Skills Funding Agency

Apprenticeship qualification success rates 2013/2014

Guidance notes for the qualification success rate and minimum standards reports

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Contents

Section 1 – Introduction

Purpose of this document

1. This document provides information about the 2013/2014 Apprenticeship qualification success-rate and minimum-standards reports (QSR reports). It also provides information about where the data that accompanies the qualification success-rate reports comes from.

Changes to the reports from 2012/2013

2. The changes made to the 2013/2014 QSR reports since 2012/2013 are as follows.

   a) The scope of the QSR report includes 2013/2014 qualification success-rate data and does not include the 2010/2011 qualification success-rate data.

   b) The reports are in the same format as the QSR reports for classroom learning.

   c) Separate reports have been produced for overall qualification success rates and timely qualification success rates.

   d) A headline performance page has been introduced to give a summary of the overall and timely qualification success rates and minimum standards.

   e) The minimum standards information has been included in the QSR reports. There are no separate minimum-standards reports.

   f) Reports by disability and learning difficulty are included.

   g) A comparison of provider groups is included on all reports.

   h) The number of achievers (programme aims successfully completed by learners) has been removed from all reports.

   i) The separate regional report sets have been removed and replaced with new regional and local-authority area reports.

   j) The 'comparison of actual and expected end dates' report section has been removed.

   k) The national qualification success-rate information for all providers has been removed from the report header, and the yellow and blue colouring of columns has been removed from the body of the reports.

   l) The data file that accompanies the report has been changed to include details of the lower tier local authority, disability and learning difficulty, a field to indicate whether the Apprenticeship is funded, and a field to identify whether the programme aim was below minimum standards.

Purpose of qualification success rates

3. Qualification success rates help training providers to assess the quality of the courses they provide, and the Office for Standards in Education, Children's Services and Skills (Ofsted) uses them in their inspections. The data feeds into minimum standards, which we use to identify and manage underperformance. The qualification success rates are also used as one of the performance indicators of FE Choices.

Purpose of minimum standards

4. We use the minimum standards to assess whether a training provider is delivering provision that makes efficient and effective use of public funds.

5. We will take action if a training provider's performance is below the minimum standard. The action we will take is set out in our Approach to Intervention document (at www.gov.uk/government/uploads/system/uploads/attachment_data/file/280862/Intervention_Statement.pdf).

Availability of QSR reports

6. The Apprenticeship QSR reports will be provisionally released on 18 December 2014. They will be confirmed as final no later than 15 January 2015. The reports will be based on data provided from ILR return 14 for 2013/2014, ILR return 04 for 2014/2015 and LEOP return 12 for 2013/2014.

Distribution of QSR reports

7. Qualification success rates are available for each provider of Apprenticeship training that receives funding from us. Providers download their own reports in a zipped file from the Provider Gateway. The zipped file contains five or six files.

   1. Reports on overall qualification success rates, including a headline performance report and information minimum standards.

   2. Report on overall qualification success rates for regions and local authorities.

   3. Report on timely qualification success rates.

   4. Report on the overall qualification success rates for the Large Employer Outcome Pilot (LEOP). This report is only present for providers involved in the Large Employer Outcome Pilot.

   5. A Microsoft Excel file containing details of all programme aims that were expected to complete, or which actually completed in 2011/2012, 2012/2013 or 2013/2014.

   6. This document.

Exclusions from qualification success rates

8. Some programme aims are not included in calculations of qualification success rates. The main reasons for exclusion are as follows.

   a) Programme aims where the learner has withdrawn within the funding qualifying period, and the programme aim is not achieved.

   b) Programme aims for learners who are on an Access to Apprenticeship scheme but are not employed.

   c) Programme aims where a learner has transferred to a different programme with the same provider or is on a planned break.

   d) Programme aims where a learner transferred to a new provider due to intervention by us or the Education Funding Agency.

   e) Programme aims which are not funded by us or the Education Funding Agency.

   f) Programme aims that are part of the Employer Ownership Pilot.

