



Education & Skills  
Funding Agency

# Guidance for using the Power BI qualification achievement rate reports

Version 5

June 2019

Of interest to colleges and training providers

This guidance has been withdrawn. You can find guidance on using the reports on the [View Your Education Data](#) service.

# Contents

Purpose of this document	3
Understanding the terminology	3
Structure of QAR dashboard	4
Qualification achievement rates – E&T summary page	4
Qualification achievement rates – apprenticeships summary page	4
Navigation between pages in the report	6
Drillthrough	7
Filters	8
Drill down	11
Displaying data labels	12
Showing data	12
Exporting data	13
Further information	14

## Purpose of this document

1. This document provides information about the Power BI application for Qualification Achievement Rates (QARs). This is an upgrade to the reports previously developed in Microsoft Excel, Birst (My BI) and Microsoft Power BI.
2. This report replaces the QAR dashboard published on 24<sup>th</sup> April 2019. The previous Power BI report replaced the temporary Excel version following the decommissioning of Birst to make way for a new reporting platform in 2019.
3. For details about how we calculate QARs, refer to the [QAR webpage](#).

## Understanding the terminology

4. The terms 'we' and 'ESFA' refer to the 'Education and Skills Funding Agency' and associated staff.
5. When we refer to 'you' or 'providers', this includes colleges, training organisations, local authorities and employers that receive funding from us, or Advanced Learner Loans (loans) payments from the Student Loans Company (SLC) on behalf of learners, to deliver education and training.
6. For the purpose of this document, "Visuals" are used to describe any type of chart or graph contained within the QAR dashboard.

## Structure of QAR dashboard

Tab Name	Tab Description
Home page	Contains filter to select Provider Name and/or UKPRN with further information about the dashboard, version history and contact details for queries.
E&T Summary	Summary statistics for QARs based on Education and Training (E &T).
GCSE	GCSE cohorts for English and Mathematics.
Qualification	QAR by qualification type.
SSA – E&T	QARs split by Subject Sector Area (SSA). Tier 1 across the top, Tier 2 across the bottom.
SSA - Apprenticeships	QARs split by Subject Sector Area (SSA). Tier 1 across the top, Tier 2 across the bottom.

### Qualification achievement rates – E&T summary page

7. The E&T summary page shows the following unless noted otherwise:
- Overall trends and figures, as opposed to Timely, which can be accessed using the 'Overall/Timely' filter on the right-hand side of the page.
  - QAR for each of the three previous academic years.
  - Provider leavers and QARs for E&T divided by age bands (16-18 & 19+).
  - Provider leavers and QARs for E&T divided by level.
  - The overall three-year trend for E&T divided by age bands (16-18 & 19+).
  - The overall three-year trend for E&T, displaying the current academic year QAR.
  - Minimum standards information for 19+ education & training, including those excluded and cohort below minimum standard.

### Qualification achievement rates – apprenticeships summary page

8. The Apprenticeships summary page shows the following unless noted otherwise:

- Overall trends and figures, as opposed to Timely, which can be accessed using the 'Overall/Timely' filter on the right-hand side of the page.
- QAR for each of the three previous academic years.
- Provider leavers and QARs for E&T divided by age bands (16-18, 19-23, 24+).
- Provider leavers and QARs for E&T divided by level.
- The overall three-year trend for E&T, divided by age bands (16-18, 19-23, 24+).
- The overall three-year trend for E&T, displaying the current academic year QAR.
- Minimum standards information for Apprenticeships, including those excluded and cohort below minimum standard.

# Navigation between pages in the report

9. The home page displays filters to select which form the basis of the report. Providers will see their Name, UKPRN and Type. Ofsted can select multiple options from the filters to analyse various providers.

10. Use the tabs at the bottom to navigate between the home page to the summary pages, as well as the other pages in the report.

