



# Skills Funding Agency

## Qualification Success Rates Reports Guidance Notes For Workplace Learning End of Year 2012/13

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## Section 1 - Introduction

### Purpose of This Document

1. This document provides information about the 2012/13 workplace learning qualification success rate (QSR) reports. This document also provides information about the derivation of the data included with the success rate reports.

### Changes to the Reports from 2011/12

2. The amendments listed below detail the changes made to the 2012/13 QSR reports compared to 2011/12
  - a) The scope of the QSR reports for 2012/13 R14 has been extended to include success rate data for 2011/12 and 2012/13.
  - b) The QSR report header has been amended by removing the UPIN pre-fix from the provider name. A separate UPIN field has been created.
  - c) The Data Service logo on the QSR reports has been replaced by the Skills Funding Agency logo.
  - d) An amendment has been made to the 'National Success Rate for All providers' in the report header. The blue shade that highlights any historical figures for overall and timely has been removed.
  - e) The local authority reports have been removed from the summary level and geographical level reports.
  - f) A 'leavers not allocated to a region' report has been added to the summary level report.
  - g) A sector subject area tier one summary report has been added to the geographical level report.
  - h) A qualifications aims success rate report has been added to the QSR report
  - i) A comparison of actual and expected end dates report has been added to the geographical level report.
  - j) The appearance of the qualification success rate report has been amended. The 'national column' will be identified using sky blue and 'current year' will be identified using light yellow.
  - k) The data file that accompanies the reports has been amended to include Learning Aim Reference Description and Unique Learner Number.
  - l) As the qualification success rate reports are to be made available to providers prior to the January Statistical First Release (SFR) the word 'RESTRICTED' is to be printed at the top of each page of the report. On the first page of each report the following note appears:

“\*RESTRICTED means that the data relating to the National Success Rate is for the internal use of the provider only. This data cannot be published or shared outside the provider until after the publication of the Statistical First Release in January 2014’.

m) Access to Apprenticeship provision is excluded from the 2012/13 QSR reports.

### **Purpose of Success Rates**

3. Qualification success rates help a training provider to assess the quality of the courses it provides. The data feeds into the Minimum Standards report, which is used for identifying and managing underperformance and will be used by the Office for Standards in Education, Children's Services and Skills (Ofsted) in their inspections. The success rate is also one of the performance indicators for FE Choices.

### **Users of Success Rate Reports**

4. Success rates are available for each provider of workplace learning that receives funding from the Skills Funding Agency. The information is published through the Provider Gateway. Success rate data is also used by Ofsted in inspections, the Department for Education (DfE) and also the Department for Business, Innovation, and Skills (BIS) for reviewing the performance of Workplace Learning.

### **Calculation of Success Rates**

For a given year the overall qualification success rate is calculated as:

5. 
$$\frac{\text{Number of learning aims that have an actual end date before the end of the reporting period}}{\text{Number of learning aims that have finished}} \times 100$$

6. For a given year the timely qualification success rate is calculated as:

$$\frac{\text{Number of learning aims that have achieved successfully by their planned end date or within 90 days after their planned end date}}{\text{Number of learning aims expected to finish}} \times 100$$

7. Success rates are calculated using the Individualised Learner Record (ILR) and the Large Employer Outcome Pilot (LEOP) data supplied by the providers in their ILR and LEOP returns for the current and previous academic year. There is a detailed set of business rules produced by the Skills Funding Agency for calculating success rates. For more information on this please refer to the [Data Service website](#).
8. The workplace learning aims excluded from success rates calculation is as follows:
  - a) Aims where the learners left within six weeks of starting the learning aim and those on planned breaks.
  - b) Aims where the learners transferred to a different programme within the same provider.
  - c) Aims where the learner transfers to a new provider due to intervention by the Skills Funding Agency.
  - d) Employability Skills Programme (ESP) funded aims (Note. This programme has closed).
  - e) Classroom based provision reported using the ILR Funding Model 45 (Employer Responsive).

- f) Innovation Code Learning Aims ZINN000(1 to 6).
- g) Access To Apprenticeships provision.
- h) Full details on all exclusions can be found in the technical document which is available from the [Data Service website](#).

