main extract field name	Technical specification data item name
Provision_Type	Prv_Type
UKPRN	UKPRN
UKPRN_Orig	UKPRN_Orig
Learner_Reference	LearnRefNumber
ULN	ULN
Academic_Year	Year
Data_Source	Datasource
Age	D_AgeAimStart
Age_Group	Age_Band
Ethnicity	Ethnicity
Sex	Sex
Learning_Difficulties	LLDDHealthProb
PrimaryLLDD	PrimaryLLDD
Free_Meal	FreeMeals
PriorAttain	PriorAttain
Completion_Status	CompStatus
Learning_Outcome	Outcome
Withdrawal_Reason	WithdrawalReason
Achievement_Rate_Status	D_AchieveRateStatus
Overdue_Continuing_Aim	Overdue_Continuing_Aim
Overdue_Planned_Break	Overdue_Planned_Break
Software_Supplier_Aim_ID	SWSupAimID
Programme_Type	ProgType
Framework_Code	FworkCode
Framework_Name	FworkName
Standard_Code	StdCode
Standard_Description	StdName
Pathway_Code	PathwayCode
Pathway_Name	PathwayName
Sector_Subject_Area_Tier_1	SectorSubjectAreaTier1
Sector_Subject_Area_Tier_2	SectorSubjectAreaTier2
Subcontractor_UKPRN	Subcontractor_UKPRN
Subcontractor_Name	Subcontractor_Name
Learner_Home_Postcode	L_PriorPcode

Main extract field name	Technical specification data item name
Learner_Home_Region	L_PriorPcode_GOR
Learner_Home_LA	L_PriorPcode_LocalAuthority
Delivery_Location_Postcode	DelLocPostCode
Delivery_Region	DelLocPostCode_GOR
Delivery_LA	DelLocPostCode_LocalAuthority
Year_Aim_Submitted	YearAimSubmitted
Learning_Start_Date	LearnStartDate
Learning_Planned_End_Date	LearnPlanEndDate
Learning_Actual_End_Date	LearnActEndDate
Actual_End_Year	P_Actendyr
Expected_End_Year	P_Expendyr
Hybrid_End_Year	P_Hybridendyr
Start_Year	P_Startyr
Overall_Leaver	P_Count_Overall
Overall_Achiever	P_Ach_Overall
Leaver_Below_MS_Threshold	LearnAimBelowMS
Timely_Leaver	P_Count_Timely
Timely_Achiever	P_Ach_Timely
QAR_Status_Overall	QAR_Status_Overall
QAR_Status_Timely	QAR_Status_Timely

Extract for the apprenticeships excluded from qualification achievement rates

20. We provide the data that is not included in QARs as a CSV file. The file contains the following data fields.

Exclusion extract field name	Technical specification data item name
Provision_Type	Prv_Type
UKPRN	UKPRN
UKPRN_Orig	UKPRN_Orig
Learner_Reference	LearnRefNumber
ULN	ULN
Academic_Year	Year
Data_Source	Datasource
Age	D_AgeAimStart
Age_Group	Age_Band
Ethnicity	Ethnicity
Sex	Sex
Learning_Difficulties	LLDDHealthProb
PrimaryLLDD	PrimaryLLDD
Free_Meal	FreeMeals
PriorAttain	PriorAttain
Completion_Status	CompStatus
Learning_Outcome	Outcome

Exclusion extract field name	Technical specification data item name
Withdrawal_Reason	WithdrawalReason
Achievement_Rate_Status	D_AchieveRateStatus
Overdue_Continuing_Aim	Overdue_Continuing_Aim
Overdue_Planned_Break	Overdue_Planned_Break
Software_Supplier_Aim_ID	SWSupAimID
Programme_Type	ProgType
Framework_Code	FworkCode
Framework_Name	FworkName
Standard_Code	StdCode
Standard_Description	StdName
Pathway_Code	PathwayCode
Pathway_Name	PathwayName
Sector_Subject_Area_Tier_1	SectorSubjectAreaTier1
Sector_Subject_Area_Tier_2	SectorSubjectAreaTier2
Subcontractor_UKPRN	Subcontractor_UKPRN
Subcontractor_Name	Subcontractor_Name
Learner_Home_Postcode	L_PriorPcode
Learner_Home_Region	L_PriorPcode_GOR
Learner_Home_LA	L_PriorPcode_LocalAuthority
Delivery_Location_Postcode	DelLocPostCode
Delivery_Region	DelLocPostCode_GOR
Delivery_LA	DelLocPostCode_LocalAuthority
Year_Aim_Submitted	YearAimSubmitted
Learning_Start_Date	LearnStartDate
Learning_Planned_End_Date	LearnPlanEndDate
Learning_Actual_End_Date	LearnActEndDate
Actual_End_Year	P_Actendyr
Expected_End_Year	P_Expendyr
Hybrid_End_Year	P_Hybridendyr
Start_Year	P_Startyr
ClassLearn_Excl	ClassLearn_Excl
Fund_Qual_Excl	Fund_Qual_Excl
Not_Funded_Excl	Not_Funded_Excl
Pilot_Excl	Pilot_Excl
App_Stand_NoNetPay_Excl	App_Stand_NoNetPay_Excl

Analysing Achievement Rates using an Excel Pivot Table

Updating the provider data extract files to replace codes with descriptions

21. Some fields on the provider data extract file contain codes instead of descriptions. To make the contents of these fields easier to understand when shown in the pivot table, you can replace the codes by a description. Refer to the ILR specification.

