Using the Qualification Success Rate Data File to Calculate Your Classroom Based Learning Course Level Success Rates

July 2013

Of interest to colleges and training organisations

Introduction

The following instructions have been prepared to assist colleges and training organisations to manipulate the comma separated values (csv) data file which is present in the Classroom based Learning Qualification Success Rates (QSR) zip file to produce course-level success rates. This zip file can be downloaded from the Provider Gateway. The data file is called nnnnnn_2011-2012_QSR-01_001_PROTECT_PRIVATE.csv, where nnnnnn is the UPIN of the provider.

This guidance describes using Microsoft Excel pivot table functionality to aggregate and manipulate the data file to show the course level success rates.

Note. Instructions are provided for both Microsoft Excel 2003 and Microsoft Excel 2007. A few providers have data files that contain over 65,536 rows. Excel 2007 must be used with these files.

As an alternative to using the data file colleges and training organisations can view course level success rate data for learners aged 19+ in the shadow Classroom Learning minimum standards reports, which were published on Provider Gateway on 30th May 2013.

**Creating the Pivot Table using Microsoft Excel 2007**

The data file contains a row for each aim that has been used in the production of a provider's success rate reports. The pivot table functionality aggregates these rows together to allow the calculation of a course level success rate.

Open the .csv data file within the qualification success rates zip file (it should open with Excel) and save the file to a PC or server as an Excel file (which will have a file extension of .xls or .xlsx).
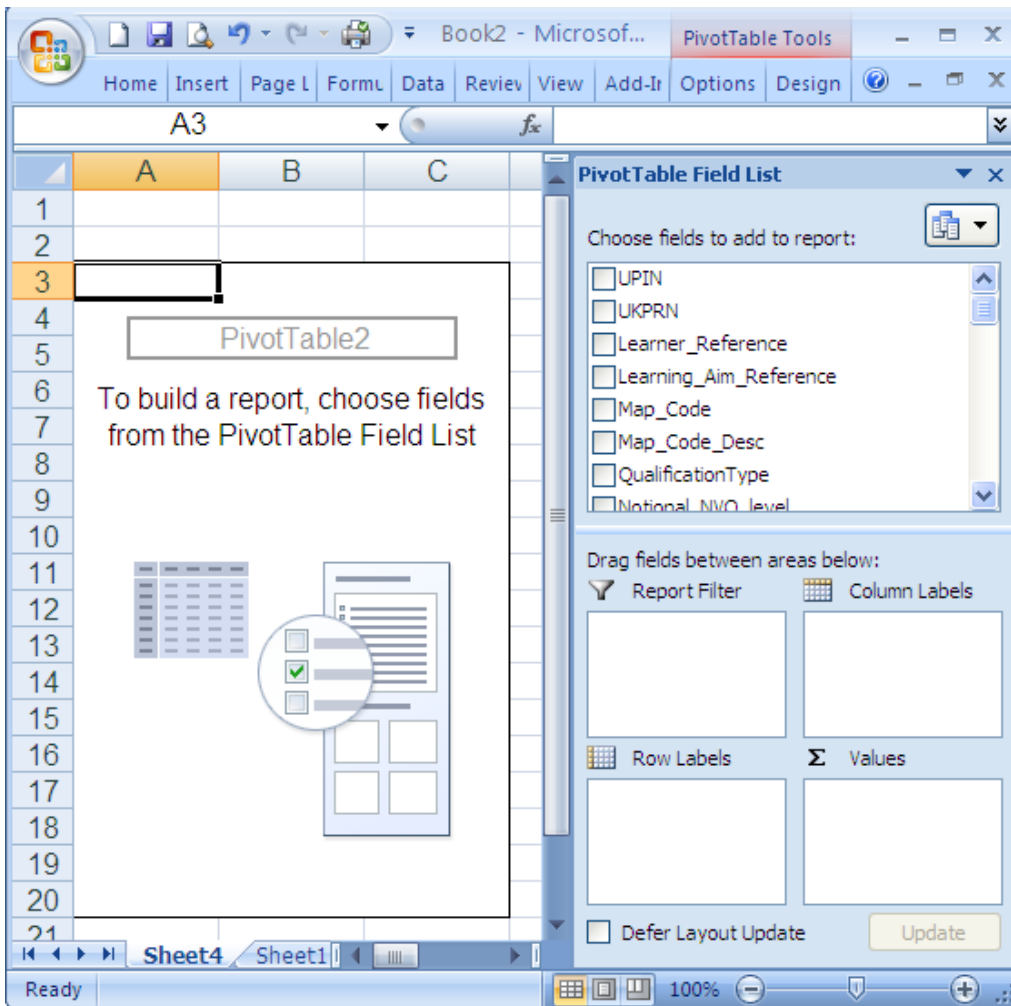
On the 'Insert' toolbar click on 'Pivot Table'.
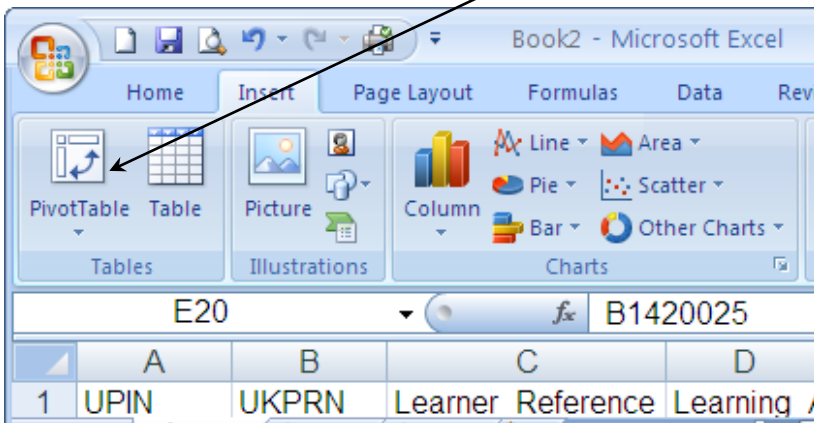
The 'Create Pivot Table' dialog box will be displayed (see below). Leave the default settings and press the 'OK' button.
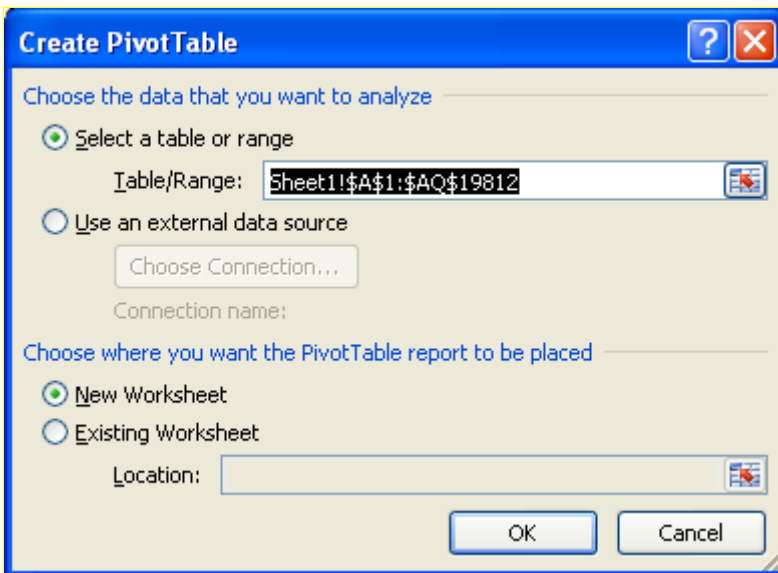
The resulting pivot table will look like the example below

