



Department  
for Education

# **Qualification achievement rates data extract guidance 2021 to 2022**

**Version 1: July 2022**

# Contents

Introduction and purpose of this document.....	3
Understanding the terminology.....	3
Contents of the data extract.....	3
Further information .....	3
Changes from the 2020 to 2021 guidance .....	4
Data file contents .....	4
Analysing rates using an excel pivot table .....	7
Updating the data extract to replace codes with descriptions.....	7
Creating an achievement rates pivot table in Microsoft Excel .....	7
Creating the achievement rate field.....	8
Showing the overall rate in the pivot table.....	11
Examples of ways to configure the pivot table .....	13

## Introduction and purpose of this document

1. This document supplies information about the 2021 to 2022 qualification achievement rate (QAR) provider data extracts. It explains how you can use the data extract to show achievement rates, pass rates and retention rates to match those in the QAR dashboard. It also supplies information about how we generate the data.
2. You should read this document alongside the QAR business rules and the QAR technical specifications available from the [QAR collections page](#) under the relevant academic year. These give more information about how we calculate QARs.

## Understanding the terminology

3. The term 'we' refers to the 'Department for Education' (DfE) or Education and Skills Funding Agency' (ESFA), an executive agency sponsored by the Department for Education (DfE) and associated staff.
4. When we refer to 'you' or 'providers', this includes colleges, training organisations, local authorities and employers that receive funding from us, Mayoral Combined Authorities (MCAs) and the Greater London Authority (GLA) or Advanced Learner Loans (loans) payments from the Student Loans Company (SLC) on behalf of learners, to deliver education and training.
5. Unless otherwise stated, we refer to apprenticeship frameworks and standards in this document as an 'apprenticeship'.

## Contents of the data extract

6. The data extract is available for each provider that receives funding from us for the last 5 years, and had learners expected to complete, or that actually completed, between 2017 to 2018 and 2021 to 2022.
7. You can download your own data extract, in a zipped file from View Your Education Data (VYED).

## Further information

8. If you have any queries in relation to QAR, please contact us via our [online enquiry form](#) and select the QAR query type. Where the enquiry relates to

specific learner queries, please also complete and submit the data query form which can be downloaded from the [QAR collections page](#) under the relevant academic year.

## Changes from the 2020 to 2021 guidance

- We have removed the field 'Achievement\_Rate\_Status' (D\_AchieveRateStatus) as no longer required.

## Data file contents

- We provide the data we use to calculate and report on QARs as a CSV file. The file contains all your data.
- The extract file for 2021 to 2022 will contain the following fields – for description details please refer to the QAR technical specifications available from the [QAR collections page](#) under the relevant academic year.

Extract field name	Technical specification data item name	Apps	E&T	Trainee-ships
Provision_Type	Provision_Type	Yes	Yes	Yes
CL_WPL	CL_WPL	No	Yes	No
UKPRN	UKPRN	Yes	Yes	Yes
UKPRN_Orig	UKPRN_Orig	Yes	Yes	Yes
CampusID	CampusID	Yes	Yes	Yes
Learner_Reference	LearnRefNumber	Yes	Yes	Yes
ULN	ULN	Yes	Yes	Yes
Academic_Year	Year	Yes	Yes	Yes
Data_Source	Datasource	Yes	Yes	Yes
Age_Group	Age_Band	Yes	Yes	Yes
Age_Aim_Start	D_AgeAimStart	Yes	Yes	Yes
Age_31AugStYr	Age_31AugStYr	No	Yes	Yes
Ethnicity	Ethnicity	Yes	Yes	Yes
Sex	Sex	Yes	Yes	Yes
Learning_Difficulties	LLDDHealthProb	Yes	Yes	Yes
PrimaryLLDD	PrimaryLLDD	Yes	Yes	Yes
Free_Meals	FreeMeals	Yes	Yes	Yes
High_Needs_Students	High_Needs_Students	Yes	Yes	Yes
PriorAttain	PriorAttain	Yes	Yes	Yes
Completion_Status	CompStatus	Yes	Yes	Yes
Learning_Outcome	Outcome	Yes	Yes	Yes