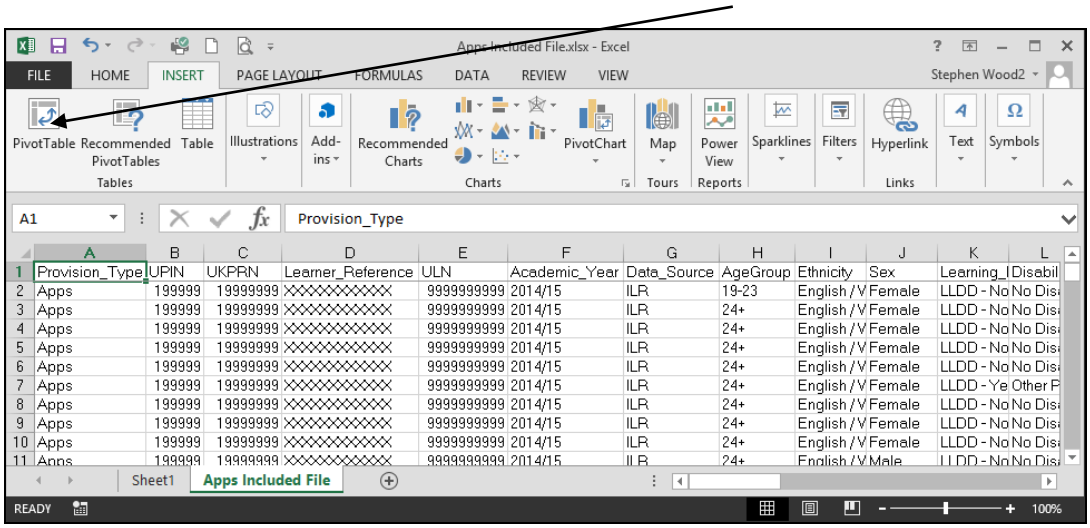
22. The **Expected_End_Year** and **Hybrid_End_Year** only contain the first year of a funding year, for example 2017. The year can be replaced by the full year name, for example, 2017 could be replaced by '2017/18'.

Creating an achievement rates pivot table in Microsoft Excel

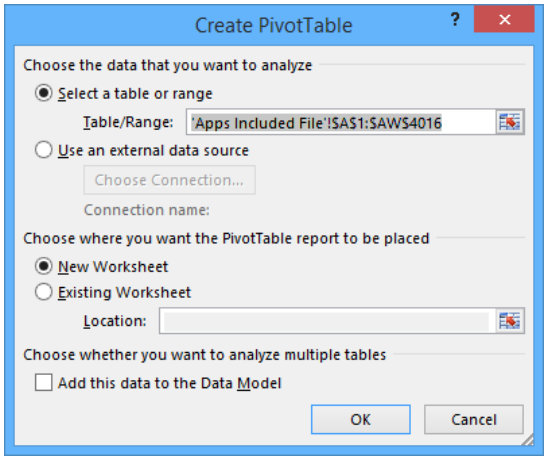
23. To view achievement rates using the data in the data extract in Microsoft Excel, you must create a pivot table using the steps below (shown using Excel 2010).

24. The data extract is in csv format. To create a pivot table, the file must be opened in Microsoft Excel and saved as a Microsoft Excel file.

25. Open the Microsoft Excel format file and select 'Pivot Table' from the Insert menu.



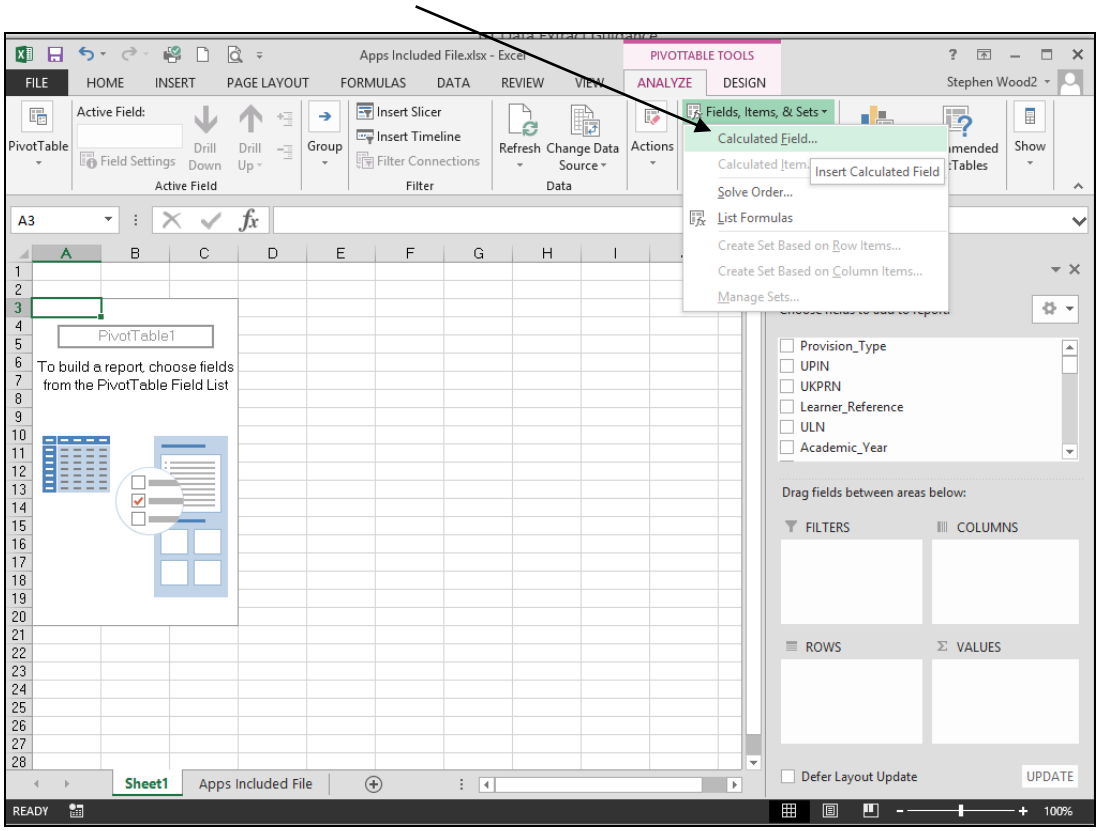
26. The Create Pivot Table dialog box appears. Click 'OK' to create the pivot table in a separate worksheet.



Creating the achievement rate field

27. You must add the achievement rate to the pivot table as a calculated field using the steps below.

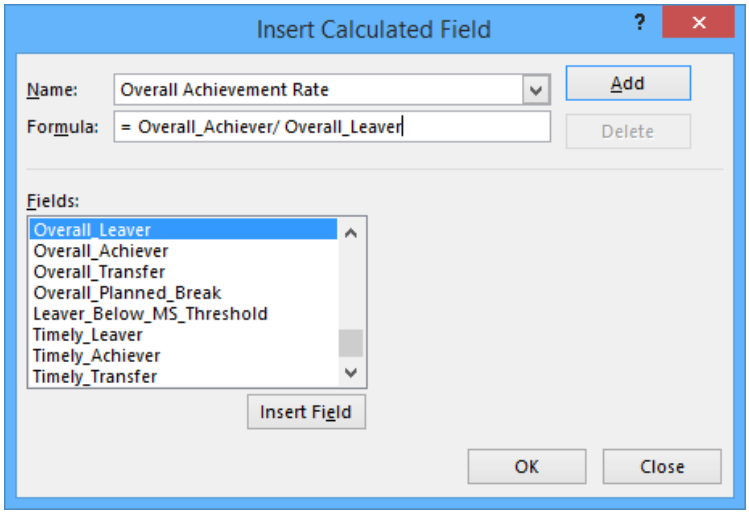
28. On the Pivot Table Tools menu, select ‘Fields, Items & Sets’ in the Calculate menu, and then select ‘Calculated Field’.