The fields in the Pivot Table Field List can be selected, or 'dragged and dropped', into the 'Report Filter', 'Row Labels' and '∑ Values' boxes as follows:

Report Filter: Functional_Skill, Key_Skill
Row Labels: Map_Code, Map_Code_Desc, AgeGroup
∑ Values: Funded

The success rate is a calculated field. This is added to the pivot table as follows:

a) Click the 'Formulas' button on the 'Options' toolbar and select 'Calculated Field'
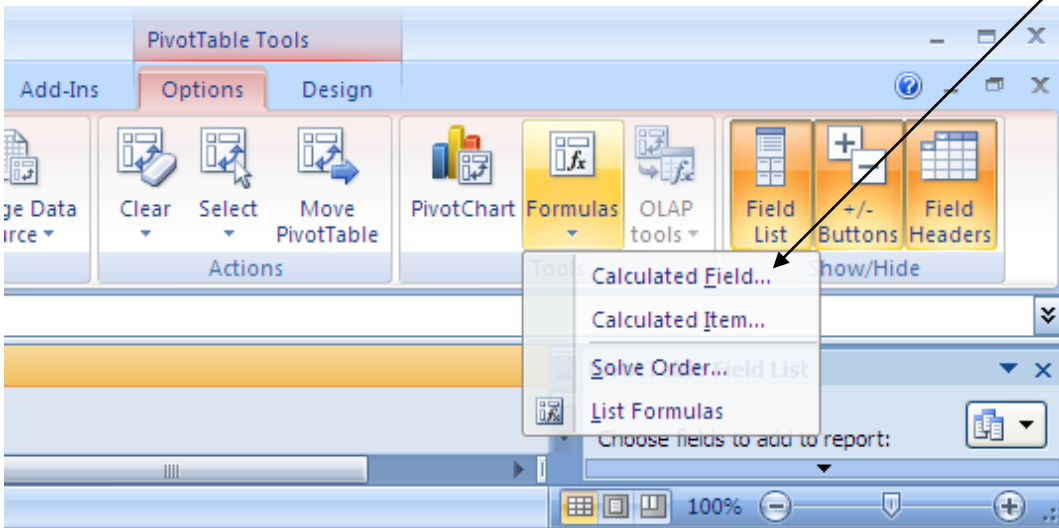