Extract field name	Technical specification data item name	Apps	E&T	Trainee-ships
Outcome_Code	OutCode	No	No	Yes
Outcome_Grade	OutGrade	No	Yes	No
Outcome_Type	OutType	No	No	Yes
Withdrawal_Reason	WithdrawalReason	Yes	Yes	Yes
Employment_Outcome_Code	EmpOutcome	No	Yes	No
Overdue_Continuing_Aim	Overdue_Continuing_Aim	Yes	Yes	Yes
Overdue_Planned_Break	Overdue_Planned_Break	Yes	Yes	Yes
Restart_Indicator	Restart_Indicator	Yes	Yes	Yes
Software_Supplier_Aim_ID	SWSupAimID	Yes	Yes	Yes
Learning_Aim_Reference	LearnAimRef	No	Yes	Yes
Learning_Aim_Description	LearnAimRefTitle	No	Yes	Yes
Learning_Aim_Type	LearnAimRefType	No	Yes	Yes
Programme_Type	ProgType	Yes	Yes	No
Framework_Standard_Filter	Framework_Standard_Filter	Yes	No	No
Framework_Code	FworkCode	Yes	No	No
Framework_Name	FworkName	Yes	No	No
Standard_Code	StdCode	Yes	No	No
Standard_Description	StdName	Yes	No	No
Apprenticeship_Level	Apprenticeship_Level	Yes	No	No
Pathway_Code	PathwayCode	Yes	No	No
Pathway_Name	PathwayName	Yes	No	No
Aim_Type	AimType	No	Yes	Yes
Traineeship_Aim_Type	TraineeshipAimType	No	No	Yes
Map_Code	SuccessRateMapCode	No	Yes	No
Map_Code_Desc	SuccessRateMapCodeDesc	No	Yes	No
Notional_NVQ_Level	NotionalNVQLevel	No	Yes	No
Qualification_Type	Qualification_Type	No	Yes	No
Maths_English	Maths_English	No	Yes	No
Awarding_Organisation_Code	AwardingOrgCode	No	Yes	No
Basic_Skills	BasicSkills	No	Yes	No
Basic_Skills_Type	BasicSkillsType	No	Yes	No
Report_Level	Report_Level	No	Yes	No
Full_Level_2	D_FullLevel2	No	Yes	No
Full_Level_3	D_FullLevel3	No	Yes	No
Sector_Subject_Area_Tier_1	SectorSubjectAreaTier1	Yes	Yes	Yes
Sector_Subject_Area_Tier_2	SectorSubjectAreaTier2	Yes	Yes	Yes
Subcontractor_UKPRN	Subcontractor_UKPRN	Yes	Yes	Yes
Subcontractor_Name	Subcontractor_Name	Yes	Yes	Yes
Learner_Home_Postcode	L_PriorPcode	Yes	Yes	Yes
Learner_Home_Region	L_PriorPcode_GOR	Yes	Yes	Yes
Learner_Home_LA	L_PriorPcode_LocalAuthority	Yes	Yes	Yes
Delivery_Location_Postcode	DelLocPostCode	Yes	Yes	Yes
Delivery_Region	DelLocPostCode_GOR	Yes	Yes	Yes
Delivery_LA	DelLocPostCode_LocalAuthority	Yes	Yes	Yes