### **Qualification Success Rate Report Availability**

- 9. The workplace learning QSR reports will provisionally be made available on 19<sup>th</sup> December 2013. The reports will be confirmed as final no later than 16<sup>th</sup> January 2014. Data submitted from ILR and LEOP return 14 and the ILR return 04 in 2013/14 will be used.

### **Mergers and Learner Reference Number Changes**

- 10. Any mergers of providers and changes to learner reference numbers (L03), where advised to the Data Service by the provider by 25 October 2013, have been applied to the final reports.

### **Distribution of Success Rates Reports**

- 11. Each provider can download their own data in a zipped file from the Provider Gateway. The zipped file contains:
  - a) A summary report covering success rates for All Regions and for each Region in which the provider has a delivery centre.
  - b) Detailed separate reports for All Regions and Regions (where applicable) relating to this provider.
  - c) A reporting showing the success rate of qualification aims.
  - d) A report showing subcontractor success rates. This report is only produced for providers with subcontracted provision.
  - e) A report showing LEOP success rates. This report is only produced for providers involved in the Large Employer Outcome Pilot.
  - f) A Microsoft Excel file of success rate details for all learning aims relating to this provider.
  - g) QSR guidance (this document).

### **Suppression and Rounding Rules for National Values**

- 12. Suppression and rounding is applied to national values to protect the possible identification of individuals' identities, and to control the rigour of the statistics reported.
  - a) If the number of leavers is less than 30 the value has been replaced with a dash (-).
  - b) The number of leavers and the number of achievers values are rounded to the nearest 10.
  - c) When calculating the success rate, if the number of leavers is less than 5 then the success rate has been replaced with a dash (-).
  - d) The success rates are calculated using un-rounded values.

## Section 2 – Workplace Learning Qualification Success Rate Report

### Content of the QSR Report

13. The Qualification Success Rate (QSR) report for a training provider shows the percentage of Workplace Learning aims achieved. The success rate measures the number of aims that have been successfully completed against the number of aims that were expected to be completed. The success rate does not show the number of learners, although the label 'Achievers' is used in the report as convenient shorthand for 'the number of aims actually completed by learners'; and the label 'Leavers' as convenient shorthand for 'the number of aims expected to be completed by learners'.
14. The success rates are then broken down by:
  - a) Type of Workplace Learning:
    - Below level 2 (Excl SFL)
    - Skills for Life
    - Full Level 2
    - Full Level 3
    - Other
  - b) Ethnicity, Gender and Learning Difficulty or Disability
  - c) Sector Subject Area (SSA) including SSA Tier 2
15. The report also shows a comparison of the number of achievements expected for each end year versus the number actually achieved.
16. National figures are provided for comparison. The national figures only include the categories of provision that the provider actually delivers. For example, in the summary report, if the provider delivers no Skills for Life provision then the national figures shown will not include any Skills for Life provision. For this reason the total national success rate figures in each report may not agree with those in other reports.
17. For providers that deliver training in more than one location, detailed success rate reports are produced at a national and regional level. This is explained in more detail below.

### Summary Report

19. The summary report is a summary of the success rates for the provider's aims by geographical area.

The summary report shows:

- a) Success rates by qualification type for the last two full academic years (2011/12 and 2012/13)
  - **For All Regions** - provided that there are learning aims in more than one region. If all learning aims are in one region only, there will be no All Regions summary.
  - **For each individual region** - provided that there are learning aims in more than one region. Or if all learning aims are in one region area and there are fewer than 20 aims expected to be completed in 2012/13.

- b) The number of overall aims expected to be completed for each geographical area in 2012/13.
- c) Any aim not allocated to a region because the delivery location postcode is outside England, unknown or not supplied. These aims are included in the summary for All Regions but not in any regional summary.
- d) Success rates for the last two full academic years:
  - o By gender and qualification type.
  - o By ethnicity.
  - o By ethnicity and qualification type.
  - o By learning difficulties / disabilities.

Note. The ethnicity categories used on the reports are those defined in the 2012/13 ILR specification.

