



Skills Funding Agency

Education & training and apprenticeships qualification achievement rates 2014/2015

Quick guidance for the use of the Business Intelligence (BI) qualification achievement-rate dashboard

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Skills Funding Agency

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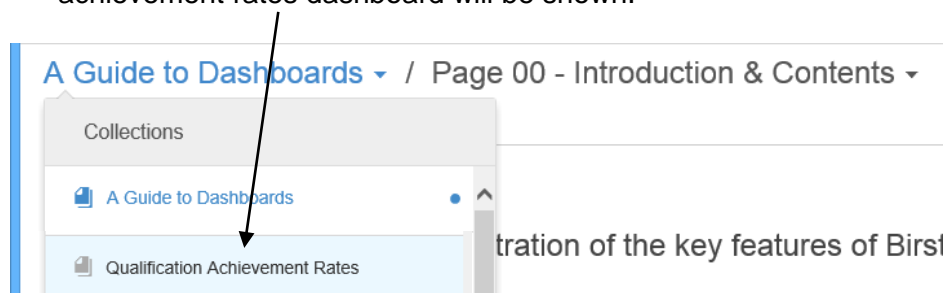
A partner organisation of the Department for Business, Innovation & Skills

Purpose of this document

1. This document provides information about the 2014/2015 Business Intelligence (BI) qualification achievement-rate dashboard.

Accessing the Business intelligence qualification achievement rate dashboard

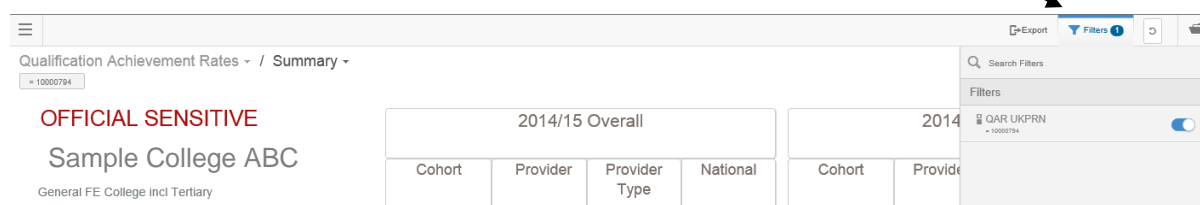
2. The business intelligence qualification achievement rate dashboard is accessed through a tab on the Hub (at <https://hub.imservices.org.uk/Pages/default.aspx>). The ability to access business intelligence dashboards is limited to users with a user role of 'BI User'
3. It is recommended that Google Chrome or Mozilla Firefox is used to access the dashboards. Zooming the view to 75% will give an optimal view of the dashboard.
4. The first page displayed in the BI Tab is 'A Guide to Dashboards'. This dashboard uses national apprenticeship starts data and illustrates a number of features of business intelligence dashboards. Not all these features are present in the qualification achievement rates dashboard.
5. Click on 'A Guide to Dashboards' to show a list of the available dashboards. Select the 'Qualification Achievement Rates' dashboard. The summary page of the qualification achievement rates dashboard will be shown.



6. The Summary page of the qualification achievement rates dashboard gives an overview of the apprenticeship and education & training qualification achievement rates and minimum standards for a provider.

Selecting a provider

7. When a user from a training organisation accesses the QAR dashboard they are automatically shown the data for their own organisation. Personnel from Ofsted and the Skills Funding Agency have to select the provider who's data they wish to view.
8. The provider's UKPRN is selected using the Filters. Click the Filters icon to show the UKPRN filter.



9. Click the UKPRN filter to show the search results screen. Enter the UKPRN in the Search box. Select the UKPRN in the Search Results box and click Apply Filter.

QAR UKPRN >

Equal To

10001207

Search Results

Search Results	Selected
10001207	

Apply

10. The dashboard will show the QAR data for the selected provider. As the name of the provider is shown on the summary screen this can be used to check that the correct provider has been selected.

Qualification Achievement Rates - Summary

10001207

OFFICIAL SENSITIVE

Sample College XYZ

General FE College Incl Tertiary

2014/15 Overall				2014/15 Timely			
Cohort	Provider	Provider Type	National	Cohort	Provider	Provider Type	National