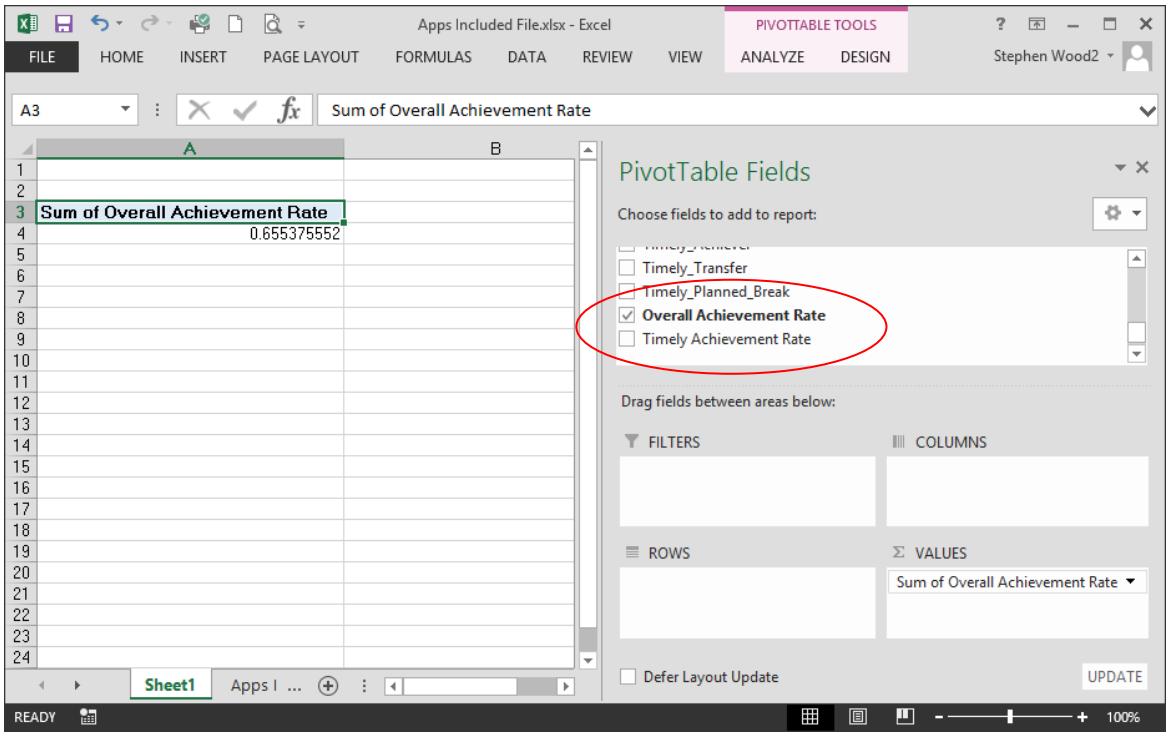
29. Using the ‘Insert Calculated Field’ dialog box, create calculated fields for both the overall achievement rate and timely achievement rate as below:

- ‘Overall Achievement Rate’ is ‘Overall_Achiever / Overall_Leaver’
- ‘Timely Achievement Rate’ is ‘Timely_Achiever / Timely_Leaver’

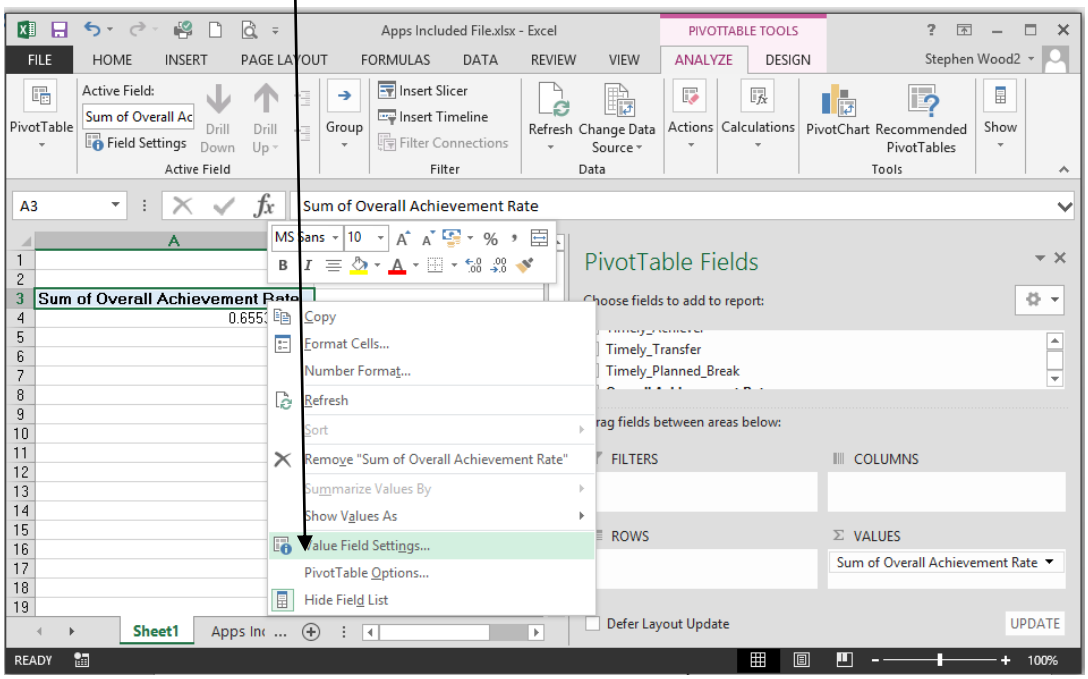
The dialog box shows the creation of the ‘Overall Achievement Rate’ field.