b) In the dialog box enter the success rate calculation (Funded_Achiever divided by Funded), as shown below. Type in Success Rate, choose funded achiever, type in / and choose funded and then click OK.
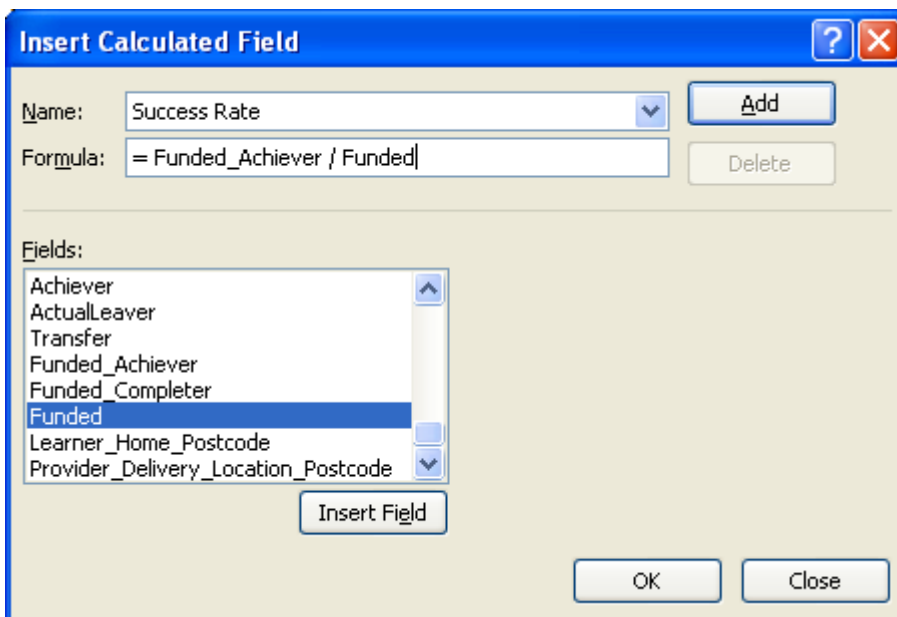
c) The Success Rate will be output unrounded. To round to 1 decimal place right click on a success rate in the 'Sum of Success Rate' column and select 'Field Settings' from the active menu. On the dialog box (shown below) click 'Number Format' and format the field as a percentage with 1 decimal place. Click OK on the Format Cells dialog box and then the on the Value Field Settings dialog box.