Academic Year	QAR	Age Band	Provider Leavers	Provider QAR
2016/17	83.7%	16-18	256,720	63.5%
2017/18	84.8%	19+	1,457,687	78.1%
2018/19	75.9%	<b>Total</b>	<b>1,714,407</b>	

Education & Training Level	Provider Leavers	Provider QAR
Entry and Level 1	1,039,883	77.0%
Level 2	595,225	76.8%
Level 3	72,897	53.6%
Level 4 or Higher	5,563	53.5%
<b>Total</b>	<b>1,714,407</b>	

# Drillthrough

11. You can also switch to different breakdowns of the data (E&T and Apprenticeships) by right clicking on the central table, selecting “Drillthrough” and selecting the relevant option as demonstrated below.

**Qualification Achievement Rates - E&T Summary**

Provider Name: [Redacted] UKPRN: [Redacted]

This report page details a host of summary statistics for Qualification Achievement Rates. Hover mouse over the visual to determine volume levels.

Academic Year	QAR	Age Band	Provider Leavers	Provider QAR	Education & Training Level	Provider Leavers	Provider QAR
2016/17	83.7%	16-18	256,720	63.5%	Level 2	595,225	76.8%
2017/18	84.8%	19+	1,457,687	76.1%	Level 3	839	73.5%
2018/19	75.9%	Total	1,714		Level 4 or above	72,897	53.6%
					Total	1,714,407	53.5%

Age Band: 16-18, 19+

Provider QAR Trend: 75.9%

The options differ slightly between E&T and Apprenticeships, the latter of which is shown below.

**Qualification Achievement Rates - Apprenticeships Summary**

Provider Name: [Redacted] UKPRN: [Redacted]

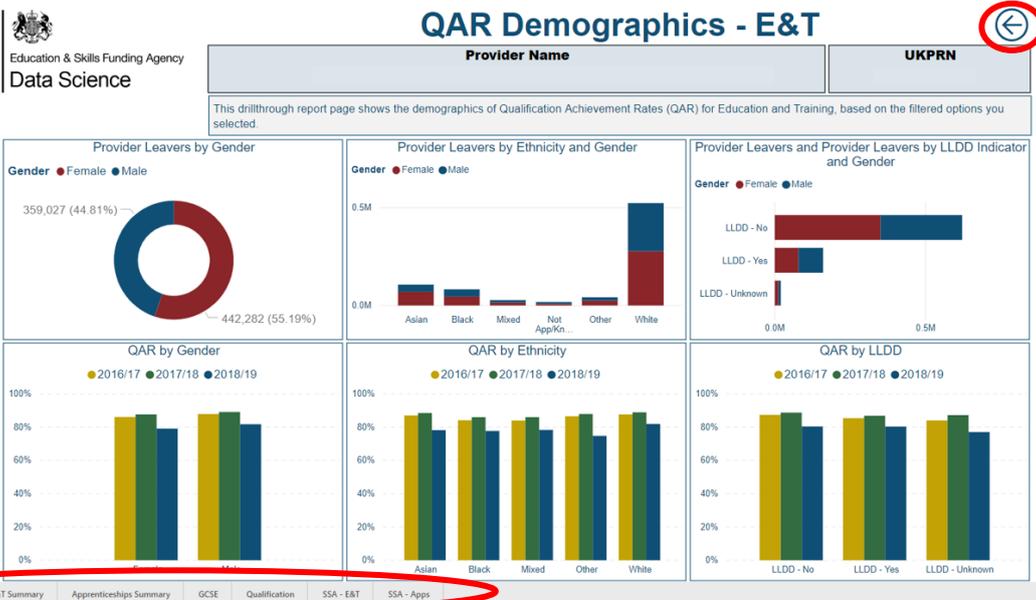
This report page details a host of summary statistics for Qualification Achievement Rates. Hover mouse over the visual to determine volume levels.