<b>Extract field name</b>	<b>Technical specification data item name</b>	<b>Apps</b>	<b>E&amp;T</b>	<b>Trainee-ships</b>
Year_Aim_Submitted	YearAimSubmitted	Yes	Yes	Yes
Learning_Start_Date	LearnStartDate	Yes	Yes	Yes
Learning_Planned_End_Date	LearnPlanEndDate	Yes	Yes	Yes
Learning_Actual_End_Date	LearnActEndDate	Yes	Yes	Yes
Learning_Achievement_Date	AchDate	Yes	No	No
Outcome_Start_Date	OutStartDate	No	No	Yes
Achievement_Year	P_Achyr	Yes	No	No
Actual_End_Year	P_Actendyr	Yes	Yes	Yes
Expected_End_Year	P_Expendyr	Yes	Yes	Yes
Hybrid_End_Year	P_Hybridendyr	Yes	Yes	Yes
Outcome_Start_Year	P_Outstartyr	No	No	Yes
Start_Year	P_Startyr	Yes	Yes	Yes
Overall_Leaver	P_Count_Overall	Yes	Yes	Yes
Overall_Achiever	P_Ach_Overall	Yes	Yes	Yes
Overall_Completer	P_Complete_Overall	No	Yes	No
QAR_Status_Overall	QAR_Status_Overall	Yes	Yes	Yes
App_Stand_NoNetPay_Excl	App_Stand_NoNetPay_Excl	Yes	No	No
CL_Excl	CL_Excl	No	Yes	No
Component_Aim_Excl	Component_Aim_Excl	No	Yes	No
Diploma_Excl	Diploma_Excl	No	Yes	No
Direct_Funded_Excl	Direct_Funded_Excl	No	Yes	No
EOP_Excl	EOP_Excl	Yes	Yes	No
ESF_Excl	ESF_Excl	No	Yes	No
FLF_Excl	FLF_Excl	No	Yes	No
Fund_Qual_Excl	Fund_Qual_Excl	Yes	Yes	Yes
Innovation_Excl	Innovation_Excl	No	Yes	No
JSA_ESA_UC_Excl	JSA_ESA_UC_Excl	No	Yes	No
LSD_Before_EFD_Excl	LSD_Before_EFD_Excl	Yes	No	No
Not_Funded_Excl	Not_Funded_Excl	Yes	Yes	Yes
Pilot_Excl	Pilot_Excl	Yes	Yes	No
Sup_Intern_Excl	Sup_Intern_Excl	No	Yes	No
Traineeship_Excl	Traineeship_Excl	No	No	Yes
Work_Exp_Excl	Work_Exp_Excl	No	Yes	No
Plan_Break_Overall_Excl	Plan_Break_Overall_Excl	Yes	Yes	Yes
Transfer_Overall_Excl	Transfer_Overall_Excl	Yes	Yes	Yes

## Analysing rates using an excel pivot table

### Updating the data extract to replace codes with descriptions

12. Some fields on the provider data extract file contain codes instead of descriptions.

To make the contents of these fields easier to understand when shown in the pivot table, you can replace the codes by a description. Refer to the [ILR specification](#) for more information.

13. Fields where a description could replace codes are:

- the **Full\_Level\_2** field, which holds values of 1 and 0. 1 can be replaced by 'Full level 2' and 0 can be replaced by 'Not full level 2'
- the **Full\_Level\_3** field, which holds values of 1 and 0. 1 can be replaced by 'Full level 3' and 0 can be replaced by 'Not full level 3'
- the **Maths\_English** field, which holds the values 'E' and 'M'. 'E' can be replaced by 'English' and 'M' can be replaced by 'Mathematics'

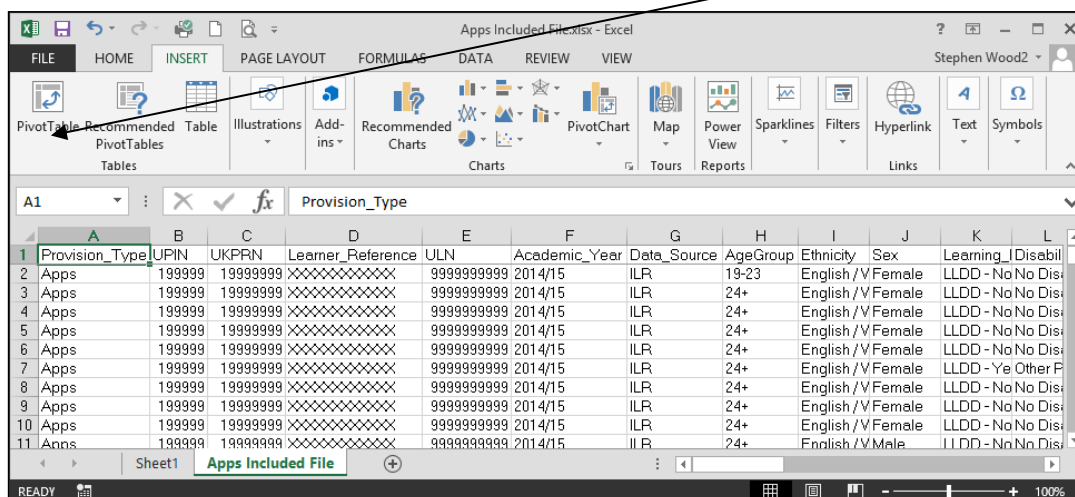
14. The **Expected\_End\_Year** and **Hybrid\_End\_Year** only contain the first year of a funding year, for example 2021. The year can be replaced by the full year name, for example, 2021 could be replaced by '2021/22'.