### Geographical Level Reports

20. Geographical reports are only available for the geographical areas included on the summary report. The geographical area is determined by the Delivery Location Postcode (field A23 on the ILR). The geographical areas are:

- a) **All Regions** – success rates for all learning aims (an example of the file name is 123456\_Detail\_N\_All Regions\_2012\_R14).
- b) **Government Office Regions** – success rates for learning aims broken down by region (an example of the file name is 123456\_Detail\_R\_North\_East\_2012\_R14).

21. The detail report has the following sections:

- a) Page 1            Headline actual performance
- b) Page 2            Success rates by qualification type
- c) Next section    Success Rates by Sector Subject Area Tier 1 Summary
- d) Next Section    Success rates by SSA Tier 1 and SSA Tier 2
- e) Final Page       Comparison of Actual And Expected End Dates

### Interpretation the ‘Comparison of Actual and Expected End Dates’ Tables

22. The purpose of these tables is to demonstrate how the values for the overall and timely measures are calculated.

### Cohort Identification Tables

- a) **Actual and expected:** The columns displaying the academic years show the number of aims in terms of their **actual** and **expected** (or planned) end dates. The numbers are a count of aims expected to be completed (in the data extract these are identified where *Overall\_Leaver* or *Timely\_Leaver* = 1), but excludes transfers

(Overall\_Transfer or Timely\_Transfer = 1) or aims interrupted by a planned break (Overall\_Planned\_Break or Timely\_Planned\_Break = 1).

- b) **Continuing:** Those aims undertaken by learners who have not left (in the data extract these are identified where Overall\_Leaver or Timely\_Leaver = 0 and Overall\_Planned\_Break or Timely\_Planned\_Break = 0 and Overall\_Transfer or Timely\_Transfer = 0)
- c) **Timely Cohort:** The 'timely' success rate for a given academic year measures learning aims achieved as a proportion of those expected to be completed before the end of the academic year or within the 90 days following that date. This is expressed as a percentage of the number of learning aims expected to be completed in the period.
- d) **Overall Cohort:** The 'overall' success rate measures the proportion of learning aims achieved against the overall number of learning aims completed. The overall success rate measure is based on the hybrid end year. The hybrid end year is the later of either the actual learning end year or the planned learning end year

23. For example, if we take the overall cohort for 2012/13 (C3, shown in table 1 below) it is:

*the sum of all those aims expected to complete in 2012/13 but that actually completed 2011/12 (C1, below)*

**plus**

*all of those aims expected to complete in 2011/12 but that actually completed in 2012/13 (C2, below). (These numbers are circled below in a horizontal 'L' shape). The number corresponds to the Overall Leavers totals in Section 1 of the report.*

Table 1 – example of overall cohort identification

End Year		Actual		Overall Continuing	Overall Cohort
		2011/12	2012/13		
Expected	2011/12	1,208	C2 150	34	1,208
	2012/13	C1 3	0	1	C3 153
	Future	0	0	2,761	150

24. The timely cohort for 2012/13 (C2, show in table 2 below) is calculated as follows;

*the sum of all those aims expected to complete in 2012/13 (C1, below) but actually completed in 2011/12, 2012/13, 2013/14 or the framework aim has not completed and is still continuing.*

Table 2 – example of timely cohort identification

End Year		Actual			Continuing	Timely Cohort
		2011/12	2012/13	2013/14		
Expected	2011/12	1,208	150	0	0	1,508
	2012/13	C1 3	0	25	12	C2 28



## Overall Achievers Table

25. The overall success measure is based on the hybrid end year. The hybrid end year is the later of either the actual learning end year or the planned learning end year. Achievers are identified on the extract as P\_Achieve\_Overall = 1.

Table 3 – example of overall cohort achievers

End Year		Actual		Overall Achievers
		2011/12	2012/13	
Expected	2011/12	965	112	965
	2012/13	257	1,022	1,391

## Timely Achievers Table

26. The “timely” success rate for a Period measures achievement of learning aims where the expected end date is no later than 90 days after the end of the 2012/13 academic year. Achievers are identified in the extract as P\_Achieve\_Timely = 1.

