

Apprenticeships qualification achievement rates 2015/2016

Guidance notes for the use of the qualification achievement-rate data extracts

Date of issue 01 February 2017

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Skills Funding Agency

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Section 1 – Introduction

Purpose of this document

1. This document provides information about the 2015/2016 apprenticeship qualification achievement-rate provider data extracts and how the included aims dataset can be pivoted to show achievement rates for the fields on the dataset. These include those that are shown in the achievement rates dashboard. It also provides information about where the data in the datasets comes from.

Purpose of qualification achievement rates

2. Qualification achievement 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.

Purpose of minimum standards

- 3. We use the minimum standards to assess whether a training provider is delivering provision that makes efficient and effective use of public funds.
- 4. 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/publications/sfa-when-and-how-the-sfa-will-formally-intervene-with-providers).

Availability of qualification achievement rate provider data extracts

5. The qualification achievement rates provider data extracts will be provisionally released on the Hub no later than 22 December 2016. They will be confirmed as final following the publication of the National QAR data in the Statistical First Release.

Distribution of qualification achievement rate provider data extracts

- 6. Qualification achievement rates provider data extracts are available for each provider of apprenticeships that receives funding from us. Providers download their own provider data extracts, in a zipped file, from the Hub. The zipped file contains three files relating to apprenticeships.
- i. A file containing details of all apprenticeship frameworks relating to this provider that were expected to complete, or that actually completed, in 2013/2014, 2014/2015 or 2015/2016, that are included in the qualification achievement rate calculations (subject to the value in the QAR_Status_Overall and QAR_Status_Timely columns).
- ii. A file containing details for all apprenticeship frameworks relating to this provider that were expected to complete, or that actually completed, in 2013/2014, 2014/2015 or 2015/2016, but that were excluded from the qualification achievement-rate calculations.
- iii. This document.

Exclusions from qualification achievement rates

7. Some apprenticeship frameworks are not included in calculations of the qualification achievement rates. The main reasons for exclusion are as follows.

- a) Apprenticeship frameworks where the learner has withdrawn within the funding qualifying period, and the framework is not achieved.
- b) Apprenticeship frameworks where a learner has transferred to a different framework with the same provider or is on a planned break.
- c) Apprenticeship frameworks where a learner transferred to a new provider due to intervention by us or the Education Funding Agency.
- d) Apprenticeship frameworks that are not funded by us.

Full details on all exclusions are given in the apprenticeships dataset production and data definitions document (at https://www.gov.uk/government/publications/sfaqualification-achievement-rate-2015-to-2016-formerly-qsr).

Provider mergers and changes to learner reference numbers

8. Any mergers of further-education colleges, and changes to learner reference numbers, reported to us by 25 October 2016 using the learner reference number mapping document, or recorded in the 2013/2014, 2014/2015 or 2015/2016 ILR, have been applied to the final datasets.

Further Information

 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 achievement-rate and minimum-standards calculations

Calculating qualification achievement-rate percentages

- 10. The fields from the qualification achievement-rates provider data extract that are used in calculating overall qualification achievement rates are as follows.
- Hybrid_End_Year

This field is the actual learning end year (Actual_End_Year), the expected learning end year (Expected_End_Year) or the reporting year (Year_Aim_Submitted) whichever is later.

Overall_Leaver

This field indicates whether an apprenticeship framework has ended (an apprenticeship framework has ended if a learning actual end date is present). Apprenticeship frameworks where Overall_Leaver is 1 are included in the overall qualification achievement-rate calculations.

- Overall_Achiever
 This field indicates whether an apprenticeship framework has been achieved (achieved apprenticeship frameworks have a Learning Outcome of 1 or 7).
- QAR_Status_Overall
 To identify the apprenticeship frameworks that are included in overall qualification
 achievement-rate calculations. Included frameworks have a setting of 'QAR
 Inclusions'.

11. For a given hybrid end year, the **overall** qualification achievement-rate percentage is calculated as follows.

Number of frameworks that have been achieved

X 100

___ X 100

Number of frameworks that have ended

In terms of the fields on the provider data extract, for a given hybrid end year (Hybrid End Year) the overall qualification achievement-rate percentage is calculated as follows.

Number of frameworks where Overall Achiever is 1 and QAR Status Overall = 'QAR Inclusions'

Number of frameworks where Overall Leaver is 1 and QAR Status Overall = 'QAR Inclusions'

- 12. The fields from the provider data extract that are used in calculating timely qualification achievement rates are as follows.
- Expected End Year • This field is the first calendar year of the academic period which the Learning Planned End Date falls in.
- Timely Leaver This field indicates whether an apprenticeship framework has been included in the qualification achievement-rate calculation. Apprenticeship frameworks where Timely_Leaver is 1 are included in the overall qualification achievement-rate calculations.

Timely Achiever This field indicates whether an apprenticeship framework has been achieved.

- QAR Status Timely To identify the apprenticeship frameworks that are included in timely qualification achievement-rate calculations. Included frameworks have a setting of 'QAR Inclusions'.
- 13. For a given expected end year the **timely** gualification achievement-rate percentage is calculated as follows.

Number of frameworks that have been achieved by their planned end date or within 90 days after it

X 100

Number of frameworks expected to be finished

In terms of the fields on the provider data extract, for a given expected end year (Expected_End_Year) the timely qualification achievement-rate percentage is calculated as follows.

X 100

Number of frameworks where Timely_Leaver is 1 and QAR_Status_Timely = 'QAR Inclusions'

Calculating the percentage of the cohort below the minimum standard threshold

- 14. Minimum standards use the overall qualification achievement rate and uses data for 2015/2016 only.
- 15. In the qualification achievement-rates dataset an apprenticeship framework has been classified as below minimum standards if Leaver_Below_MS_Threshold is 1.
- 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 achievement rate for the apprenticeship level of an apprenticeship framework is below the minimum standards threshold. For 2015/2016 this threshold is 62% for all apprenticeship levels.
- 17. If the qualification achievement rate of an apprenticeship level of an apprenticeship framework is below the minimum standard threshold, all the cohort for that apprenticeship level and apprenticeship framework are classified as being below the minimum standards threshold. The cohort and the qualification achievement rate are highlighted in red in the minimum standards framework details page of the QAR dashboard.
- 18. The cohort below the minimum standard threshold are then added together to give a figure for the total cohort below the minimum standards threshold for the provider.
- 19. The percentage of the cohort below the minimum standard threshold is then calculated as follows.

The total cohort below the minimum standard threshold

X 100

The total cohort for the provider

- 20. The percentage of the cohort below the minimum standard threshold is then compared to the minimum standards tolerance level, which is 40%.
- 21. If the percentage of the cohort below the minimum standard threshold is equal to or greater than the minimum standards tolerance, the provider's 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/publications/sfa-when-and-how-the-sfa-will-formally-intervene-with-providers).
- 22. When provision is below minimum standards, the total percentage of leavers below the minimum standards threshold highlighted in red on the summary page of the QAR dashboard. An example of this is shown below.

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

- 23. These calculations are illustrated in the two scenarios below. 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 the cohort below the minimum standards threshold is less than the minimum standards tolerance.

			Overall		
			2014/15		
Framework Level	Framework Code	Framework Name	Provider QAR	Cohort	Cohort Below Minimum Standards Threshold
Intermediate	104	Children's Care Learning and Development	66.5%	35	0
Intermediate	236	Health and Social Care	53.2%	25	25
Advanced	104	Children's Care Learning and Development	65.3%	44	0

In this scenario, the 2014/2015 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 62%. The 25 cohort for this framework are classified as cohort below the minimum standards threshold.

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

The total cohort below the minimum standard threshold

The total cohort for the provider

X 100

In this scenario, the percentage is equal to 25 divided by 104, which is 24.0%.

