Skills Funding Agency

Apprenticeships qualification achievement rates 2014/2015

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

Date of issue 29 February 2016

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Section 1 – Introduction

Purpose of this document

1. This document provides information about the 2014/2015 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.

Changes to the way the qualification achievement-rate information is presented

2. In preparation for the introduction of a broader range of success measures in the future the name of qualification success rates has changed to qualification achievement rates. A consequence of this is that success-rate has been renamed achievement-rate.

3. Changes have been made to the way qualification achievement rates are presented. For 2013/2014 the qualification achievement rate information was presented as a set of reports, which were downloaded from Provider Gateway. For 2014/2015 the qualification achievement rate information will be made available on a dashboard, which is accessed via The Hub.

Purpose of qualification achievement rates

4. 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

5. We use the minimum standards to assess whether a training provider is delivering provision that makes efficient and effective use of public funds.

6. 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

7. The qualification achievement rates provider data extracts will be provisionally released on Provider Gateway no later than 26 February 2016. They will be confirmed as final no later than 25 March 2016.

Distribution of qualification achievement rate provider data extracts

8. 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 Provider Gateway. The zipped file contains three files.

    i. A file containing details of all apprenticeship frameworks relating to this provider that were expected to complete, or that actually completed, in 2012/2013, 2013/2014 or 2014/2015, that are included in the qualification achievement rate calculations.

ii. A file containing details for all apprenticeship frameworks relating to this provider that were expected to complete, or that actually completed, in 2012/2013, 2013/2014 or 2014/2015, but that were excluded from the qualification achievement-rate calculations.

iii. This document.

Exclusions from qualification achievement rates

9. 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/sfa-qualification-achievement-rate-2014-to-2015).

Provider mergers and changes to learner reference numbers

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

Further Information

11. 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

12. 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) or the expected learning end year (Expected_End_Year), 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).

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

$$\frac{\text{Number of frameworks that have been achieved}}{\text{Number of frameworks that have ended}} \text{ X } 100$$

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.

$$\frac{\text{Number of frameworks where Overall_Achiever is 1}}{\text{Number of frameworks where Overall_Leaver is 1}} \text{ X } 100$$

14. 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.

15. For a given expected end year the **timely** qualification achievement-rate percentage is calculated as follows.

$$\frac{\text{Number of frameworks that have been achieved by their planned end date or within 90 days after it}}{\text{Number of frameworks expected to be finished}} \text{ X } 100$$

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.

$$\frac{\text{Number of frameworks where Timely_Achiever is 1}}{\text{Number of frameworks where Timely_Leaver is 1}} \text{ X } 100$$

Calculating the percentage of the cohort below the minimum standard threshold

16. Minimum standards use the overall qualification achievement rate and uses data for 2014/2015 only.

17. In the qualification achievement-rates dataset an apprenticeship framework has been classified as below minimum standards if Leaver_Below_MS_Threshold is 1.

18. 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 2014/2015 this threshold is 55% for all apprenticeship levels.

19. 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. An example of this is shown below.

*** ADD EXAMPLE ***

20. 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.

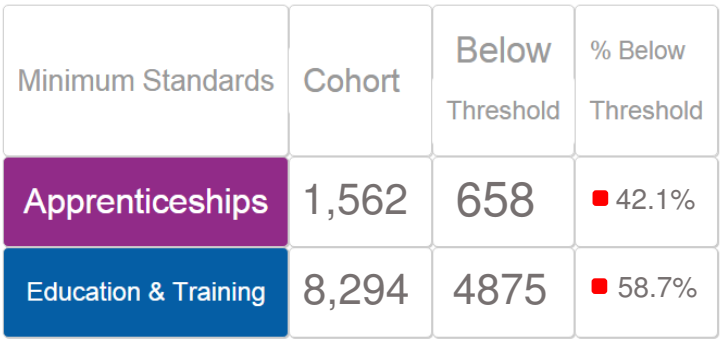
21. The percentage of the cohort below the minimum standard threshold is then calculated as follows.

$$\frac{\text{The total cohort below the minimum standard threshold}}{\text{The total cohort for the provider}} \times 100$$

22. The percentage of the cohort below the minimum standard threshold is then compared to the minimum standards tolerance level, which is 40%.

23. 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).

24. 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%

25. These calculations are illustrated in the two scenarios over the page. 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	56.5%	35	35
Intermediate	236	Health and Social Care	53.2%	25	25
Advanced	104	Children's Care Learning and Development	65.3%	44	44

In this scenario, the 2013/2014 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 55%. 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.

$$\frac{\text{The total cohort below the minimum standard threshold}}{\text{The total cohort for the provider}} \text{ X } 100$$

In this scenario, the percentage is equal to 25 divided by 105, which is 23.8%.

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	56.5%	35	35
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 2013/2014 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 55%. 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.

$$\frac{\text{The total cohort below the minimum standard threshold}}{\text{The total cohort for the provider}} \text{ X } 100$$

In this scenario, the percentage is equal to 69 divided by 105 multiplied by 100, which is 65.7%.

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

26. 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.

27. The file contains the following data fields.

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'.
UPIN	Provider number.	UPIN
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 2014/15.
Data_Source	The source of the record on the qualification achievement-rates dataset, which is the ILR or the LEOP dataset.	Set to 'ILR' or 'LEOP'.
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
Disability	The learner's disability.	L_Disability
Learning_Difficulty	The learner's learning difficulty.	L_LearnDiff
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/organisations/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	D_AchieveRateStatus

Data field in included aims file	Description	Data item on the qualification achievement-rate dataset
	rates. This field holds a code. The description of the code can be found in the 2014/2015 education and training dataset production specification (at https://www.gov.uk/government/publications/sfa-qualification-achievement-rate-2014-to-2015).	
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_LocalAuthority
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_LocalAuthority
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	P_Actendyr

Data field in included aims file	Description	Data item on the qualification achievement-rate dataset
	refers to academic year 2012/13.	
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 or the actual end 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. If Overall_Leaver is 1, the apprenticeship framework counts towards the overall qualification achievement rate.	P_Count_Overall
Overall_Achiever	For the overall qualification achievement-rate measure, this indicates whether the apprenticeship framework has been achieved. If Overall_Leaver is 1, the apprenticeship framework has been achieved.	P_Ach_Overall
Overall_Transfer	For the overall qualification achievement-rate measure, this indicates whether a learner has transferred to another apprenticeship framework. If Overall_Transfer is 1, the learner has transferred to another apprenticeship framework. Apprenticeship frameworks where Overall_Transfer is 1 are excluded from the overall qualification achievement rate calculation.	P_Trans_Overall
Overall_Planned_Break	For the overall qualification achievement-rate measure, this indicates whether the learner is on a planned break. If Overall_Plan_Break is 1, the learner is on a planned break. Apprenticeship frameworks where Overall_Plan_Break is 1 are excluded from the overall qualification achievement rate calculation.	P_Plan_Break_Overall
Leaver_Below_MS_Threshold	This indicates whether the overall qualification achievement rate for an apprenticeship framework is lower than the minimum standards threshold. If Leaver_Below_MS_Threshold is 1, the overall qualification achievement rate for the apprenticeship framework is below the minimum standards threshold.	This is derived, as described in paragraphs 16 to 23.
Timely_Leaver	For the timely qualification achievement-rate measure, this indicates whether the	P_Count_Timely

Data field in included aims file	Description	Data item on the qualification achievement-rate dataset
	apprenticeship framework should be counted towards the timely qualification achievement rate. If Timely_Leaver is 1, the apprenticeship framework will be counted towards the timely qualification achievement rate.	
Timely_Achiever	For the timely qualification achievement-rate measure, this indicates whether the apprenticeship framework has been achieved. If Timely_Leaver is 1, the apprenticeship framework has been achieved.	P_Ach_Timely
Timely_Transfer	For the timely qualification achievement-rate measure, this indicates whether a learner has transferred to another apprenticeship framework. If Timely_Transfer is 1, the learner has transferred to another apprenticeship framework. Apprenticeship frameworks where Timely_Transfer is 1 are excluded from the timely qualification achievement rate calculation.	P_Trans_Timely
Timely_Planned_Break	For the timely qualification achievement-rate measure, this indicates whether the learner is on a planned break. If Timely_Plan_Break is 1, the learner is on a planned break. Apprenticeship frameworks where Timely_Plan_Break is 1 are excluded from the timely qualification achievement rate calculation.	P_Plan_Break_Timely

Apprenticeship frameworks excluded from qualification achievement rates

28. 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.

29. 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'.
UPIN	Provider number.	UPIN
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 2014/15.
Data_Source	The source of the record on the qualification achievement-rates dataset, which is the ILR	Set to 'ILR'.

Data field in excluded aims file	Description	Data item on the qualification achievement-rate dataset
	dataset.	
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
Disability	The learner's disability.	L_Disability
Learning_Difficulty	The learner's learning difficulty.	L_LearnDiff
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/organisations/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 2014/2015 education and training dataset production specification (at https://www.gov.uk/government/publications/sfa-qualification-achievement-rate-2014-to-2015).	D_AchieveRateStatus
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	SectSubAreaTier2 plus

Data field in excluded aims file	Description	Data item on the qualification achievement-rate dataset
	the subject of the apprenticeship framework.	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_LocalAuthority
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_LocalAuthority
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 or the actual end year, whichever is later. The field contains only the first year in an academic year. For instance 2012 refers to academic year 2014/15.	P_Hybridendyr
The following fields identify the reasons why the apprenticeship was not included in the qualification achievement-rate calculations. A apprenticeship can be excluded for several reasons.		
A2A_Excl	Indicates that the programme aim is an Access to Apprenticeship aim but the apprentice is not employed.	A2A_Excl
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

Data field in excluded aims file	Description	Data item on the qualification achievement-rate dataset
Not_Funded_Excl	Identifies whether an Apprenticeship has ever received funding from us.	Not_Funded_Excl

Section 4 – Analysing Achievement Rates using an Excel Pivot Table

Updating the provider data extract files to replace codes with descriptions

30. 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.

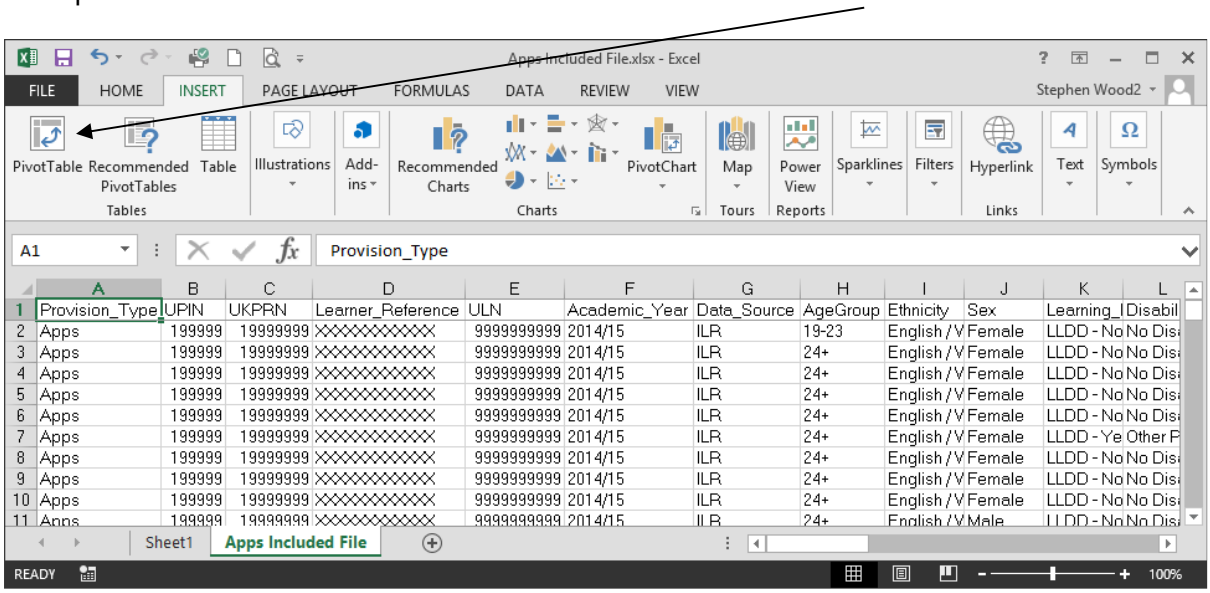
31. The **Expected_End_Year** and **Hybrid_End_Year** only contain the first year of an academic year, for example 2013. The year should be replaced by the full year name, for example, 2013 should be replaced by 2013/14.

