Skills Funding Agency

Provider Data Self-Assessment Toolkit

(PDSAT)

v16 User Guide

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Introduction

Provider DSAT (PDSAT) is a tool for further education and training providers (colleges, training providers and employers) to output a series of reports to test the integrity of their Individualised Learner Record (ILR) data. This will assist providers in carrying out their routine data cleansing and submitting accurate ILR data returns to the funding agencies.

To allow for earlier data cleansing, an initial version of PDSAT v16 to *accept ILR XML inputs* was released. The latest release PDSAT now allows the ability to import FIS mdb files.

Please note that with an ILR XML file import, a funding flag in the reports is shown rather than exact funding values. It is strongly recommended that the ILR XML file is validated in FIS (2015/16) and any reported errors or warnings are fixed prior to importing the file into PDSAT.

With a FIS file input, the actual funding values will show in the reports and will include the facility to run Audit Samples.

1. Before You Start

1.1 Compatibility

PDSAT v16 is compatible with Microsoft Office Access 2007 (SP3), 2010 and 2013.

Microsoft Office 2010 and 2013 come in both 32 and 64 bit versions. There is a separate version of PDSAT (version 16_**_64) for use with Microsoft Office 64 bit. In order to determine which version of Microsoft Office you have installed please use the following link:

https://support.office.com/en-us/article/What-version-of-Office-am-I-using-932788b8-a3ce-44bfbb09-e334518b8b19

Please note that if you have two versions of Office installed (i.e. 2007 and 2010 etc.), then these can conflict and cause PDSAT to not run correctly.

1.2 Extract PDSAT

Once PDSAT has been downloaded ensure that it is extracted from the .zip file before it is used.

To do this, right click on the .zip file and click one of the following options 'Extract All', 'Extract to here' or 'Extract to folder' and specify your preferred location.

1.3 Trust Centre

Before starting to use PDSAT you will need the following information:

- The location (directory) where you are going to place the PDSAT Tool (this must be stored on a local drive)
- The location you are going to use for the export of PDSAT specific information (this must also be located on a local drive).

With MS-Access 2007, MS-Access 2010 or MS-Access 2013, the user will need to have the above locations loaded into a "Trusted Location" or the VBA Code execution will be blocked.

NB. MS-Access 2007 screen shots / walkthroughs are used for illustrative purposes but it is understood the process is similar for MS Office 2010 and MS Office 2013.

To set-up a "Trusted Location":

- Open MS Access 2007 (from the Start Menu);
- Click on the Office Button (top left of MS Access window);
- Click on "Access Options" button (bottom right of pop-up window);
- Click on "Trust Center" (left hand side of window);

- Click on "Trust Center Settings..." button;
- Click on "Trusted Locations" (left hand side of window);
- Click on the "Add new location..." button;
- Click on "Browse..." and navigate to the required location.
- Ensure the "Subfolders of this location are also trusted" check-box is ticked;
- Click on "OK". Keep clicking on "OK" to leave the Trusted Location set-up;
- Close all open Access databases;
- Ensure PDSAT is placed in this trusted location;
- Start PDSAT.

2 Using PDSAT

2.1 Applicability of PDSAT

PDSAT v16 allows a 2015/16 ILR XML file to be directly imported.

Before importing an ILR XML file into PDSAT, please also ensure that it has been validated in FIS (2015/16) using the option "Import and validate an ILR submission" as shown in Figure 1a. Any reported errors or warnings should be fixed before the file is imported into PDSAT. Problems may be experienced if a non-validated ILR is imported into PDSAT and the **reports generated from PDSAT could also output non-validated records**.

If you have any issues using FIS please contact the Data Services helpdesk on: <u>servicedesk@sfa.bis.gov.uk</u>

Funding Information	n System		- 0	2
談 HM G	overnment			
e Tools Help				
Perform Procedure				
Data Provider	SKILLS FUNDING AGENCY			
Procedure(s) to Execute	Amalgamate Amalgamate Import and validate an ILR submission (Last Run: 19/09/15 12:05:55) Perform Funding calculations Rule Violation Summary Report Rule Violation Summary Report Rule Violation Summary Report With Defaults Rule Violation Report as CSV Export ILR data to an Access database Export ILR data to CSV EFA Funding Claim Report as CSV SFA Funding Claim Report as CSV SFA High Needs Students Detail Report EFA High Needs Students Summary Report			A E
		Save As Defai	ult Selecti	on
Keport Output:	Uispiay		Execute	•
Collection Name:	1516_ILR_FIS Configuration			
Component Set Version:	1516_ILR_FIS Desktop Processing Service - 0.3.14.20377 (007)			
Data Sets:	LargeEmployers [Version 8] LARS [Version 43] ORGANISATION [Version PostcodeFactors [Version 12]	n 6]		
Imported File:	ILR-10012467-1516-20150903-171412-01.xml			

Figure 1a – FIS (2015/16)

If the return is split across several ILR XML files, then the Amalgamate option can be selected to create single ILR XML file which can then be imported in PDSAT, once validated.