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 the cohort below the minimum standards threshold is more than the minimum standards tolerance

			Overall		
			2014/15		
Framework Level	Framework Code	Framework Name	Provider QAR	Cohort	Cohort Below Minimum Standards Threshold
Intermediate	104	Children's Care Learning and Development	66.5%	35	0
Intermediate	236	Health and Social Care	53.2%	25	25
Advanced	104	Children's Care Learning and Development	45.3%	44	44

In this scenario, the 2014/15 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 62%. The 69 cohort for these frameworks are classified as leavers below the minimum standards threshold.

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

The total cohort below the minimum standard threshold

The total cohort for the provider

X 100

In this scenario, the percentage is equal to 69 divided by 104 multiplied by 100, which is 66.3%.

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 –Data file contents

Extract of qualification achievement-rate data used for producing the QAR dashboard

24. The data used to work out and report on qualification achievement rates is provided as a CSV file. The file contains all the provider's apprenticeship frameworks that are included in the qualification achievement-rate dashboard.

Data field in included aims file	Description	Data item on the qualification achievement-rate dataset
Provision_Type	Type of provision in the file.	Set to 'Apps'.
UKPRN	UK provider reference number (UKPRN).	UKPRN
Learner_Reference	Learner reference number.	LearnRefNumber
ULN	The unique learner number.	ULN
Academic_Year	The academic year.	Set to 2015/16.
Data_Source	The source of the record on the qualification achievement-rates dataset, which is the ILR or the LEOP dataset.	Set to 'ILR' .
Age_Group	A banding of the learner's age used for reporting.	Set to '16-18', '19-23' or '24+'
Ethnicity	The learner's ethnic background.	Ethnicity
Sex	The learner's sex.	Sex
Learning_Difficulties	Indicates whether the learner considers that they have a learning difficulty, disability or health problem.	LLDDHealthProb
PrimaryLLDD	The primary learner disability, learning difficulty or and heath problem of the learner.	PrimaryLLDD
PriorAttain	The learner's prior attainment level. This field holds a code. The description of the code can be found in the ILR specification, which is available from the Skills Funding Agency website (at https://www.gov.uk/government/organisation s/skills-funding-agency).	PriorAttain
Completion_Status	The completion status of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification.	CompStatus
Learning_Outcome	The learning outcome of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification.	Outcome
Withdrawal_Reason	The reason learning ended. This field holds a code. The description of the code can be found in the ILR specification.	WithdrawalReason
Achievement_Rate_Status	The status of the apprenticeship framework for calculating qualification achievement rates. This field holds a code. The description of the code can be found in the .	D_AchieveRateStatus

25. The file contains the following data fields.

Data field in included aims file	Description	Data item on the qualification achievement-rate dataset
	Apprenticeship QAR production specification 2015 to 2016 at (https://www.gov.uk/government/publications /sfa-qualification-achievement-rate-2015-to- 2016-formerly-qsr)	
Overdue_Continuing_Aim	Indicates whether the aim is an overdue continuing aim.	Overdue_Continuing_Ai m
Overdue_Planned_Break	Indicates whether the aim is an overdue planned break.	Overdue_Planned_Break
Software_Supplier_Aim_ID	System generated globally unique identifier for the learning aim to enable data included on reports created by FIS and the Hub to be matched back to data in provider MIS.	SWSupAimID
Programme_Type	The programme type.	Set to 'Intermediate Apprenticeship', 'Advanced Apprenticeship' or 'Higher Apprenticeship'
Framework_Code	Framework code.	FworkCode
Framework_Name	Framework name.	Framework Description derived from FworkCode
Pathway_Code	The pathway of the Apprenticeship framework being undertaken.	PwayCode
Pathway_Name	The pathway name	PwayName
Sector_Subject_Area_Tier_1	Sector subject area – the broad (tier 1) classification of the subject of the apprenticeship framework.	SectSubAreaTier1 plus the description of the SSA tier 1
Sector_Subject_Area_Tier_2	The more specialised (tier 2) classification of the subject of the apprenticeship framework.	SectSubAreaTier2 plus the description of the SSA tier 2
Subcontractor_UKPRN	The UKPRN of the subcontractor delivering the main or competency aim of the apprenticeship.	Subcontractor_UKPRN
Subcontractor_Name	The subcontractor's name.	Subcontractor_Name
Learner_Home_Postcode	The learner's home postcode.	L_PriorPcode
Learner_Home_Region	The name of the region which contains the learner's home postcode.	L_PriorPcode_GOR
Learner_Home_LA	The name of the local authority district which contains the learner's home postcode.	L_PriorPcode_LocalAuth ority
Delivery_Location_Postcode	The postcode of the delivery location.	DelLocPostCode
Delivery_Region	The name of the region which contains the delivery location postcode.	Derived from DelLocPostCode_GOR
Delivery_LA	The name of the local authority district which contains the delivery location postcode.	Derived from DelLocPostCode_LocalA uthority
Year_Aim_Submitted	The academic year which the apprenticeship framework was submitted in.	YearAimSubmitted
Learning_Start_Date	The date the learning began.	LearnStartDate
Learning_Planned_End_Date	The date the apprenticeship framework is due to be completed.	LearnPlanEndDate

Data field in included aims file	Description	Data item on the qualification achievement-rate dataset
Learning_Actual_End_Date	The date the apprenticeship framework was actually completed.	LearnActEndDate
Actual_End_Year	Actual end year – the academic year the apprenticeship framework was actually completed in. The field contains only the first year in an academic year. For instance 2012 refers to academic year 2012/13.	P_Actendyr
Expected_End_Year	Expected end year – the academic year the apprenticeship framework is expected to be completed in. The field contains only the first year in an academic year. For instance 2013 refers to academic year 2013/14.	P_Expendyr.
Hybrid_End_Year	Hybrid end year, which is the expected end year, actual end year or reporting year, whichever is later. The field contains only the first year in an academic year. For instance 2014 refers to academic year 2014/15.	P_Hybridendyr
Overall_Leaver	For the overall qualification achievement-rate measure, this indicates whether the apprenticeship framework counts towards the overall qualification achievement rate.	P_Count_Overall
	If Overall_Leaver is 1 and QAR_Status_Overall is 'QAR Inclusions', the apprenticeship framework counts towards the overall qualification achievement rate.	
Overall_Achiever	For the overall qualification achievement-rate measure, this indicates whether the apprenticeship framework has been achieved.	P_Ach_Overall
	If Overall_Leaver is 1 and QAR_Status_Overall is 'QAR Inclusions', the apprenticeship framework has been achieved.	
Leaver_Below_MS_Threshold	This indicates whether the overall qualification achievement rate for an apprenticeship framework is lower than the minimum standards threshold.	This is derived, as described in paragraphs 14 to 21.
	If Leaver_Below_MS_Threshold is 1 and QAR_Status_Overall is 'QAR Inclusions', the overall qualification achievement rate for the apprenticeship framework is below the minimum standards threshold.	
Timely_Leaver	For the timely qualification achievement-rate measure, this indicates whether the apprenticeship framework should be counted towards the timely qualification achievement rate.	P_Count_Timely
	If Timely_Leaver is 1 and QAR_Status_Timely is 'QAR Inclusions', the apprenticeship framework will be counted towards the timely qualification achievement rate.	
Timely_Achiever	For the timely qualification achievement-rate	P_Ach_Timely

Data field in included aims file	Description	Data item on the qualification achievement-rate dataset
	measure, this indicates whether the apprenticeship framework has been achieved.	
	If Timely_Leaver is 1 and QAR_Status_Timely is 'QAR Inclusions', the apprenticeship framework has been achieved.	
QAR_Status_Overall	To identify the frameworks that are included in overall qualification achievement-rate calculations. Either 'QAR Inclusions' or QAR Exclusions'.	QAR_Status_Overall
QAR_Status_Timely	To identify the frameworks that are included in timely qualification achievement-rate calculations. Either 'QAR Inclusions' or 'QAR Exclusions'.	QAR_Status_Timely

Apprenticeship frameworks excluded from qualification achievement rates

- 26. The data not used to work out qualification achievement rates is provided as a CSV file. The file contains all the apprenticeship frameworks that are not included in the qualification achievement-rate calculations.
- 27. The file contains the following data fields.