Academic Year	QAR	Age Band	Provider Leavers	Provider QAR	Apprenticeship Level	Provider Leavers	Provider QAR
2016/17	68.2%	16-18	69,311	64.5%	4	7,566	55.4%
2017/18	66.8%	19-23	63,523	63.6%	5	10,116	55.5%
2018/19	60.4%	24+	103,547	60.4%	6	225	44.0%
		Total	235,381		7	16	0.0%
					Total	235,351	

Age Band: 16-18, 19-23, 24+

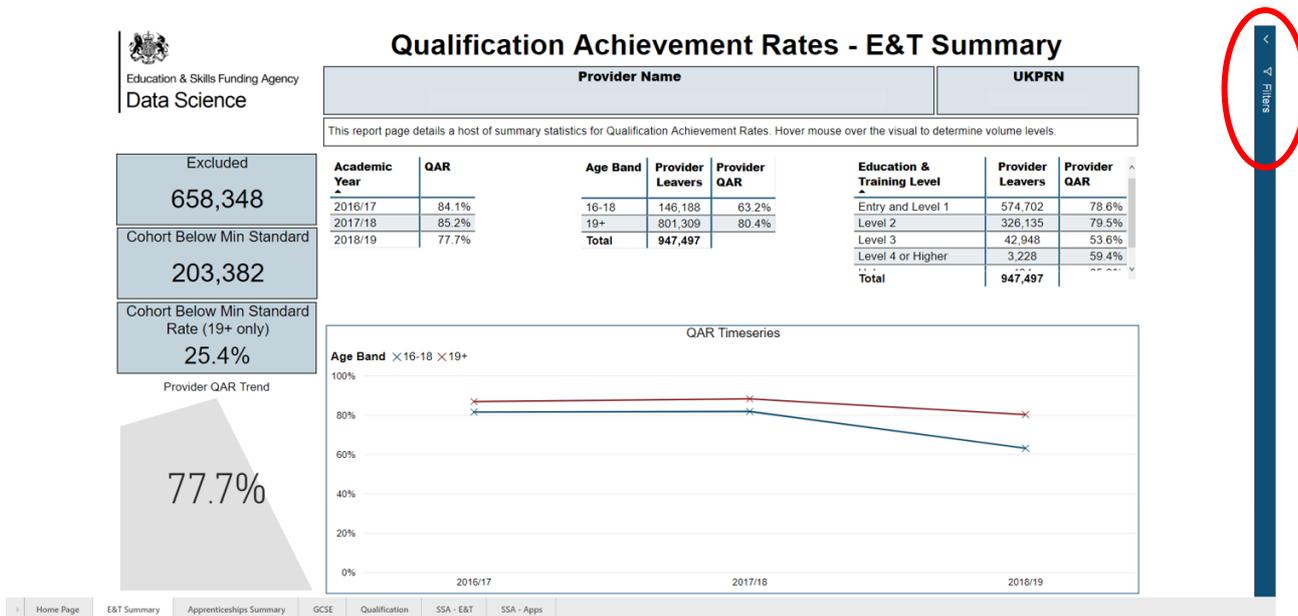
Provider QAR Trend: 60.4%

12. To return to the summary page – use the arrow provided, alternatively, navigate using the tabs at the bottom of the page. Below shows the demographics page – applicable to both E&T and Apprenticeships.



## Filters

13. You can analyse the data using the filters that are located on the right-hand side of the dashboard as highlighted below.



14. Filters are a way of selecting what data you want displayed on a page. When a filter is selected, it will change colour, as shown below, the data displayed refers to Overall data (this is by default but can be altered to show timely) and includes all levels, ages, genders and ethnicities.

## Qualification Achievement Rates - E&T Summary

Provider Name:

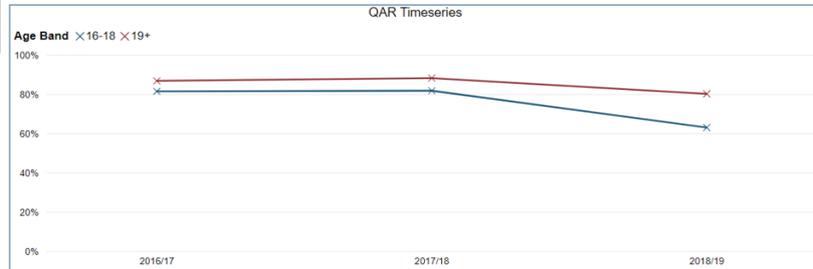
This report page details a host of summary statistics for Qualification Achievement Rates. Hover mouse over the visual to determine volume levels.