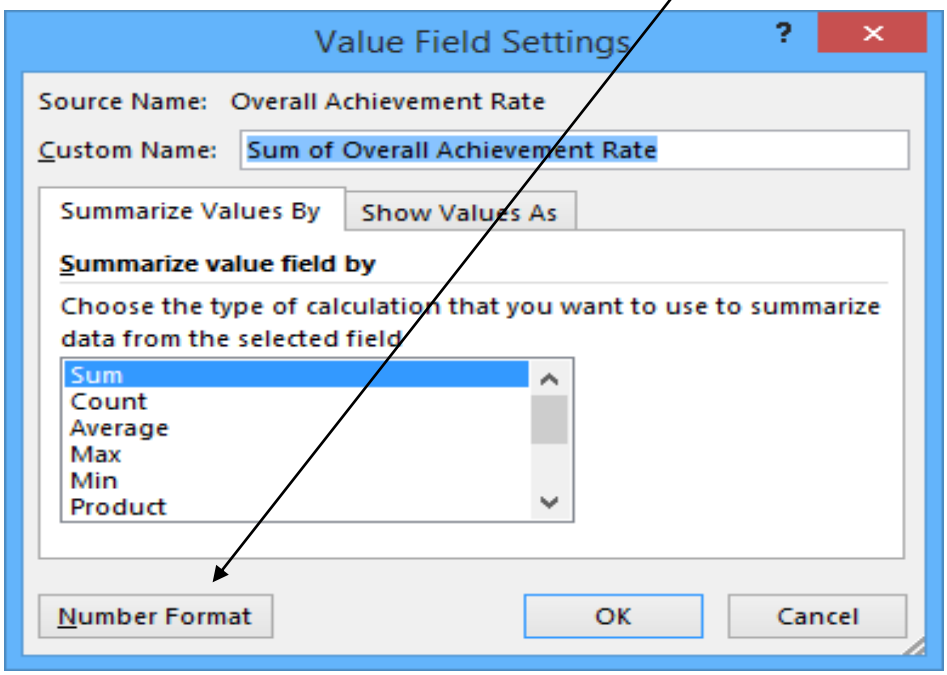
30. The ‘Overall Achievement Rate’ and ‘Timely Achievement Rate’ fields will appear at the end of the list of pivot table fields.

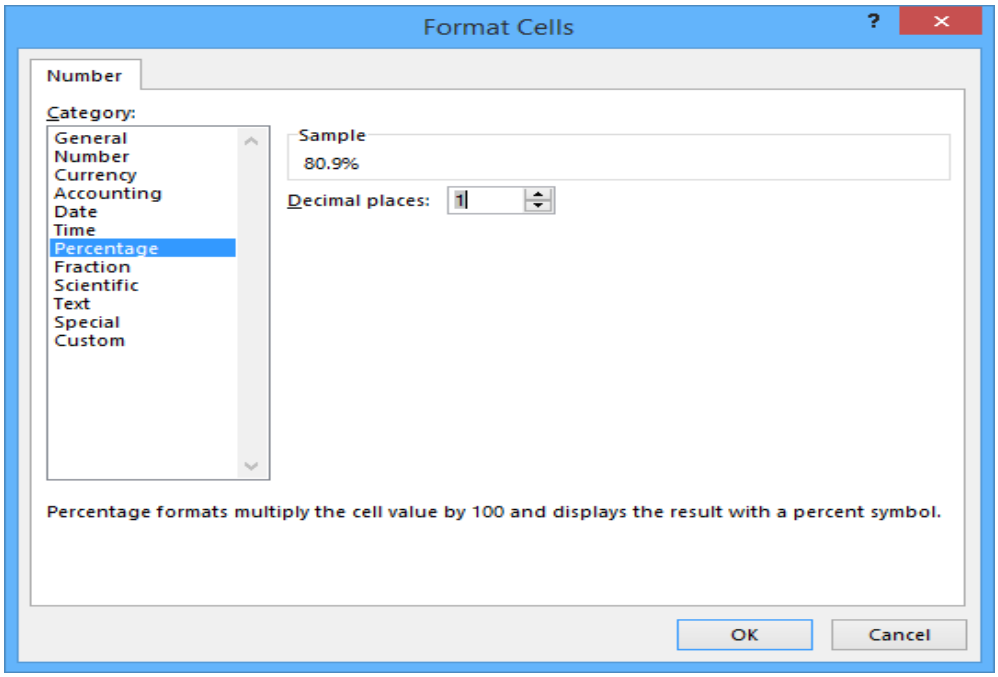


31. The fields are unformatted when output in the pivot table. You can format the fields using ‘Value Field Settings’, which is selected from the menu that is displayed by right clicking the rate value.



32. On the ‘Value Field Settings dialog box select ‘Number Format’ and format the fields as percentages, to 1 decimal place.





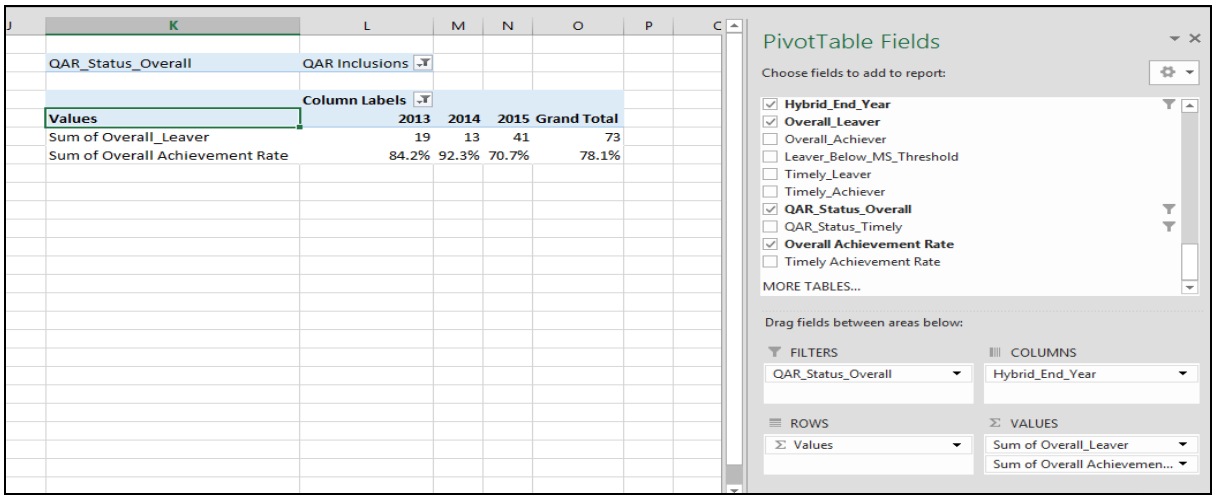
Showing the overall achievement rate in the pivot table

33. You must use the **hybrid end year** when showing the overall achievement rate. Continuing apprenticeships have a hybrid end date of 2017.5. Continuing apprenticeships are included in the data extract as they are included in the timely achievement rate calculation.