Data field in excluded aims file	Description	Data item on the qualification achievement-rate dataset
Provision_Type	The type of provision in the file.	Set to 'Apps'.
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 2015/16.
Data_Source	The source of the record on the qualification achievement-rates dataset, which is the ILR dataset.	Set to 'ILR'.
Age_Group	A banding of the learner's age used for reporting.	Set to '16-18', '19-23' or '24+'
Ethnicity	The learner's ethnic background.	Ethnicity
Sex	The learner's sex.	Sex
Learning_Difficulties	Indicates whether the learner considers that they have a learning difficulty, disability or health problem.	LLDDHealthProb
PrimaryLLDD	The primary learner disability, learning difficulty or and heath problem of the learner.	PrimaryLLDD
PriorAttain	The learner's prior attainment level. This field holds a code. The description of the code can be found in the ILR specification, which is available from the Skills Funding Agency website (at	PriorAttain

Data field in excluded aims file	Description	Data item on the qualification achievement-rate dataset
	https://www.gov.uk/government/organisations/ skills-funding-agency).	
Completion_Status	The completion status of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification.	CompStatus
Learning_Outcome	The learning outcome of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification.	Outcome
Withdrawal_Reason	The reason learning ended. This field holds a code. The description of the code can be found in the ILR specification.	WithdrawalReason
Achievement_Rate_Status	The status of the apprenticeship framework for calculating qualification achievement rates. This field holds a code. The description of the code can be found in the Apprenticeship QAR dataset production specification 2015 to 2016 at https://www.gov.uk/government/publications/sf a-qualification-achievement-rate-2015-to-2016- formerly-qsr	D_AchieveRateStatus
Overdue_Continuing_Aim	Indicates whether the aim is an overdue continuing aim.	Overdue_Continuing_Ai m
Overdue_Planned_Break	Indicates whether the aim is an overdue planned break.	Overdue_Planned_Break
Software_Supplier_Aim_ID	The status of the learning aim for calculating qualification achievement rates.	SWSupAimID
Programme_Type	The programme type.	Set to 'Intermediate Apprenticeship', 'Advanced Apprenticeship' or 'Higher Apprenticeship'
Framework_Code	Framework code.	FworkCode
Framework_Name	Framework name.	Framework Description derived from FworkCode
Pathway_Code	The pathway of the Apprenticeship framework being undertaken.	PathwayCode
Pathway_Name	The pathway name	PathwayName
Sector_Subject_Area_Tier_1	Sector subject area – the broad (tier 1) classification of the subject of the apprenticeship framework.	SectSubAreaTier1 plus the description of the SSA tier 1.
Sector_Subject_Area_Tier_2	The more specialised (tier 2) classification of the subject of the apprenticeship framework.	SectSubAreaTier2 plus the description of the SSA tier 2.
Subcontractor_UKPRN	The UKPRN of the subcontractor delivering the main or competency aim of the apprenticeship.	Subcontractor_UKPRN
Subcontractor_Name	The subcontractor's name.	Subcontractor_Name
Learner_Home_Postcode	The learner's home postcode.	L_PriorPcode
Learner_Home_Region	The name of the region which contains the learner's home postcode.	L_PriorPcode_GOR

Data field in excluded aims file	Description	Data item on the qualification achievement-rate dataset
Learner_Home_LA	The name of the local authority district which contains the learner's home postcode.	L_PriorPcode_LocalAuth ority
Delivery_Location_Postcode	The postcode of the delivery location.	DelLocPostCode
Delivery_Region	The name of the region which contains the delivery location postcode.	Derived from DelLocPostCode_GOR
Delivery_LA	The name of the local authority district which contains the delivery location postcode.	Derived from DelLocPostCode_LocalA uthority
Year_Aim_Submitted	The academic year which the apprenticeship framework was submitted in.	YearAimSubmitted
Learning_Start_Date	The date the learning began.	LearnStartDate
Learning_Planned_End_Date	The date the apprenticeship framework is due to be completed.	LearnPlanEndDate
Learning_Actual_End_Date	The date the apprenticeship framework was actually completed.	LearnActEndDate
Actual_End_Year	Actual end year – the academic year the apprenticeship framework was actually completed in. The field contains only the first year in an academic year. For instance 2012 refers to academic year 2012/13.	P_Actendyr
Expected_End_Year	Expected end year – the academic year the apprenticeship framework is expected to be completed in. The field contains only the first year in an academic year. For instance 2013 refers to academic year 2013/14.	P_Expendyr
Hybrid_End_Year	Hybrid end year, which is the expected end year, the actual end year or the reporting year, whichever is later. The field contains only the first year in an academic year. For instance 2014 refers to academic year 2014/15.	P_Hybridendyr
	e reasons why the apprenticeship was not include Apprenticeship can be excluded for several reas	
ClassLearn_Excl	Indicates that the programme aim is a classroom learning aim reported through the employer responsive funding stream.	CL_Excl
Fund_Qual_Excl	Indicates that the learner has withdrawn from an apprenticeship framework before the qualifying number of days for funding has been met.	Fund_Qual_Excl
Not_Funded_Excl	Identifies whether an Apprenticeship has ever received funding from us.	Not_Funded_Excl
App_Stand_Excl	Indicates that the programme aim is an apprenticeships standards aim (previously referred to as Trailblazer apprenticeships). Apprenticeship standards aims are not included in qualification achievement rates.	App_Stand_Excl

Section 4 – Analysing Achievement Rates using an Excel Pivot Table

Updating the provider data extract files to replace codes with descriptions

- 28. 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 the codes could be replaced by a description. Refer to the ILR specification, which is available from the Skills Funding Agency website (at https://www.gov.uk/government/organisations/skills-funding-agency).
- 29. The **Expected_End_Year** and **Hybrid_End_Year** only contain the first year of an academic year, for example 2013. The year should be replaced by the full year name, for example, 2013 should be replaced by 2013/14.

Creating an achievement rates pivot table in Microsoft Excel

- 30. In order to view achievement rates using the data on the provider data extract file it is necessary to create a pivot table in Excel. The steps required to do this are shown below.
- 31. The provider data extract file is in csv format. In order to create a pivot table the file must be opened in Microsoft Excel and saved as an Excel file.
- 32. Open the Excel format file and select 'Pivot Table' from the Insert menu.

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2 Apps	199999	19999999	******	XXXX	99999999999	2014/15	_	ILR	-	9-23	English /	/Female	LLDD -	No No E	Disi
3 Apps	199999	19999999	*******	XXXX	99999999999	2014/15		ILR	2	24+	English /	/Female	LLDD -	No No E	Disi
4 Apps	199999	19999999	*******	XXXX	99999999999	2014/15		ILR	2	24+	English /	Female	LLDD -	No No E	Disi
5 Apps	199999	19999999	*******	XXXX	99999999999	2014/15		ILR	2	24+	English /	Female	LLDD -	No No E	Disi
6 Apps	199999	19999999	******	XXXX	99999999999	2014/15		ILR	2	24+	English /	/ Female	LLDD -	No No E	Disi
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33. The Create Pivot Table dialog box will be shown. Click 'OK' to create the pivot table in a separate worksheet.

	Create PivotTable ? ×										
Choose the data that you want to analyze											
Select a table or range											
Table/Range: Apps Included File'ISAS1:SAWS4016											
O <u>U</u> se an external data source											
Choose Connection											
Connection name:											
Choose where you wan	t the PivotTable report to be placed										
New Worksheet											
<u>Existing Workshee</u>	et										
Location:	1										
Choose whether you w	ant to analyze multiple tables										
Add this data to th	ne Data <u>M</u> odel										
	OK Cancel										

Creating the achievement rate field

- 34. The achievement rate has to be added to the pivot table as a calculated field. The steps to do this are shown below.
- 35. On the Pivot Table Tools menu select 'Fields, Items & Sets' in the Calculate menu, and then select 'Calculated Field'.