   Full details on all exclusions are given in the Apprenticeships dataset production and data definitions document (at www.gov.uk/government/publications/sfa-qualification-success-rates-business-rules).

Provider mergers and changes to learner reference numbers

9. Any mergers of further-education colleges, and changes to learner reference numbers, reported to us by 25 October 2013 using the learner reference number mapping document, or recorded in the 2013/2014 ILR, have been applied to the final reports.

Further Information

10. The look-up used to determine the delivery region and delivery local authority of a delivery location postcode is obtained from the National Statistics Postcode Lookup (UK) May 2014. This can be downloaded from the Office Of National Statistics website (at https://geoportal.statistics.gov.uk/geoportal/catalog/search/resource/details.page?uuid=%7BAFA00CD3-5F55-4980-8EC5-D94C68CED977%7D).

11. If you need more information you can phone the service desk on 0370 267 0001 or email servicedesk@sfa.bis.gov.uk . Please provide a detailed explanation of your query.

Section 2 – Qualification success-rate and minimum-standards calculations

Calculating qualification success-rate percentages

12. For a given hybrid end year (the actual end year, or expected end year, of the programme aim, whichever is later), the **overall** qualification success rate is calculated as follows.

$$\frac{\text{Number of funded programmes that have been achieved}}{\text{Number of funded programmes that have been completed}} \times 100$$

In terms of the fields on the dataset that accompanies the reports, for a given hybrid end year (Hybrid_End_Year) the overall qualification success-rate percentage is calculated as follows.

$$\frac{\text{Number of programme aims where Overall\_Achiever is 1 and Funded is 1}}{\text{Number of programme aims where Overall\_Leaver is 1 and Funded is 1}} \times 100$$

13. For a given expected end year the **timely** qualification success-rate percentage is calculated as follows.

$$\frac{\text{Number of funded programmes that have been achieved by their planned end date or within 90 days after it}}{\text{Number of funded programmes expected to be finished}} \times 100$$

In terms of the fields on the dataset that accompanies the reports, for a given expected end year (Expected_End_Year) the timely qualification success-rate percentage is calculated as follows.

$$\frac{\text{Number of programme aims where Timely\_Achiever is 1 and Funded is 1}}{\text{Number of programme aims where Timely\_Leaver is 1 and Funded is 1}} \times 100$$

Calculating the percentage of leavers below the minimum standard threshold

14. In this section, the term 'leavers' is used as shorthand for 'programme aims completed by, or expected to be completed by, learners'.

15. Minimum standards uses the overall qualification success rate and uses data for 2013/2014 only.

16. The first stage in working out the percentage of provision that is below minimum standards is to identify whether the all-age overall qualification success rate for the Apprenticeship level of an Apprenticeship framework is below the minimum standards threshold. For 2013/2014 this threshold is 55% for all Apprenticeship levels.

17. If the all-age overall qualification success rate of the Apprenticeship level of an Apprenticeship framework is below the minimum standard threshold, all the leavers for that framework and Apprenticeship level are classified as being below the minimum standards threshold. These leavers are highlighted in red in report 12 (Overall summaries file) for the particular Apprenticeship framework, in the QSR report files on the Provider Gateway. This is illustrated below.

			Overall				
			Provider Full Year			Provider Group	National
			2011/12	2012/13	2013/14	2013/14	2013/14
473 - Health Clinical Healthcare Support	Intermediate	Leavers	19	19	19	450	4,780
		Success Rate	52.6%	52.6%	52.6%	54.6%	51.3%

18. The leavers below the minimum standard threshold are then added together for all Apprenticeship frameworks and Apprenticeship levels to give a figure for the total number of leavers below the minimum standards threshold for the provider.

19. The percentage of leavers below the minimum standard threshold is then calculated as follows.

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

20. The percentage of leavers below the minimum standard threshold is then compared to the minimum standards tolerance level, which is 40%.