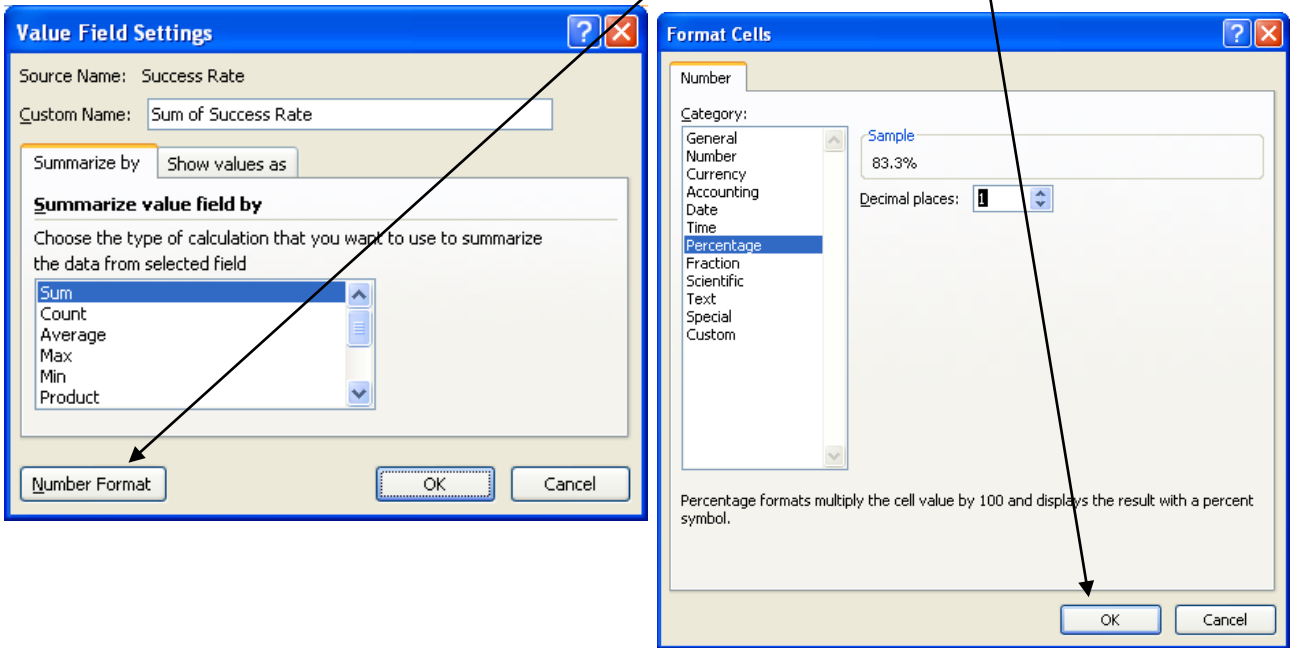
d) The pivot table now shows the course level success rates, broken down by age group, and should look similar to the example shown below.
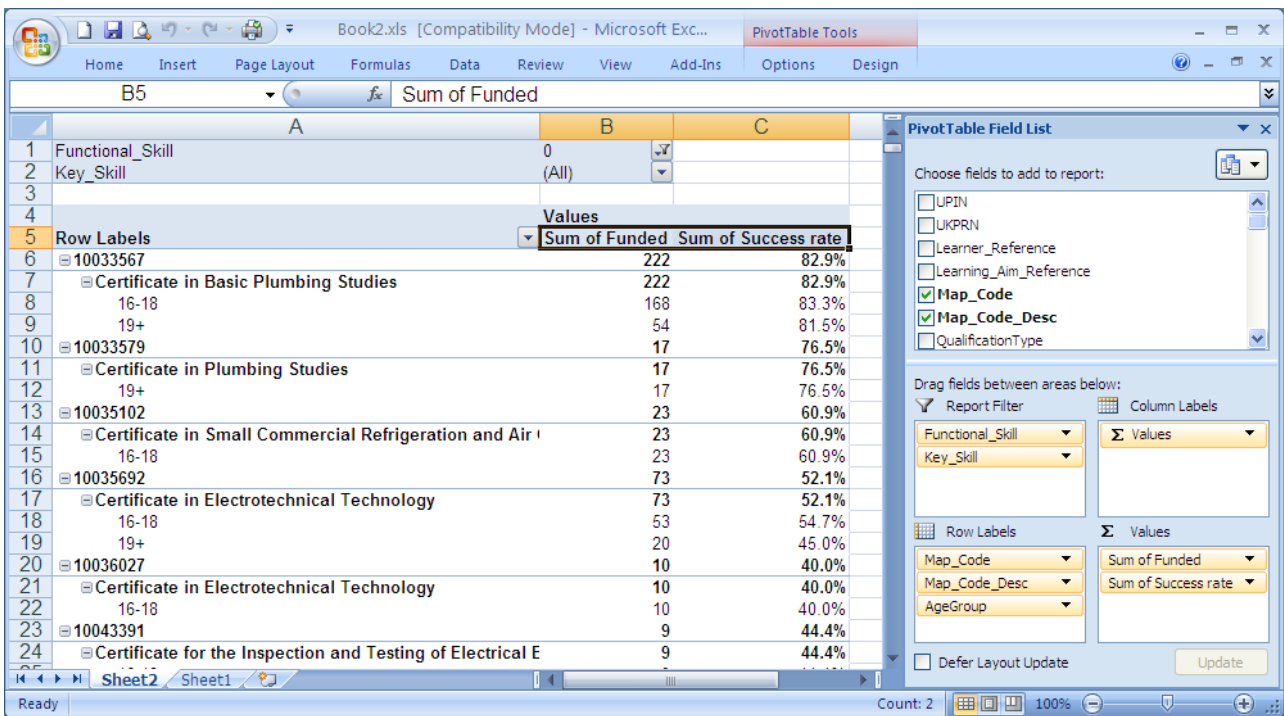
Functional Skills and Key Skills aims are present on the data file but are excluded from the formal success rate measures. These can be excluded by using the report filters. Select a filter value of zero and then click OK to exclude the functional skill or Key Skill courses.
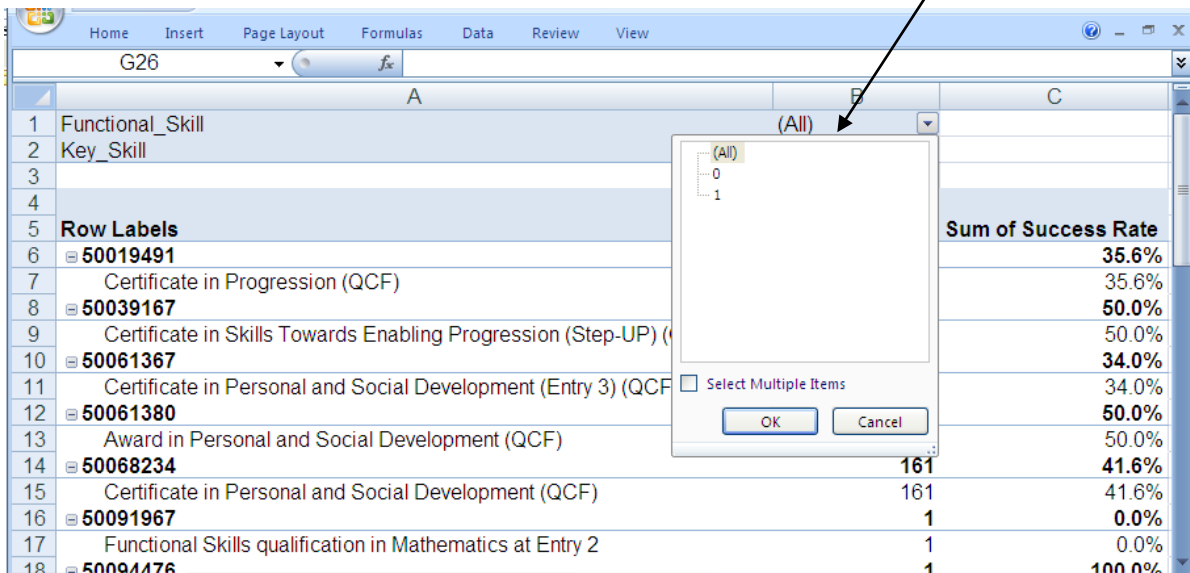