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PivotTable		↑ + Drill - Up *	Group	Insert Slicer Insert Timel Filter Conne Filter		Refresh Cha S Dat	ource -	Actions v	FR F	Calculate	ed Item. Insert Calculated Field	imended Tables	Show
A3 - :	XV	<i>f</i> x							17.	List Form	nulas		~
АВ	С	D	E	F	G	н	1 1		1	Create Se	et Based on <u>R</u> ow Items		
1		_	_						1	Create Se	et Based on <u>C</u> olumn Items		
2 3										<u>M</u> anage	Sets		- (j) - v
4 PivotTab 6 To build a report of rom the PivotTab 9 10 11 12 12 13 14 15 16 17 18 19 20 21 22 22	noose fields											elow: COLUMN Σ VALUES	× 15
23 24 25 26 27 28 ▲ ▶ Shee	t1 Apps	Included File	e +)	: •						Defer Layout Update		UPDATE
READY 🛗											III		- + 100%

- 36. Using the 'Insert Calculated Field' dialog box create calculated fields for overall achievement rate and timely achievement rate. The calculations are shown 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.

	Insert Calculated Field		? ×
<u>N</u> ame:	Overall Achievement Rate	~	Add
For <u>m</u> ula: <u>F</u> ields:	= Overall_Achiever/ Overall_Leaver		Delete
	chiever ransfer lanned_Break		
Leaver_Be Timely_Le Timely_Ac Timely_Tra	hiever		
	Insert Fi <u>e</u> ld		
		ОК	Close

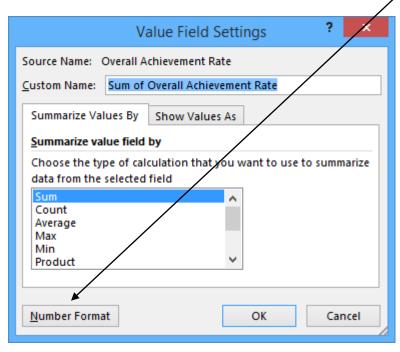
37. The overall achievement rate and timely achievement rate fields will appear at the end of the list of pivot table fields.

🗱 🗜 🗲 🖉 🗳 🛱 🕻 🕻 =	Apps Included File.xlsx -	Excel	PIVOTTABLE TOOLS	? 🗹 — 🗖 🗙
FILE HOME INSERT PAGE LAYOU	T FORMULAS DATA	REVIEW VIEW	ANALYZE DESIGN	Stephen Wood2 👻 🔍
A3 • : $\times \checkmark f_x$ Su	m of Overall Achievement Ra	te		~
A A	В	A		
1 2		PivotTabl	e Fields	▼ X
3 Sum of Overall Achievement Rate		Choose fields to	add to report:	Q
4 0.655375552				
5		Timely_Tran		A
7		Timely_Plan	-	
8	(✓ Overall Achi		
9 10		Timely Achie	evement Rate	v
11				
12 13		Drag fields betw	veen areas below:	
14		T FILTERS		
15				
16				
18				
19		■ ROWS		∑ VALUES
20 21				Sum of Overall Achievement Rate 🔻
22				
23 24				
	: 4	Defer Layout	t Update	UPDATE
READY				

38. The fields are unformatted when output in the pivot table. The fields are formatted using 'Value Field Settings', which is selected from the menu displayed by right clicking the rate value.

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FILE HOME INSERT PAGE LA	YOUT FORMULAS DATA	REVIEW VIEW	ANALYZE DESIGN	Stephen	Wood2 -
Sum of Overall Ac	+∃ → Group → Group → Filter Connections Filter	Refresh Change Data × Source × Data	Actions Calculations	PivotChart Recommended PivotTables Tools	Show •
A3 \checkmark : $\times \checkmark f_x$	Sum of Overall Achievement Rate	e			~
A	Sans - 10 - A A - S - %				
			ble Fields		~ X
3 Sum of Overall Achievement Pat	. 1	Choose fields	to add to report:		- 45 - v
4 0.655	<u>C</u> opy				
5	<u>F</u> ormat Cells	Timely T			A
7	Number Forma <u>t</u>	Timely_P	lanned_Break		_
8	Refresh				
9		rag fields b	etween areas below:		
10	Sort	· ·			
12	Remove "Sum of Overall Achievement	Rate" FILTERS			
13	Su <u>m</u> marize Values By				
14	Show Values As	• •			_
15	Value Field Settings	ROWS		Σ VALUES	
17	PivotTable Options			Sum of Overall Achieve	ment Rate 🔻
18					
19	Hide Fiel <u>d</u> List	Defection	out Update		UPDATE
Sheet1 Apps Inc	+ : •	Defer Lay			OFDATE
READY 🔠				□	— + 100%

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



Format Cells	?	x
Number		
Category: Sample Number 80.9% Currency Decimal places: Percentage Fraction Fraction Scientific Text Special Custom Vercentage formats multiply the cell value by 100 and displays the result with a percentage	ent syı	nbol.
ОК	Ca	ncel

Showing the overall achievement rate in the pivot table

- 40. The **hybrid end year** must be used when showing the overall achievement rate. Note that that continuing apprenticeship frameworks have a hybrid end date of 2015.5. Continuing apprenticeship frameworks are present in the provider data extract as they are included in the timely achievement rate calculation.
- 41. Please note that you must add the QAR_Status_Overall field to the pivot filter area and set this to 'QAR Inclusions'.
- 42. There are two ways of showing the three year rate trend, as rows or as columns. The format chosen will depend on the other dimensions being displayed.
- 43. To show trend data in columns the pivot table should be set up as shown.

К	L	м	Ν	0	Ρ	С 🔺		
							PivotTable Fi	elds
R_Status_Overall	QAR Inclusions 🖵						Choose fields to add to	a report:
							Choose neids to add to	o report.
	Column Labels 🖵						✓ Hybrid_End_Year	
lues	2013	2014	2015	Grand Total			✓ Overall_Leaver	
m of Overall_Leaver	19	13	41	73			Overall_Achiever	
m of Overall Achievement Ra	te 84.2%	92.3%	70.7%	78.1%			Leaver_Below_MS_	Threshold
							Timely_Leaver	
							Timely_Achiever	
							QAR_Status_Over	
							QAR_Status_Timely	
							✓ Overall Achievem	
							Timely Achieveme	nt Rate
							MORE TABLES	
							Drag fields between ar	reas below:
							T FILTERS	
							QAR_Status_Overall	•
							Σ Values	•

44. When data is first shown in the pivot table a 'Grand Total' value will be shown. As a grand total is not relevant to qualification achievement rates it should be removed. The field is removed by right clicking on the 'Grand Totals' cell and selecting 'Remove Grand Total'

	A	В	С	D	E		F G H I
1	QAR_Status_Overall	QAR Inclusions 🖵				Cali	bri - 11 - A A 🔄 - % , 🚍
2						в	
3		Column Labels 🖵				_	
4	Values	2013	2014	2015	Grand T	Co.	
5	Sum of Overall_Leaver	19	13	41		Ē	Сору
6	Sum of Overall Achievement Rate	84.2%	92.3%	70.7%	7	e- 0-	Format Cells
7							Number Forma <u>t</u>
8						G	Refresh
9							Remove Grand Total
0							
1							Su <u>m</u> marize Values By 🕨
2						0	Value Field Settings
3							PivotTable Options
4							Hide Field List
15						Ш	
6							
7							
10	1						

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

J	К	L	М	-	A			
						PivotTable Fields		- ×
	QAR_Status_Overall	QAR Inclusions				Choose fields to add to report:	1	ф т
						choose news to add to report.		H
	Row Labels 🛛 🖓	Sum of Overall_Leaver	Sum of Overall Achievement Rate			✓ Hybrid_End_Year		T A
	2013	19	84.2%			✓ Overall_Leaver		
	2014	13	92.3%			Overall_Achiever		
	2015	41	70.7%			Leaver_Below_MS_Threshold		
						Timely_Leaver		
						Timely_Achiever		_
						✓ QAR_Status_Overall		Ţ
						QAR_Status_Timely Overall Achievement Rate		т
						Timely Achievement Rate		
						MORE TABLES		Ψ.
						Drag fields between areas below:		
						▼ FILTERS		
						QAR_Status_Overall	Σ Values	•
							∑ VALUES	
						Hybrid_End_Year 🔹	Sum of Overall_Leaver	•
					1		Sum of Overall Achievemen.	•

Showing the timely achievement rate in the pivot table

- 46. The **expected end year** must be used when showing the timely achievement rate.
- 47. There are two ways of showing the three year rate trend, as rows or as columns. The format chosen will depend on the other dimensions being displayed.
- 48. To show trend data in columns the pivot table should be set up as shown. Please note that you must add the QAR_Status_Timely field to the pivot filter area and set this to 'QAR Inclusions'.