To import a FIS file into PDSAT, **additional options** need to be selected in order to create the FIS file from an ILR XML file as shown in Figure 1b.

FIS Funding Information	System	
2023		
HM G		
File Tools Help		
Perform Procedure		
Data Provider	SKILLS FUNDING AGENCY	
Procedure(s) to Execute	Amalgamate	х н
	Select All	Save As Default Selection
Report Output:	Display	•
		Execute
Collection Name:	1516_ILR_FIS Configuration	
Component Set Version:	1516_ILR_FIS Desktop Processing Service - 0.3.14.20377 (007)	
Data Sets:	LargeEmployers [Version 8] LARS [Version 43] ORGANISATION [Vers PostcodeFactors [Version 12]	ion 6]
Imported File:	ILR-10012467-1516-20150903-171412-01.xml	

Figure 1b – Validate ILR XML file and create FIS file to import into PDSAT

2.2 Importing 2015/16 ILR XML or FIS files

To import ILR XML/FIS data into PDSAT, carry out the following steps:

- Open PDSAT.
- The following Disclaimer Acceptance will appear as shown in Figure 2. Please read this message and click the "Yes" button to proceed. If you select "No", PDSAT will close.

Disclaimer Acceptance
Providers are responsible for implementing adequate and effective controls surrounding the submission of funding claim(s) to the Agencies. The Provider DSATs are a suite of exception reports highlighting potential data anomalies in certain areas which may require further investigation. Provider DSATs should not be solely relied upon to identify all irregularities that may exist.
Providers are also reminded that the Agencies' contractual requirements include significant other areas not covered by Provider DSATs.
Please press yes to accept the above conditions.
Yes No

Figure 2 – Disclaimer Acceptance

• The following screen in Figure 3 will appear.

PDSAT v16	X
PDSAT v16_4_32 - Please import data	Click here to contact:
Return Control	LARS version: 9th Oct 2015
	Instructions for using PDSAT v16
Return Currently Selected:	Return Control
▼	Use this tab to import, change and delete ILR or FIS return files. To change the currently loaded return select any loaded return from the drop down selector.
Import II & Return Data	Joint Reports / SFA Reports / EFA Reports
	Use these tabs to select and run any Joint, SFA or EFA reports (reports split by funding methodology). Please note that you can only run reports from one category at a time but
Current Report Directory:	each category will export its reports into the same excel report file. Favourites can be selected from the drop down menu.
C:\Users\ckaur1\Desktop\DSAT_FIS Final\	Reports Control
	This tab has two options: (i) Option to not output reports which have a zero count of
Set Report Directory Open Report Directory	records to the Excel workbook (ii) Option to output reports for one or more Subcontractor/Partner UKPRNs.
	Favourites Control
Returns Currently Loaded:	This tab allows you to add, delete and edit favourite groups and the reports included in each. Favourites can also be imported from other copies of PDSAT v16. Note, only user
	defined favourite groups can be edited.
	Annotations Control
	This tab allows you to record annotations from your report excel file as well as import annotations from a previous version of PDSAT v16 and delete annotations as required.
Clear Selected Return	
Clear An Imported Data	Only 15/16 ILR XML and FIS mdb files are accepted as valid inputs in this version of PDSAT
I	

Figure 3 - PDSAT Opening Screen

- Use the "Import ILR Return Data" or "Import FIS Return Data" button on the "Return Control" screen to navigate to and select the ILR XML or FIS file;
- The following message will appear, to remind the user to run the ILR through FIS first to perform validation and fix any reported errors or warnings. Press OK to proceed;

Provider Data Self-Assessment Toolkit (PDSAT)



Figure 4 – FIS Validation message

- The ILR XML or FIS file load will then proceed on selection of the file and a "Success" pop-up message box will appear upon completion, click on "OK" to close the pop-up message box;
- If the user attempts to import the same ILR XML/FIS file twice, then the following message will appear;



Figure 5 – Return Already Loaded

- The "Clear Selected Return" and "Clear All Imported Data" buttons can be used to remove imported file(s);
- Click on the "Set Report Directory" button and select the location for the output of reports;
- The path will be inserted into the "Current Report Directory" area;

PDSAT is now ready for use and the screen will look as shown in Figure 6.

	4_32 -							OsotHelodeski@KPMG.co.u
eturn Control	Joint Reports	SFA Reports	EFA Reports	Sampling	Reports Control	Favourites Contro	Annotations Control	LARS version: 9th Oct 2015
Return Curre	ntly Selected:	1005-142623			Return Control Use this tab to im	Instructio	ns for using PDSAT v16 te ILR or FIS return files. To	change the currently
FIS- -1516-R02-20151005-142623 Import ILR Return Data Import FIS Return Data				Ioaded return select any loaded return from the drop down selector. Joint Reports / SFA Reports / EFA Reports Use these table to select and run any Joint, SFA or EFA reports (reports split by funding methodology). Please note that you can only run reports from one category at a time but each category will export its reports into the same excel report file. Favourites can be selected from the drop down menu. Reports Control This tab has two options: (i) Option to not output reports which have a zero count of control to the first methodol (ii) Option to not output reports which have a zero count of				
Current Report Directory: C:\Users\ckaur1\Desktop\DSAT_FIS Final\								
Set Rep	ort Directory	Open	Report Directo	rγ	Subcontractor/Pa	rtner UKPRNs.	in to output reports for on	e or more
Returns Curre	ently Loaded:				This tab allows yo	u to add, delete and a	dit favourite groups and the	he reports included in
FIS1516-R02-20151005-142623				each. Payournes can also be imported from other copies of PDSAT V16. Note, only user defined favourite groups can be edited. Annotations Control This tab allows you to record annotations from your report excel file as well as import annotations from a previous version of PDSAT v16 and delete annotations as required.				
Clear Sel	ected Return	Clear A	II Imported D	ita	Only 15/16 ILR XM	L and FIS mdb files an	e accepted as valid inputs in	this version of PDSAT