### Creating an achievement rates pivot table in Microsoft Excel

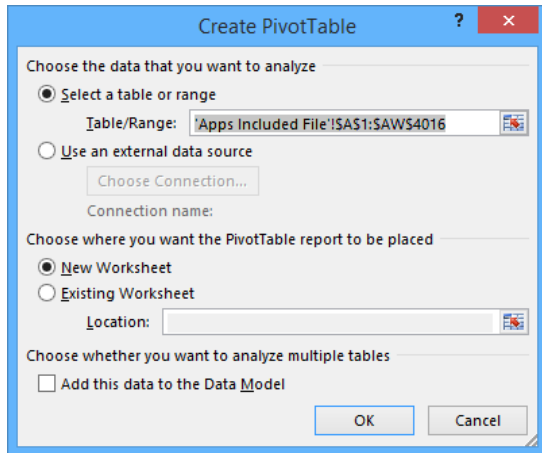
15. To view achievement rates using the data in the data extract in Microsoft Excel, you must create a pivot table using the steps below (shown using Excel 2010).

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

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



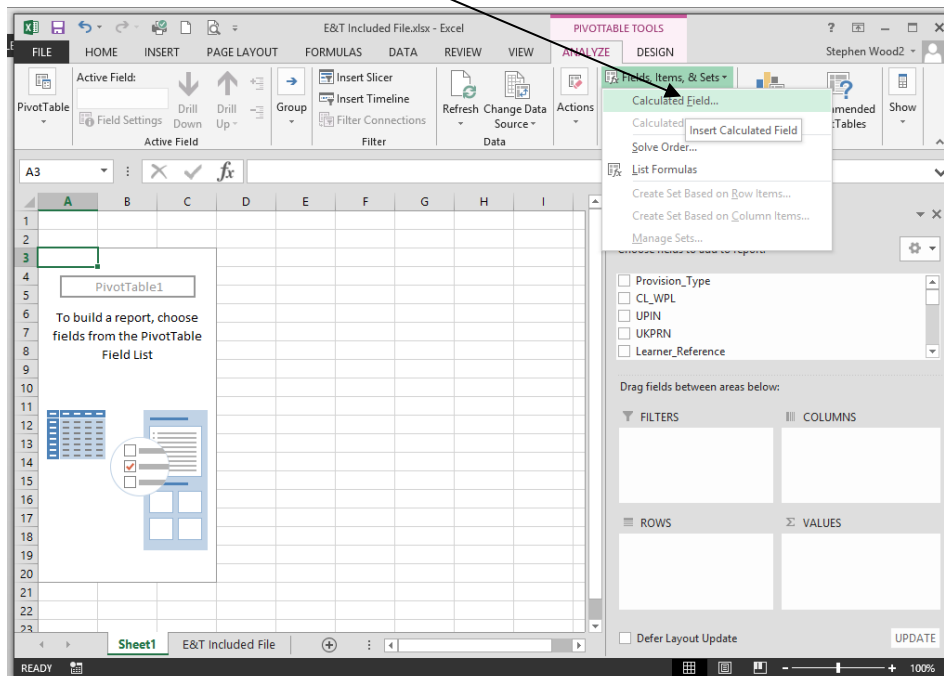
18. The Create Pivot Table dialog box appears. Click 'OK' to create the pivot table in a separate worksheet.