Creating an achievement rates pivot table in Microsoft Excel

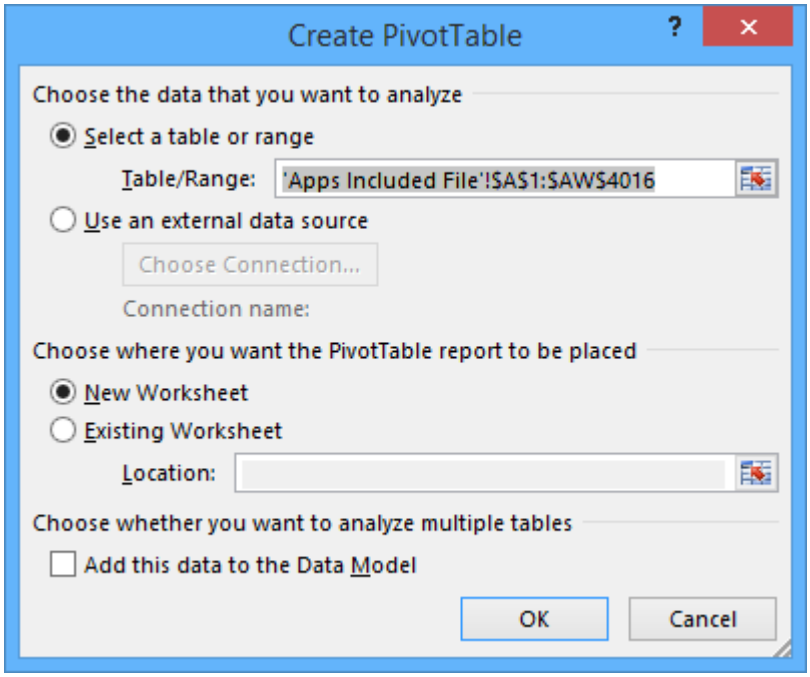
32. In order to view achievement rates using the data on the provider data extract file it is necessary to create a pivot table in Excel. The steps required to do this are shown below.

33. 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.

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



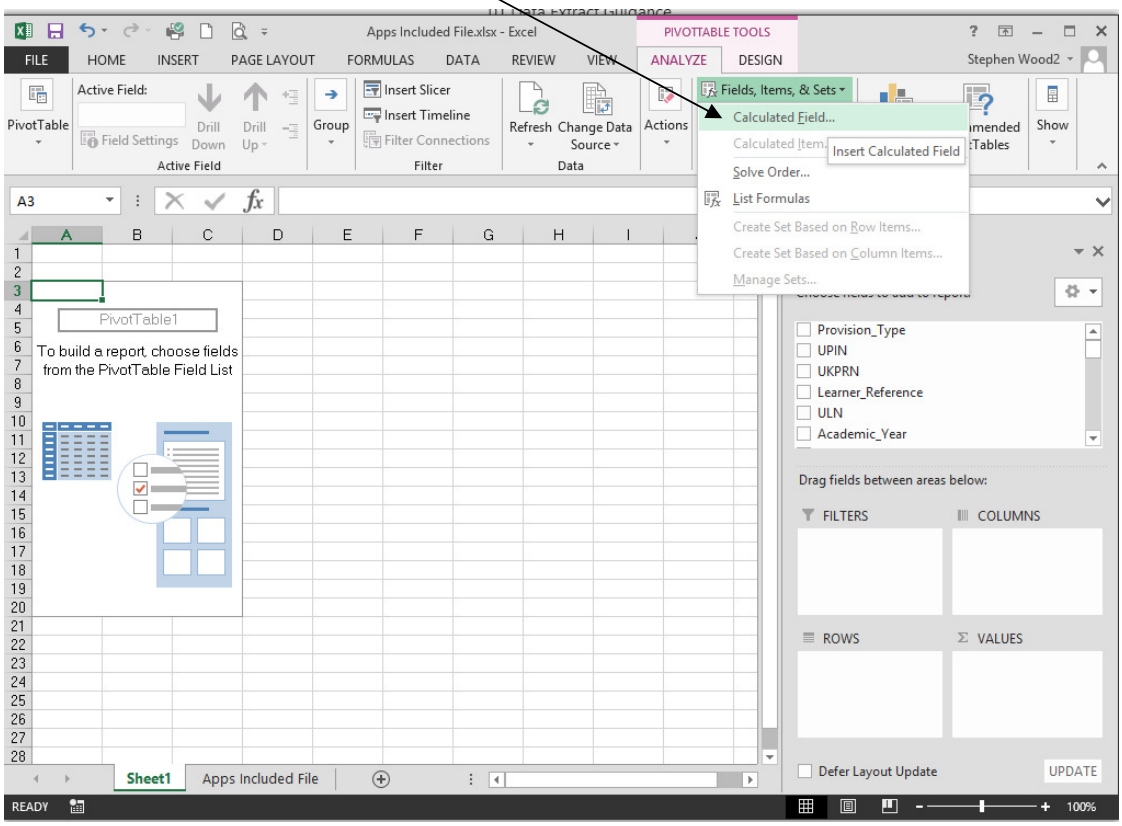
35. The Create Pivot Table dialog box will be shown. Click ‘OK’ to create the pivot table in a separate worksheet.



Creating the achievement rate field

36. The achievement rate has to be added to the pivot table as a calculated field. The steps to do this are shown below.

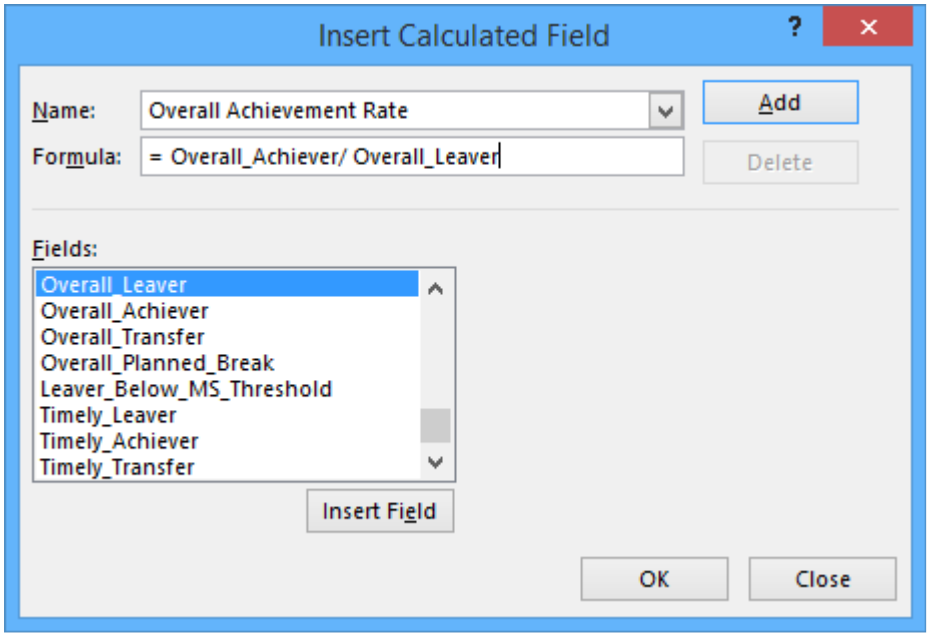
37. On the Pivot Table Tools menu select ‘Fields, Items & Sets’ in the Calculate menu, and then select ‘Calculated Field’.



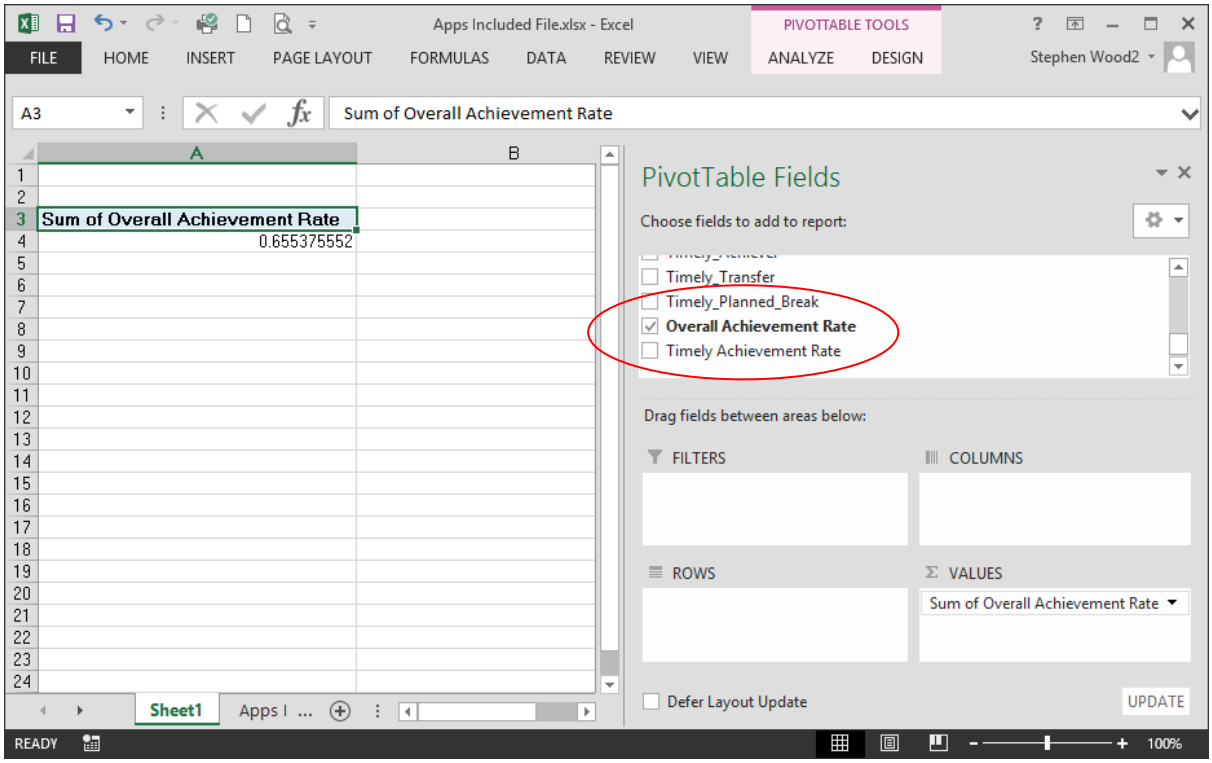
38. Using the 'Insert Calculated Field' dialog box create calculated fields for overall achievement rate and timely achievement rate. The calculations are shown below.

- Overall achievement rate is 'Overall_Achiever / Overall_Leaver'
- Timely achievement rate is 'Timely_Achiever / Timely_Leaver'

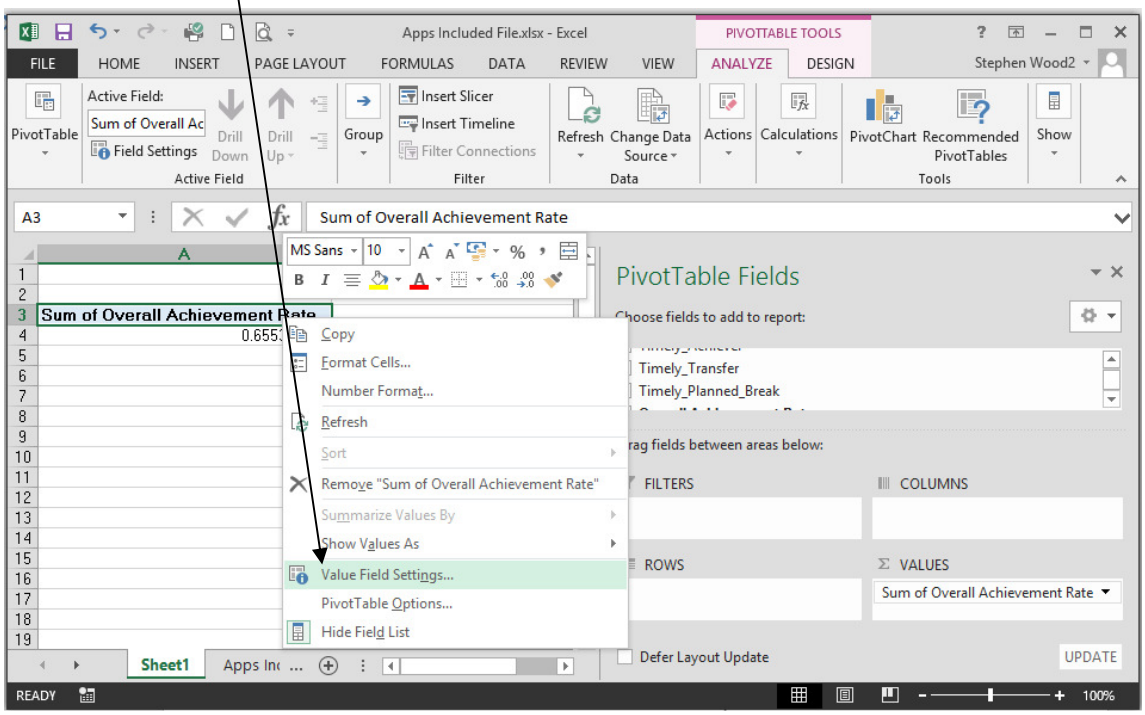
The dialog box shows the creation of the overall achievement rate field.