Creating the Pivot Table using Microsoft Excel 2003

The data file contains a row for each aim that has been used in the production of a provider's success rate reports. The pivot table functionality aggregates these rows together to allow the calculation of a course level success rate.

Open the .csv data file within the qualification success rates zip file (it should open with Excel) and save the file to a PC or server as an Excel file (which will have a file extension of .xls).
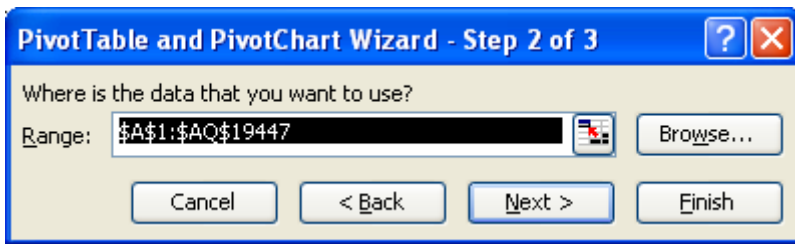
On the 'Data' menu select 'Pivot Table and Pivot Chart Report'.
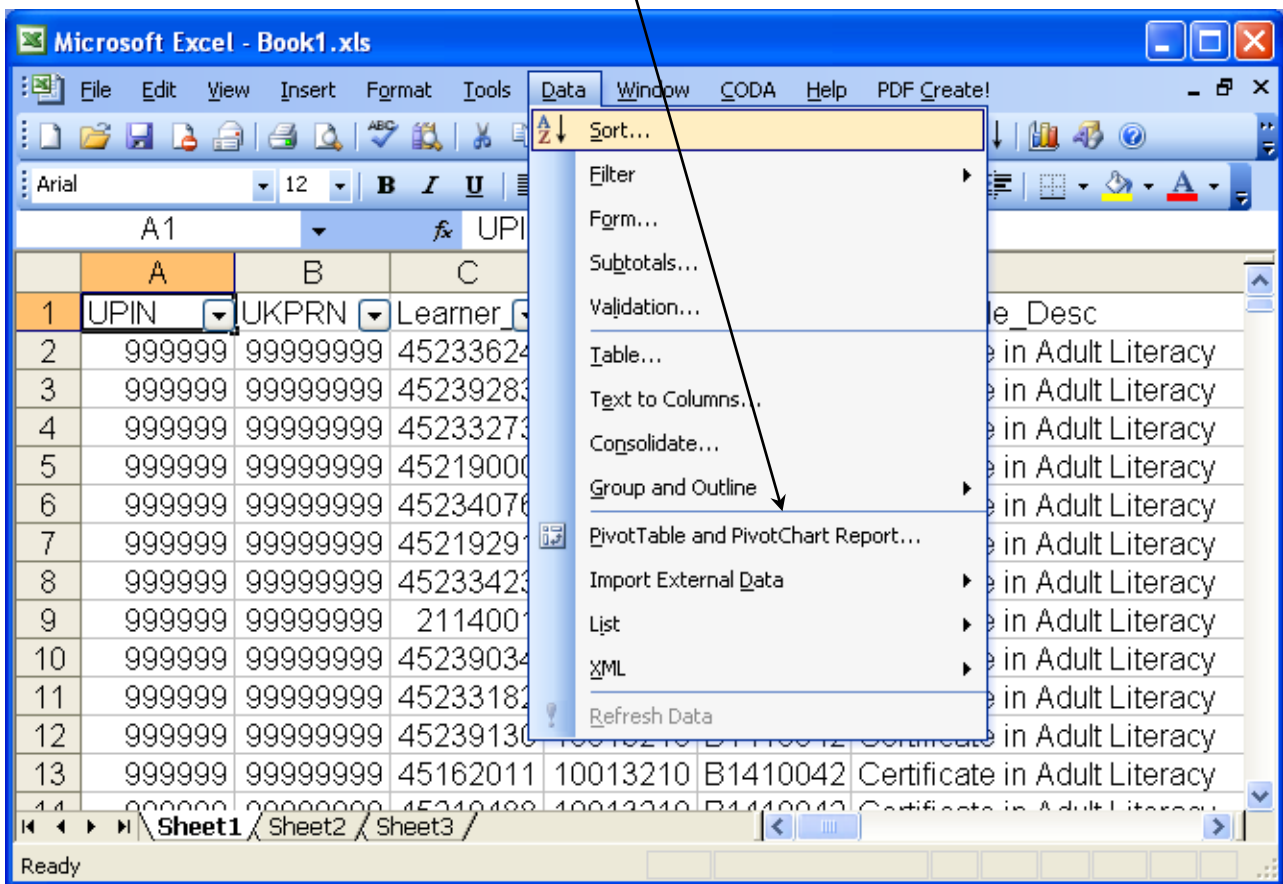
The 'Pivot Table and Pivot Chart Report wizard - Step 1 of 3' dialog box will be displayed (see below). Leave the default settings and press the 'Next' button.
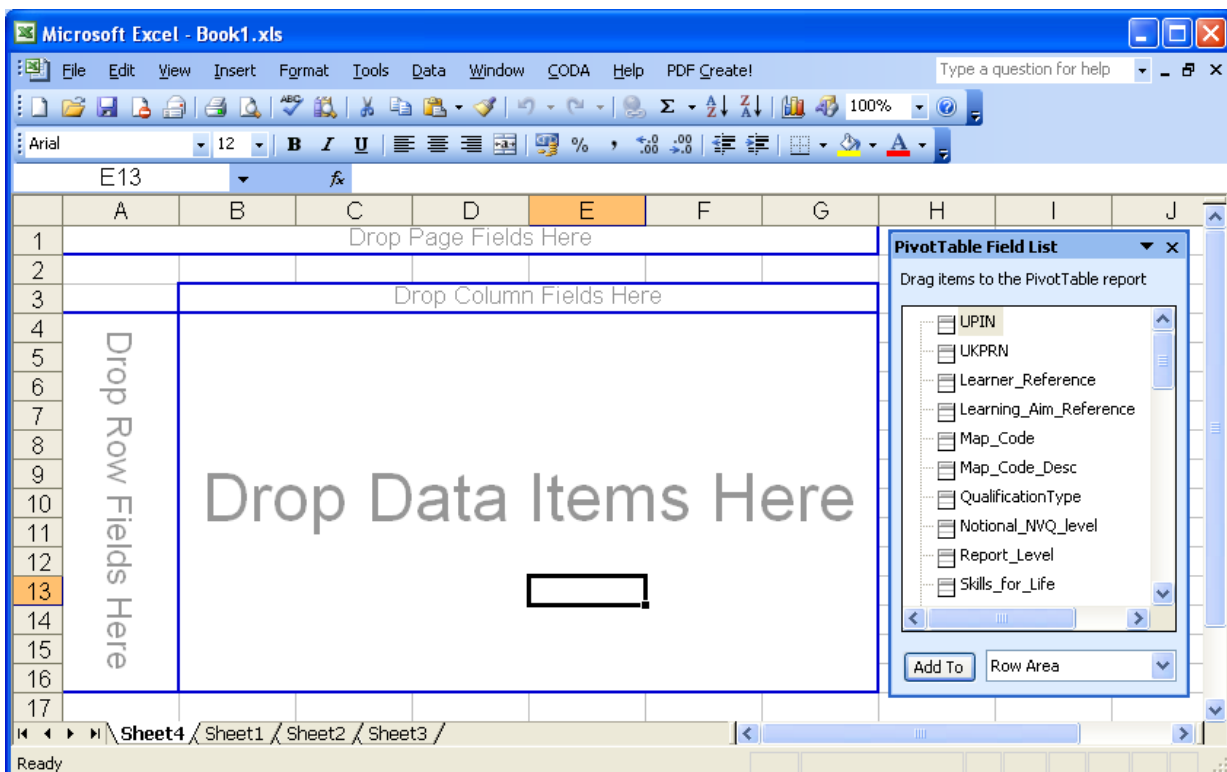
On the 'Pivot Table and Pivot Chart Report wizard - Step 2 of 3' dialog box leave the default settings and press the 'Next' button.