21. If the percentage of leavers below the minimum standard threshold is equal to or greater than the minimum standards tolerance, the provider's Apprenticeship provision is below minimum standards and there may be formal intervention by us, as set out in the Approach to Intervention process (at www.gov.uk/government/uploads/system/uploads/attachment_data/file/280862/Intervention_Statement.pdf).

22. When provision is below minimum standards, the percentage for all-age leavers below the minimum standards threshold is shown in red in report 1 (the headline report in the QSR report files on the Provider Gateway. This section of the report is illustrated below.

Overall			
All Age Leavers 2013/14	All Age Overall Success Rate 2013/14	All Age Leavers Below MS Threshold 2013/14	% All Age Leavers Below MS Threshold 2013/14
123	56.9%	60	48.8%

23. These calculations are illustrated in the two scenarios over the page. In these scenarios a provider delivers three Apprenticeship frameworks, two at intermediate level and one at advanced level. These frameworks are:

104: Children's Care Learning and Development – intermediate level
236: Health and Social Care – intermediate level
104: Children's Care Learning and Development – advanced level

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

			Overall		
			Provider Full Year		
			2011/12	2012/13	2013/14
104: Children's Care Learning and Development	Intermediate	Leavers	19	41	35
		Success Rate	53.3%	51.2%	56.5%
	Advanced	Leavers	23	24	44
		Success Rate	62.6%	66.6%	65.3%
	Total	**Leavers**	**42**	**65**	**80**
		Success Rate	**57.9%**	**60.1%**	**62.9%**
236: Health and Social Care	Intermediate	Leavers	15	17	25
		Success Rate	58.6%	52.6%	53.2%
	Total	**Leavers**	**15**	**17**	**25**
		Success Rate	**58.6%**	**52.6%**	**53.6%**

In this scenario, the 2013/2014 all-age overall qualification success rate of only one of the three frameworks (236: Health and Social Care – intermediate level) falls below the minimum standard threshold of 55%. The 25 leavers for this framework are classified as leavers below the minimum standards threshold.

The percentage of leavers below the minimum standards for this provider is calculated as follows.

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

In this scenario, the percentage is equal to 25 divided by 105, which is 23.8%.

In this scenario, the percentage of the provider's 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 leavers below the minimum standards threshold is more than the minimum standards tolerance

			Overall		
			Provider Full Year		
			2011/12	2012/13	2013/14
104: Children's Care Learning and Development	Intermediate	Leavers	19	41	35
		Success Rate	53.3%	51.2%	56.5%
	Advanced	Leavers	23	24	44
		Success Rate	62.6%	66.6%	45.3%
	Total	**Leavers**	**42**	**65**	**80**
		Success Rate	**57.9%**	**60.1%**	**62.9%**
236: Health and Social Care	Intermediate	Leavers	15	17	25
		Success Rate	58.6%	52.6%	53.2%
	Total	**Leavers**	**15**	**17**	**25**
		Success Rate	**58.6%**	**52.6%**	**53.6%**

In this scenario, the 2013/2014 all-age overall qualification success rate of two of the three frameworks (236: Health and Social Care – intermediate level, and 104: Children's Care Learning and Development – advanced level) falls below the minimum standard threshold of 55%. The 69 leavers for these frameworks are classified as leavers below the minimum standards threshold.

The percentage of leavers below the minimum standards for this provider is calculated as follows.

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

In this scenario, the percentage is equal to 69 divided by 105 multiplied by 100, which is 65.7%.

In this scenario, 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.

Section 3 – Apprenticeship QSR reports

Contents of the QSR report

24. A provider's QSR report is in six sections.

    a) an overall summaries section;

    b) a local authority section;

    c) a timely summaries section; and

    d) an LEOP section (if the provider is involved in the Large Employer Outcome Pilot).

a) Overall summaries section

25. This section holds the qualification success rate reports for the overall qualification success rates methodology.

26. The first report is the headline performance report. This is a summary of the information for the overall qualification success rate, the timely qualification success rate and minimum standards. The percentage of all-age leavers below the minimum standards threshold is highlighted in red if it is more than the minimum standards tolerance.