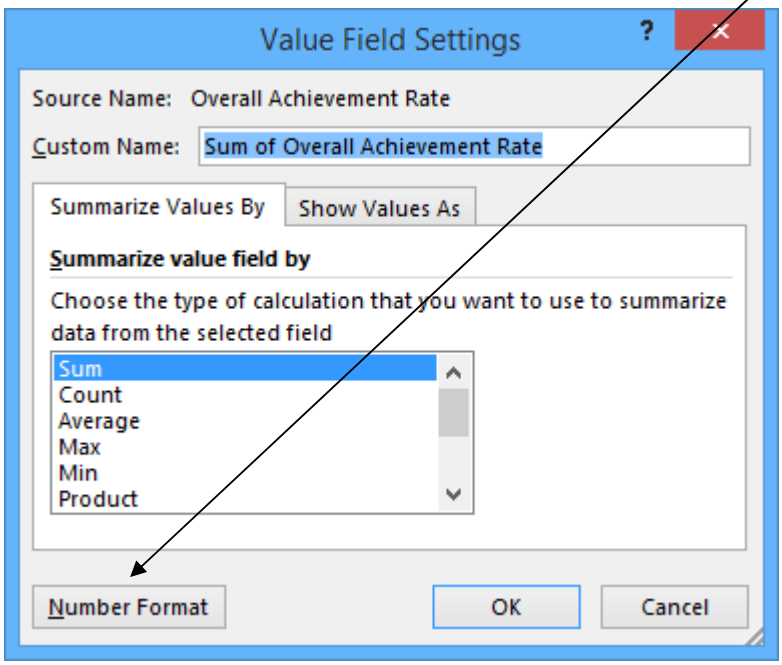
39. The overall achievement rate and timely achievement rate fields will appear at the end of the list of pivot table fields.

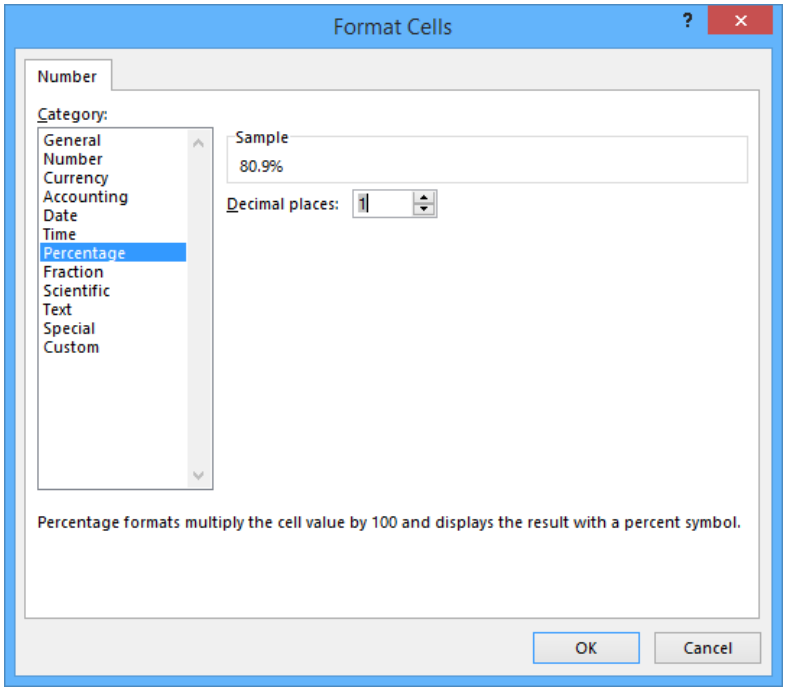


40. The fields are unformatted when output in the pivot table. The fields are formatted using ‘Value Field Settings’, which is selected from the menu displayed by right clicking the rate value.



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



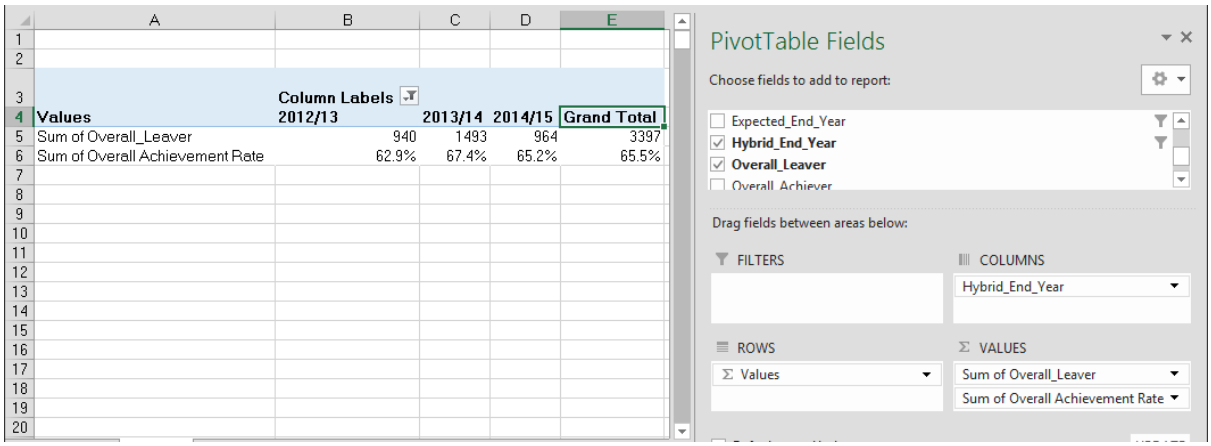


Showing the overall achievement rate in the pivot table

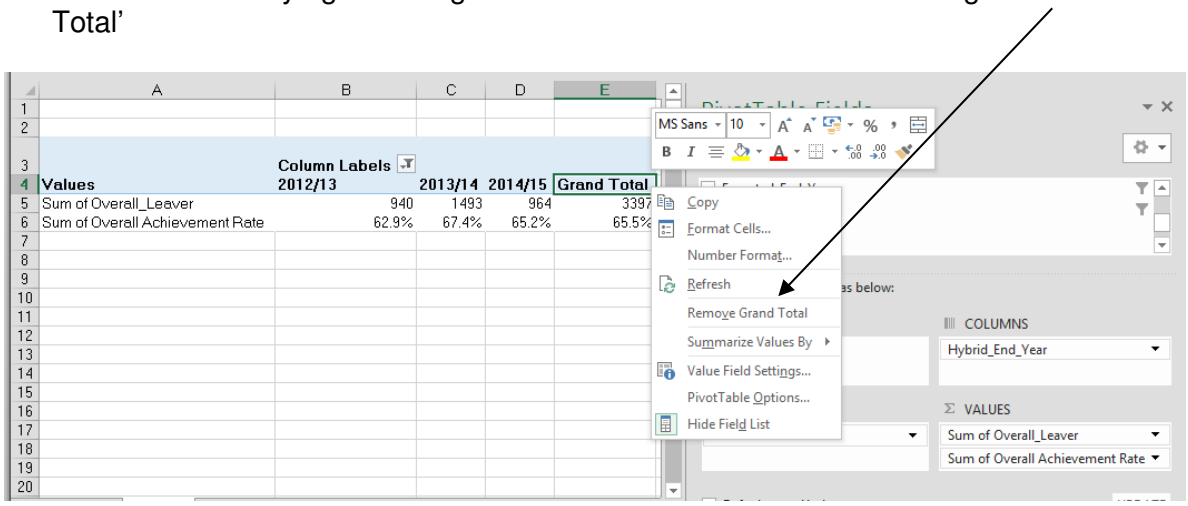
42. The **hybrid end year** must be used when showing the overall achievement rate. Note that that continuing apprenticeship frameworks have a hybrid end date of 2014.5. Continuing apprenticeship frameworks are present in the provider data extract as they are included in the timely achievement rate calculation.

43. 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.

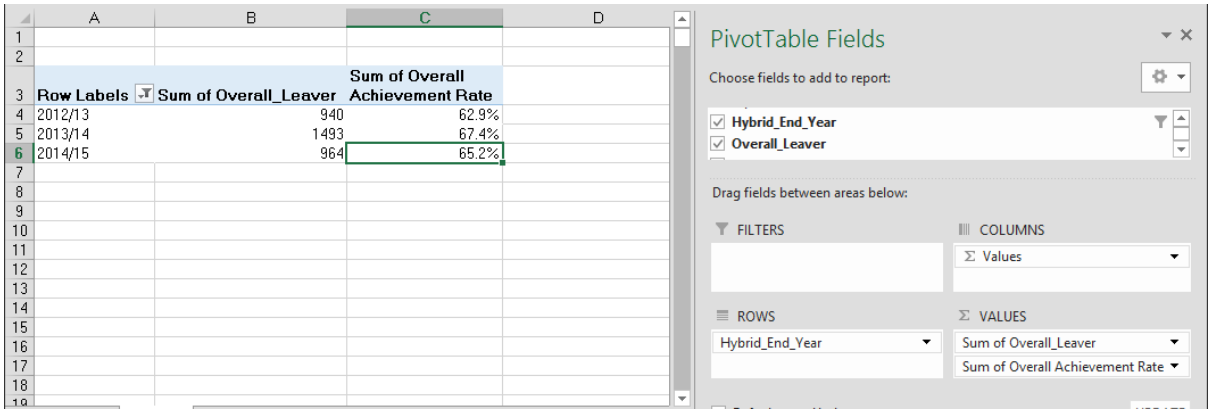
44. To show trend data in columns the pivot table should be set up as shown.