Excluded  
**658,348**

Cohort Below Min Standard  
**203,382**

Cohort Below Min Standard Rate (19+ only)  
**25.4%**

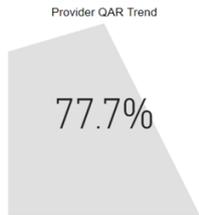
Academic Year	QAR	Age Band	Provider Leavers	Provider QAR	Education & Training Level	Provider Leavers	Provider QAR
2016/17	84.1%	16-18	146,188	63.2%	Entry and Level 1	574,702	78.6%
2017/18	85.2%	19+	801,309	80.4%	Level 2	326,135	79.5%
2018/19	77.7%				Level 3	42,948	53.6%
					Level 4 or Higher	3,228	59.4%
		<b>Total</b>	<b>947,497</b>		<b>Total</b>	<b>947,497</b>	



**Filters**

Filters on this page

- Overall / Timely is Overall
- Level is (All)
- Gender is (All)
- Ethnicity is (All)
- Age Band is (All)

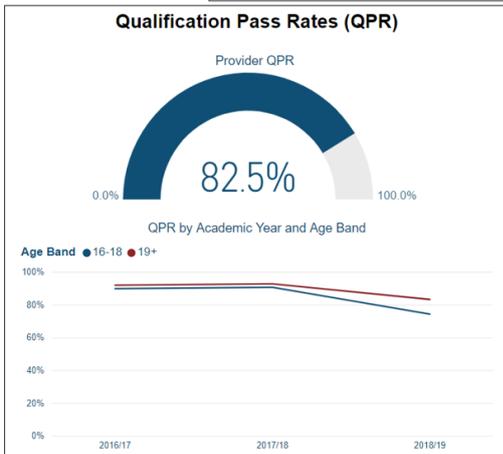


15. You can also select multiple values within a filter, as shown below in the Qualification Pass and Retention Rates – E&T (accessed via Drillthrough). This is shown below using the Ethnicity filter.

## Qualification Pass & Retention Rates - E&T

Provider Name:

This drillthrough report page shows the Qualification Pass Rates (QPR) and Qualification Retention Rates (QRR), based on the filtered options you selected.