Figure 6 - PDSAT Return Control Screen (Post Import)

2.3 Understanding Reports and the Funding Flag

In this version of PDSAT, the reports are arranged across three Reporting Category tabs (Joint Reports, SFA Reports and EFA Reports). Unless otherwise specified, the reports listed under the SFA Reports tab output records which have FundModel = 35 ("Adult Skills Budget funding"). Similarly the reports listed under the EFA Reports tab output records which have FundModel = 25 ("16-19 EFA funding"). Click on one of these Reporting Category tabs.

As with previous versions of PDSAT, assistance in understanding reports has been provided. To access the assistance, single click the mouse cursor on the Report ID (first column from the left), and a window will appear showing the relevant report information (Description, Logic and Implication) as shown in Figure 7.

The Report ID follows the naming convention of 16*-###. The 16 relates to this PDSAT version, the * is replaced by "B" for a Joint report, "S" for an SFA report or an "E" for an EFA report. The ### is the Report's ID number.

PDSAT v16_4_32 Imm_ReportDetails ZX Return Control Joint Re PDSAT Reports - Details Return Selected: FIS Report ID Report Ti 165:100 19+ appretion 165:110 19+ appretion 165:120 16 to 18 and trainees with learning aims that are recorded as co-funded. 165:120 16 to 18 and trainees with learning aims that are recorded as 165:140 165:120 16 to 18 and trainees with learning aims that are recorded as 165:140 165:120 16 to 18 and trainees with learning aims that are recorded as 165:140 165:120 16 to 18 and trainees with learning aims that are recorded as 165:140 165:120 19+ appretion: 165:120 19 appretion: 19:20 Return all learning aims where FundModel=35, FundLine_Sfa in ('16-18 apprenticeship', '13-24 traineeship') AND FFI=2.	tations Control ite Group: All S Current Load	Ch DsatHelac LARS version	ick here to a desk@KPM on: 9th Oct	<u>contact</u> <u>IG.co.ui</u> 2015 ▼ ■ ■ ■
Return Control Joint Re Return Selected: FIS Report ID Report ID 165:090 Apprentic 165:100 19+ appre 165:110 19+ learning 165:120 16 to 18 a 165:120 Learning 165:120 Learning 165:200 Return all learning aims where FundModel=35, FundLine_Sfa in ('16-18 apprenticeship', '19-24 traineeship') AND FFI=2.	tations Control ite Group: All S Current Load	SFA Reports	s Select	×
Return Selected: FI Report ID Report ID 165-090 Apprentic 165-100 19+ appre 165-130 16 to 18 and 165-130 Learning aims where FundModel=35, FundLine_Sfa in ('16-18 apprenticeship', '19-24 traineeship') AND FFI=2.	ite Group: All S Current Load	SFA Reports	s Select	
Return Selected: FIS Report ID Report ID Description: 165-090 Apprentice Identifies apprentices aged 16 to 18 and trainees with learning aims that are recorded as co-funded. 165-100 19+ apprentices Identifies apprentices aged 16 to 18 and trainees with learning aims that are recorded as co-funded. 165-100 19+ apprentices Identifies apprentices aged 16 to 18 and trainees with learning aims that are recorded as co-funded. 165-100 19+ apprentices Identifies apprentices aged 16 to 18 and trainees with learning aims that are recorded as co-funded. 165-100 19+ apprentices Return all learning aims where FundModel=35, FundLine_Sfa in ('16-18 apprenticeship', '19-24 traineeship') AND FFI=2.	rite Group: All S	SFA Reports Outputted	5 Select	
Report ID Report ID Report ID 165-090 Apprentic 165-100 19+ appre 165-110 19+ learning 165-130 16 to 18 a 165-140 19+ appre 165-140 19+ appre 165-140 19+ appre 165-190 Learning aims where FundModel=35, FundLine_Sfa in ('16-18 apprenticeship', '19-24 traineeship') AND FFI=2.	Current Load	Outputted	Select	
165-090 Apprentic 165-100 19+ appre 165-130 16+ learning 165-130 16+ name 165-190 Learning 165-190 Learning 165-200 Return all learning aims where FundModel=35, FundLine_Sfa in ('16-18 apprenticeship', '19-24 traineeship') AND FFI=2.				_
165-100 19+ appre 165-130 19+ learne 165-130 16 to 18 a 165-140 19+ appre 165-190 Learning a 165-190 Learning a 165-200 Retention 165-200 Retention				_
165:110 19+ learni 165:130 16 to 18 a 165:140 19+ appre 165:190 Learning aims where FundModel=35, FundLine_Sfa in ('16-18 apprenticeship', 19:24 traineeship') AND FFI=2.				_
165:130 16 to 18 a 165:140 19+ appre 165:190 Learning 165:200 Return all learning aims where FundModel=35, FundLine_Sfa in ('16-18 apprenticeship', 19-24 traineeship') AND FFI=2.				_
IbS-140 19+ apprenticeship', 16S-190 Learning at transeship', 16S-200 Return all learning atms where FundModel=35, FundLine_Sfa in ('16-18 apprenticeship', 16S-200 Return all learning atms where FundModel=35, FundLine_Sfa in ('16-18 apprenticeship', 16S-200 Return all learning atms where FundModel=35, FundLine_Sfa in ('16-18 apprenticeship',				
165-200 Retention 19-24 traineeship') AND FFI=2.				-
IOO-ZUV RELEIUUII	-		<u> </u>	-
165-240 Withdraw				
16S-250 earners i	-			-
16S-260 Learning a Implications:	-			-
16S-270 Transferrir Within funding model 35, all apprentices aged 16 to 18 and all trainees are entitled to				-
16S-280 Resuming full funding. Entries on this report could be under claims of funding.				-
16S-300 Early com				-
16S-310 Completio				
16S-320 Learners User Notes: (editable)				
16S-330 Generic p				_
16S-360 NI Numbe				-
Run Selected Rep	Select	t All De	eselect Al	