## Creating the achievement rate field

19. You must add the achievement rate, pass rate and retention rate to the pivot table as a calculated field using the steps below.

20. On the Pivot Table Tools menu, select 'Fields, Items & Sets' in the Calculate menu, and then select 'Calculated Field'.



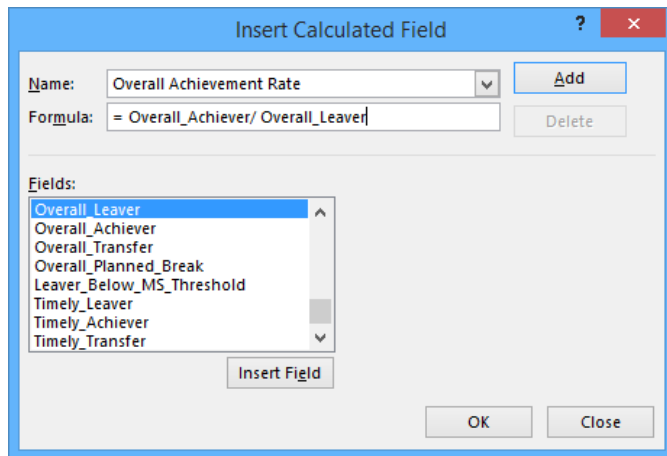


21. Using the 'Insert Calculated Field' dialog box, create calculated fields for both the rates as below:

- 'Overall Achievement Rate' is 'Overall\_Achiever / Overall\_Leaver'
- 'Overall Pass Rate' is 'Overall\_Achiever / Overall\_Completer'
- 'Overall Retention Rate' is 'Overall\_Completer / Overall\_Leaver'

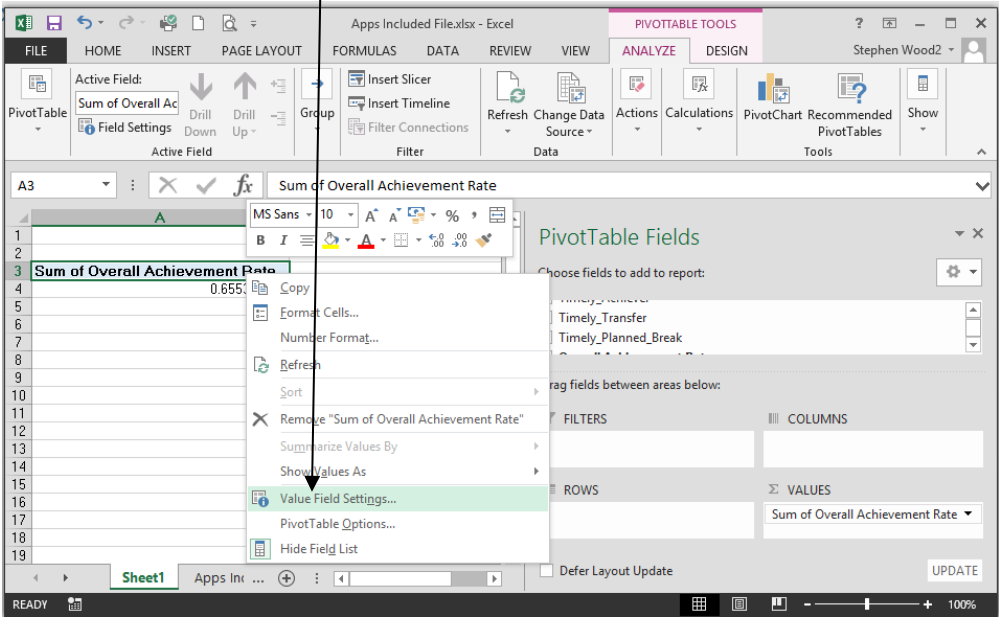
You can only create the 'Overall Pass Rate' and 'Overall Retention Rate' calculated fields for education and training.