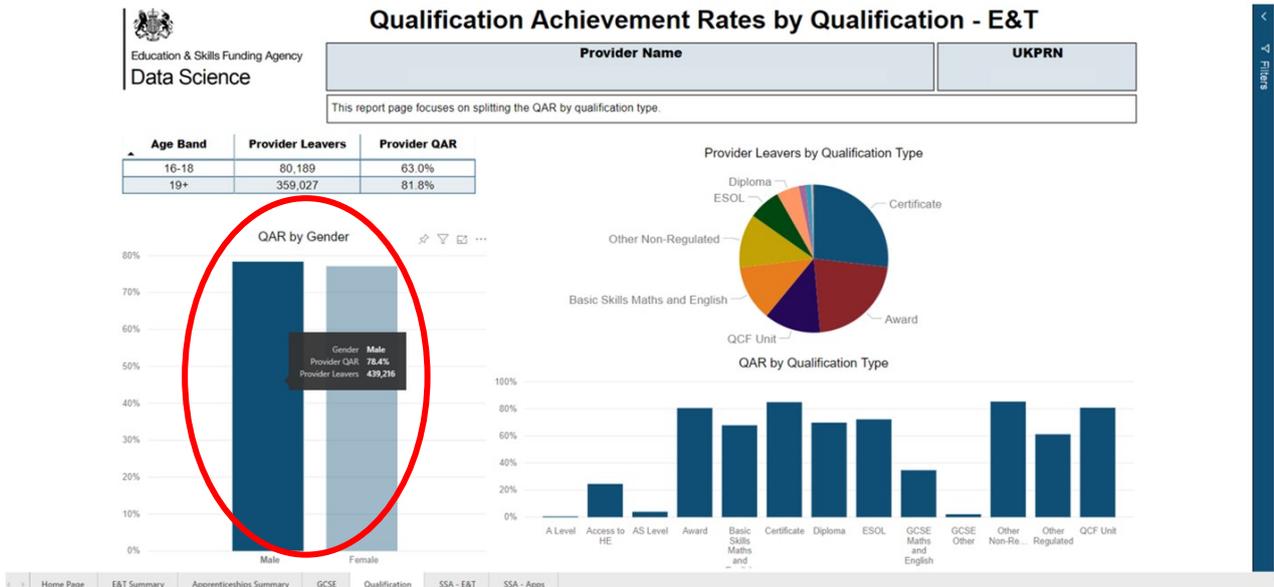
**Filters**

Filters on this page

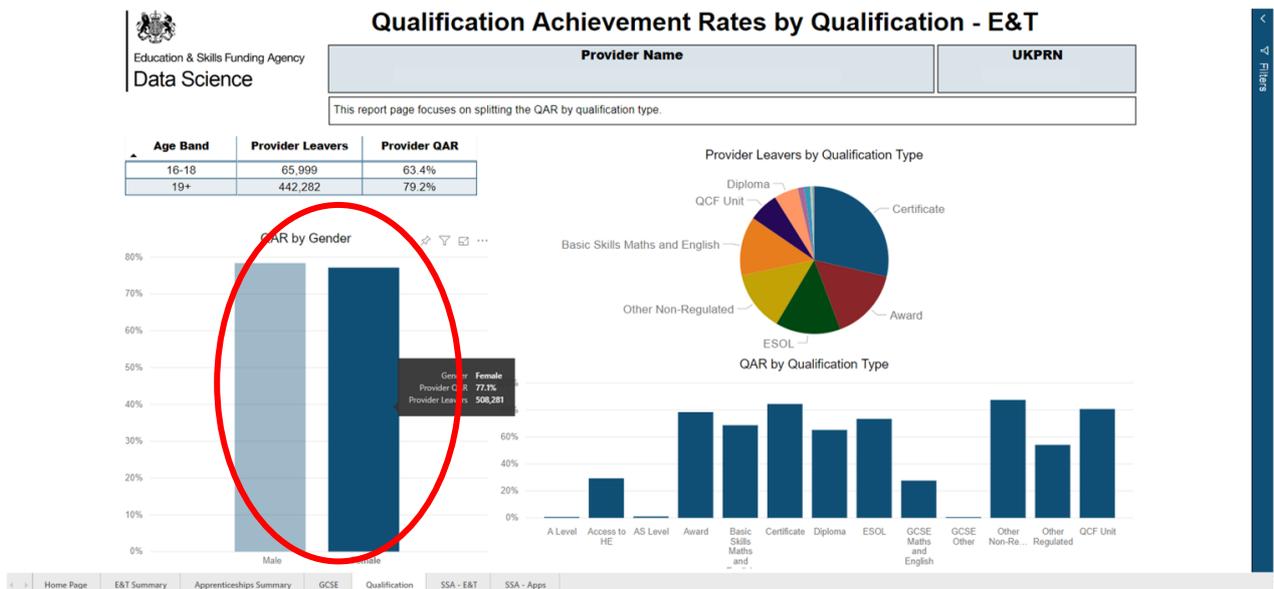
- Scenario is Overall
- Level is (All)
- Gender is (All)
- Ethnicity is Asian, Black or Mixed
  - Select all
  - Asian 6
  - Black 6
  - Mixed 6
  - Not App/Known 6
  - Other 6
  - White 6
- Age Band is (All)
- AgeBand ET is (All)
- Education & Training Level is (All)
- Overall / Timely is Overall
- Strand is Education & Training
- Strand is Education & Training

16. As well as filtering using the options on the right-hand side of the dashboard, you can filter data by clicking on different visuals. Below displays the qualification page, where clicking on a visual will update the others accordingly. In this case shows filtering by gender by clicking on the relevant column in the chart.

a) Male



b) Female



# Drill down

17. On some visuals, including Number below minimum standards for E&T, there is an option to “Drill Down”, which allows you to analyse specific data. It includes levels of data which can be accessed differently using three buttons

- a) Click to turn on Drill down – this feature allows you to click on a specific column within the chart to see a further breakdown of that category (e.g. A level).
- b) Go to the next level in the hierarchy- this looks at all categories within the next level.
- c) Expand all down one level in the hierarchy – this looks at all the contents of categories within one chart (most detailed).