Figure 7 - PDSAT Report Assistance Window

You may enter your own text into the "User Notes:" (yellow shaded field) which is stored within the tool and will be output with reports.

NB. When a new version of the PDSAT is used any information entered into this field will be lost.

As the provider's ILR XML data file does not contain any funding, the reports run from **PDSAT will instead provide an indication whether funding could be expected**, under column headers "Funding Flag (SFA)" or "Funding Flag (EFA)" where applicable. Please be aware that this is an indication for funding only and may not always match with funding shown through FIS. **In addition any non-validated records will also appear in the reports and funding may be incorrectly indicated for these records.**

2.4 Running Reports

In order to run the PDSAT reports, click on a Reporting Category tab ('Joint Reports', 'SFA reports' or 'EFA Reports') and select the required reports by checking the <check boxes> on the far right of the Report Titles as shown in Figure 8. You may select as many reports as you require at a time, making use of the "Select All" or "Deselect All" buttons as necessary. Once the required reports have been selected, click 'Run Selected Reports' button to compile the reports.

Clicking on the Favourite Group drop-down box makes the relevant reports available to select. By default all the available reports within each tab will be displayed. See Section 4.0 on how to create a custom favourite group.

Note that running large numbers of reports may take a long time to run depending on the size of the ILR return.

NB: The "Run Selected Reports" button will only run reports selected within the *current Reporting Category* tab.

DSAT v1	5_4_32 -							<u>DsatHelor</u>	<u>lok here to o</u> <u>desk@KPM(</u> on: 0th Oct	0010 0.00 2011
turn Contro	Joint Reports	SFA Reports	EFA Reports	Sampling	Reports Control	Favourites Control	Annotations Control	Dans Versie	m. surour	
Return Se	lected: FIS-	-1516-R02	-20151005-142	623			avourite Group: All	SFA Report	s	٠
Report ID	Report Title						Current Load	Outputted	Select	
16S-090	Apprentices and	trainees with o	o-funding						V	17
16S-100	19+ apprentices	with full funding	g claimed						2	
16S-110	19+ learners with	h enhanced fun	ding						2	11
16S-130	16 to 18 apprenti	iceships minim	um duration ex	ceptions					¥	
16S-140	19+ apprentices	hips minimum	duration except	tions					¥	
16S-190	Learning aims w	here the annua	I funding cap h	as been app	blied					
16S-200	Retention									
16S-240	Withdrawals and	qualifying day	s for funding							2
16S-250	Learners in learn	ing beyond the	ir learning plan	ned end dat	e					
16S-260	Learning actual e	end dates								
16S-270	Transferring learn	ters								
16S-280	Resuming learne	rs								
16S-300	Early completion	IS								-
<u>16S-310</u>	Completions with	a unknown outo	omes							-
<u>16S-320</u>	Learners with pri	or attainment I	evel recorded a	s not knowr	1					-
<u>16S-330</u>	Generic postcod	es								-
<u>16S-360</u>	NI Numbers null,	temporary or	used for HMRC	administrat	we purposes					*
Run Se	lected Reports				FM35 Fundin	g Period Selected: 2	▼ Selec	t All De	eselect All	

Figure 8 – SFA Reports Screen, Check Boxes

2.5 Closing All Instances of Excel

PDSAT v16 requires all instances of Excel to be closed before selected reports can be run and exported.