45. 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’



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

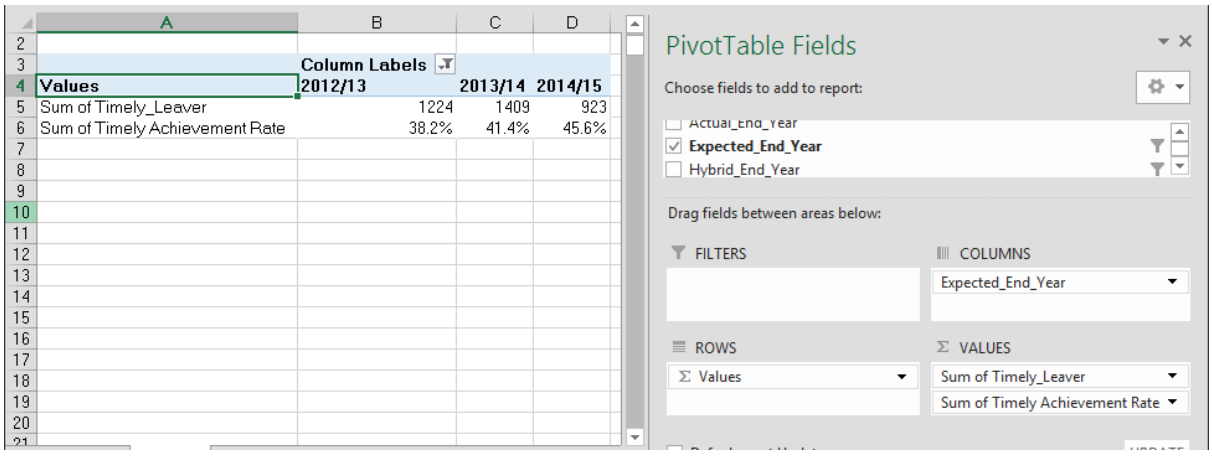


Showing the timely achievement rate in the pivot table

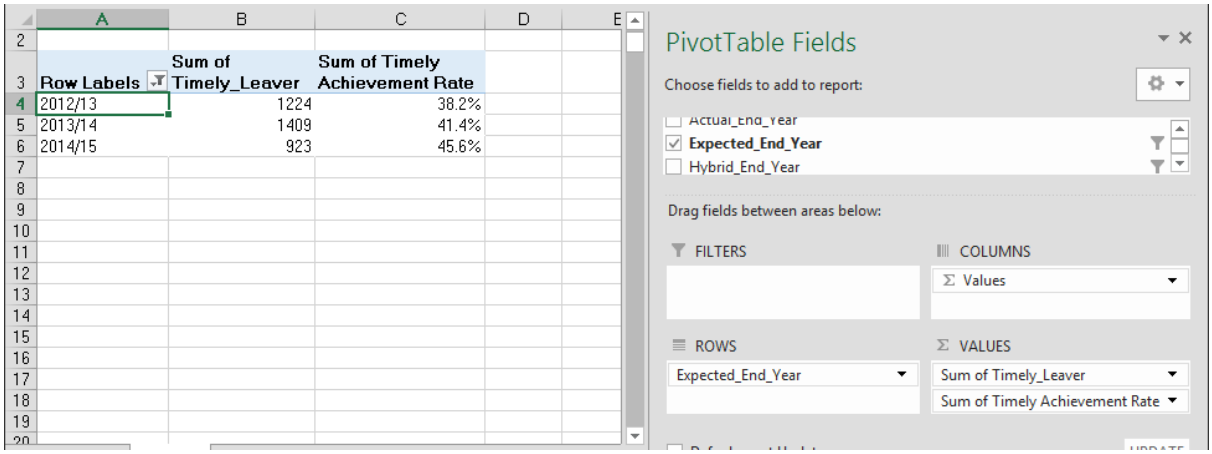
47. The **expected end year** must be used when showing the timely achievement rate.

48. 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.

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



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



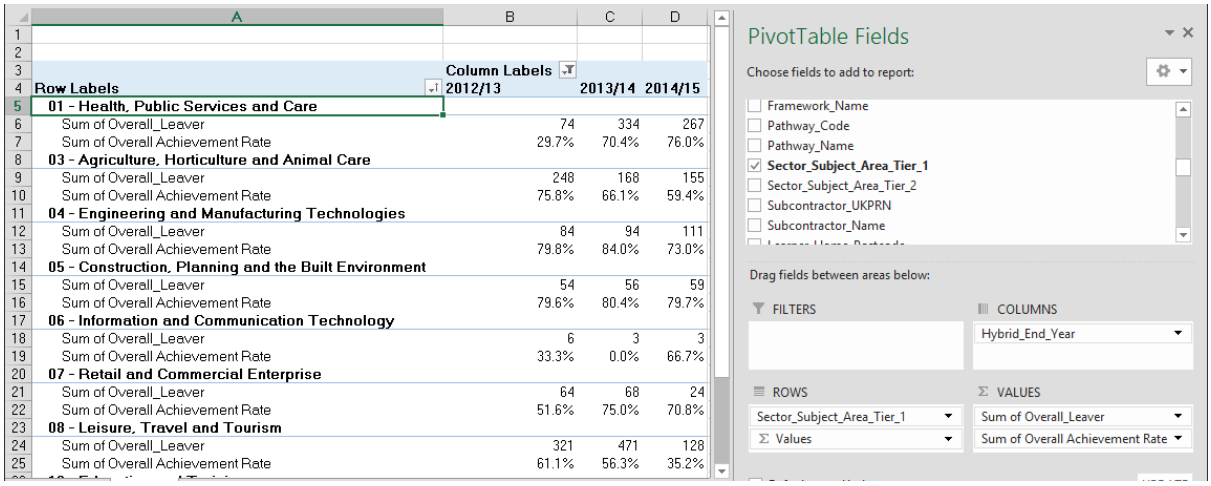
Examples of ways to configure the pivot table

51. 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)
- Learning difficulty
- Disability
- Subcontractor
- Learner home region and learner home local authority district
- Delivery region and delivery local authority district

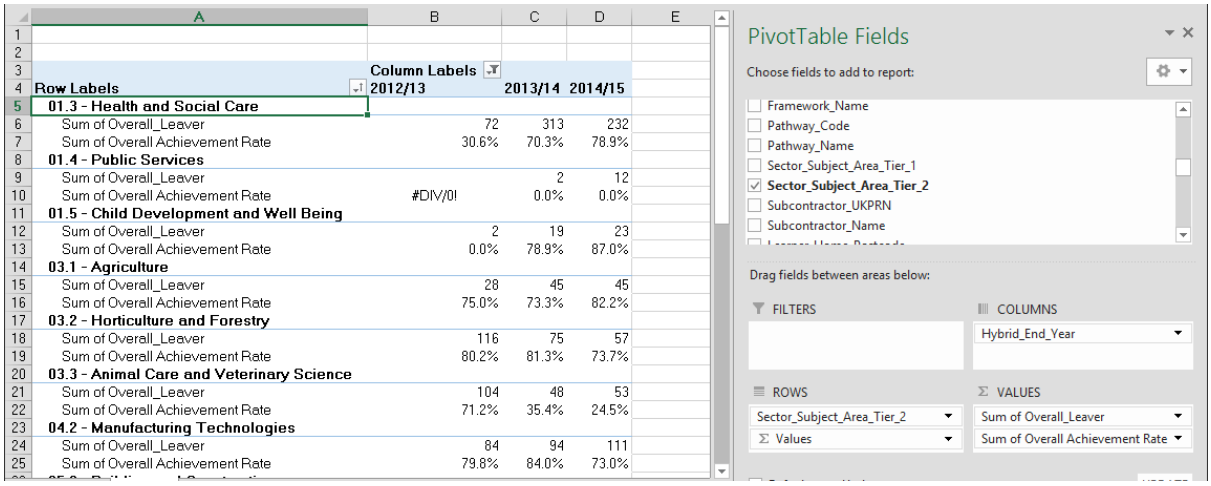
52. In the following screenshots '#DIV/0!' is show in some of the overall achievement rate fields. This is because the number of overall leavers is zero and Excel is trying to divide by zero.

Sector subject area tier 1



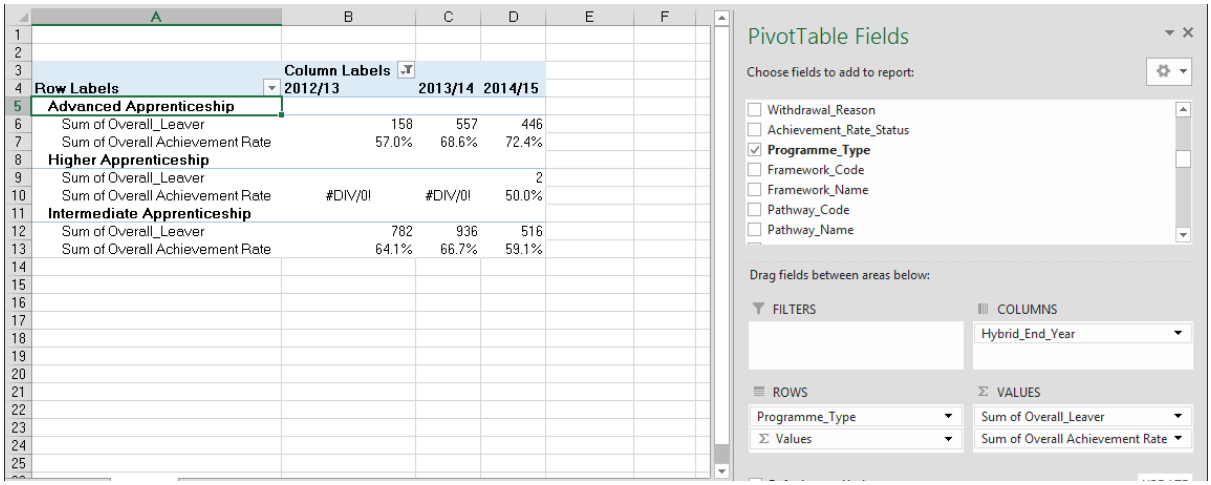
Row Labels	Column Labels 2012/13	2013/14	2014/15
01 - Health, Public Services and Care			
Sum of Overall_Leaver	74	334	267
Sum of Overall Achievement Rate	29.7%	70.4%	76.0%
03 - Agriculture, Horticulture and Animal Care			
Sum of Overall_Leaver	248	168	155
Sum of Overall Achievement Rate	75.8%	66.1%	59.4%
04 - Engineering and Manufacturing Technologies			
Sum of Overall_Leaver	84	94	111
Sum of Overall Achievement Rate	79.8%	84.0%	73.0%
05 - Construction, Planning and the Built Environment			
Sum of Overall_Leaver	54	56	59
Sum of Overall Achievement Rate	79.6%	80.4%	79.7%
06 - Information and Communication Technology			
Sum of Overall_Leaver	6	3	3
Sum of Overall Achievement Rate	33.3%	0.0%	66.7%
07 - Retail and Commercial Enterprise			
Sum of Overall_Leaver	64	68	24
Sum of Overall Achievement Rate	51.6%	75.0%	70.8%
08 - Leisure, Travel and Tourism			
Sum of Overall_Leaver	321	471	128
Sum of Overall Achievement Rate	61.1%	56.3%	35.2%

Sector subject area tier 2



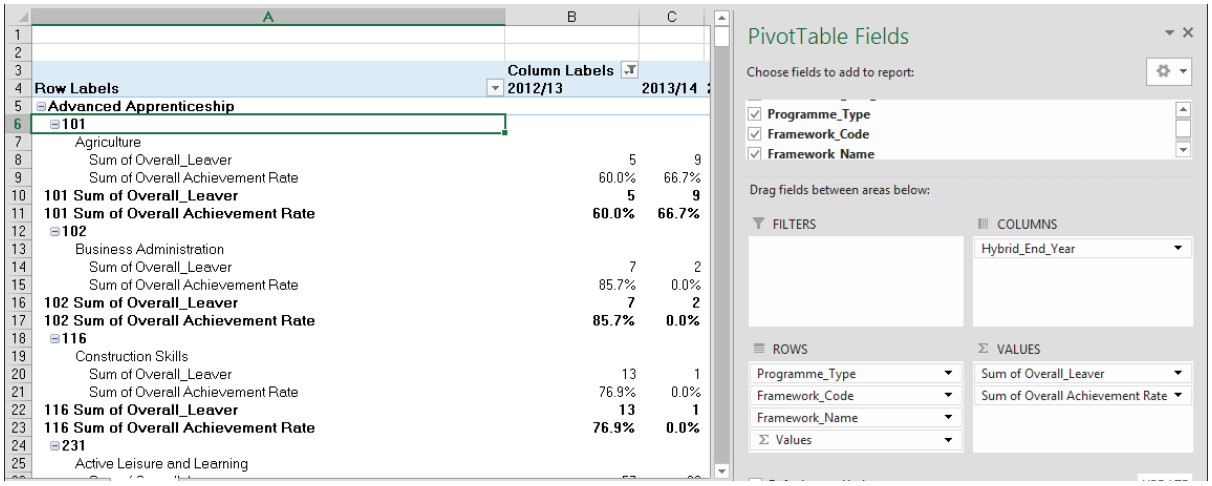
Row Labels	Column Labels 2012/13	2013/14	2014/15
01.3 - Health and Social Care			
Sum of Overall_Leaver	72	313	232
Sum of Overall Achievement Rate	30.6%	70.3%	78.9%
01.4 - Public Services			
Sum of Overall_Leaver		2	12
Sum of Overall Achievement Rate	#DIV/0!	0.0%	0.0%
01.5 - Child Development and Well Being			
Sum of Overall_Leaver	2	19	23
Sum of Overall Achievement Rate	0.0%	78.9%	87.0%
03.1 - Agriculture			
Sum of Overall_Leaver	28	45	45
Sum of Overall Achievement Rate	75.0%	73.3%	82.2%
03.2 - Horticulture and Forestry			
Sum of Overall_Leaver	116	75	57
Sum of Overall Achievement Rate	80.2%	81.3%	73.7%
03.3 - Animal Care and Veterinary Science			
Sum of Overall_Leaver	104	48	53
Sum of Overall Achievement Rate	71.2%	35.4%	24.5%
04.2 - Manufacturing Technologies			
Sum of Overall_Leaver	84	94	111
Sum of Overall Achievement Rate	79.8%	84.0%	73.0%