## Minimum Standards - E&T



Education & Skills Funding Agency  
**Data Science**

**Provider Name** **UKPRN**

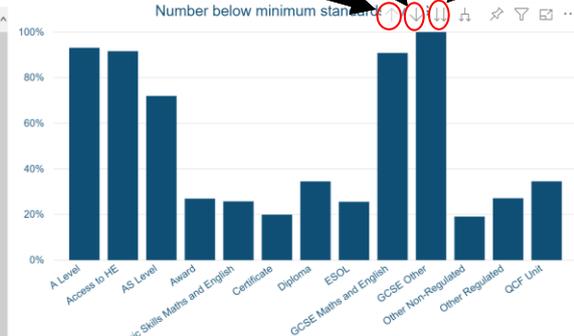
Click to turn on Drill Down
Go to the next level in the hierarchy
Expand all down one level in the hierarchy

UKPRN

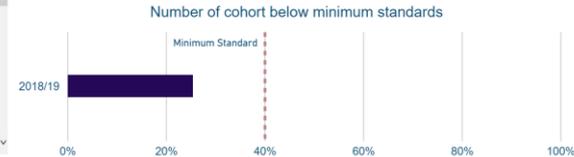
This drillthrough page report shows the cohort beneath the minimum standard for education & training.

Qualification Type	Education & Training Level	QAR	Provider Leavers	QAR Leavers
Certificate	Level 2	53.3%	158,841	31,288
QCF Unit	Entry and Level 1	49.5%	63,387	25,988
Award	Entry and Level 1	41.8%	89,948	24,271
ESOL	Entry and Level 1	25.2%	94,677	24,034
Basic Skills Maths and English	Entry and Level 1	28.2%	77,322	19,003
Certificate	Entry and Level 1	53.1%	87,384	16,757
Other Non-Regulated	Entry and Level 1	44.1%	69,950	12,788
Award	Level 2	50.4%	38,611	10,407
Diploma	Level 3	38.7%	20,948	9,430
Basic Skills Maths and English	Level 2	42.5%	19,558	5,979
QCF Unit	Level 2	55.8%	23,693	4,093
GCSE Maths and English	Level 2	11.0%	4,169	3,787
Other Non-Regulated	Level 2	51.2%	13,090	3,024
Diploma	Level 2	25.5%	12,492	2,661
Other Regulated	Entry and Level 1	27.1%	8,238	2,177
Access to HE	Level 3	23.5%	1,921	1,760
ESOL	Level 2	18.2%	5,266	1,541
Certificate	Level 3	36.6%	2,276	1,399
Diploma	Level 4 or Higher	27.9%	2,277	1,281
Diploma	Entry and Level 1	28.4%	5,326	797
Certificate	Level 4 or Higher	27.3%	629	260
GCSE Other	Level 2	0.0%	223	223
<b>Total</b>			<b>801,309</b>	<b>203,382</b>