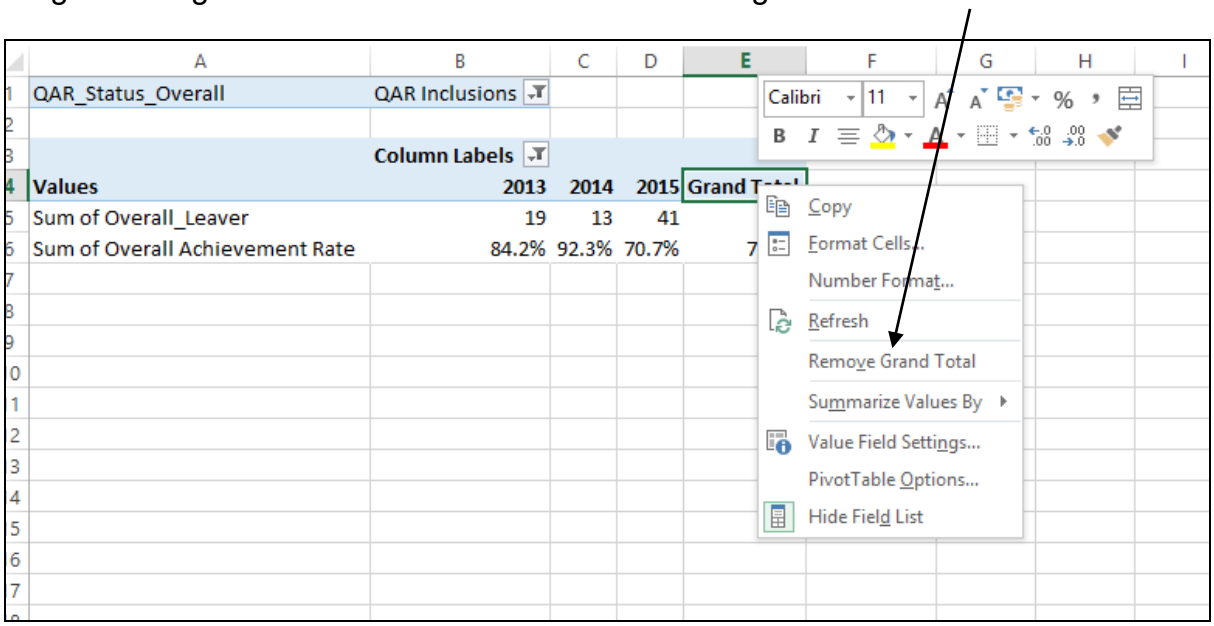
34. You must add the QAR_Status_Overall field to the pivot filter area and set this to 'QAR Inclusions' as shown below.

35. There are two ways of showing the three-year rate trend, as rows or as columns. The format chosen depends on the other dimensions you display.

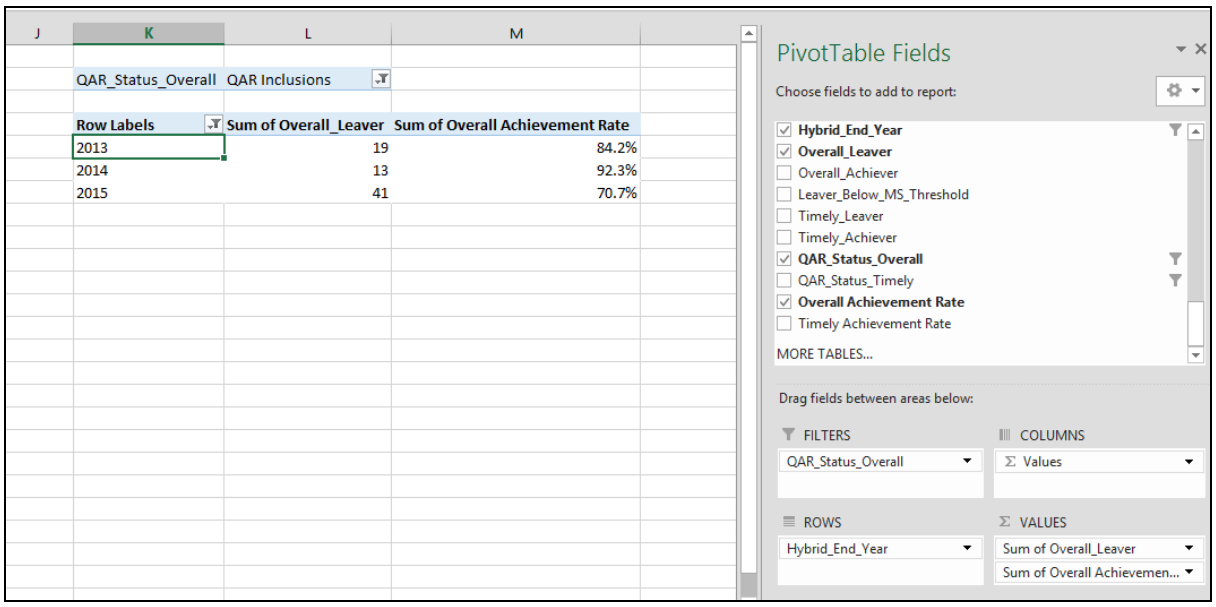
36. To show trend data in columns the pivot table should be set up as shown below.



37. When data first appears in the pivot table, you will see a ‘Grand Total’ value. As a grand total is not relevant to QARs, you should remove it. The field is removed by right clicking on the ‘Grand Totals’ cell and selecting ‘Remove Grand Total’.