27. The timely success rate measure includes achievement information from return 14 as well as the following 90 days (returns 1 to 4 from 2013/14).

Table 4 – example of timely cohort achievers

End Year		Actual			Timely Achievers
		2011/12	2012/13	2013/14	
Expected	2011/12	965	112	0	1,077
	2012/13	257	1,022	45	1,289

## Qualification Aim Success Rate Report

28. The report details the overall and timely success rate for each qualification undertaken by a provider. The qualification aims are grouped by sector subject area (SSA). As the minimum standards methodology determines whether a provider is in scope for formal intervention based on how well they perform by qualification, this report allows providers to review how well they are performing against the national result.

## Subcontractor Reports

29. Subcontractor reports are only produced if some of a provider’s provision is subcontracted. The ‘Subcontracted or Partnership UKPRN (A22)’ field on the ILR is used to identify subcontracted provision.

**Note.** Some providers insert their own UKPRN in this field. These learners are reported as subcontracted provision.

The detail report has the following sections:

- a) Subcontractor headline performance. The non subcontracted provision of the provider is shown in the first row of the report as 'Lead Provider - Not subcontracted'. If a provider subcontracts all their provision then this row will not be output.
- b) Subcontracted provision summary - which shows none subcontracted and the subcontracted provision success rates by qualification type. If a provider subcontracts all their provision then the non subcontracted section, which is titled 'Lead Provider - Not subcontracted', will not be available for that provider.
- c) Subcontractor success rates - which shows the success rates of each subcontractor by qualification type.

### **Large Employer Outcome Pilot Report**

30. Large Employer Outcome Pilot reports are only produced for those providers that have participated in the pilot.
31. The report shows success rates by qualification type for the LEOP leavers and excluding the LEOP leavers.

## **Section 3 - Qualifications Included in the Workplace Learning Success Rates Calculation**

### **Below Level 2 (excl SFL)**

32. These are learning aims at entry level and level 1 that are not Skills for Life aims.

### **Skills for Life**

33. The definition for a Skills for Life aim refer to A\_SFLP in the technical definitions [Data Dictionary](#). Examples of a Skill for Life learning aim are:

- a) Literacy
- b) Numeracy
- c) English for Speakers of Other Languages (ESOL) courses not approved by the Secretary of State but that are based on the national standards.

### **Full Level 2 and Full Level 3**

34. Definitions of Full Level 2 and Full Level 3 qualifications can also be found in the technical definitions [Data Dictionary](#). An example of a Full Level 3 qualification is an NVQ in Health and Social Care at Level 3.

### **Other qualifications**

35. The category 'other qualifications' includes:

- a. Level 4+ qualifications.
- b. Units and aims delivered under the Joint Investment Programme.
- c. Qualification at level 2 and level 3 that have not been classified as a full qualification.

## Section 4 – Workplace learning Data File Contents

### Extract of Success Rates Data used for QSR Reporting

36. Success rate data is provided in the extract as an Excel 2003 file that contains the following data:

Data Fields	Description	Source Field on the Success Rate Dataset
UPIN	This will display the unique reference number for the provider.	L01
UKPRN	This will display the provider reference number from UKRLP.	L46
ULN	This will display the Unique Learner Number.	L45
Learner_Reference	This will display the learner reference number.	L03
Academic_Year	The academic year.	Set to 2012/13
IA_Return	The return reported upon in this data.	IA_Return
Data_Source	The source of the record, which is either the ILR or the LEOP dataset.	Datasource
Delivery_Region	Government office region based on the delivery location postcode. This is only available if there is a valid delivery location postcode.	Derived from A23
Delivery_Location_Postcode	This is the postcode of the address where the learning is delivered.	A23
Age_Group	The age of the learner at the start of the learning aim, based on the following bands: 16-18, 19-24, or 25+.	Age_Band
Ethnicity	Ethnic origin of the learner based on the 2012 national census.	L12
Gender	The sex of the learner.	L13
Learning_Difficulty_or_Disability	This indicates whether a learner suffers from a learning difficulty or disability.	L14
Learning_Aim_Reference Description	This is a contextual description of the learning aim.	A09
Sector_Subject_Area_Tier_1	This displays the sector the learning aim relates to.	A_SSA_T1
Sector_Subject_Area_Tier_2	This displays the sector the learning aim relates to.	A_SSA_T2
Subcontractor_UKPRN	This displays the UKPRN of a subcontractor.	A22
Subcontractor_Name	The name of the subcontractor.	A22_UKPRN_Name.
Learning_Start_Date	The date on which the learning for the aim began.	A27
Learning_Planned_End_Date	The date on which the aim is due to be completed by the learner.	A28
Learning_Actual_End_Date	The date the aim was actually completed by the learner.	A31
Actual_End_Year	The academic year in which the aim was	P_Actendyr