Number below minimum standards



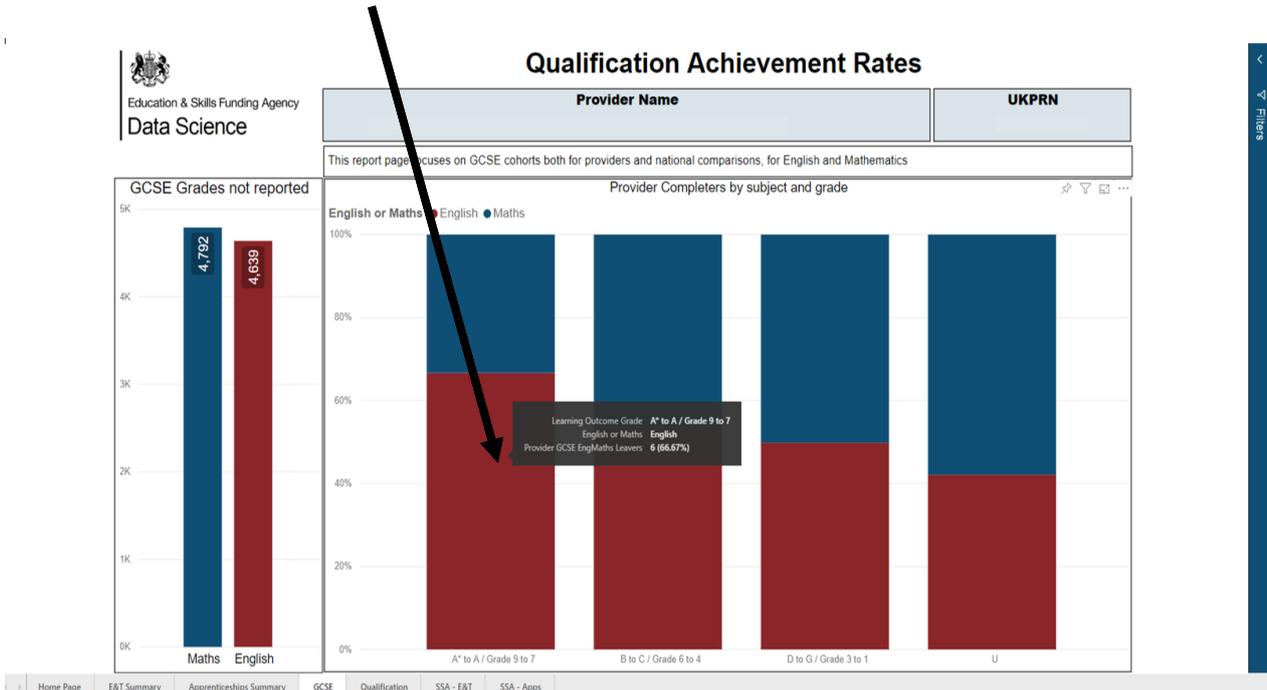
Number of cohort below minimum standards



Home Page | E&T Summary | Apprenticeships Summary | GCSE | Qualification | SSA - E&T | SSA - Apps

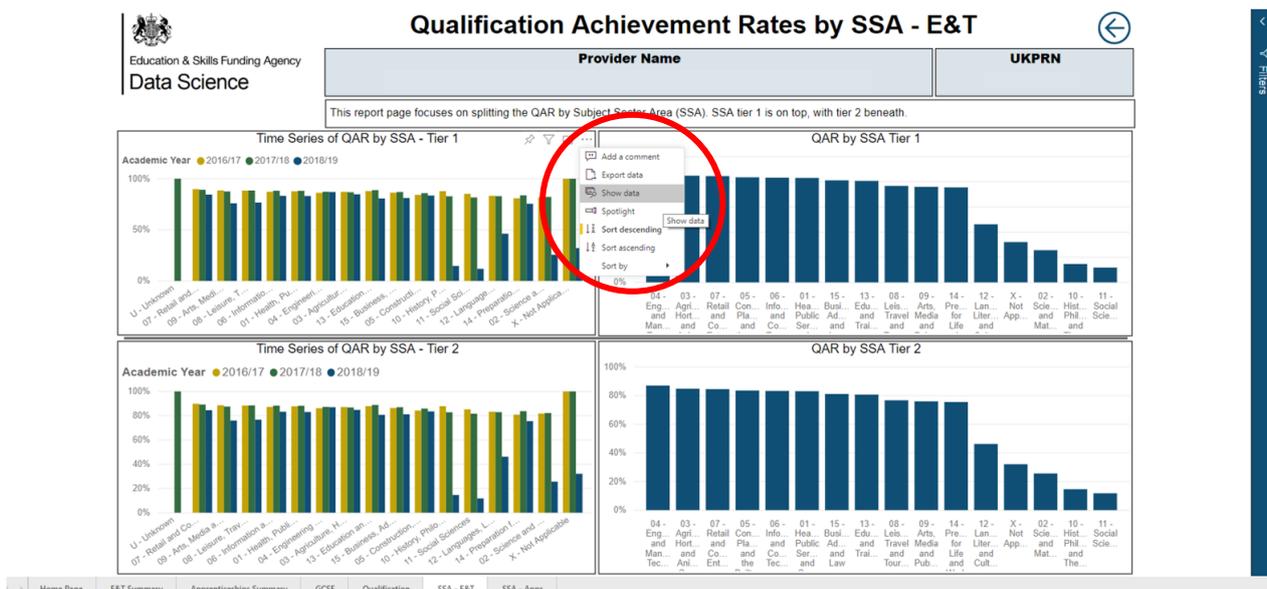
## Displaying data labels

18. To display the data label within a visual, hover over the section of interest and the label will display. When you are not hovering over a visual, the data will not display.