If you believe you have closed all instances of Excel and the error message (Figure 9) still appears then try restarting your machine or use the Task Manager to close the remaining excel processes if you are confident in doing this.



Figure 9 – Excel Error Message

In addition, it is important not to open the Excel application <u>during</u> the report run procedure, which could take some time to fully complete.

2.6 Viewing Reports

Once the report process has started running, the progress can be observed on the progress and status bar.

On completion of the reporting run, the message box shown in Figure 10 will appear;

Success
Reports output successfully. Do you wish to view the reports now?
Yes No

Figure 10 – Success – Report output Message Box

Clicking "Yes" will open the reports in Excel. Clicking "No" will simply close the window.

The report format is similar to the previous year and is shown in Figure 11. The header (containing the Description, Logic, Implications and User Notes) can be hidden or shown using the small +/- on the far left of the Excel window.

A new count has been added to PDSAT v16 showing the number of distinct learners within each applicable report.

Provider Data Self-Assessment Toolkit (PDSAT)

🕼 🖶 🍤 T 🖑 T =	99999999-1516-R07-20160302-150507 - Excel								
FILE HOME Developer INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW	ACROBAT POWERPIVOT								
$\begin{array}{ c c c c c c } \hline & & & & & & & & & & & & & & & & & & $	neral • • Normal Bad Good • ●								
A1 • I \times of f_x 165-090 - Apprentices and trainees with co-funding	Provider: 99999999 - 99999999								
1 2 A B C D E 1 1 165.090 - Apprentices and trainees with co-funding 1 <t< td=""><th>F G H I J K L M Provider: 99999999 9999999</th></t<>	F G H I J K L M Provider: 99999999 9999999								
A Description: Identifies apprentices aged 16 to 18 and trainees with learning aims t S Logic: Return all learning aims where FundModel=36, FundLine_Sfa in (16- 7	hat are recorded as co-funded. 18 apprenticeship', '19-24 traineeship' AND FFI=2.								
B Implications: VYthin funding model 35, all apprentices aged 16 to 18 and all trainee onder claims of funding. 10 11 User Notes: 12	s are entitled to full funding. Entries on this report could be								
13 14 ILR File Name: ILR.99999999.1516.20160302.150507.01.xml 15 Partner UKPRNs Selected: 99999999. PartnerUKPRN Null 16 USAT Version: DSAT 16_1_32 T	ILR Production Date: 02-Mar-16 DSAT Import Date: 31-Jul-15								
18 19 Record Count Learner Count 20 0 0 21 0 0									
Learner Unque Family name Given names Date of birth A number number number 22 23 24	ge at start of Age at aim + Funding + Fundine SFA Programme Aim type Aim sequence Learning aim programme type • • • • • • • • • • • • • • • • • • •								

Figure 11 - MS Excel Reports

The Reports may then be printed using the normal MS-Excel output buttons or closed using the normal windows buttons at the top right hand side of each report window.

When a report has been run, the number of records for that report is shown in the 'Current Load' column. The fact that the report has been run for that Return is shown using the 'Outputted' column (see Figure 12).

USAT V16	Joint Reports SFA Reports EFA Reports Sampling Reports Control Favourites Control	Annotations Control	DsatHelps LARS versio	<u>(k here to o</u> <u>lesk/DKPM</u> in: 9th Oct ;	201 201
Return Sel	ected: FIS1516-R02-20151005-142623	Favourite Group: All	SFA Reports	1	•
Report ID	Report Title	Current Load	Outputted	Select	
16S-090	Apprentices and trainees with co-funding	4	R		Т
16S-100	19+ apprentices with full funding claimed	3	¥		1
16S-110	19+ learners with enhanced funding	0			1
16S-130	16 to 18 apprenticeships minimum duration exceptions	7	R		1
16S-140	19+ apprenticeships minimum duration exceptions	53	R		1
16S-190	Learning aims where the annual funding cap has been applied				1
165-200	Retention				1
165-240	Withdrawals and qualifying days for funding				1
16S-250	Learners in learning beyond their learning planned end date				-
16S-260	Learning actual end dates				
16S-270	Transferring learners				-
16S-280	Resuming learners				-
16S-300	Early completions				-
16S-310	Completions with unknown outcomes				
16S-320	Learners with prior attainment level recorded as not known				
16S-330	Generic postcodes				
16S-360	NI Numbers null, temporary or used for HMRC administrative purposes				Ŧ
Run Se	ected Reports FM35 Funding Period Selected:	2 V Select	t All De	select All	

Figure 12- Number of Records for Run Reports

2.7 Report Location

When running reports, a MS-Excel Workbook is created in the Current Report Directory that was specified in Figure 6. The Workbook is named using the following syntax: PPPPPPP-AAAA-RRR-YYYYMMDD-HHMMSS.xlsx where PPPPPPPP is the UKPRN for the provider, AAAA is the Academic Year for the data, RRR is the Collection, and YYYYMMDD-HHMMSS is the date/time stamp from provider MIS on file generation.