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

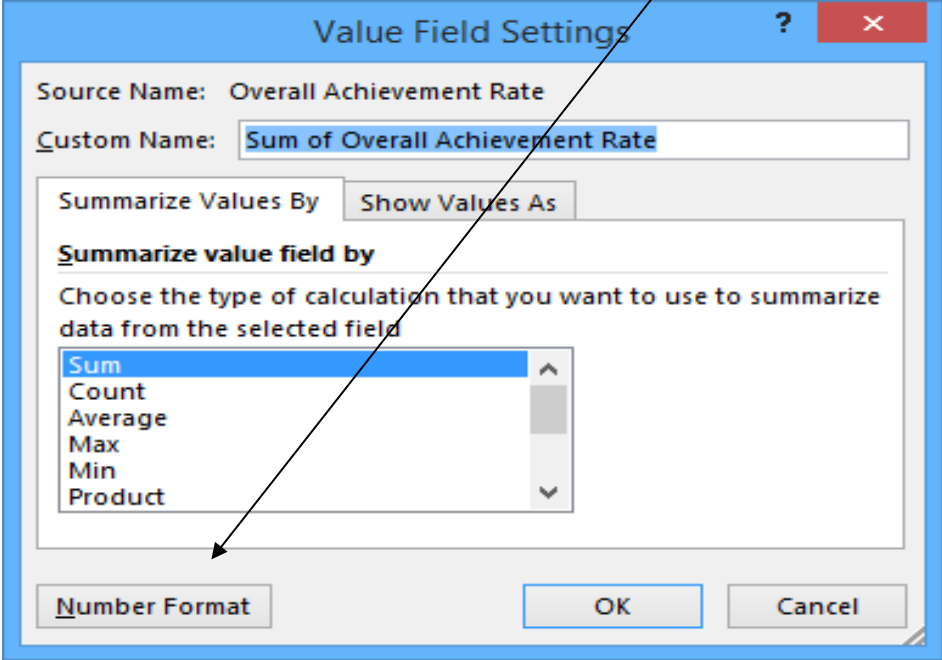


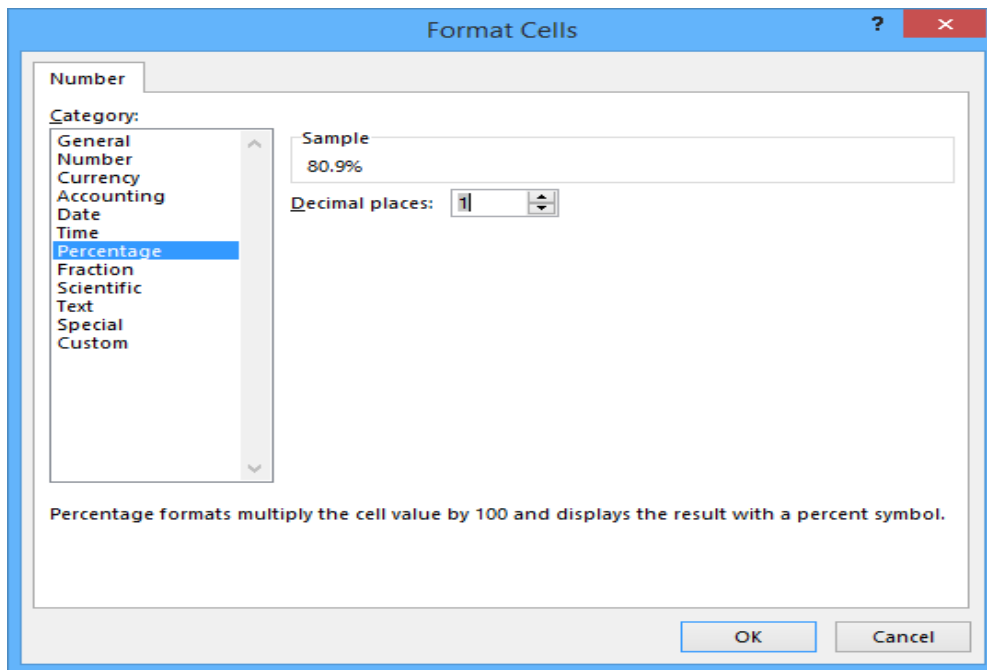
22. The calculated fields will appear at the end of the list of pivot table fields.