## Showing data

19. Some of the visuals in the dashboard allow the option to “Show data”. To see the raw data, hover over the table or visual and click on the “...”/ “More Options” button and then “Show data”. The first image shows how to select this option and the second displays the output.

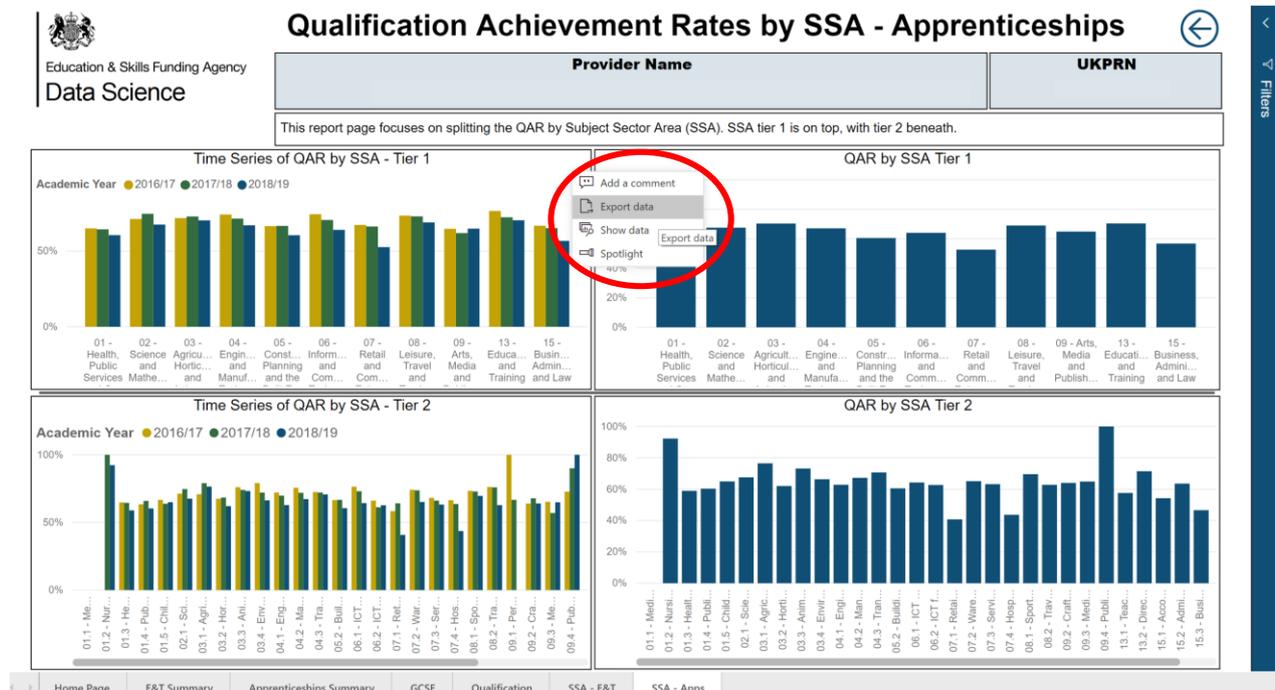




20. Showing data for different tables and visuals will load open a different section within the dashboard. If you would like to go back to the main dashboard, click “Back to Report” in the top left corner (highlighted in the image above).

## Exporting data

21. Using the same method (...), you can also export data into a suitable format if required, as shown below.



## Further information

22. If you need more information you can phone the service desk on 0370 267 0001 or email [SDE.Servicedesk@education.gov.uk](mailto:SDE.Servicedesk@education.gov.uk) and ask us to assign the call to 'ESFA Business Operations QAR'. Please provide a detailed explanation of your query.



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