Data Fields	Description	Source Field on the Success Rate Dataset
	actually completed by the learner.	
Expected_End_Year	The academic year in which the aim is expected to be completed by the learner.	P_Expendyr
Hybrid_End_Year	The hybrid end year (later of the expected end year or actual end year).	P_Hybridendyr
AimType	The aim types used for reporting purposes and consists of: <ul style="list-style-type: none"> <li>• Below Level 2 (Exl SFL)</li> <li>• Full Level 2</li> <li>• Full Level 3</li> <li>• Skills For Life</li> <li>• Other</li> </ul>	AimType
Overall_Leaver	This variable indicates whether the learner should be counted towards the overall cohort.  If P_Count_Overall equals to 1, the learner will be counted towards the overall cohort. If P_Count_Overall equals to 0, the learner will not be counted.	P_Count_Overall.
Overall_Achiever	This variable indicates whether the learner has achieved their learning aim..  P_Ach_Overall equals to 1 the learner has achieved. If P_Ach_Overall equals to 0, the learner has not achieved.	P_Ach_Overall
Overall_Transfer	This variable indicates whether the learner has been transferred from their learning aim.  P_Trans_Overall equals to 1 means the learner has transferred. If P_Trans_Overall equals to 0, the learner has not transferred.	P_Trans_Overall
Overall_Planned_Break	This variable indicates whether the learning aim is interrupted because the learner is taking a planned break. It has been derived from the success rates dataset field P_Plan_Break_Overall.  P_Plan_Break_Overall equals to 1 the learner is on a planned break. If P_Plan_Break_Overall equals to 0, the learner is not on a planned break.	P_Plan_Break_Overall
Overall_Continuing	This variable shows whether the aim is continuing beyond the period. It is derived from P_Prog_Status on the success rates dataset. If the Learning Actual End Date (A31) is not present then P_Prog_Status is set to 0 (Continuing)	Derived from P_Prog_Status. If Learning Actual End Date (A31) is not present then set P_Prog_Status to 0 (continuing)
Timely_Achiever	This variable shows whether the aim was achieved within 90 days of the planned end date.  If P_Ach_Timely equals to 1, the learner has	P_Ach_Timely

Data Fields	Description	Source Field on the Success Rate Dataset
	achieved. If P_Ach_Timely equals to 0, the learner has not achieved.	
Timely_Leaver	<p>This variable indicates whether the learner should be counted towards the timely cohort.</p> <p>If P_Count_Timely equals to 1 the learner will be counted towards the timely cohort. If P_Count_Timely equal to 0 the learner is not counted towards the timely cohort.</p>	P_Count_Timely
Timely_Transfer	<p>This variable indicates whether the learner of the learning aim is to be transferred. It is derived from the success rates dataset field</p> <p>If P_Trans_Timely equals to 1 the learner has transferred. If P_Trans_Timely equals to 0, it means the learner has not transferred.</p>	P_Trans_Timely.
Timely_Planned_Break	<p>This variable indicates whether the learning aim is interrupted because the learner is taking a planned break.</p> <p>If P_Plan_Break_Timely equals to 1 the learner is on a planned break. If P_Plan_Break_Timely equals to 0, it means the learner is not on a planned break.</p>	P_Plan_Break_Timely.