38. To show trend data in rows the pivot table should be set up as shown below.

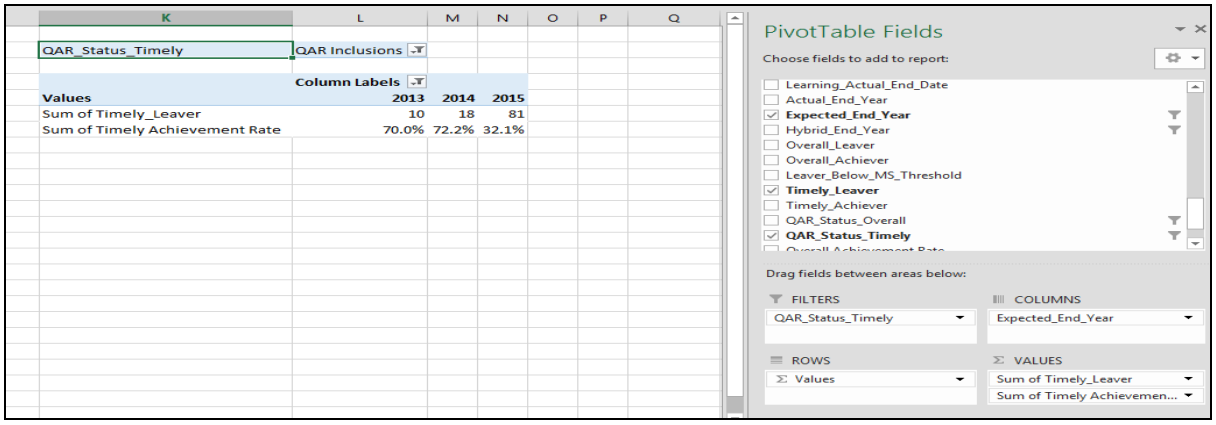


Showing the timely achievement rate in the pivot table

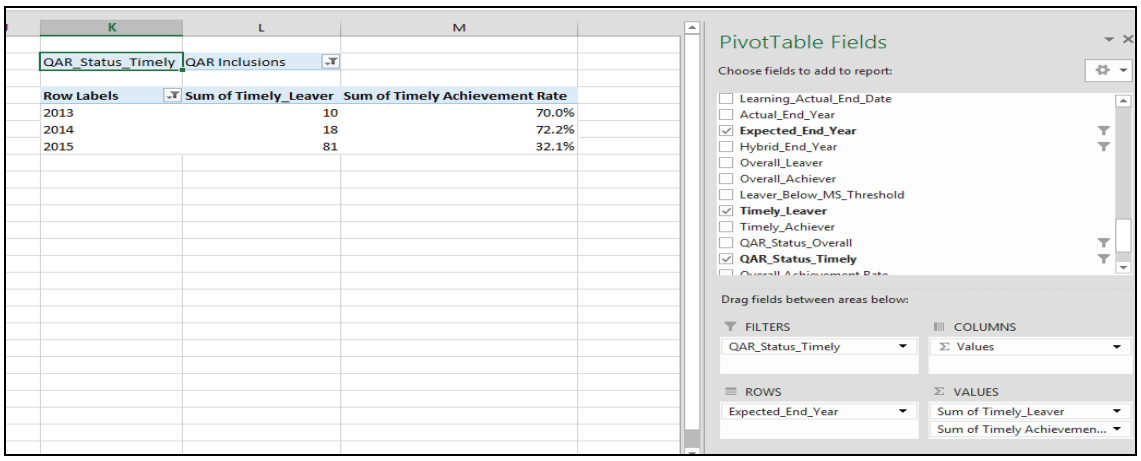
39. You must use the **expected end year** when showing the timely achievement rate.

40. There are two ways of showing the three-year rate trend, as rows or as columns. The format chosen depends on the other dimensions you display.

41. To show trend data in columns the pivot table should be set up as shown below. You must add the QAR_Status_Timely field to the pivot filter area and set this to 'QAR Inclusions'.



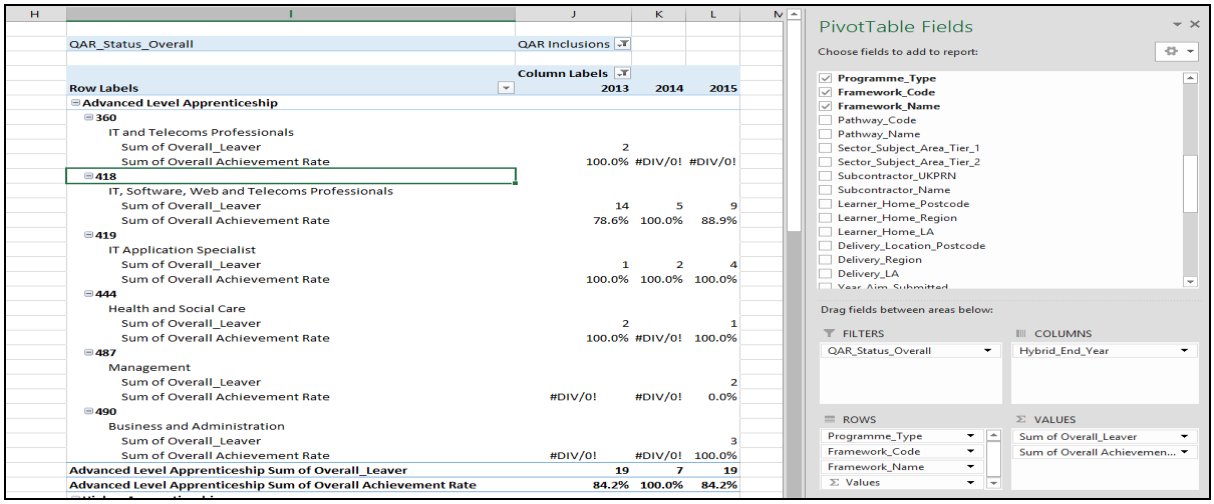
42. To show trend data in rows the pivot table should be set up as shown below.



Examples of ways to configure the pivot table

43. The following screenshot shows how to configure the pivot table to show overall leavers and overall achievement rates for frameworks. You can replace this dimension with other available ones.

44. In the following screenshots, '#DIV/0!' appears in some of the overall achievement rate fields. This is because the number of overall leavers is zero and Excel is trying to divide by zero, which is not possible and therefore displays an error.