Framework level

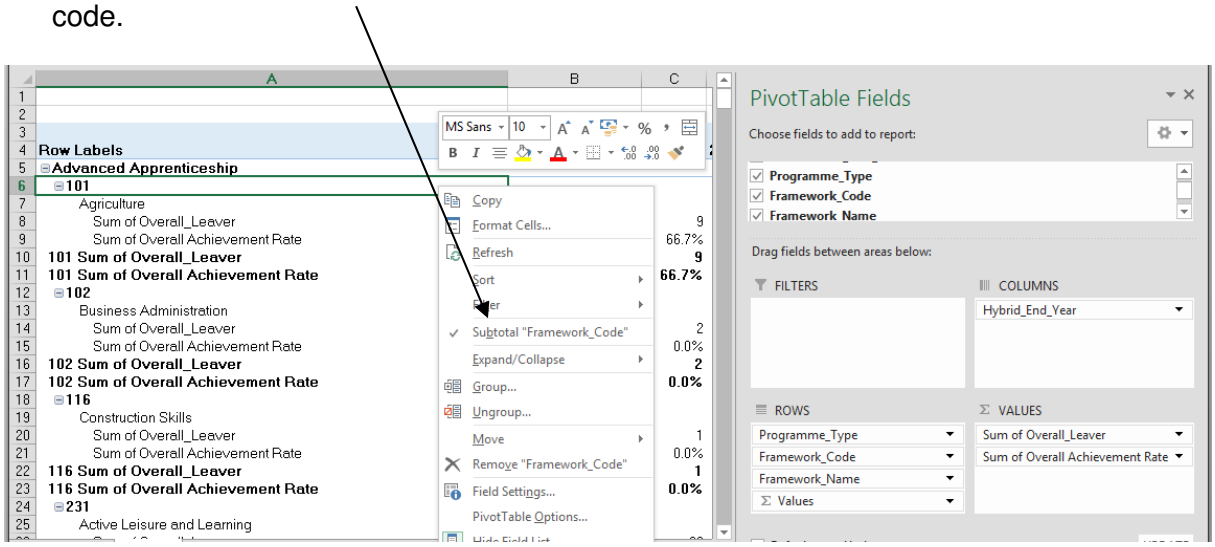


Row Labels	Column Labels 2012/13	2013/14	2014/15
Advanced Apprenticeship			
Sum of Overall_Leaver	158	557	446
Sum of Overall Achievement Rate	57.0%	68.6%	72.4%
Higher Apprenticeship			
Sum of Overall_Leaver			2
Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	50.0%
Intermediate Apprenticeship			
Sum of Overall_Leaver	782	936	516
Sum of Overall Achievement Rate	64.1%	66.7%	59.1%

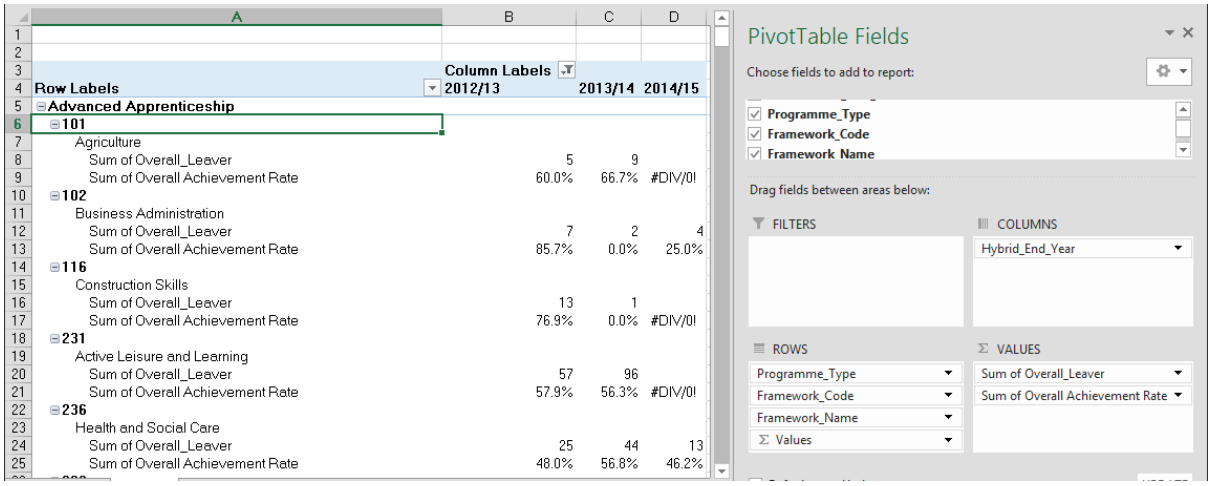
Framework name and code by framework level



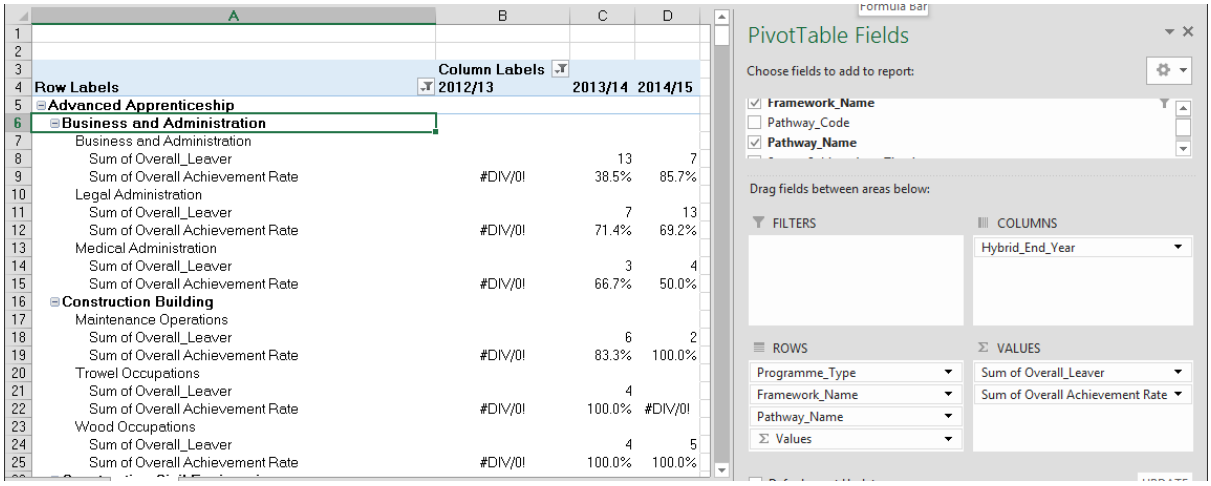
53. When showing framework code and name subtotals will be output for the framework code. These can be removed by right clicking on the framework code field and clicking on the 'Subtotal Framework Code' entry. This will turn off the subtotals for framework code.



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

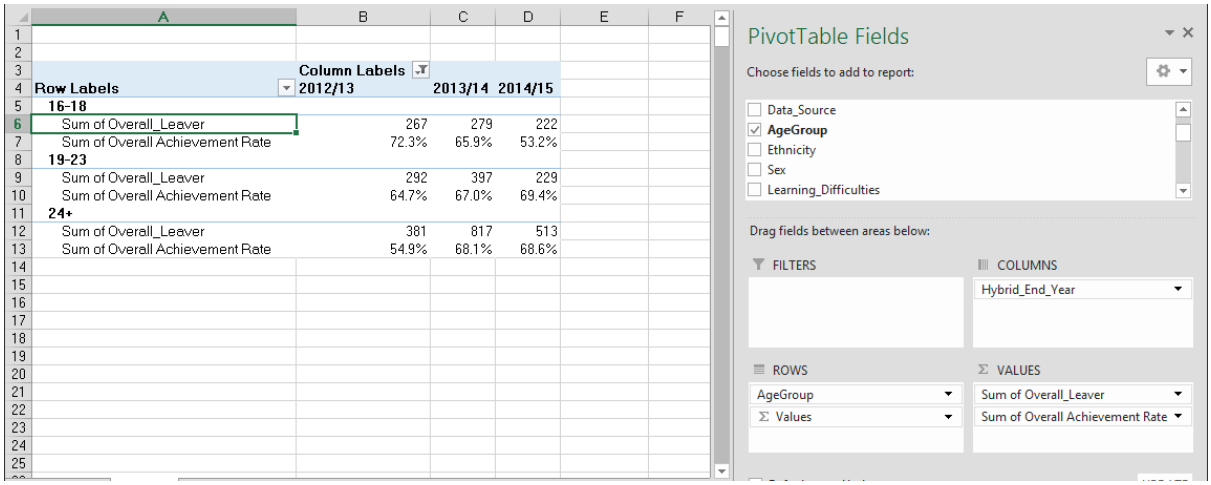


Framework name and pathway by framework level



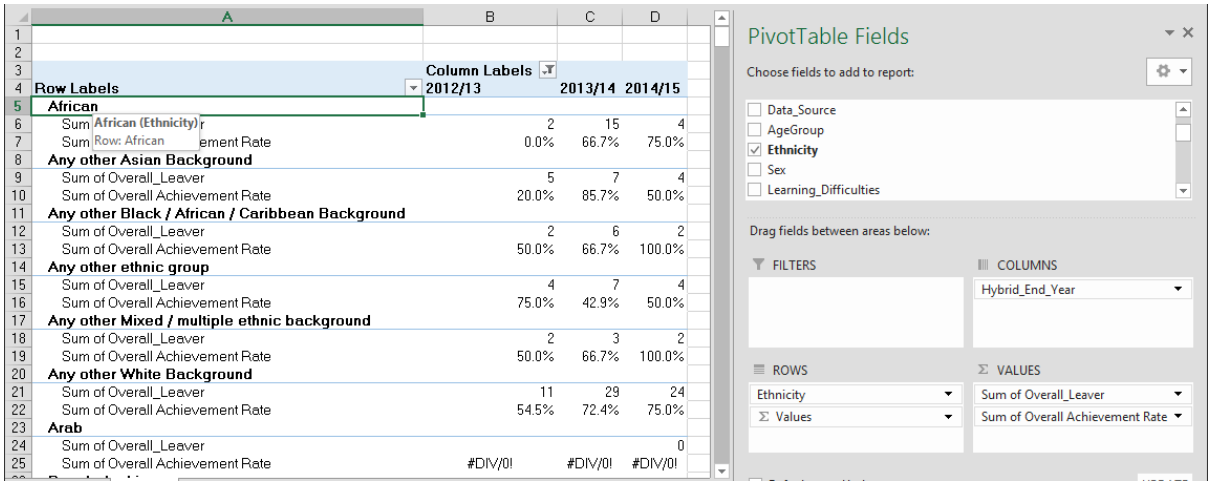
Row Labels	Column Labels 2012/13	2013/14	2014/15
Advanced Apprenticeship			
Business and Administration			
Business and Administration			
Sum of Overall_Leaver		13	7
Sum of Overall Achievement Rate	#DIV/0!	38.5%	85.7%
Legal Administration			
Sum of Overall_Leaver		7	13
Sum of Overall Achievement Rate	#DIV/0!	71.4%	69.2%
Medical Administration			
Sum of Overall_Leaver		3	4
Sum of Overall Achievement Rate	#DIV/0!	66.7%	50.0%
Construction Building			
Maintenance Operations			
Sum of Overall_Leaver		6	2
Sum of Overall Achievement Rate	#DIV/0!	83.3%	100.0%
Trowel Occupations			
Sum of Overall_Leaver		4	
Sum of Overall Achievement Rate	#DIV/0!	100.0%	#DIV/0!
Wood Occupations			
Sum of Overall_Leaver		4	5
Sum of Overall Achievement Rate	#DIV/0!	100.0%	100.0%