## Section 4 – Reproducing Workplace Learning Reports

### Use of the Data Extract to Reproduce the QSR Reports

37. Below are some guidelines to assist in recreating the figures on the reports and to aid in reconciling to provider's systems.

#### Overall Success Rates

Filters	Example	Description
Delivery_Region		Filtering on a specific Region will allow reconciliation to the Geographical reports for that Region
Hybrid_End_Year	e.g. 2011	Filtering on a specific Year will restrict the data to that year
AimType	e.g. Skills for Life	Filtering on a specific AimType will restrict the data to that AimType
Sector_Subject_Area_Tier_1	e.g. SSA 4. Engineering and Manufacturing Technologies	Filtering on a specific SSA Tier 1 will restrict the data to that SSA
Sector_Subject_Area_Tier_2	e.g. SSA 4.3. Transportation Operations and Maintenance	Filtering on a specific SSA Tier 2 will restrict the data to that SSA
Data_Source	e.g. LEOP	Filtering on the Data Source will restrict data to either that submitted via the ILR or that submitted through the Large Employer Outcome Pilot
Subcontractor_UKPRN	12345678	Filtering on the Subcontractor UKPRN will restrict data to a single subcontractor
<b>Calculations</b>		
Leavers	e.g. Sum(Overall_Leaver)	Summing this field will give the total number of completed learning aims used in the QSR Calculation
Achievers	e.g. Sum(Overall_Achiever)	Summing this field will give the total number of achieved learning aims used in the QSR Calculation
Success Rate	e.g. $\text{Sum(Overall\_Achiever)} / \text{Sum(Overall\_Leaver)}$	This is the calculation for the Overall Success Rate

#### Timely Success Rates

Filters	Example	Description
Delivery_Region		Filtering to a specific Region will allow reconciliation to the Geographical reports for that Region
Expected_End_Year	e.g. 2011	Filtering on a specific Year will constrain the data to that year

<b>Filters</b>	<b>Example</b>	<b>Description</b>
AimType	e.g. Skills for Life	Filtering on a specific AimType will constrain the data to that AimType
Sector_Subject_Area_Tier_1	e.g. SSA 4. Engineering and Manufacturing Technologies	Filtering on a specific SSA Tier 1 will constrain the data to that SSA
Sector_Subject_Area_Tier_2	e.g. SSA 4.3. Transportation Operations and Maintenance	Filtering on a specific SSA Tier 2 will restrict the data to that SSA
Data_Source	e.g. LEOP	Filtering on the Data Source will restrict data to either that submitted via the ILR or that submitted through the Large Employer Outcome Pilot
Subcontractor_UKPRN	12345678	Filtering on the Subcontractor UKPRN will restrict data to a single subcontractor
<b>Calculations</b>		
Leavers	e.g. Sum(Timely_Leaver)	Summing this field will give the total number of completed learning aims used in the QSR Calculation
Achievers	e.g. Sum(Timely_Achiever)	Summing this field will give the total number of achieved learning aims used in the QSR Calculation
Success Rate	e.g. $\text{Sum(Timely\_Achiever) / Sum(Timely\_Leaver)}$	This is the calculation for the Timely Success Rate



## Section 5 – Visual Representation of the Overall QSR Methodology for Workplace Learning

38. This diagram shows how the hybrid end date (which is the later of either the learning planned end date or learning actual end date) of the workplace learning aim affects how it is processed by the workplace learning success rate methodology.