If the Current Reporting Directory is not changed, then further reports that are run will update the same MS Excel Workbook held in that location. Alternatively if you wish to create different workbooks, for example, a workbook for SFA reports and a different workbook for EFA reports, the Current Reporting Directory can be amended to a different location before running a different set of reports.

2.8 Importing additional ILR XML/FIS files

PDSAT v16 now allows multiple ILR XML/FIS files for each Return (e.g. R01) to be imported. You may import a different ILR XML/FIS file for the same Return, as long it has a different date/time stamp.

To import another ILR XML/FIS file:

- Select the "Import Return Data" Button;
- Follow the process described at Section 2.2;
- The additional ILR XML/FIS file will be loaded into PDSAT and selected as the currently loaded Return;
- If you have more than one ILR XML/FIS file loaded into PDSAT, you can select which Return Data you wish to work with, by selecting it from the "Return Currently Selected" drop-down.

3 Report Control

Report control is a new tab that is available in PDSAT version 16. This control allows the user to determine whether to output reports with zero records or not. In addition it allows the user to filter reports by specific Partner UKPRN values.

3.1 Zero record reports

Figure 13 below shows the Zero record report control option.

Zero Record Reports

Tick box if you do not wish to output reports with zero records

PDSAT will retain this option within the current installation of PDSAT

Figure	13-2	Zero	record	reports

The user can tick this box to prevent outputting reports with zero records. PDSAT will retain this option within the current installation of PDSAT.

3.2 Split reports by Subcontractor/Partner UKPRNs

From the "Split reports by Subcontractor/Partner UKPRNs" option, users can select to filter reports by specific Partner UKPRN values. By default, "All" Partner UKPRNs will be selected. At least one of the Partner UKPRNs must be selected before outputting any report.

Please be aware if you make a new selection of subcontractors and proceed to run selected SFA or EFA reports, PDSAT will overwrite any existing Excel reports with new reports containing the new selection of subcontractors. In order to avoid the existing Excel reports being overwritten, please change the Current Reporting Directory or rename the existing reports file.

Please see Figure 14 below:

Split Reports by Subcontractor/Partner UKPRNs									
The user can select to filter reports by specific PartnerUKPRNs values. Please select the PartnerUKPRN from the available options below. By default, "All" PartnerUKPRNs will be outputted. The user must have at least one PartnerUKPRN selected before runnning a report.									
Partner UKPRNs Select	If you make a new selection of subcontractors and proceed to run selected								
<u>99999999</u>	SFA or EFA reports, PDSAT will overwrite any existing Excel reports with new								
PartnerUKPRN Null	reports containing the new selection of subcontractors.								
	In order to avoid the existing Excel reports being overwritten, please change								
the Current Reporting Directory or rename the existing reports file.									
Select All This functionality does not apply to Joint Reports.									

Figure 14- Split reports by Subcontractor/Partner UKPRNs

4 Favourites

PDSAT v16 provides functionality which provides pre-defined sets of reports and also allows you to create and amend your own sets of reports or "Favourites". This feature has been enabled to allow you to create groups of reports that you wish to run on a regular basis.

By clicking on the "Favourites Control" tab, the Favourites screen at will be displayed. See Figure 15.

OSAT v16_4_32 -						2	Click here to conta sathlelpdesk@KPMG co. RS wersion: 9th Oct 2015
turn Control Joint Reports	SFA Reports EFA Re	ports Sampling R	eports Control	Favourites Control	Annotation	s Control	
Favourite Type: EFA		Favourite Group:	All EFA Reports				
Report ID Report Menu N	ame			Sel	ected 🔺	Add New	· Empurito Group
16E-070 Learners under	16				2	Add Nev	ravourite Group
16E-160 Full time learner	s on short study progra	mmes			2		
16E-170 Learners with hi	gh weekly study hours				2	Delete Curr	ent Favourite Group
16E-180 Learners with hi	gh planned hours in-ye	ar			2		
16E-210 Learners with pl	anned hours split by qu	alification hours and r	non-qualification h	ours	2	Amend Cur	ent Favourite Group
16E-220 Learners on stu	by programmes of no n	ore than four weeks o	furation			Puncha can	cint into an co or oup
16E-230 Funded hours th	resholds				2		
16E-240 Withdrawals and	d qualifying days for fur	ding			8		
16E-250 Learners in learn	16E-250 Learners in learning beyond their learning planned end date						ve Changes
16E-270 Transferring lear	ners				8	-	
16E-300 Early completion	ns				2		
16E-310 Completions wit	h unknown outcomes			i.	8		
16E-330 Generic postcod	les				2		
16E-350 Learner difficulty	/disability inconsistend	У			8		
16E-420 Non-English pos	tcodes						
16E-430 All HEFCE fund	ed learners				8		
16E-440 Learning aims b	y delivery postcode				8		
16E-450 All learners and	learning aims				2		
16E-460 Core aims					2	Impo	ort Favourites
16E-490 Funding by subo	contractor				· ·		

Figure 15- PDSAT Favourites Screen

The values in the Favourite Type drop-down are either "SFA" or "EFA". The PDSAT system defined Favourite Groups are currently "All SFA Reports" and "EFA Reports".