К	L	М	N	0	Р	Q			
								PivotTable Fields	~
QAR_Status_Timely	QAR Inclusions 포							Choose fields to add to report:	0
								choose helds to add to report.	
	Column Labels 耳						_	Learning_Actual_End_Date	
Values	2013						_	Actual_End_Year	
Sum of Timely_Leaver	10	18	81					✓ Expected_End_Year	- T
Sum of Timely Achievement Rate	70.0%	72.2%	32.1%					Hybrid_End_Year	- T
								Overall_Leaver	
								Overall_Achiever	
								Leaver_Below_MS_Threshold	
								✓ Timely_Leaver	
								Timely_Achiever	
								QAR_Status_Overall	T
								✓ QAR_Status_Timely	T
								Overall Achievement Pate	
								Drag fields between areas below:	
								▼ FILTERS III COLUMNS	
								QAR_Status_Timely Expected_End_Ye	ar 🔻
								■ ROWS ∑ VALUES	
								∑ Values ▼ Sum of Timely_Le	eaver 🔻
								Sum of Timely Ad	chievemen 🔻

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

К	L	М		+ ×
			PivotTable Fields	* 7
QAR_Status_Timely	QAR Inclusions 🗐		Choose fields to add to report:	∯ <u>+</u>
Row Labels	Sum of Timely_Leaver	Sum of Timely Achievement Rate	Learning_Actual_End_Date	
2013	10	0 70.0%	Actual_End_Year	
2014	18	3 72.2%	Expected_End_Year	T II
2015	81	1 32.1%	Hybrid_End_Year	T.
			Overall_Leaver	
			Overall_Achiever	
			Leaver_Below_MS_Threshold	
			✓ Timely_Leaver	
			Timely_Achiever	
				T
			✓ QAR_Status_Timely	T
			Overall Achievement Pate	
			Drag fields between areas below:	
			T FILTERS	
			QAR_Status_Timely ▼ ∑ Values	•
			\equiv Rows Σ values	
			Expected_End_Year Sum of Timely_Leaver	•
			Sum of Timely Achievemen.	🔻

Examples of ways to configure the pivot table

- 50. The following screenshots show how to configure the pivot table to show overall leavers and overall achievement rates for a number of dimensions. These are:
- Sector subject area tier 1
- Sector subject area tier 2
- Framework level
- Framework code and name by framework level
- Framework name and pathway by framework level
- Age group
- Ethnicity
- Sex
- Learning difficulties (LLDD)
- Subcontractor
- Learner home region and learner home local authority district

- Delivery region and delivery local authority district
- 51. In the following screenshots '#DIV/0!' is shown 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.

Sector subject area tier 1

J	К	L	М	N	0		,
						PivotTable Fields	
QAR_Status_Overall	QAR Inclusions 🖵					Choose fields to add to report:	- d
	Column Labels 💐					Framework_Name	
Row Labels	2013	2014	2015			Pathway_Code	
01 - Health, Public Services and Care						Pathway_Name	
Sum of Overall_Leaver	2	_				Sector_Subject_Area_Tier_1	
Sum of Overall Achievement Rate		100.0%	66.7%			Sector_Subject_Area_Tier_2	
06 - Information and Communication Technolo						Subcontractor_UKPRN	
Sum of Overall_Leaver	17	-				Subcontractor_Name	
Sum of Overall Achievement Rate	82.4%	100.0%	88.5%			Learner_Home_Postcode	
15 - Business, Administration and Law						Learner_Home_Kegion	
Sum of Overall_Leaver		3				Delivery_Location_Postcode	
Sum of Overall Achievement Rate	#DIV/0!	66.7%	33.3%			Delivery Region	
						Drag fields between areas below:	
						T FILTERS	
						QAR_Status_Overall Hybrid_End_Year	
						\equiv rows Σ values	
						Sector_Subject_Area_Tier_1 Sum of Overall_Leaver	
						Σ Values	men.

Sector subject area tier 2

1	L	к	L	М	N	0	Р			<i>▼</i> X
									PivotTable Fields	* ^
	QAR_Status_Overall	QAR Inclusions 🖵							Choose fields to add to report:	- (b
		Column Labels 포							✓ Hybrid_End_Year	T 🔺
	Row Labels	2013	2014	2015					✓ Overall_Leaver	
	01.3 - Health and Social Care								Overall_Achiever	
	Sum of Overall_Leaver	2	2	3					Leaver_Below_MS_Threshold	
	Sum of Overall Achievement Rate	100.0%	100.0%	66.7%					Timely_Leaver	
	06.1 - ICT Practitioners								Timely_Achiever	
	Sum of Overall_Leaver	16	6	22					✓ QAR_Status_Overall	T
	Sum of Overall Achievement Rate	81.3%	100.0%	86.4%					QAR_Status_Timely	T
	06.2 - ICT for Users								Overall Achievement Rate	
	Sum of Overall_Leaver	1	2	4					Timely Achievement Rate	
	Sum of Overall Achievement Rate	100.0%	100.0%	100.0%					MORE TABLES	*
	15.2 - Administration									
	Sum of Overall_Leaver		3	7					Drag fields between areas below:	
	Sum of Overall Achievement Rate	#DIV/0!	66.7%	57.1%						
	15.3 - Business Management							Н	T FILTERS	
	Sum of Overall_Leaver			5					QAR_Status_Overall Hybrid_End_Year	•
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%						
									■ ROWS ∑ VALUES	
									Sector_Subject_Area_Tier_2 ▼ Sum of Overall_Leaver	-
									∑ Values	men 🔻

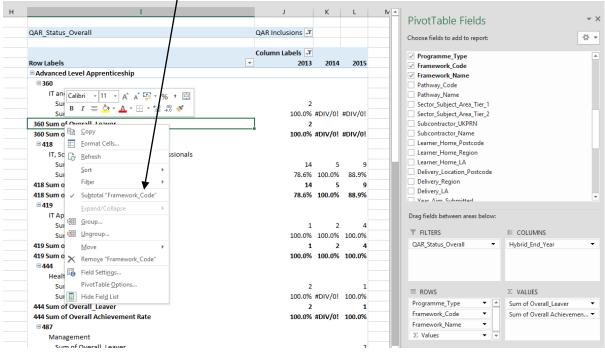
Framework level

К	L	M	N	0	P		
						PivotTable Fields	
QAR_Status_Overall	QAR Inclusions 🖵					Choose fields to add to report:	
						choose fields to add to report.	
	_Column Labels 耳					Framework_iname	
Row Labels 🔹	2013	2014	2015			Pathway_Code	
Advanced Level Apprenticeship	-					Pathway_Name	
Sum of Overall_Leaver	19	7	19			Sector_Subject_Area_Tier_1	
Sum of Overall Achievement Rate	84.2%	100.0%	84.2%			Sector_Subject_Area_Tier_2	
Higher Apprenticeship						Subcontractor_UKPRN	
Sum of Overall_Leaver		1	13			Subcontractor_Name Learner_Home_Postcode	
Sum of Overall Achievement Rate	#DIV/0!	100.0%	84.6%			Learner_Home_Region	
Intermediate Level Apprenticeship						Learner Home LA	
Sum of Overall_Leaver		5	9			Delivery_Location_Postcode	
Sum of Overall Achievement Rate	#DIV/0!	80.0%	22.2%			Delivery_Region	
						Drag fields between areas below:	
						▼ FILTERS	
						QAR_Status_Overall	Hybrid_End_Year
						■ ROWS	∑ VALUES
						Programme_Type 🔹	Sum of Overall_Leaver
					-	Σ Values 👻	Sum of Overall Achievem