27. Other reports in the section show overall qualification success rates by the following.

- Apprenticeship level and age band (report 2). This report also shows, for each Apprenticeship level, the number and percentage of leavers below the minimum standards threshold.
- Age band and Apprenticeship level (report 3). This report also shows the number of leavers in each age band that are below the minimum standards threshold.
- Sector subject area tier 1 (report 4). This report also shows the number of leavers in each sector subject area who are below the minimum standards threshold.
- Sector subject area tier 2 and Apprenticeship level (report 5).
- Sector subject area tier 2 and age band (report 6).
- Ethnic background and Apprenticeship level (report 7).
- Sex and Apprenticeship level (report 8).
- Learning difficulties and disabilities (report 9).
- Disability (report 10).
- Learning difficulty (report 11).
- Apprenticeship framework and Apprenticeship level (report 12). The leavers and qualification success rate values for an Apprenticeship level are highlighted red in this report if the qualification success rate is below the minimum standards threshold for the Apprenticeship level.
- Apprenticeship framework and age band (report 13).

b) Local authority section

28. This section holds the regional and local authority reports. The regions and lower tier local authorities shown on the reports are based on the postcode of the delivery location.

29. The reports show overall qualification success rates by the following.

- Region and lower tier local authority(report 14). This report also shows the number of leavers not allocated to a region.
- Region, lower tier local authority and sector subject area tier 1 (report 15). This report only shows local authority areas that have 10 or more leavers.
- Region, lover tier local authority, age band and Apprenticeship level (report 16). This report only shows lower tier local authorities that have 10 or more leavers.

c) Timely summaries section

30. This section holds the qualification success rate reports based on the timely qualification success rates methodology.

31. The reports in section file show timely qualification success rates by:

- Apprenticeship level and age band (report 17).
- Age band and Apprenticeship level (report 18).
- Sector subject area tier 1 (report 19).
- Sector subject area tier 2 and Apprenticeship level (report 20).
- Sector subject area tier 2 and age band (report 21).
- Ethnicity and Apprenticeship level (report 22).

- Sex and Apprenticeship level (report 23).
- Learning difficulties and disabilities (report 24).
- Disability (report 25).
- Learning difficulty (report 26).
- Apprenticeship framework and Apprenticeship level (report 27).
- Apprenticeship framework and age band (report 28).

d) LEOP section

32. This section holds the QSR report for programme aims in the Large Employer Outcome Pilot (LEOP). This section is only present for providers involved in the Large Employer Outcome Pilot.

33. The report shows overall qualification success rates of LEOP provision by age band and Apprenticeship level (report 29). The report also shows the qualification success rate of the provider (excluding LEOP provision) for 2013/2014.

Suppressing information and rounding figures for provider group and national values

34. Suppression and rounding rules apply to the provider group and national values to protect individuals from the possibility that they could be identified, and to make sure the statistics reported are reliable.

    a) If there are fewer than 30 leavers, the value has been replaced with a dash (–).

    b) The number of leavers values are rounded to the nearest 10.

    c) When calculating the qualification success rate, if there are fewer than five leavers the qualification success rate is replaced with a dash (–).

    d) The qualification success rates are calculated using unrounded values.

Section 4 – Apprenticeship data file contents

Extract of qualification success-rate data used for producing QSR reports

35. The data used to work out and report on qualification success rates is provided as an Excel file. The file contains all the provider's Apprenticeship programme aims. The file contains the following data fields.