4.1 Adding, Deleting and Amending Favourites

Add New Favourite Group;

• When you click the "Add New Favourite Group" button, a pop-up window opens and you are asked to enter a name for the new Favourite Group. Press OK once you have added a name.

Add New Favourite	×							
Enter Name of Favourite Group	OK Cancel							
My EFA Favourites								

Figure 16– Add New Favourite Message Box

- A new "Favourite Group" has now been added to the list.
- Select the reports for this new Favourite Group and press the "Save Changes" button.

Delete Current Favourite Group;

• Clicking on the "Delete Current Favourite Group" button deletes the currently visible user defined "Favourite Group"

NB. The pre-loaded "Favourite Groups" (All SFA Reports and All EFA Reports) cannot be deleted or amended);

Amend Favourites;

- When you click the "Amend Current Favourite Group" button, all the available reports are shown and those reports that were previously selected are shown by the "Selected" check-box being ticked;
- At the same time the "Deselect All Reports" and "Select All Reports" buttons become visible;
- You can now amend the selected reports by clicking on the "Selected" check boxes or using the "Deselect All Reports" or "Select All Reports" buttons;
- Once you have amended your selection of reports click on the "Save Changes" button;

Save Changes;

- When the "Save Changes" button has been clicked the changes are saved to the "Favourite Group".
- In addition, the "Deselect All Reports" and "Select All Reports" buttons disappear from the screen.

4.2 Importing Favourites

If the user wishes to import favourites from another copy of PDSAT (version 16.1 upwards) then this can be done using this functionality. Note that this would remove any current Favourites that the user has created in their own copy of PDSAT. Press the "Import Favourites" button and press "Yes" to the following message shown in Figure 17 to proceed.



Figure 17 – Warning – Import Favourites Message Box

Select the DSAT v16 file from which to copy the user created Favourites from.

5 Annotations

PDSAT v16 maintains the ability to record User Annotations to Reports.

The annotations are available on any report where a "User Annotations" column appears on the right hand side.

The annotations are linked principally to the Learner Reference Number and/ or the Learning Aim Reference number however, in one or two cases alternative fields are used. In cases where a learner has more than one aim using the same reference number, annotations will be repeated for each instance of the Learning Aim Reference number.

User Annotations will be available for any data load in the current instance of PDSAT provided Learner Reference Numbers etc. match up.

5.1 Recording Annotations into PDSAT

To record User Annotations into PDSAT:

	5 - @-	Ŧ				99999999-1516	-R07-201	60302-150507	- Excel					? 📧	- 0	×
FILE	HOME	Developer	INSERT P.	AGE LAYOUT	FORMULA	DATA	REVIEW	VIEW	ACRC	DBAT POWERPIVO	т					
Paste	+ Arial B I	• 10 <u>U</u> • 🖂 •	• A • A	= = { = = = {	ויים איז	Vrap Text Nerge & Center	Gene	eral • % • 5	▼ 00,00 0,€ 0	Conditional Format Formatting * Table	as Cell	Here Format ▼	∑ - A ↓ - A ≪ - Fi	ort & Find 8	-	
Clipboard	G.	Font	Gi		Alignment		ra l	Number	Fai	Styles		Cells	E	diting		^
AD22	AD22 \cdot : $\times \checkmark f_x$															
12	,	AD		AE		AF		AG		AH			AI			A 🔺
1																
+ 17 18 19 20																
	learner m	onitoring B	delivery m	specified onitoring A	delivery n	r specified	delive	ry monitorii	ea ng C	delivery monitori	ng D	User	annotati	ons		
21									-		-				-	
22																
			A00	0582	B0	00012		C000841		D000002						
23																
			A00	0552	B0	00013		C000801		D000002						
24																
			A00	0552	B0	00013		C000801		D000002						
25																
26																
								0								-
	165-	-100 16S-13	30 16S-140	0 16S-200	16S-240	16S-250	End	(+)	:	4			1			•

• Run the required reports as described in Section 2;

Figure 18 - User Annotations within Report Workbook

• Type the annotation into the "User Annotations" cell. The text will be limited to a maximum of 255 characters. Any number of annotations may be added to a report which has a User Annotations column;

NB: Only the columns headed "User Annotations" may be used for Annotations

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- When you have finished making annotations, save and then close the Workbook;
- Ensure that the Workbook with the user added annotations is located in the Current Report Directory as specified in Figure 6;
- Click on the "Record Annotations" button located on the "Annotations Control" tab;

Record Annotations	
Use 'Record Annotations' to record annotations from the Excel report file into PDSAT.	
Please ensure you have inputted annotations into the 'User Annotations' column, saved and closed the report file. Pl any changes to the report workbook (e.g. hiding reports, adding new sheets, changing colours or changing the structu reports) other than inputting annotations could cause this process to fail. Please ensure you select the correct Excel	lease note that ure of the report file.
Record Annotations	



• When you click on the "Record Annotations" button, a file dialog window will open up, locate and select the Excel report file which contains the annotation notes. See Figure 20:



Figure 20 - Annotations Control – Annotations browser window

NB: While using this feature, PDSAT will:

- Open the current Report Workbook and starting at the first worksheet;
- Delete any previously recorded "User Annotations" in PDSAT for the currently focused Report Worksheet;
- Find the "User Annotations" in the worksheet column and read down every row 'looking' for any annotations to record;
- Record within PDSAT, any annotations before moving to the next worksheet;
- Finally, PDSAT will close the workbook and display a message to advise that "All Report Annotations Recorded".