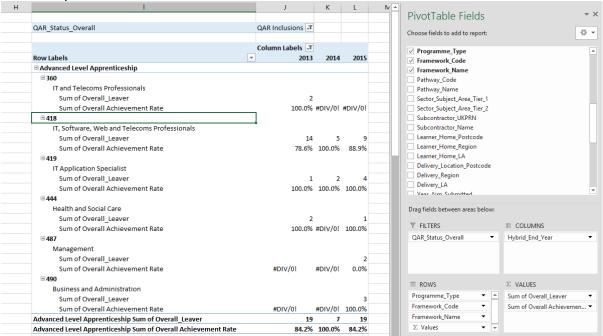
Framework name and code by framework level

_		J	K	L	N -	▲ PivotTable Fields	
	QAR Status Overall	QAR Inclusions ∓				Fivot able fields	
						Choose fields to add to report:	\$
		Column Labels 耳				✓ Programme_Type	
	Row Labels	2013	2014	2015		✓ Framework Code	
	Advanced Level Apprenticeship					✓ Framework Name	
	≡ 360					Pathway_Code	
	IT and Telecoms Professionals					Pathway_Name	
	Sum of Overall_Leaver	2				Sector_Subject_Area_Tier_1	
	Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!		Sector_Subject_Area_Tier_2	
	360 Sum of Overall_Leaver	2				Subcontractor_UKPRN	
	360 Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!		Subcontractor_Name	
	= 418					Learner_Home_Postcode	
	IT, Software, Web and Telecoms Professionals					Learner_Home_Region	
	Sum of Overall_Leaver	14	5	9		Learner_Home_LA	
	Sum of Overall Achievement Rate	78.6%	100.0%	88.9%		Delivery_Location_Postcode	
	418 Sum of Overall_Leaver	14	5	9		Delivery_Region	
	418 Sum of Overall Achievement Rate	78.6%	100.0%	88.9%		Delivery_LA	
	∃ 419					Vear Aim Submitted	
	IT Application Specialist					Drag fields between areas below:	
	Sum of Overall_Leaver	1	2	4			
	Sum of Overall Achievement Rate	100.0%	100.0%	100.0%		T FILTERS	
	419 Sum of Overall Leaver	1	2	4		QAR_Status_Overall Hybrid_End_Year	
	419 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%		\equiv ROWS Σ VALUES	
	444 Sum of Overall_Leaver	2		1		Programme_Type	
	444 Sum of Overall Achievement Rate	100.0%	#DIV/0!	100.0%		Framework_Code Sum of Overall Achieveme	en
	= 487					Framework_Name	
	Management					Σ Values 🔻 👻	
	Sum of Overall Leaver			2			

52. When showing framework code and name subtotals will be output for the framework code. These can be removed by right clicking on the framework code field and clicking on the 'Subtotal Framework Code' entry. This will turn off the subtotals for framework code. /



53. The resulting display is shown below. The subtotals for framework code are no longer output.



Framework name and pathway by framework level

н	1	J K	L	N 🔺	PivotTable Fields		- x
	QAR Status Overall	QAR Inclusions		-11			
					Choose fields to add to report:		∯ -
		Column Labels 🖵		_	Pathway_Code		
	Row Labels	- 2013 201	4 2015	_	Pathway_Name Sector Subject Area Tier 1		
	Advanced Level Apprenticeship			_	Sector_Subject_Area_Tier_1		
	Business and Administration			_	Subcontractor_UKPRN		
	Business and Administration			_	Subcontractor_Name		
	Sum of Overall_Leaver		3	_	Learner Home Postcode		
	Sum of Overall Achievement Rate	#DIV/0! #DIV/0)! 100.0%		Learner_Home_Postcode		
	Health and Social Care				Learner Home LA		
					Delivery_Location_Postcode		
	Sum of Overall_Leaver	2			Delivery_Region		
	Sum of Overall Achievement Rate	100.0% #DIV/0)! #DIV/0!		Delivery_LA		
	Adult social care				Year Aim Submitted		
	Sum of Overall_Leaver		1		Learning_Start_Date		
	Sum of Overall Achievement Rate	#DIV/0! #DIV/0	100.0%		Learning_Planned_End_Date		
	IT and Telecoms Professionals				Learning_Actual_End_Date		Ŧ
	Sum of Overall Leaver	2			Drag fields between areas below:		
		100.0% #DIV/) #DIV/0!				
	■ IT Application Specialist				▼ FILTERS	III COLUMNS	
					QAR_Status_Overall	Hybrid_End_Year	•
	Sum of Overall Leaver	1					
	Sum of Overall Achievement Rate	100.0% #DIV/0	! #DIV/0!				
	IT Application Specialist						
	Sum of Overall Leaver		2 4				
	Sum of Overall Achievement Rate	#DIV/0! 100.0	% 100.0%		ROWS	Σ VALUES	
	IT, Software, Web and Telecoms Professionals	,			Programme_Type 🔹	Sum of Overall_Leaver	•
					Framework_Name	Sum of Overall Achieveme	en 🔻
	Sum of Overall_Leaver	13			Pathway_Name 🔻		
	Sum of Overall Achievement Rate	84.6% #DIV/0	#DIV/0!		Σ Values 👻 👻		
	IT Coffware Web and Telecome Professionals						

Age group

н	1	J	к	L	м	N	0	P	PivotTable Fields	~ >
	QAR_Status_Overall	QAR Inclusions							FIVOLI able Fields	
	QAR_Status_Overall	QAR Inclusions 🖓							Choose fields to add to report:	- (h) -
		Column Labels 🖵							Provision_Type	
	Row Labels	2013	2014	2015					UKPRN	
	16-18	•							Learner_Reference	
	Sum of Overall_Leaver	1	3	3					ULN	
	Sum of Overall Achievement Rate	100.0%	100.0%	100.0%					Academic_Year	
	19-23								Data_Source	
	Sum of Overall_Leaver Sum of Overall Achievement Rate	4	8 87.5%	6 22.2%					AgeGroup Ethnicity	
	24+	100.0%	87.5%	33.370					Sex	
	Sum of Overall_Leaver	14	2	32					Learning_Difficulties	
	Sum of Overall Achievement Rate		100.0%						PrimaryLLDD	
									PriorAttain	•
									Drag fields between areas below:	
									▼ FILTERS	DLUMNS
									QAR_Status_Overall Hybri	d_End_Year 👻
									≡ ROWS Σ VA	LUES
										of Overall_Leaver 🔹
										of Overall Achievemen 🔻