Data field in file	Description	Data item on the qualification success-rate dataset
UPIN	Provider number.	UPIN
UKPRN	UK provider reference number (UKPRN).	UKPRN
Learner_Reference	Learner reference number.	LearnRefNumber
ULN	Unique learner number.	ULN
Academic_Year	The academic year.	Set to 2013/14
Data_Source	The source of the record on the qualification success-rates dataset, which is either the ILR or the LEOP dataset.	Datasource
Programme_Type	The programme type, which is 'Intermediate Level Apprenticeship', 'Advanced Level Apprenticeship' or 'Higher Apprenticeship'.	ProgType
Framework_Code	Framework code.	FworkCode

Data field in file	Description	Data item on the qualification success-rate dataset
Framework_Name	Framework name.	The framework name is derived from the FworkCode.
Completion_Status	The completion status of the programme aim.	CompStatus
Learning_Outcome	The learning outcome of the programme aim.	Outcome
Age_Group	The age band the learner is in at the start of the learning aim, which will be 16-18, 19-23, or 24+.	Age_Band
Ethnicity	The apprentice's ethnic background.	Ethnicity
Sex	The apprentice's sex.	Sex
Learning_Difficulties	Indicates whether the apprentice considers that they have a learning difficulty, disability or health problem.	LLDDHealthProb
Disability	The apprentice's disability.	L_Disability
Learning_Difficulty	The apprentice's learning difficulty.	L_LearnDiff
Sector_Subject_Area_Tier_1	Sector subject area – the broad (tier 1) classification of the subject of the programme aim.	SectSubAreaTier1
Sector_Subject_Area_Tier_2	The more specialised (tier 2) classification of the subject of the programme aim.	SectSubAreaTier2
Learner_Home_Postcode	The apprentice's home postcode.	L_PriorPcode
Delivery_Location_Postcode	The postcode of the delivery location.	DelLocPostCode
Delivery_Region	The name of the region the delivery location postcode is in.	This is derived from DelLocPostCode.
Delivery_LA	The name of the lower tier local authority that the delivery location postcode is in.	This is derived from DelLocPostCode.
Learning_Start_Date	The date the learning began.	LearnStartDate
Learning_Planned_End_Date	The date the programme aim is due to be completed.	LearnPlanEndDate
Learning_Actual_End Date	The date the programme aim was actually completed.	LearnActEndDate
Actual_End_Year	Actual end year – the academic year the programme aim was actually completed in.	P_Actendyr
Expected_End_Year	Expected end year – the academic year the programme aim is expected to be completed in.	P_Expendyr.
Hybrid_End_Year	Hybrid end year, which is the expected end year or the actual end year, whichever is later.	P_Hybridendyr
Funded	Identifies whether an Apprenticeship has ever received funding from us. If Funded is 0, the programme aim is not included in the overall and timely qualification success rates.	Funded
Overall_Leaver	For the overall qualification success-rate measure, this indicates whether the programme aim counts towards the overall qualification success rate. If Overall_Leaver is 1, the programme aim counts towards the overall qualification success rate.	P_Count_Overall
Overall_Achiever	For the overall qualification success-rate measure, this indicates whether the programme	P_Frm_Ach_Overall