Age group



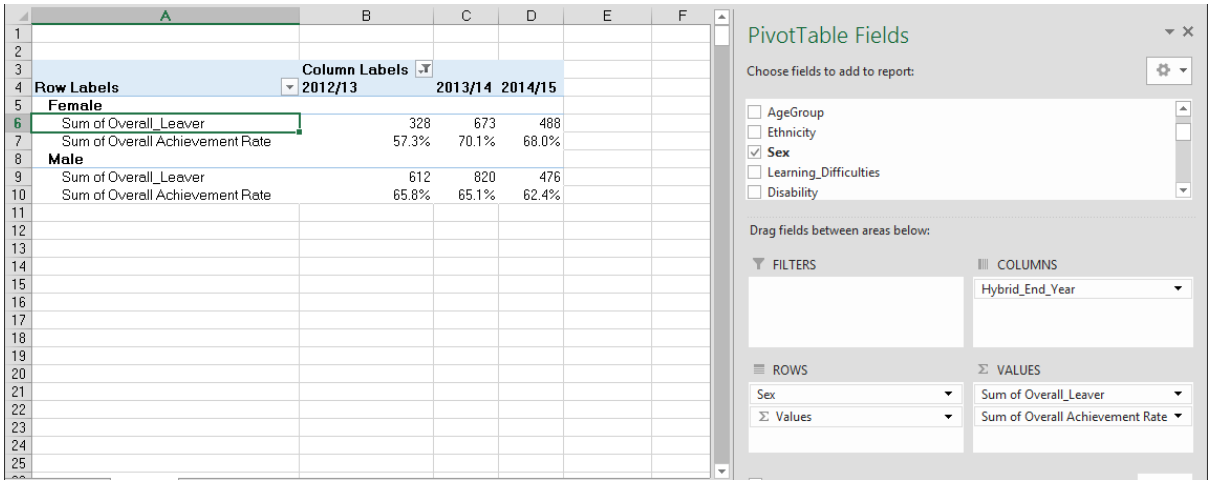
Row Labels	Column Labels 2012/13	2013/14	2014/15
16-18			
Sum of Overall_Leaver	267	279	222
Sum of Overall Achievement Rate	72.3%	65.9%	53.2%
19-23			
Sum of Overall_Leaver	292	397	229
Sum of Overall Achievement Rate	64.7%	67.0%	69.4%
24+			
Sum of Overall_Leaver	381	817	513
Sum of Overall Achievement Rate	54.9%	68.1%	68.6%

Ethnicity



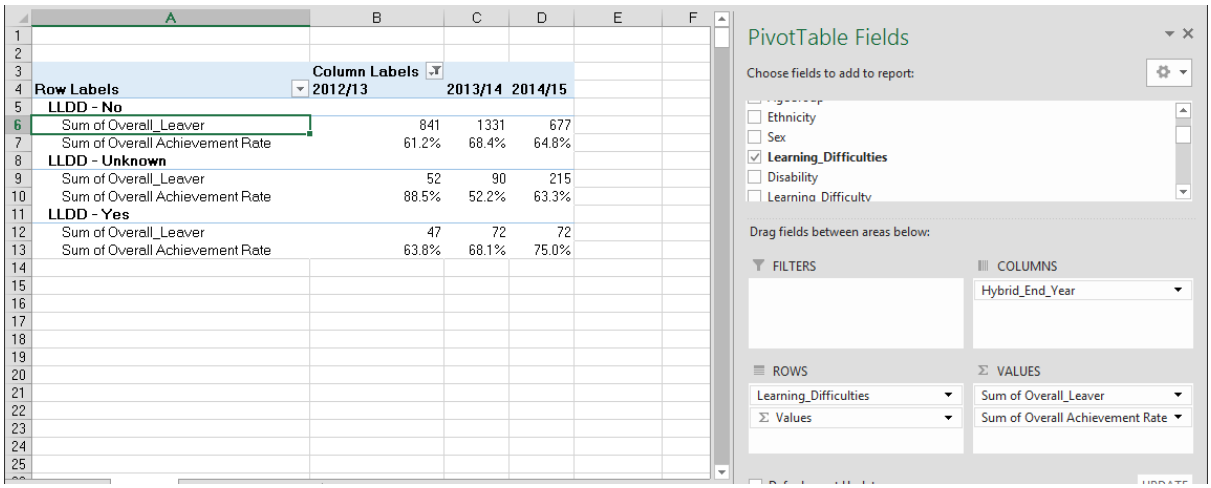
Row Labels	Column Labels 2012/13	2013/14	2014/15
African			
Sum of Overall_Leaver		2	15	4
Sum of Overall Achievement Rate		0.0%	66.7%	75.0%
Any other Asian Background			
Sum of Overall_Leaver		5	7	4
Sum of Overall Achievement Rate		20.0%	85.7%	50.0%
Any other Black / African / Caribbean Background			
Sum of Overall_Leaver		2	6	2
Sum of Overall Achievement Rate		50.0%	66.7%	100.0%
Any other ethnic group			
Sum of Overall_Leaver		4	7	4
Sum of Overall Achievement Rate		75.0%	42.9%	50.0%
Any other Mixed / multiple ethnic background			
Sum of Overall_Leaver		2	3	2
Sum of Overall Achievement Rate		50.0%	66.7%	100.0%
Any other White Background			
Sum of Overall_Leaver		11	29	24
Sum of Overall Achievement Rate		54.5%	72.4%	75.0%
Arab			
Sum of Overall_Leaver				0
Sum of Overall Achievement Rate	#DIV/0!		#DIV/0!	#DIV/0!

Sex



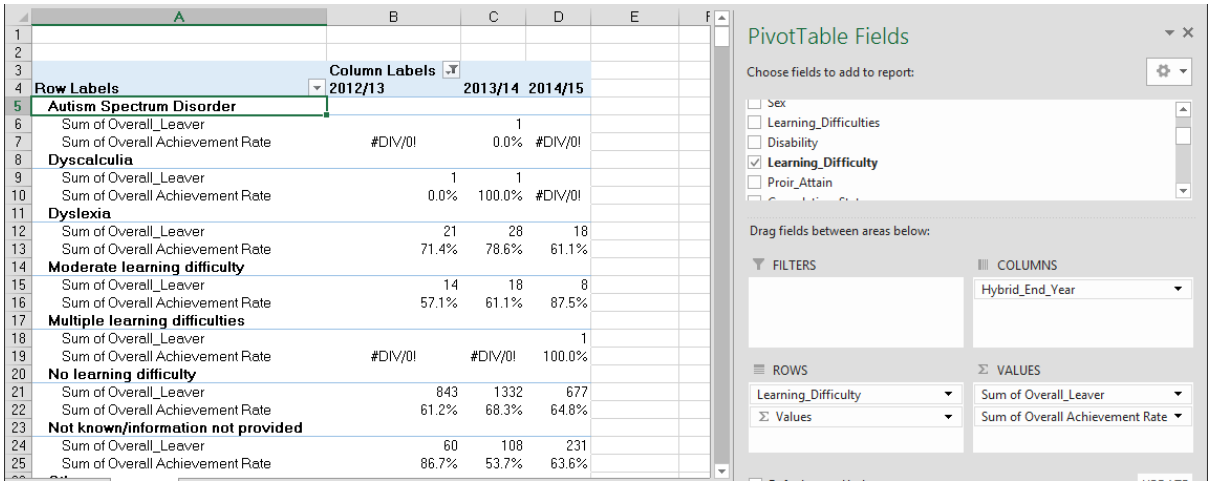
Row Labels	Column Labels 2012/13	2013/14	2014/15
Female			
Sum of Overall_Leaver	328	673	488
Sum of Overall Achievement Rate	57.3%	70.1%	68.0%
Male			
Sum of Overall_Leaver	612	820	476
Sum of Overall Achievement Rate	65.8%	65.1%	62.4%

Learning difficulties (LLDD)



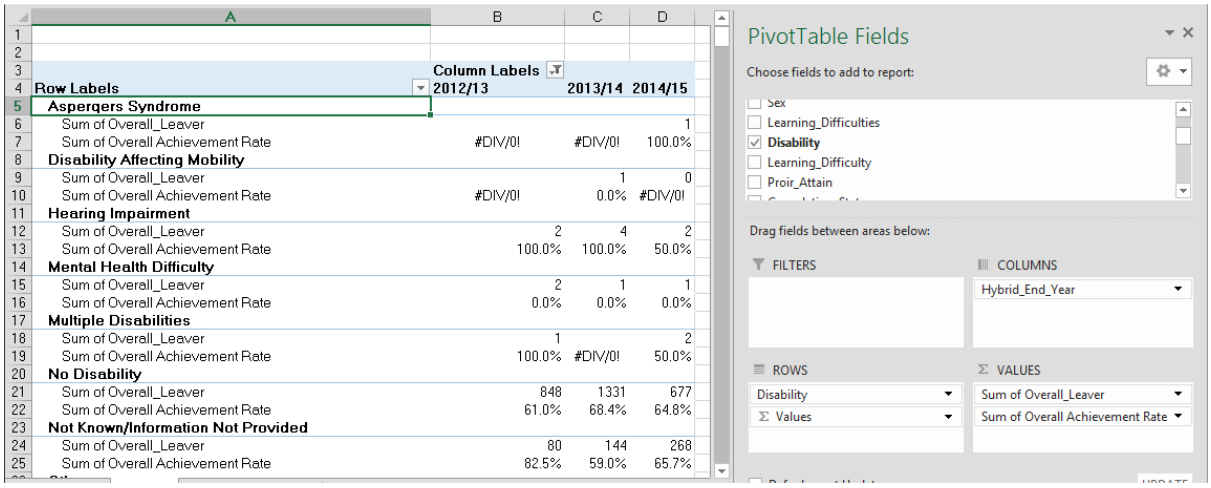
Row Labels	Column Labels 2012/13	2013/14	2014/15
LLDD - No			
Sum of Overall_Leaver	841	1331	677
Sum of Overall Achievement Rate	61.2%	68.4%	64.8%
LLDD - Unknown			
Sum of Overall_Leaver	52	90	215
Sum of Overall Achievement Rate	88.5%	52.2%	63.3%
LLDD - Yes			
Sum of Overall_Leaver	47	72	72
Sum of Overall Achievement Rate	63.8%	68.1%	75.0%

Learning difficulty



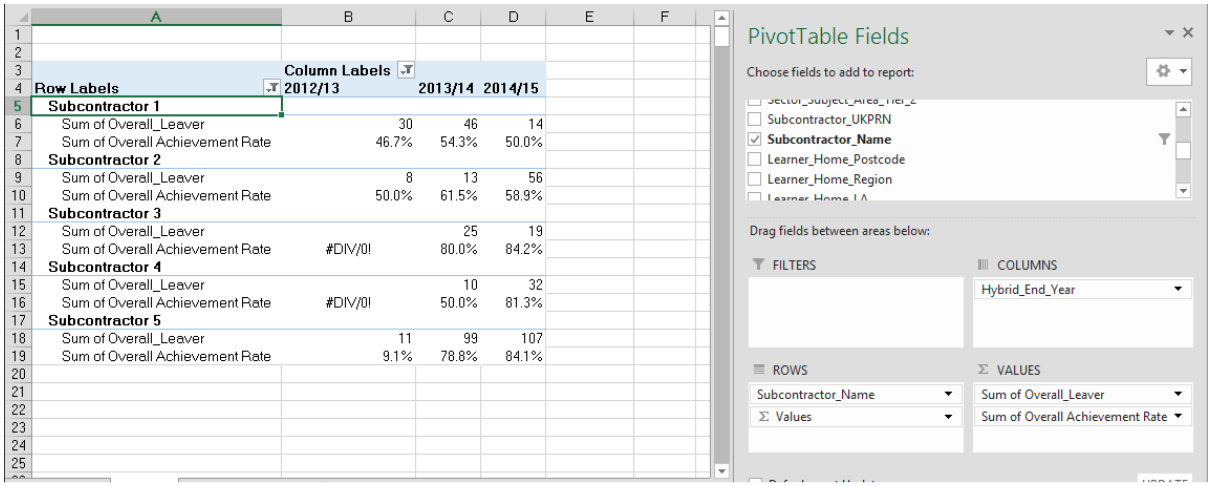
Row Labels	Column Labels 2012/13	2013/14	2014/15
Autism Spectrum Disorder			
Sum of Overall_Leaver		1	
Sum of Overall Achievement Rate	#DIV/0!	0.0%	#DIV/0!
Dyscalculia			
Sum of Overall_Leaver	1	1	
Sum of Overall Achievement Rate	0.0%	100.0%	#DIV/0!
Dyslexia			
Sum of Overall_Leaver	21	28	18
Sum of Overall Achievement Rate	71.4%	78.6%	61.1%
Moderate learning difficulty			
Sum of Overall_Leaver	14	18	8
Sum of Overall Achievement Rate	57.1%	61.1%	87.5%
Multiple learning difficulties			
Sum of Overall_Leaver			1
Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	100.0%
No learning difficulty			
Sum of Overall_Leaver	843	1332	677
Sum of Overall Achievement Rate	61.2%	68.3%	64.8%
Not known/information not provided			
Sum of Overall_Leaver	60	108	231
Sum of Overall Achievement Rate	86.7%	53.7%	63.6%