QAR_Status_Overall	QAR Inclusions		
	Column Labels		
Row Labels	2013	2014	2015
Advanced Level Apprenticeship			
360			
IT and Telecoms Professionals			
Sum of Overall_Leaver	2		
Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!
418			
IT, Software, Web and Telecoms Professionals			
Sum of Overall_Leaver	14	5	9
Sum of Overall Achievement Rate	78.6%	100.0%	88.9%
419			
IT Application Specialist			
Sum of Overall_Leaver	1	2	4
Sum of Overall Achievement Rate	100.0%	100.0%	100.0%
444			
Health and Social Care			
Sum of Overall_Leaver	2		1
Sum of Overall Achievement Rate	100.0%	#DIV/0!	100.0%
487			
Management			
Sum of Overall_Leaver			2
Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%
490			
Business and Administration			
Sum of Overall_Leaver			3
Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	100.0%
Advanced Level Apprenticeship Sum of Overall_Leaver	19	7	19
Advanced Level Apprenticeship Sum of Overall Achievement Rate	84.2%	100.0%	84.2%

PivotTable Fields

Choose fields to add to report:

- Programme_Type
- Framework_Code
- Framework_Name
- Pathway_Code
- Pathway_Name
- Sector_Subject_Area_Tier_1
- Sector_Subject_Area_Tier_2
- Subcontractor_UKPRN
- Subcontractor_Name
- Learner_Home_Postcode
- Learner_Home_Region
- Learner_Home_LA
- Delivery_Location_Postcode
- Delivery_Region
- Delivery_LA
- Year_Aim_Submitted

Drag fields between areas below:

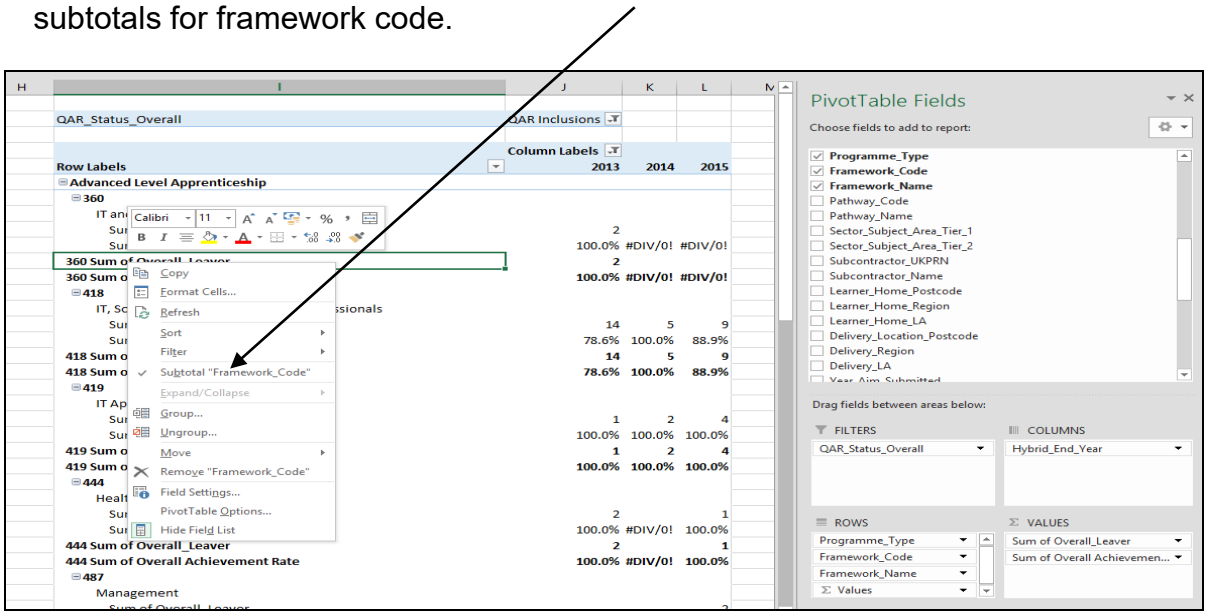
FILTERS: QAR_Status_Overall

COLUMNS: Hybrid_End_Year

ROWS: Programme_Type, Framework_Code, Framework_Name, Values

VALUES: Sum of Overall_Leaver, Sum of Overall Achievemen...

45. When showing framework code and name, subtotals will be output for the framework code. You can remove these by right clicking on the framework code field and clicking on the 'Subtotal Framework Code' entry. This will remove the subtotals for framework code.



QAR_Status_Overall	QAR Inclusions		
	Column Labels		
Row Labels	2013	2014	2015
Advanced Level Apprenticeship			
360			
2			
100.0%	#DIV/0!	#DIV/0!	
360 Sum of Overall_Leaver	2		
360 Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!
418			
14	5	9	
78.6%	100.0%	88.9%	
418 Sum of Overall_Leaver	14	5	9
418 Sum of Overall Achievement Rate	78.6%	100.0%	88.9%
419			
1	2	4	
100.0%	100.0%	100.0%	
419 Sum of Overall_Leaver	1	2	4
419 Sum of Overall Achievement Rate	100.0%	100.0%	100.0%
444			
2		1	
100.0%	#DIV/0!	100.0%	
444 Sum of Overall_Leaver	2		1
444 Sum of Overall Achievement Rate	100.0%	#DIV/0!	100.0%
487			
Management			

Context menu: Copy; Format Cells...; Refresh; Sort; Filter; Subtotal "Framework_Code"; Expand/Collapse; Group...; Ungroup...; Move; Remove "Framework_Code"; Field Settings...; PivotTable Options...; Hide Field List

PivotTable Fields

Choose fields to add to report:

- Programme_Type
- Framework_Code
- Framework_Name
- Pathway_Code
- Pathway_Name
- Sector_Subject_Area_Tier_1
- Sector_Subject_Area_Tier_2
- Subcontractor_UKPRN
- Subcontractor_Name
- Learner_Home_Postcode
- Learner_Home_Region
- Learner_Home_LA
- Delivery_Location_Postcode
- Delivery_Region
- Delivery_LA
- Year_Aim_Submitted

Drag fields between areas below:

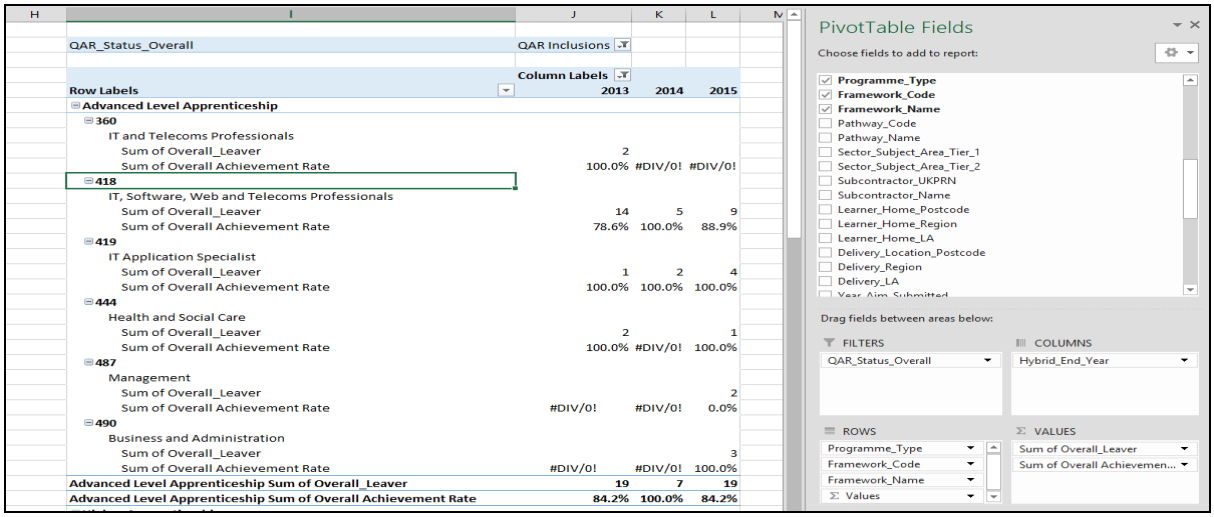
FILTERS: QAR_Status_Overall

COLUMNS: Hybrid_End_Year

ROWS: Programme_Type, Framework_Code, Framework_Name, Values

VALUES: Sum of Overall_Leaver, Sum of Overall Achievemen...

46. The resulting display is below with the subtotals not now showing.



QAR_Status_Overall	QAR Inclusions		
	Column Labels		
Row Labels	2013	2014	2015
Advanced Level Apprenticeship			
360			
IT and Telecoms Professionals			
Sum of Overall_Leaver	2		
Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!
418			
IT, Software, Web and Telecoms Professionals			
Sum of Overall_Leaver	14	5	9
Sum of Overall Achievement Rate	78.6%	100.0%	88.9%
419			
IT Application Specialist			
Sum of Overall_Leaver	1	2	4
Sum of Overall Achievement Rate	100.0%	100.0%	100.0%
444			
Health and Social Care			
Sum of Overall_Leaver	2		1
Sum of Overall Achievement Rate	100.0%	#DIV/0!	100.0%
487			
Management			
Sum of Overall_Leaver			2
Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%
490			
Business and Administration			
Sum of Overall_Leaver			3
Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	100.0%
Advanced Level Apprenticeship Sum of Overall_Leaver	19	7	19
Advanced Level Apprenticeship Sum of Overall Achievement Rate	84.2%	100.0%	84.2%

Analysing Minimum Standards using an Excel Pivot Table

Showing the leavers below minimum standards threshold in the pivot table

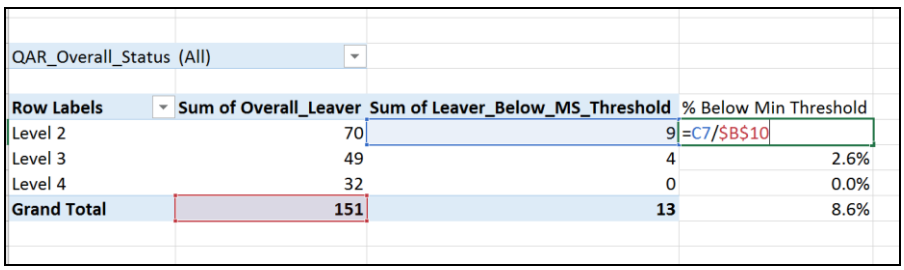
47. You must use the **hybrid end year** when showing the leavers below minimum standards threshold. We only populated the Leaver_Below_MS_Threshold field for the 2017/18 hybrid end year.

Showing the percentage below minimum standards threshold in the pivot table

48. The calculation for percentage below minimum standards threshold cannot be done with a calculated field because the denominator is the total number of learning aims for the provider. The calculation for the percentage below minimum standards is:

$$\frac{\text{Sum of Leaver_Below_MS_Threshold}}{\text{Grand Total of Sum of Overall Leaver}} \text{ X } 100$$

49. In the example below, which shows minimum standards information by programme type, the formula for the Level 2 percentage below minimum standards threshold is C7/$B$10. $ is used to ensure that when the formula is copied to the other cells it still references the Grand Total cell.



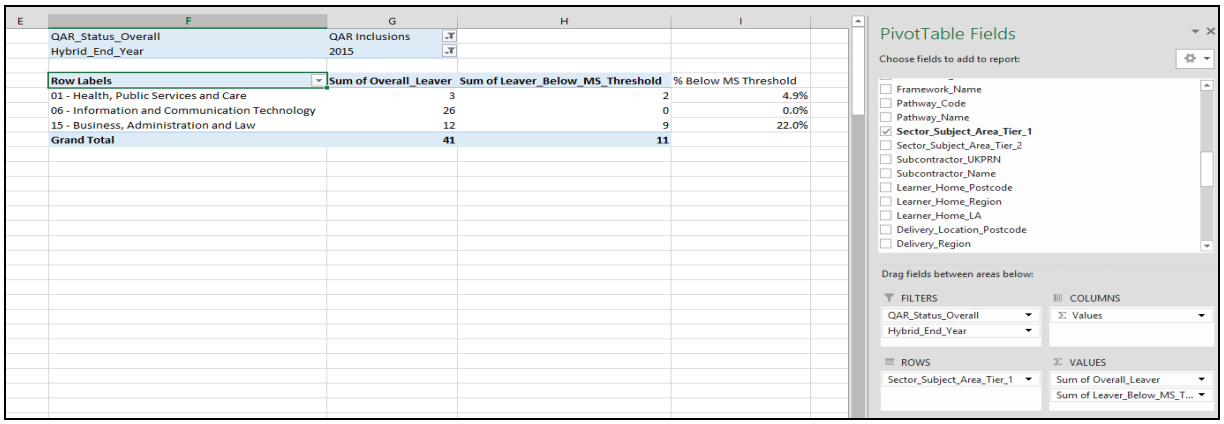
QAR_Overall_Status	(All)		
Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	% Below Min Threshold
Level 2	70	9	=C7/$B$10
Level 3	49	4	2.6%
Level 4	32	0	0.0%
Grand Total	151	13	8.6%

Examples of ways to configure the pivot table

50. The following screenshot shows how to configure the pivot table show overall cohort and learners below minimum standards threshold for Sector Subject Area Tier 1. You can replace this dimension with other available ones.

51. It is not valid to show the learners below minimum standards tolerance by any learner characteristic, or by any geography. This is because we do not use the learner and the geography when determining whether a learning aim is below minimum standards.

52. Remember to change the reference to the Grand Total of leavers in the formula for calculating the percentage below minimum standards.



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