Data field in file	Description	Data item on the qualification success-rate dataset
	aim has been achieved. If Overall_Leaver is 1, the the programme aim has been achieved.	
Overall_Transfer	For the overall qualification success-rate measure, this indicates whether an apprentice has transferred to another programme. If Overall_Transfer is 1, the apprentice has transferred to another programme.	P_Trans_Overall
Overall_Planned_Break	For the overall qualification success-rate measure, this indicates whether the apprentice is on a planned break. If Overall_Plan_Break is 1, the apprentice is on a planned break.	P_Plan_Break_Overall
Overall_Continuing	For the overall qualification success-rate measure, this indicates whether the programme aim is continuing beyond this academic year. If Overall_Continuing is 1, the programme aim is continuing beyond this academic year. Continuing learners are not included in the overall qualification success rate.	This is derived from Actual_End_Year.
Leaver_Below_MS_Threshold	This indicates whether the overall qualification success rate for a programme aim is lower than the minimum standards threshold. If Leaver_Below_MS_Threshold is 1, the overall qualification success rate for the programme aim is below the minimum standards threshold.	This is derived, as described in paragraphs 14 to 21.
Timely_Leaver	For the timely qualification success-rate measure, this indicates whether the programme aim should be counted towards the timely qualification success rate. If Timely_Leaver is 1, the programme aim will be counted towards the timely qualification success rate.	P_Count_Timely
Timely_Achiever	For the timely qualification success-rate measure, this indicates whether the programme aim has been achieved. If Timely_Leaver is 1, the programme aim has been achieved.	P_Frm_Ach_Timely
Timely_Transfer	For the timely qualification success-rate measure, this indicates whether an apprentice has transferred to another programme. If Timely_Transfer is 1, the apprentice has transferred to another programme.	P_Trans_Timely
Timely_Planned_Break	For the timely qualification success-rate measure, this indicates whether the apprentice is on a planned break. If Timely_Plan_Break is 1, the apprentice is on a planned break.	P_Plan_Break_Timely

Section 5 – Reproducing Apprenticeship reports

Using the extract of qualification success-rate data to replicate the information on the reports

36. Below are some guidelines to help you replicate the figures in QSR reports and to help match the data in your systems.

Filters	Description
Delivery_Region	Filtering for a specific region will restrict the data to that region.
Delivery_LA	Filtering for a specific lower tier local authority will restrict the data to that lower tier local authority.
Hybrid_End_Year (For example, 2012)	Filtering for a specific hybrid end year will restrict the overall qualification success-rate data to that year.
Expected_End_Year (For example, 2013)	Filtering for a specific expected end year will restrict the timely qualification success-rate data to that year.
Programme_Type (For example, Advanced Apprenticeship)	Filtering for a specific programme type will restrict the data to that programme type.
Age_Group (For example, 16-18)	Filtering for a specific age group will restrict the data to that age group.
Sector_Subject_Area_Tier_1 (For example, SSA 4. Engineering and Manufacturing Technologies)	Filtering for a specific SSA tier 1 will restrict the data to that sector subject area.
Sector_Subject_Area_Tier_2 (For example, SSA 4.3. Transportation Operations and Maintenance)	Filtering for a specific SSA tier 2 will restrict the data to that sector subject area.
Framework (For example, 217)	Filtering for a specific framework will restrict data to that sector framework.
Data_Source (For example, LEOP)	Filtering for the data source will restrict data to that gathered from either the ILR or LEOP, as appropriate.
Calculations	
Overall Leavers (For example, Sum(Overall_Leaver) where Funded is 1)	Adding up the figures in the Overall_Leaver field for the programme aims that are funded will give the total number of completed framework aims used to work out the overall qualification success rate.
Overall Achievers (For example, Sum(Overall_Achiever) where Funded is 1)	Adding up the figures in the Overall_Achiever field for the programme aims that are funded will give the total number of achieved framework aims used to work out the overall qualification success rate.
Overall Qualification Success Rate (For example, Sum(Timely_Achiever) where Funded is 1 / Sum(Timely_Leaver) where Funded is 1 x 100)	This is the calculation for the overall qualification success rate.
Timely Leavers (For example, Sum(Timely_Leaver) where Funded is 1)	Adding up the figures in the Timely_Leaver field for the programme aims that are funded will give the total number of completed framework aims used to work out the timely qualification success rate.
Timely Achievers (For example, Sum(Timely_Achiever)	Adding up the figures in the Timely_Achiever field for the programme aims that are funded will give the total number

Filters	Description
where Funded is 1)	of achieved framework aims used to work out the timely qualification success rate.
Timely Qualification Success Rate (For example, Sum(Timely_Achiever) where Funded is 1 / Sum(Timely_Leaver) where Funded is 1 x 100)	This is the calculation for the timely qualification success rate.

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