Figure 21 - Message Box Annotations Recorded

The more reports, the greater the number of records, the longer the Annotation Recording process will take. If the message in Figure 21 does not appear, it may be that the user has interrupted the recording process, resulting in incomplete recording of annotations.

5.2 Amending or Deleting Annotations from the Excel Report Workbook

Ensure the relevant Excel Workbook is located in the Current Reporting Directory as specified in Figure 6.

To delete "User Annotations", delete the annotations from the relevant reports within the Report Workbook. Save and close the Workbook. Press the "Record Annotations" button in PDSAT.

To amend "User Annotations", amend the annotations on the relevant reports within the Report Workbook. Save and close the Workbook. Press the "Record Annotations" button in PDSAT.

Both actions will update the annotations held in PDSAT.

5.3 Importing Annotations from previous versions of PDSAT (version 16.1 upwards)

This functionality allows annotations to be imported from a previous version of PDSAT (version 16.1 onwards). By pressing the "Import Annotations" button, this will allow the user to import annotations from another DSAT file and import them into the current version of PDSAT.

Imp	t Annotations
	e 'Import Annotations' to import User Annotations from previous versions of PDSAT (version 16.1 upwards).
1	is functionality allows you to transfer stored annotations when updating PDSAT to the latest version.
	Import Annotations

Figure 22 – Annotations Control – Import Annotations

5.4 Deleting All Annotations from PDSAT

Clicking the "Delete Annotations" button shown in Figure 23, will remove ALL the annotations that are currently loaded in PDSAT.



Figure 23 – Annotations Control – Delete Annotations

6 Running Audit Samples

6.1 Changes from Previous Versions

The Sampling Module is only available with FIS file as the sampling mechanism is largely driven by funding.

6.2 Before You Start

Ensure that the PDSAT tool is loaded and a prepared FIS file imported as covered in "Section 2 - Using PDSAT".

To run Samples the following file must be in the same directory as the PDSAT tool: *"Substantive Test Working Papers 2015-2016.xls"*.

NB. This file is packaged as part of the PDSAT zip file downloadable from the data service website

6.3 Running Samples

Having completed the "Audit Planning" process and supporting documentation:

• Open PDSAT and click on the "Sampling" tab. There is no need to have to run any of the PDSAT reports unless in support of the "Audit Planning" process.

SAT V16_4_32 -				DsatHelpdesk/@KPMG.c
urn Control Joint Reports SFA Reports EFA Reports S	ampling	Reports Control Favourites Cor	ntrol Annotations Con	trol
Return Selected: FIS1516-R02-20151005-14262	23	Funding Period:	2 💌	Output Sample
		,	lumber of Learners	Sample Size
SFA funded mainstream provision		Select Output	1,000	75
16-18 apprenticeships			435	46
Adult apprenticeships			328	13
Other workplace learning			0	0
Classroom learning			196	13
Traineeships (FM35)			0	0
Traineeships (FM25)			41	3
OLASS		Select Output	0	0
Advanced Learning Loans & Loans Bursary Fun	d	Select Output	14	5
Advanced Learning Loans			14	5
Advanced Learning Loans Bursary Fund			0	0
EFA funded 16-19 provision		Select Output	0	0



• The "Number of Learners", "Period" and "Sample Size" will be automatically completed as shown on Figure 21.

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- You can toggle and choose a different period from the "Period" drop down box
- You may manually adjust the Sample Size simply by over typing the figure in the "Sample Size" box;
- You should then select the sample that you wish to run by clicking on the appropriate check box (note only one sample can be output at a time);
- This version of PDSAT requires all instances of Excel to be closed prior to a sample export.
- To begin the sample export click 'Output Sample'.
- Press OK to the following information box as shown in Figure 22.



Figure 22 – Substantive Working Papers – Information message

- You should observe the progress bar gradually increase.
- When the process has been finished the pop-up window at Figure 23 will appear.

Success	X
Sampling report output successfully. Do	you wish to view the reports now?
	Yes No

Figure 23 – Sampling Reports

• You may now select whether to open the working papers or not.

7 PDSAT Support

The PDSAT tool provides a link on the top right corner. Click on this link and an Outlook email message will automatically pop up enabling you to note your enquiry. Alternatively please email <u>DSATHelpDesk@kpmg.co.uk</u> for all PDSAT enquiries.

Include the following information:

- Your Organisation Name;
- Your Name;
- Your email address;
- Your contact telephone number;
- Your operating system detail i.e. Windows 7;
- Your MS-Office detail i.e. Microsoft Office 2010;
- The version of the FIS you are using;
- The version of PDSAT you are using;
- A description of your problem.

The PDSAT Help Desk will aim to respond to your query within **2 working days**.