On the 'Pivot Table and Pivot Chart Report wizard - Step 3 of 3' dialog box leave the default settings and press the 'Finish' button.

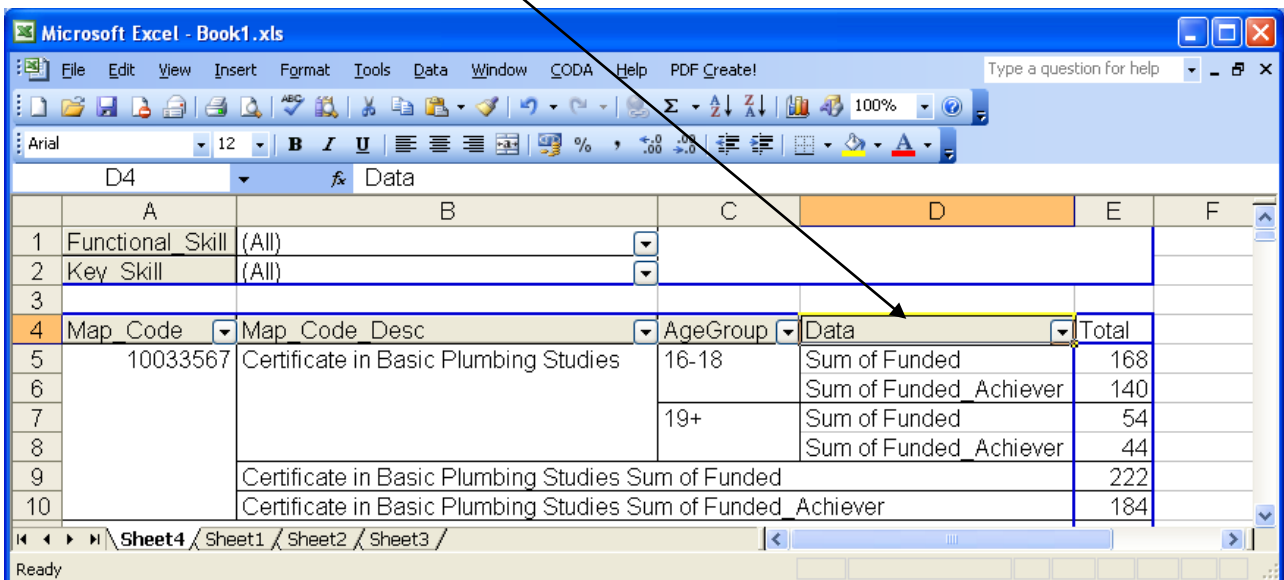The resulting pivot table will look like the example below

The fields in the Pivot Table Field List are 'dragged and dropped' into the 'Page Fields', 'Row Fields' and 'Data Fields' areas as follows:

Page Fields: Functional_Skill, Key_Skill
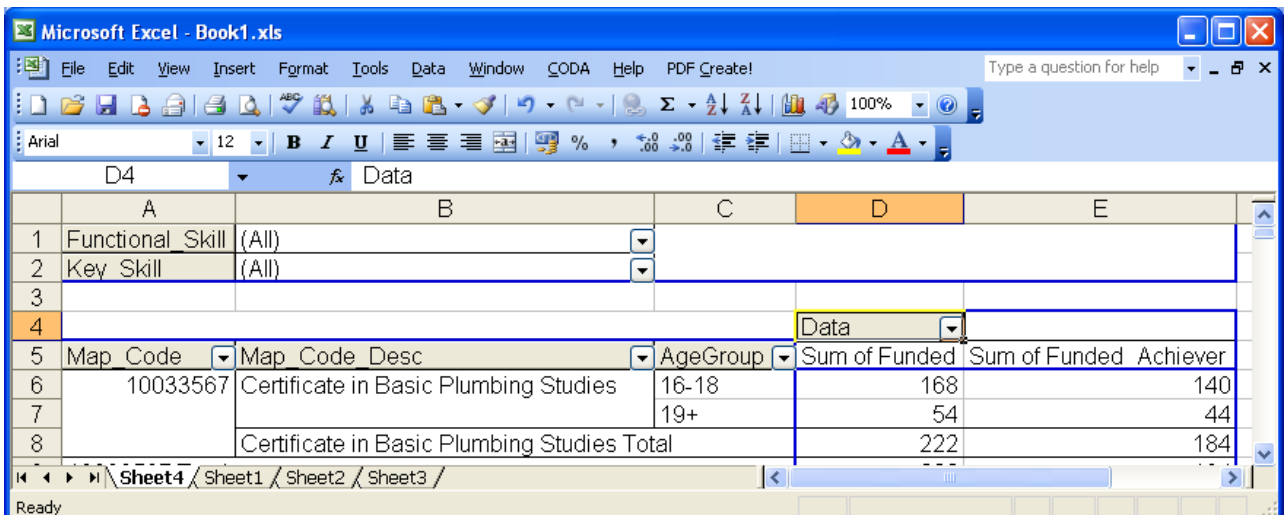
Row Fields: Map_Code, Map_Code_Desc, AgeGroup

Data Fields: Funded, Funded Achiever

If the pivot table looks like the example below, with stacked Funded and Funded_Achiever fields, 'drag and drop' the 'Data' section over the 'Total'. This will put the values side by side.

The resulting pivot table should look like this.

Excel 2003 does not have the facility to add a calculated field to the pivot table. The success rate should be added to the spreadsheet as an Excel calculation, which is Funded_Achiever divided by Funded (in the screenshot below the formula is =E6/D6),
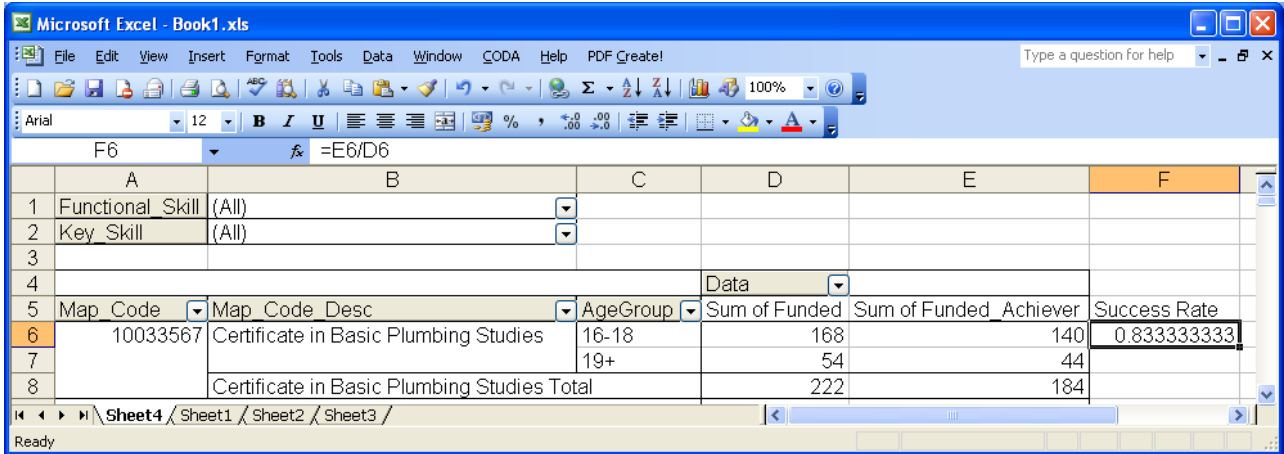

The success rate will be output unrounded. Use the Excel 'Format Cell' function to format the success rate to 1 decimal place. Copy the success rate to all the rows in the spreadsheet.