Key: PED = Planned End Date													
		<b>Achieve</b>	Leaves and achieves		<b>Leave</b>	Leaves and does not achieve		<b>Notification</b>	Notification of achievement				
2012/13						2013/14						How this learning aim is treated in QSRs at the time of measurement	
February	March	April	May	June	July	August	September	October	November	December	January		
Learning Aim 1		Planned end date		Achieve									Achieves after PED but within 12/13 = achiever
Learning Aim 2			Planned end date					Leave					Actual leave date not completed = Marked as continuer and excluded from 12/13 results
Learning Aim 3			Planned end date							Achieve			Actual leave date not completed = Marked as continuer and excluded from 12/13 results
Learning Aim 4			Leave	Planned end date									Leave before PED = non-achiever
Learning Aim 5					Planned end date	Achieve							Achieves after PED but within 12/13 = achiever
Learning Aim 6						Planned end date		Achieve					Actual leave date not completed = Marked as continuer and excluded from 12/13 results
Learning Aim 7				Achieve		Planned end date							Achieves before PED = achiever
Learning Aim 8						Leave		Planned end date					Hybrid end date in 13/14 - not relevant to 12/13 success rate
Learning Aim 9						Achieve				Planned end date			Hybrid end date in 13/14 - not relevant to 12/13 success rate
Learning Aim 10						Leave					Planned end date		Hybrid end date in 13/14 - not relevant to 12/13 success rate
QSR Overall Report in 2012/13													
		Total hybrid leavers				4							
		Total achievements				3							
		Success rate				75.0%							
		Learning aims included in leavers:				1, 4, 5, 7							
		Learning aims included in achievements:				1, 5, 7							
		Learning aims without actual outcome at end of 12/13 and "continuing":				2, 3, 6							
													End of period covered by R04

## Section 6 – Visual Representation of the Timely QSR Methodology for Workplace Learning

39. This diagram shows how the learning planned end date of a workplace learning aim affects how it is processed by the workplace learning success rate methodology.

Key: PED = Planned End Date													
		Achieve	Leaves and achieves		Leave	Leaves and does not achieve							
2012/13						2013/14						How this learning aim is treated in QSRs at the time of measurement	
February	March	April	May	June	July	August	September	October	November	December	January		
Learning Aim 1		Planned end date		Achieve									Achieves after PED and within 90 days = achiever
Learning Aim 2			Planned end date					Achieve					Achieves after PED but outside of 90 days = non-achiever
Learning Aim 3			Planned end date							Achieve			Achieves after PED but outside of 90 days = non-achiever
Learning Aim 4			Leave	Planned end date									Leave before PED = non-achiever
Learning Aim 5					Planned end date	Achieve							Achieves after PED and within 90 days = achiever
Learning Aim 6							Planned end date	Achieve					Achieves after PED and in next year but within 90 days of PED = achiever
Learning Aim 7				Achieve									Achieves before PED = achiever
Learning Aim 8							Leave			Planned end date			PED in 13/14 - not relevant to 12/13 success rate
Learning Aim 9												Planned end date	PED in 13/14 - not relevant to 12/13 success rate
Learning Aim 10												Planned end date	PED in 13/14 - not relevant to 12/13 success rate
QSR Timely Report in 2012/13													
		Total expected learning aim leavers		7									
		Total achievements		4									
		<b>Success rate</b>		<b>57.1%</b>									
		Learning aims included in expected leavers:		1, 2, 3, 4, 5, 6, 7									
		Learning aims included in achievements:		1, 5, 6, 7									
		End of 90 day "timely" period following end of 2012/13											
<b>Notes:</b>	The in-scope cohort of WPL learning aims for the timely success rate (the success rate denominator) are those that planned to end in the reporting year.												
	The timely successes (the success rate numerator) are the number of WPL learning aims completed (learning outcome = 1 and learning actual end date up to 90 days after the planned end date.												
	In these charts the "Achieve" box indicates "Successful Completion"												

## Further Information and Help

40. Please be aware that the Data Service is responsible for producing QSR and Minimum Level of Performance reports in accordance with the methodology approved by the Skills Funding Agency. The QSR business rules and technical specification are available on the [Data Service website](#).
41. Providers will find answers to most of their queries regarding success rates in the guidance document provided or in the frequently asked questions on the [Data Service website](#). It is strongly recommended that providers refer to these sources before contacting the Data Service. If providers' queries can not be resolved by referring to the frequently asked questions on the website or the guidance document, providers should also perform initial checks against the data extract supplied with the QSR report.
42. If providers need further help, the Data Service will be pleased to receive queries regarding success rates, however, when logging a query with the Data Service please provide a detailed explanation of the query being raised. Our Service Desk can be contacted on 0870 267 0001 or email [servicedesk@thedataservice.org.uk](mailto:servicedesk@thedataservice.org.uk).

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