Disability



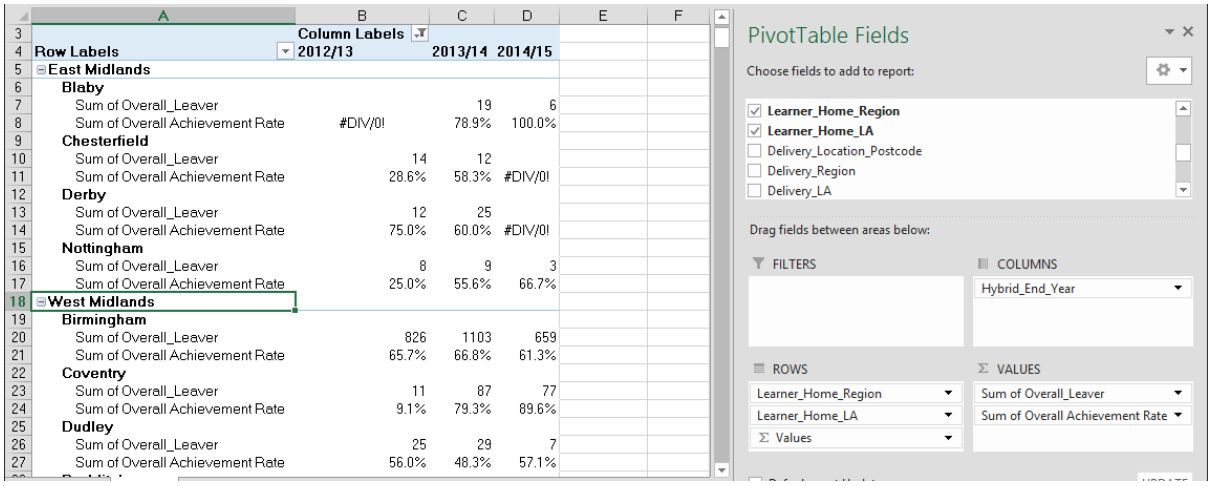
Row Labels	Column Labels 2012/13	2013/14	2014/15
Aspergers Syndrome			
Sum of Overall_Leaver			1
Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	100.0%
Disability Affecting Mobility			
Sum of Overall_Leaver		1	0
Sum of Overall Achievement Rate	#DIV/0!	0.0%	#DIV/0!
Hearing Impairment			
Sum of Overall_Leaver	2	4	2
Sum of Overall Achievement Rate	100.0%	100.0%	50.0%
Mental Health Difficulty			
Sum of Overall_Leaver	2	1	1
Sum of Overall Achievement Rate	0.0%	0.0%	0.0%
Multiple Disabilities			
Sum of Overall_Leaver	1		2
Sum of Overall Achievement Rate	100.0%	#DIV/0!	50.0%
No Disability			
Sum of Overall_Leaver	848	1331	677
Sum of Overall Achievement Rate	61.0%	68.4%	64.8%
Not Known/Information Not Provided			
Sum of Overall_Leaver	80	144	268
Sum of Overall Achievement Rate	82.5%	59.0%	65.7%

Subcontractor



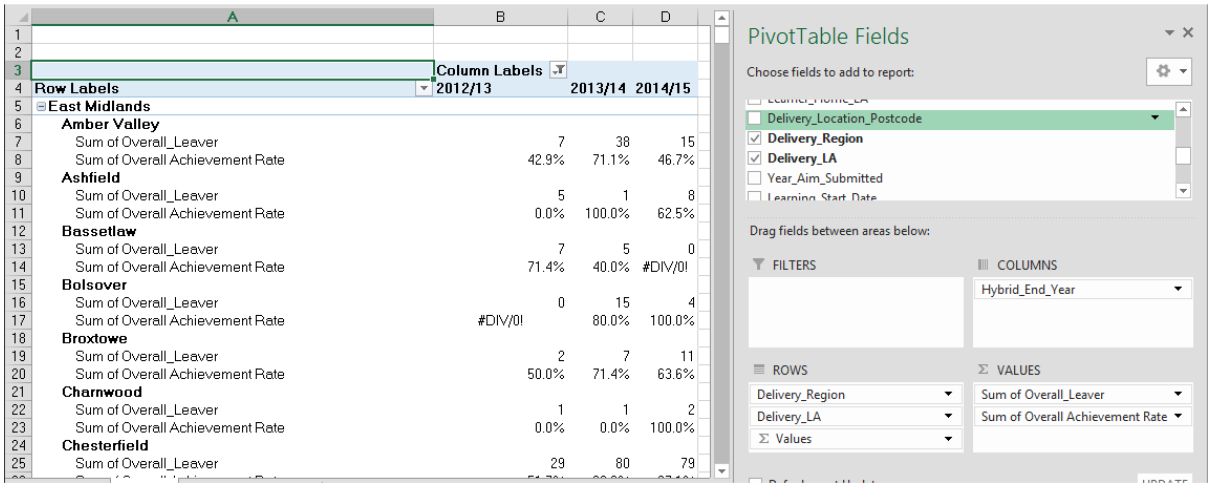
Row Labels	Column Labels 2012/13	2013/14	2014/15
Subcontractor 1			
Sum of Overall_Leaver	30	46	14
Sum of Overall Achievement Rate	46.7%	54.3%	50.0%
Subcontractor 2			
Sum of Overall_Leaver	8	13	56
Sum of Overall Achievement Rate	50.0%	61.5%	58.9%
Subcontractor 3			
Sum of Overall_Leaver		25	19
Sum of Overall Achievement Rate	#DIV/0!	80.0%	84.2%
Subcontractor 4			
Sum of Overall_Leaver		10	32
Sum of Overall Achievement Rate	#DIV/0!	50.0%	81.3%
Subcontractor 5			
Sum of Overall_Leaver	11	99	107
Sum of Overall Achievement Rate	9.1%	78.8%	84.1%

Learner home region and learner home local authority district



Row Labels	Column Labels 2012/13	2013/14	2014/15
East Midlands			
Blaby			
Sum of Overall_Leaver		19	6
Sum of Overall Achievement Rate	#DIV/0!	78.9%	100.0%
Chesterfield			
Sum of Overall_Leaver	14	12	
Sum of Overall Achievement Rate	28.6%	58.3%	#DIV/0!
Derby			
Sum of Overall_Leaver	12	25	
Sum of Overall Achievement Rate	75.0%	60.0%	#DIV/0!
Nottingham			
Sum of Overall_Leaver	8	9	3
Sum of Overall Achievement Rate	25.0%	55.6%	66.7%
West Midlands			
Birmingham			
Sum of Overall_Leaver	826	1103	659
Sum of Overall Achievement Rate	65.7%	66.8%	61.3%
Coventry			
Sum of Overall_Leaver	11	87	77
Sum of Overall Achievement Rate	9.1%	79.3%	89.6%
Dudley			
Sum of Overall_Leaver	25	29	7
Sum of Overall Achievement Rate	56.0%	48.3%	57.1%

Delivery region and delivery local authority district



Row Labels	Column Labels 2012/13	2013/14	2014/15
East Midlands			
Amber Valley			
Sum of Overall_Leaver	7	38	15
Sum of Overall Achievement Rate	42.9%	71.1%	46.7%
Ashfield			
Sum of Overall_Leaver	5	1	8
Sum of Overall Achievement Rate	0.0%	100.0%	62.5%
Bassetlaw			
Sum of Overall_Leaver	7	5	0
Sum of Overall Achievement Rate	71.4%	40.0%	#DIV/0!
Bolsover			
Sum of Overall_Leaver	0	15	4
Sum of Overall Achievement Rate	#DIV/0!	80.0%	100.0%
Broxtowe			
Sum of Overall_Leaver	2	7	11
Sum of Overall Achievement Rate	50.0%	71.4%	63.6%
Charnwood			
Sum of Overall_Leaver	1	1	2
Sum of Overall Achievement Rate	0.0%	0.0%	100.0%
Chesterfield			
Sum of Overall_Leaver	29	80	79

Section 5 – Analysing Minimum Standards using an Excel Pivot Table

Showing the leavers below minimum standards threshold in the pivot table

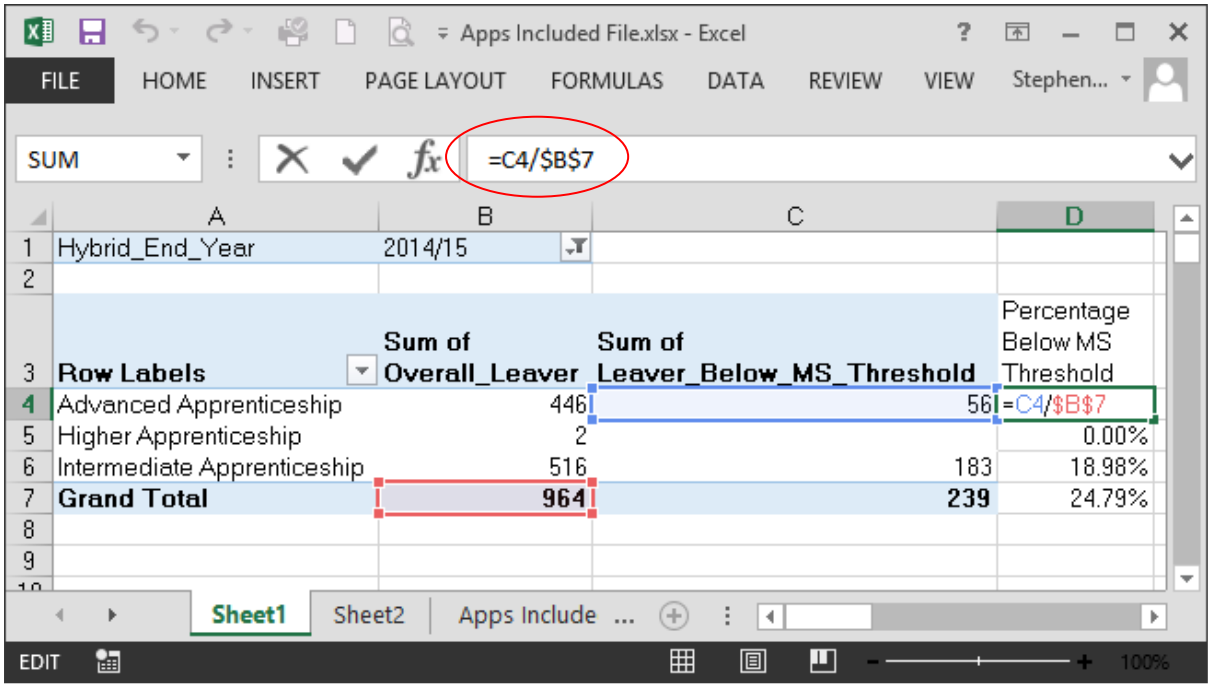
55. The **hybrid end year** must be used when showing the leavers below minimum standards threshold. The Leaver_Below_MS_Threshold field is only populated for the 2014/15 hybrid end year.

Showing the percentage below minimum standards threshold in the pivot table

56. 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.

$$\frac{\text{Sum of Leaver_Below_MS_Threshold}}{\text{Grand Total of Sum of Overall Leaver}} \text{ X } 100$$

57. In the example below, which shows minimum standards information by programme type, the formula for the Advanced Apprenticeship percentage below minimum standards threshold is C4/B7.