Ethnicity

н	I	J	к	L	м	N		
							PivotTable Fields	•
	QAR_Status_Overall	QAR Inclusions 🗾					Choose fields to add to report:	- D -
							Choose fields to add to report:	W
		Column Labels 🗾						
	Row Labels	2013	2014	2015			Learner Reference	Γ
	African							
	Sum of Overall_Leaver	5	1	10			Academic_Year	
	Sum of Overall Achievement Rate	80.0%	100.0%	60.0%			Data_Source	
	Any other Asian Background						AgeGroup	
	Sum of Overall_Leaver			3			Ethnicity	
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	100.0%			Sex	
	Any other ethnic group						Learning_Difficulties	
	Sum of Overall_Leaver	1	3	5			PrimaryLLDD	
	Sum of Overall Achievement Rate	100.0%	100.0%	80.0%			PriorAttain	
	Any other Mixed / multiple ethnic backgrou	und					Completion_Status	
	Sum of Overall_Leaver			2				
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	50.0%			Drag fields between areas below:	
	Any Other White Background						T FILTERS	
	Sum of Overall_Leaver	2	2	3			QAR_Status_Overall	
	Sum of Overall Achievement Rate	100.0%	100.0%	33.3%				
	Arab							
	Sum of Overall_Leaver	1		1			■ ROWS ∑ VALUES	
	Sum of Overall Achievement Rate	0.0%	#DIV/0!	100.0%			Ethnicity VALUE	
	Caribbean							
	Sum of Overall_Leaver	1		1			Σ Values Sum of Overall A	cnievemen •
	Sum of Overall Achievement Rate	0.0%	#DIV/0!	100.0%				

Sex

К	L	М	N	0	Р	L 🔺	PivotTable Fields		-
							Pivot rable Fields		
QAR_Status_Overall	QAR Inclusions 耳						Choose fields to add to report:		4
Developed	Column Labels 🗾		2045				Academic Year		
Row Labels	2013	2014	2015		_	ΗU	Data_Source		
Female							AgeGroup		
Sum of Overall_Leaver	2	-	15				Ethnicity		
Sum of Overall Achievement Rate	100.0%	83.3%	46.7%				✓ Sex		
Male						-	Learning_Difficulties		
Sum of Overall_Leaver	17						PrimaryLLDD		
Sum of Overall Achievement Rate	82.4%	100.0%	84.6%				PriorAttain		
							Completion_Status		
							Learning_Outcome		
							Withdrawal_Reason		
							Achievement Pate Status		
							Drag fields between areas below:		
							▼ FILTERS		
							QAR_Status_Overall	Hybrid_End_Year	
							≡ ROWS	Σ VALUES	
							Sex 💌	Sum of Overall_Leaver	
							∑ Values 👻	Sum of Overall Achievem	nen

Learning difficulties (LLDD)

D	E	F	G	н	PivotTable Fields		- ×
	QAR_Status_Overall	QAR Inclusions 耳			Choose fields to add to report:		- (j) - (j)
		Column Labels 耳					
	Row Labels	2013	2014	2015	Academic Year		
	Learner considers himself or herself to have a learning difficulty and/or disability and/or health problem Sum of Overall_Leaver Sum of Overall_Achievement Rate	1 0.0%	#DIV/0!	4 50.0%	Data_Source AgeGroup Ethnicity		
	Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem		13		Sex		
	Sum of Overall_Leaver Sum of Overall Achievement Rate	18 88.9%			✓ Learning_Difficulties		
	Sum of Overan Achievement Kate	00.3%	92.370	75.0%	PrimaryLLDD		
					PriorAttain		
					Completion_Status		
					Learning_Outcome		-
					Drag fields between areas below:		
					▼ FILTERS	III COLUMNS	
					QAR_Status_Overall	Hybrid_End_Year	•
						∑ VALUES	
					Learning_Difficulties -	Sum of Overall Leaver	•
					Σ Values -	Sum of Overall Achievem	ien 🔻

Subcontractor

T	J	К	L	М	N	PivotTable	Fields		- x
	QAR_Status_Overall	QAR Inclusions 耳				Choose fields to a			∯ -
	Row Labels	Column Labels 7 2013		2015		Sector_Subject			
	Subcontractor 1 Sum of Overall Leaver Sum of Overall Achievement Rate Subcontractor 2	#DIV/0!	#DIV/0!	3 0.0%		Subcontractor Subcontractor Learner_Home	r _Name e_Postcode e_Region		
	Subcontractor 2 Sum of Overall Leaver Sum of Overall Achievement Rate Subcontractor 3	#DIV/0!	#DIV/0!	1 0.0%		Learner_Home Delivery_Locat Delivery_Regic Delivery_LA	ion_Postcode		
	Sum of Overall_Leaver Sum of Overall Achievement Rate	- i 19 84.2%	13 92.3%	37 78.4%		Vear_Aim_Sub	_Date		
						Drag fields betwe			
						T FILTERS			
						QAR_Status_Ove	erall 🔫	Hybrid_End_Year	•
						ROWS		Σ VALUES	
						Subcontractor_N	Vame 🔻	Sum of Overall_Leaver	•
						Σ Values	•	Sum of Overall Achievemen	n 🔻

Learner home region and learner home local authority district

- I	J	К	L	M	N	0	P		- x
								PivotTable Fields	* ^
	QAR_Status_Overall	QAR Inclusions 🖵						Choose fields to add to report:	-0 v
									_
		Column Labels 耳		_					-
	Row Labels	2013	2014	2015				Subcontractor_Name	
	East Midlands							Learner_Home_Postcode	
	Northampton							✓ Learner_Home_LA	
	Sum of Overall_Leaver			1				Delivery Location Postcode	
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	100.0%				Delivery_tocation_postcode	
	East of England							Delivery_LA	
	Broxbourne							Vear_Aim_Submitted	
	Sum of Overall_Leaver	1						Learning Start Date	
	Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!				Learning_Planned_End_Date	
	Central Bedfordshire							Learning_Actual_End_Date	
	Sum of Overall_Leaver			3				Actual End_Year	
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	100.0%				Expected_End_Year	T
	Epping Forest								
	Sum of Overall_Leaver			1				Drag fields between areas below:	
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%					
	Luton							T FILTERS	
	Sum of Overall_Leaver			2				QAR_Status_Overall Hybrid_End_Year	-
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	100.0%					
	Thurrock								
	Sum of Overall Leaver			3					
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%				\equiv ROWS Σ VALUES	
	Watford							Learner_Home_Region 🔻 🔺 Sum of Overall_Leaver	-
	Sum of Overall Leaver		1					Learner_Home_LA Sum of Overall Achieveme	en 🔻
	Sum of Overall Achievement Rate	#DIV/0!	100.0%	#DIV/0!				Σ Values 🔻 🔻	

1	J	к	L	м	N	0	P					- ×
								PivotT	able Field	ds		* X
	QAR_Status_Overall	QAR Inclusions 🖅						Choose fiel	lds to add to rep	ort:		- 45 - v
								choose ne				
		Column Labels 耳						✓ Delive	ry_LA			
	Row Labels	2013	2014	2015				Vear_A	im_Submitted			
	East of England								ig_Start_Date			
	Epping Forest								ig_Planned_End	-		
	Sum of Overall_Leaver			1					g_Actual_End_0	Date		
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%					End_Year			
	Thurrock								ed_End_Year			- <u>T</u>
	Sum of Overall_Leaver			2				✓ Hybrid				- T
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%				✓ Overal	Achiever			
	London								_Achiever Below MS Thre			
	Brent							Timely		esnoid		
	Sum of Overall_Leaver			2				Timely Timely				
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%					tatus Overall			
	Ealing											
	Sum of Overall_Leaver			1				Drag fields	between areas	below:		
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%								
	Enfield							T FILTER				
	Sum of Overall_Leaver		3	4				QAR_Stat	tus_Overall	•	Hybrid_End_Year	•
	Sum of Overall Achievement Rate	#DIV/0!	100.0%	75.0%								
	Haringey											
	Sum of Overall_Leaver	17	10	29				= ROWS			Σ VALUES	
	Sum of Overall Achievement Rate	82.4%	90.0%	86.2%								
	Harrow							Delivery_			Sum of Overall_Leaver	•
	Sum of Overall_Leaver			1				Delivery_		•	Sum of Overall Achiever	men 🔻
	Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%				Σ Value	s	• •		
	Islington											

Delivery region and delivery local authority district

Section 5 – Analysing Minimum Standards using an Excel Pivot Table

Showing the leavers below minimum standards threshold in the pivot table

54. The **hybrid end year** must be used when showing the leavers below minimum standards threshold. The Leaver_Below_MS_Threshold field is only populated for the 2015/16 hybrid end year.