The pivot table now shows the course level success rates, broken down by age group, and should look similar to the example shown below.
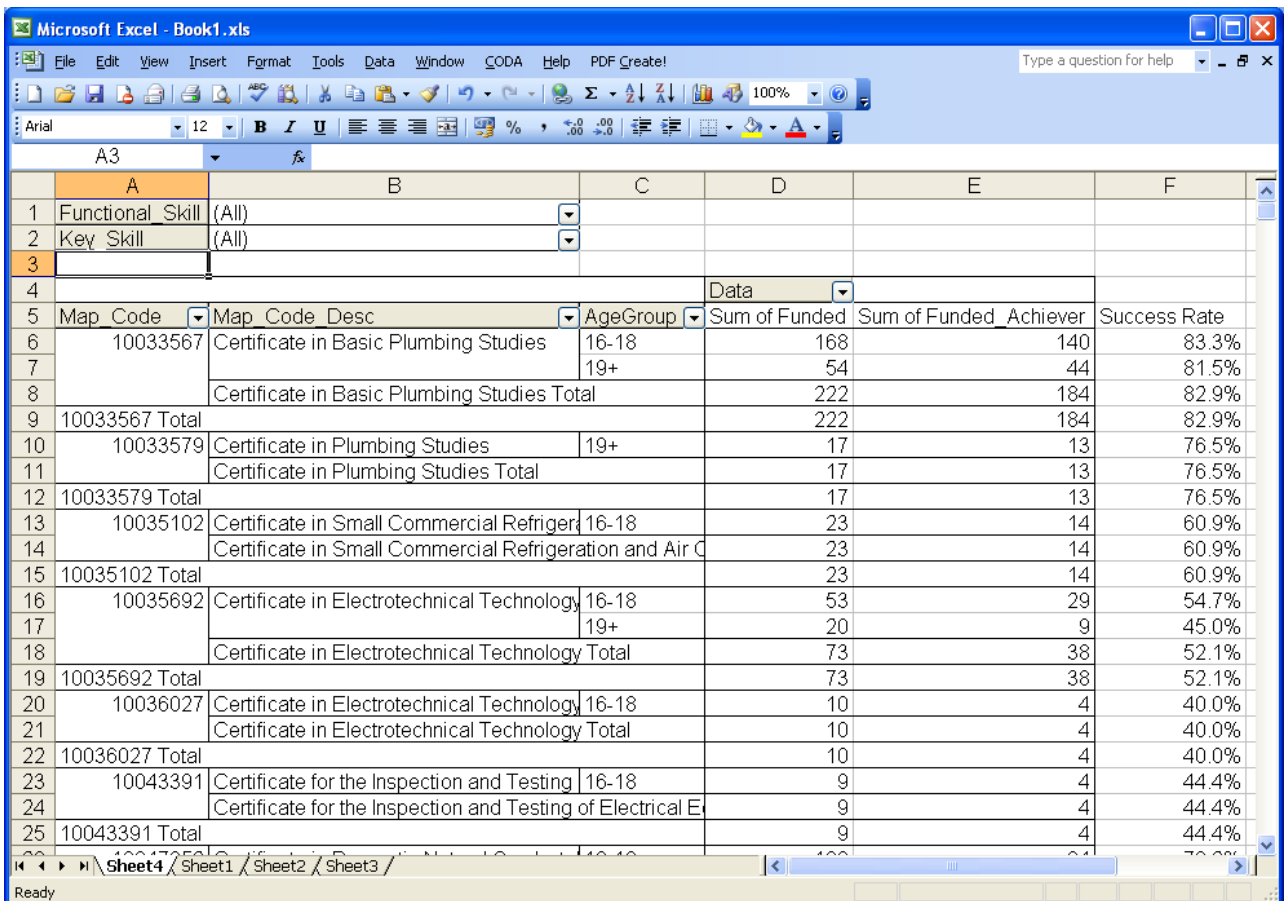
Functional Skills and Key Skills aims are present on the data file but are excluded from the formal success rate measures. These can be excluded by using the page filters. Select a filter value of zero and then click OK to exclude the functional skill or Key Skill courses.
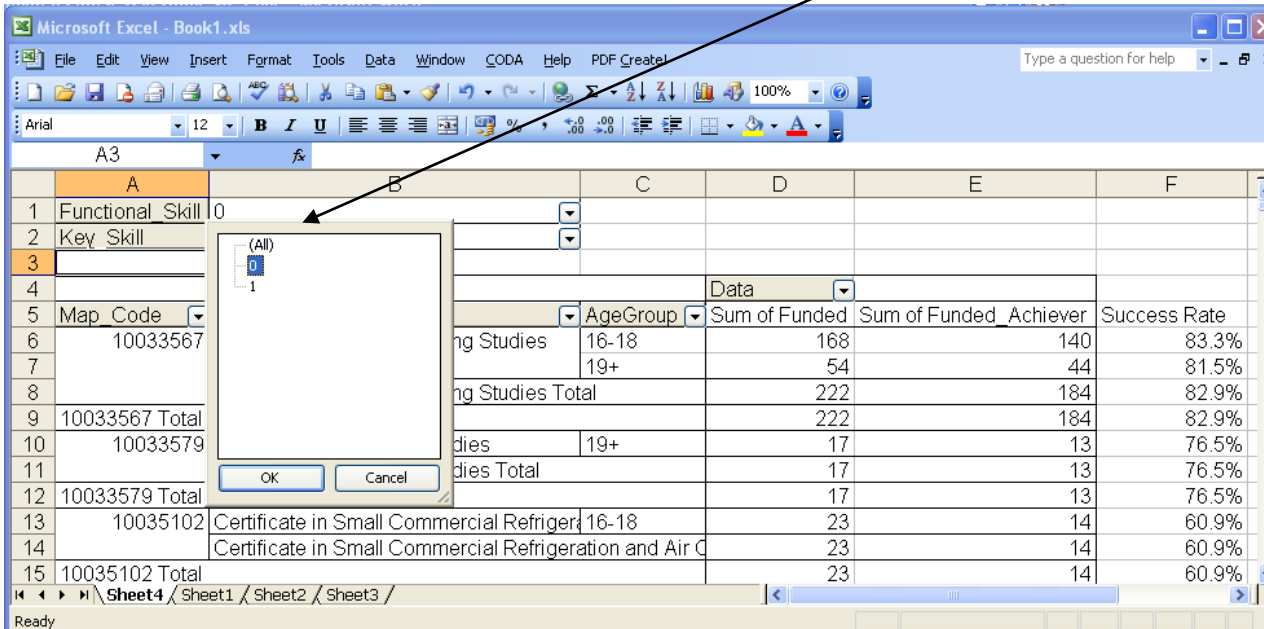
If you need further help, please contact the Service Desk on 0870 267 0001 or email:
servicedesk@thedataservice.org.uk .

This document is also available from our website skillsfundingagency.bis.gov.uk

If you have any enquiries regarding this publication or require an alternative format, please contact us info@skillsfundingagency.bis.gov.uk