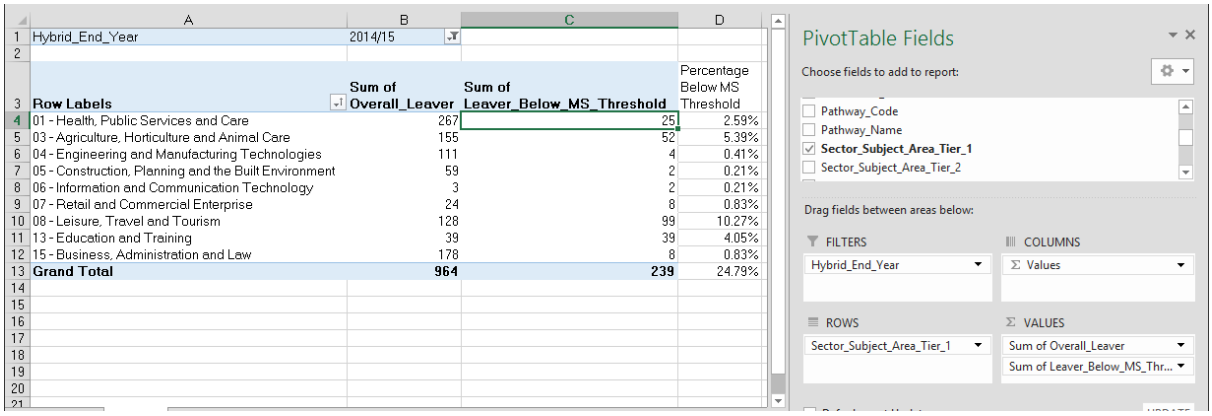
Examples of ways to configure the pivot table

58. 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

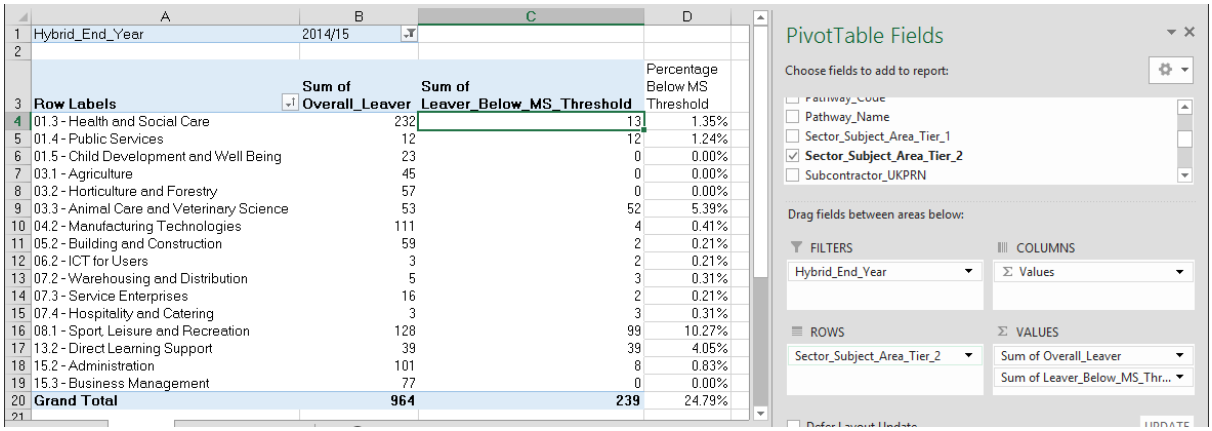
59. It is not valid to show the learners below minimum standards tolerance by any learner characteristic, or by any geography. This is because the learner and the geography are not used when determining whether a learning aim is below minimum standards.

Sector subject area tier 1



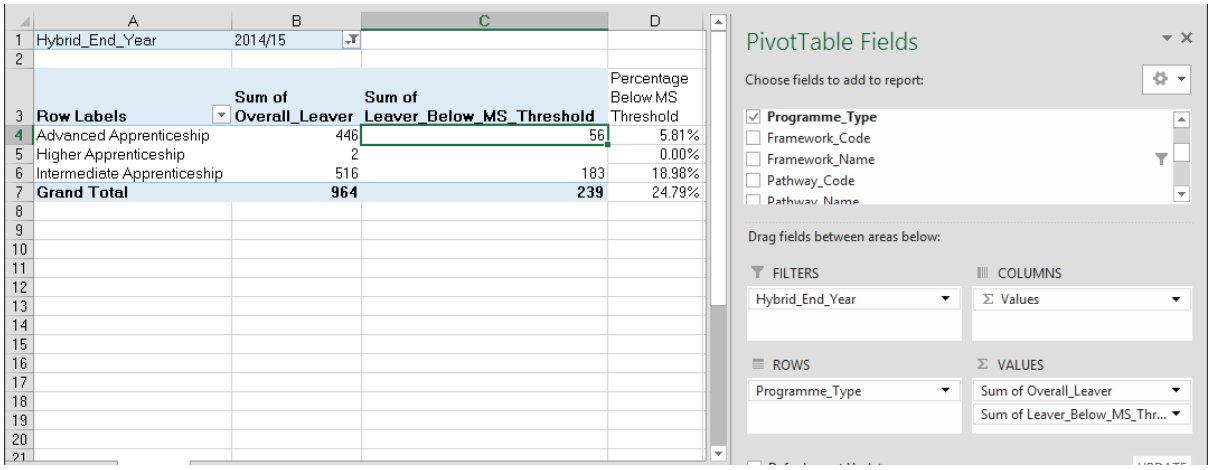
Hybrid_End_Year	2014/15		
Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	Percentage Below MS Threshold
01 - Health, Public Services and Care	267	25	2.59%
03 - Agriculture, Horticulture and Animal Care	155	52	5.39%
04 - Engineering and Manufacturing Technologies	111	4	0.41%
05 - Construction, Planning and the Built Environment	59	2	0.21%
06 - Information and Communication Technology	3	2	0.21%
07 - Retail and Commercial Enterprise	24	8	0.83%
08 - Leisure, Travel and Tourism	128	99	10.27%
13 - Education and Training	39	39	4.05%
15 - Business, Administration and Law	178	8	0.83%
Grand Total	**964**	**239**	24.79%

Sector subject area tier 2



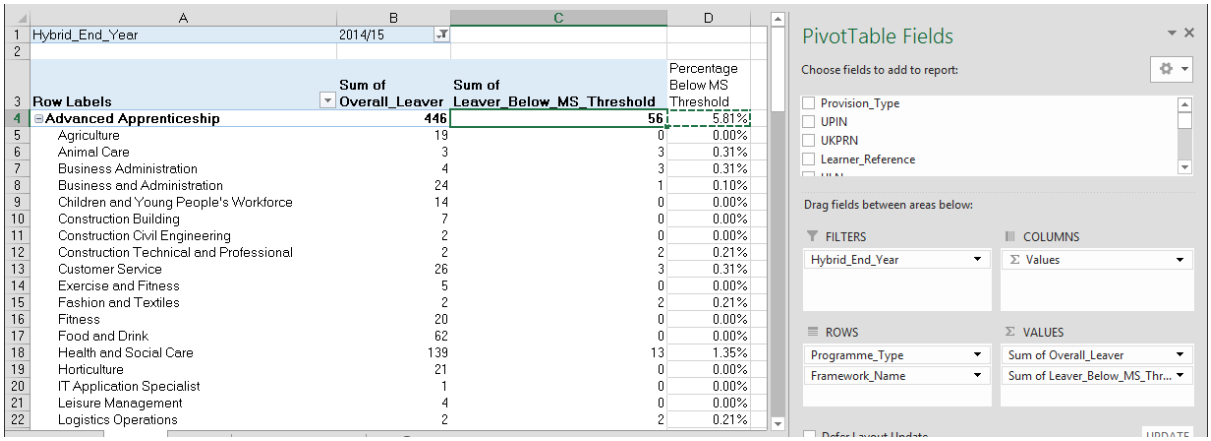
Hybrid_End_Year	2014/15		
Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	Percentage Below MS Threshold
01.3 - Health and Social Care	232	13	1.35%
01.4 - Public Services	12	12	1.24%
01.5 - Child Development and Well Being	23	0	0.00%
03.1 - Agriculture	45	0	0.00%
03.2 - Horticulture and Forestry	57	0	0.00%
03.3 - Animal Care and Veterinary Science	53	52	5.39%
04.2 - Manufacturing Technologies	111	4	0.41%
05.2 - Building and Construction	59	2	0.21%
06.2 - ICT for Users	3	2	0.21%
07.2 - Warehousing and Distribution	5	3	0.31%
07.3 - Service Enterprises	16	2	0.21%
07.4 - Hospitality and Catering	3	3	0.31%
08.1 - Sport, Leisure and Recreation	128	99	10.27%
13.2 - Direct Learning Support	39	39	4.05%
15.2 - Administration	101	8	0.83%
15.3 - Business Management	77	0	0.00%
Grand Total	**964**	**239**	24.79%

Framework level



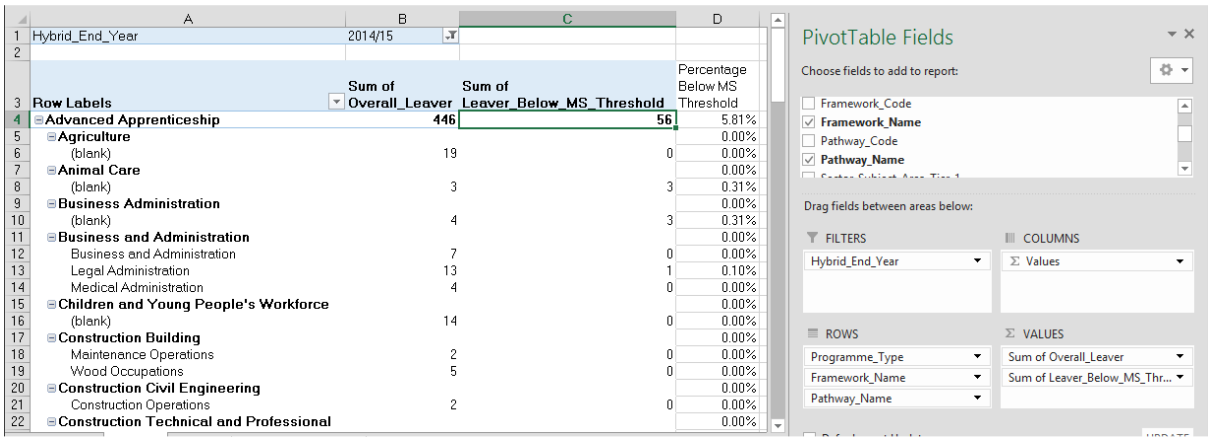
Hybrid_End_Year	2014/15		
Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	Percentage Below MS Threshold
Advanced Apprenticeship	446	56	5.81%
Higher Apprenticeship	2		0.00%
Intermediate Apprenticeship	516	183	18.98%
Grand Total	**964**	**239**	24.79%

Framework name by framework level



Hybrid_End_Year	2014/15		
Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	Percentage Below MS Threshold
Advanced Apprenticeship	**446**	**56**	5.81%
Agriculture	19	0	0.00%
Animal Care	3	3	0.31%
Business Administration	4	3	0.31%
Business and Administration	24	1	0.10%
Children and Young People's Workforce	14	0	0.00%
Construction Building	7	0	0.00%
Construction Civil Engineering	2	0	0.00%
Construction Technical and Professional	2	2	0.21%
Customer Service	26	3	0.31%
Exercise and Fitness	5	0	0.00%
Fashion and Textiles	2	2	0.21%
Fitness	20	0	0.00%
Food and Drink	62	0	0.00%
Health and Social Care	139	13	1.35%
Horticulture	21	0	0.00%
IT Application Specialist	1	0	0.00%
Leisure Management	4	0	0.00%
Logistics Operations	2	2	0.21%

Framework name and pathway by framework level



Hybrid_End_Year	2014/15		
Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	Percentage Below MS Threshold
Advanced Apprenticeship	**446**	**56**	5.81%
Agriculture			0.00%
(blank)	19	0	0.00%
Animal Care			0.00%
(blank)	3	3	0.31%
Business Administration			0.00%
(blank)	4	3	0.31%
Business and Administration			0.00%
Business and Administration	7	0	0.00%
Legal Administration	13	1	0.10%
Medical Administration	4	0	0.00%
Children and Young People's Workforce			0.00%
(blank)	14	0	0.00%
Construction Building			0.00%
Maintenance Operations	2	0	0.00%
Wood Occupations	5	0	0.00%
Construction Civil Engineering			0.00%
Construction Operations	2	0	0.00%
Construction Technical and Professional			0.00%

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