Showing the percentage below minimum standards threshold in the pivot table

55. 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 percentage below minimum standards threshold uses a formula.

Sum of Leaver_Below_MS_Threshold

X 100

Grand Total of Sum of Overall Leaver

56. In the example below, which shows minimum standards information by programme type, the formula for the Advanced Apprenticeship percentage below minimum standards threshold is G5/\$F\$8. Note the use of \$ to ensure that when the formula is copied to the other cells it still references the Grand Total cell.

IF	ERROR \checkmark : \checkmark \checkmark Jx	=C5/\$B\$8		
	A	В	с	D
1				
2	QAR_Status_Overall	(All)		
3				
4	Row Labels 🔹	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	% Below Min Threshold
5	Advanced Level Apprenticeship	49	2	=C5/\$B\$8
6	Higher Apprenticeship	14	0	0.0%
7	Intermediate Level Apprenticeship	27	9	10.0%
8	Grand Total	90	11	12.2%
0		1		

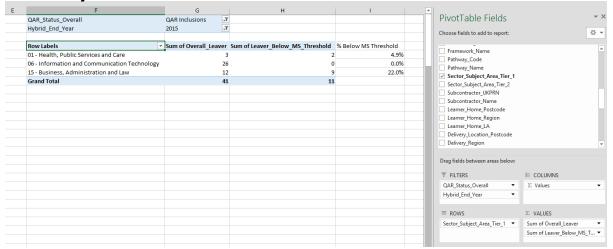
IFERROR \checkmark : \checkmark \checkmark f_x =C5/\$B\$8

Examples of ways to configure the pivot table

- 57. The following screenshots show how to configure the pivot table to show overall cohort and learners below minimum standards threshold for a number of dimensions. These are:
- Sector subject area tier 1
- Sector subject area tier 2
- Framework level
- Framework code and name by framework level
- Framework name and pathway by framework level

58. It is not valid to show the learners below minimum standards tolerance by any learner characteristic, or by any geography. This is because the learner and the geography are not used when determining whether a learning aim is below minimum standards. Remember to change the reference to the Grand Total of leavers in the formula for calculating % below minimum standards.

Sector subject area tier 1



Sector subject area tier 2

н	I	J	К	
QAR_Status_Overall	QAR Inclusions	Т		
lybrid_End_Year	2015	T		
	Sum of Overall_Leave	r Sum of Leaver_Below_MS_Threshold		
1.3 - Health and Social Care		-	4.9%	
6.1 - ICT Practitioners	2	2 (0.0%	
06.2 - ICT for Users		4 (0.0%	
5.2 - Administration		7	9.8%	
5.3 - Business Management		5 5		
Grand Total	4	1 11		

Framework level

G	Н	1	J	К			
	QAR_Status_Overall	QAR Inclusions			PivotTable Fields	- X	×
	Hybrid_End_Year	2015 🦵			Choose fields to add to report:	Ø •	
						94	
		Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold		Withdrawal_Keason		a l
	Advanced Level Apprenticeship	19		4.9%			
	Higher Apprenticeship	13		0.0%			
	Intermediate Level Apprenticeship			9 22.0%			
	Grand Total	41	1:	1	Software_Supplier_Aim_ID		
					Programme_Type Framework_Code		
					Framework Name		
					Pathway Code		
					Pathway_Name		
					Sector_Subject_Area_Tier_1		
					Sector_Subject_Area_Tier_2		
					Subcontractor UKPRN	-	-
					Drag fields between areas below	<i>r</i> .	
					T FILTERS	III COLUMNS	
					QAR_Status_Overall	Σ Values -	
					Hybrid_End_Year	-	
					≡ ROWS	Σ VALUES	
					Programme_Type	Sum of Overall_Leaver	
						Sum of Leaver_Below_MS_T ▼	

Framework name by framework level

J	ĸ		L	M	A		
QAR_Status_Overall	QAR Inclusions	Τ.				PivotTable Fields	,
lybrid_End_Year	2015	Ţ				Choose fields to add to report:	d
						Choose fields to add to report:	
Row Labels	Sum of Overall_Lea	ver Sum of Leaver_E	elow_MS_Threshold %	Below MS Threshol	ld	·	
Advanced Level Apprenticeship	-	19	2	4	.9%	Pathway_Code	
Business and Administration		3	0	0	.0%	Pathway_Name	
Health and Social Care		1	0	0	.0%	Sector_Subject_Area_Tier_1	
IT Application Specialist		4	0	0	.0%	Sector_Subject_Area_Tier_2 Subcontractor UKPRN	
IT, Software, Web and Telecoms Professionals		9	0	0	.0%	Subcontractor_UKPKN	
Management		2	2	4	.9%	Learner Home Postcode	
Higher Apprenticeship		13	0	0	0.0%	Learner Home Region	
IT, Software, Web and Telecoms Professionals		13	0	0	.0%	Learner Home LA	
Intermediate Level Apprenticeship		9	9	22	.0%	Delivery_Location_Postcode	
Business and Administration		4	4	9	.8%	Delivery_Region	
Health and Social Care		2	2	4	.9%	Delivery_LA	
Management		3	3	7	.3%	Var Aim Cubmitted	
Grand Total		41	11			B. 6111.	
						Drag fields between areas belo	w:
						T FILTERS	III COLUMNS
						QAR_Status_Overall	▼ ∑ Values
						Hybrid_End_Year	•
						= ROWS	Σ VALUES
							 Sum of Overall Leaver
							 Sum of Leaver_Below_MS_T

Framework name and pathway by framework level

J	К	L	M	A		~
QAR_Status_Overall	QAR Inclusions				PivotTable Fields	Ŧ
Hybrid_End_Year	2015				Choose fields to add to report:	ø
Row Labels	Sum of Overall Leaver	Sum of Leaver Below MS Threshold	% Below MS Threshold		- munchore munc	
Advanced Level Apprenticeship	- 19	2	4.9%		Pathway_Code	
Business and Administration	3		0.0%		Pathway_Name	
Business and Administration	3		0.0%		Sector_Subject_Area_Tier_1	
Health and Social Care	1		0.0%		Sector_Subject_Area_Tier_2	
Adult social care	1	c	0.0%		Subcontractor_UKPRN	
IT Application Specialist	4		0.0%		Subcontractor_Name	
IT Application Specialist	4	c	0.0%		Learner_Home_Postcode	
■IT, Software, Web and Telecoms Professionals	9		0.0%		Learner Home LA	
IT, Software, Web and Telecoms Professionals	9	c	0.0%		Delivery Location Postcode	
Management	2	2	4.9%		Delivery Region	
Management	2	2	4.9%		Delivery_LA	
Higher Apprenticeship	13		0.0%		Var Aim Submitted	
■IT, Software, Web and Telecoms Professionals	13	(0.0%			
IT, Software, Web and Telecoms Professionals	13	C C	0.0%		Drag fields between areas below:	
Intermediate Level Apprenticeship	9	<u>c</u>	22.0%		T FILTERS	
Business and Administration	4	4	9.8%		QAR Status Overall	Σ Values
Business and Administration	4	. 4	9.8%		Hybrid_End_Year	2. 10003
Health and Social Care	2	2	4.9%		Tiyond_chd_rear	
Adult social care	2		4.9%			
Management	3	3	7.3%		≡ ROWS	∑ VALUES
Team Leading	3	3	7.3%		Programme_Type 🔻 🔺	Sum of Overall_Leaver
Grand Total	41	. 11			Framework_Name 🔻	Sum of Leaver_Below_MS_T
					Pathway Name 🔻 🔻	

Produced by:	Skills Funding Agency
Date created:	20 January 2017
Document ref:	Apprenticeships QAR data extract - guidance notes for 2015/2016
Version:	1.1