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



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





## Showing the overall rate in the pivot table

25. You must use the hybrid end year when showing the overall achievement rate, overall pass rate and overall retention rate. Continuing aims have a hybrid end date of 2021.5. Continuing aims are in the data extract as they are included in the timely achievement rate calculations where appropriate.
26. You must add the QAR\_Status\_Overall field to the pivot filter area and set this to 'QAR Inclusions' as shown below.
27. There are 2 ways of showing the 3-year rate trend, as rows or as columns. The format chosen depends on the other dimensions you display.

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

Values	2013	2014	2015	Grand Total
Sum of Overall_Leaver	19	13	41	73
Sum of Overall Achievement Rate	84.2%	92.3%	70.7%	78.1%

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

Values	2013	2014	2015	Grand Total
Sum of Overall_Leaver	19	13	41	
Sum of Overall Achievement Rate	84.2%	92.3%	70.7%	

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

Row Labels	Sum of Overall_Leaver	Sum of Overall Achievement Rate
2013	19	84.2%
2014	13	92.3%
2015	41	70.7%

## Examples of ways to configure the pivot table

31. The following screenshot shows how to configure the pivot table to show overall leavers and overall achievement rates for various fields, we have used apprenticeship frameworks as an example but the same principle applies for education and training fields.

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

Row Labels	2013	2014	2015
Advanced Level Apprenticeship	2		
IT and Telecoms Professionals	100.0%	#DIV/0!	#DIV/0!
IT, Software, Web and Telecoms Professionals	14	5	9
IT Application Specialist	100.0%	100.0%	100.0%
Health and Social Care	100.0%	#DIV/0!	100.0%
Management	#DIV/0!	#DIV/0!	0.0%
Business and Administration	#DIV/0!	#DIV/0!	100.0%
Advanced Level Apprenticeship	19	7	19
Advanced Level Apprenticeship	84.2%	100.0%	84.2%

33. When showing framework code and name, subtotals will be output for the framework code. You can remove these by right clicking on the framework code field and clicking on the 'Subtotal Framework Code' entry. This will remove the subtotals for framework code. The same principles apply for standards; for these, use the standard code and name fields.

The screenshot shows an Excel PivotTable with the following data:

Row Labels	2013	2014	2015
360 Sum of Overall Leaver	2		
360 Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!
418 Sum of Overall Leaver	2		
418 Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!
419 Sum of Overall Leaver	14	5	9
419 Sum of Overall Achievement Rate	78.6%	100.0%	88.9%
419 Sum of Overall Leaver	14	5	9
419 Sum of Overall Achievement Rate	78.6%	100.0%	88.9%
449 Sum of Overall Leaver	1	2	4
449 Sum of Overall Achievement Rate	100.0%	100.0%	100.0%
419 Sum of Overall Leaver	1	2	4
419 Sum of Overall Achievement Rate	100.0%	100.0%	100.0%
444 Sum of Overall Leaver	2		1
444 Sum of Overall Achievement Rate	100.0%	#DIV/0!	100.0%
444 Sum of Overall Leaver	2		1
444 Sum of Overall Achievement Rate	100.0%	#DIV/0!	100.0%
487 Sum of Overall Leaver			2
487 Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%
490 Sum of Overall Leaver			3
490 Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	100.0%
Advanced Level Apprenticeship Sum of Overall Leaver	19	7	19
Advanced Level Apprenticeship Sum of Overall Achievement Rate	84.2%	100.0%	84.2%

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

The screenshot shows the resulting PivotTable after removing subtotals for the Framework Code field. The data is now displayed as a flat list of rows without the summary rows. The PivotTable Fields task pane remains on the right.

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



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