Qualification achievement rates summary page

11. The summary page shows the following:

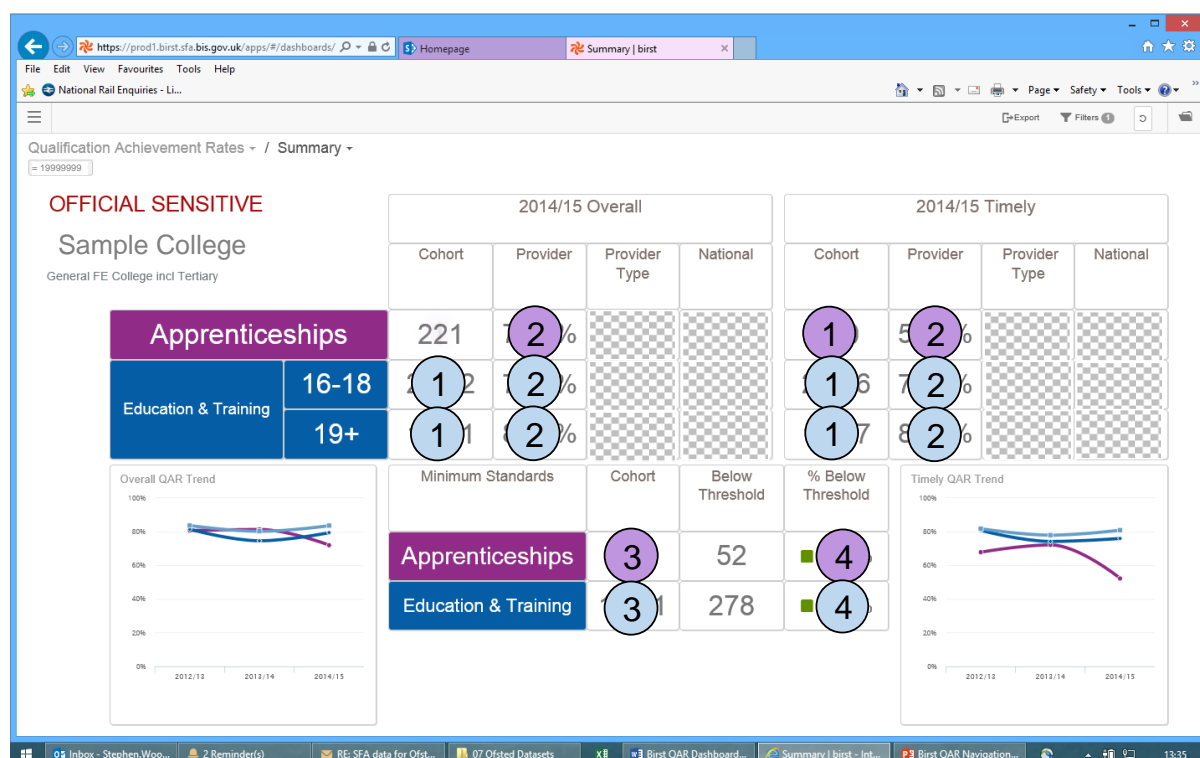
- The provider cohort numbers and qualification achievement rates for 2014/2015 for apprenticeships, 16-18 education & training and 19+ education and training, for both the overall and timely measures.
- The provider group and national qualification achievement rates for 2014/2015 for apprenticeships, 16-18 education & training and 19+ education & training, for both the overall and timely measures.
- The overall and timely three year trend for apprenticeships, 16-18 education & training and 19+ education & training.
- Minimum standards information for apprenticeships and 19+ education & training. If the percentage of learning aims or apprenticeship frameworks below the minimum standards threshold is below the minimum standards tolerance of 40% the percentage below threshold is highlighted in red.

Suppression of provider type and national values in the provisional dashboard

12. The provisional release of the qualification achievement rates dashboard will not contain any provider type or national achievement rates, pass rates or retention rates. Provider type and national achievement rates, pass rates or retention rates will be included once the qualification achievement rate values have been declared final.

Drill down from the summary page and navigation between pages

13. It is possible to drill down to further dashboard pages from the Summary page. The cells on the Summary screen which allow drilldown are shown on the Summary screen below. Clicking on the cell displays the new dashboard page.



14. The destination page when a cell on the summary page is clicked is:

Apprenticeships

- ① Learner Cohort Demographics
- ② Sector Subject Area Tier 1
- ③ Minimum Standards Framework Details
- ④ Minimum Standards SSA Tier 1

Education and Training

- ① Learner Cohort Demographics
- ② Sector Subject Area Tier 1
- ③ Minimum Standards Aim Detail
- ④ Minimum Standards SSA Tier 1

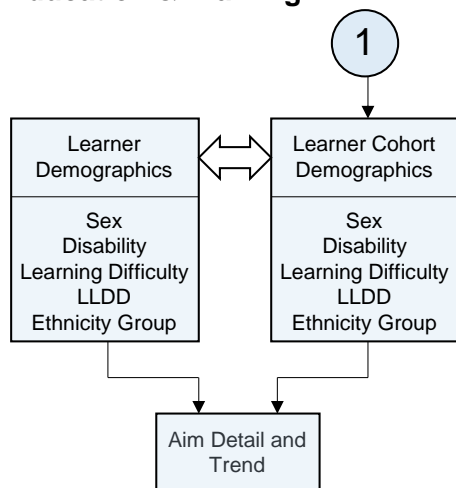
15. When drilling down to a lower level page, the methodology (overall or timely) and, for education & training, the age band (16-18 or 19+) and rate type are applied as filters on the lower level page.

16. The lower level pages of the dashboard are in six sections. The drill down and drill across navigation between the pages in these sections is shown below.

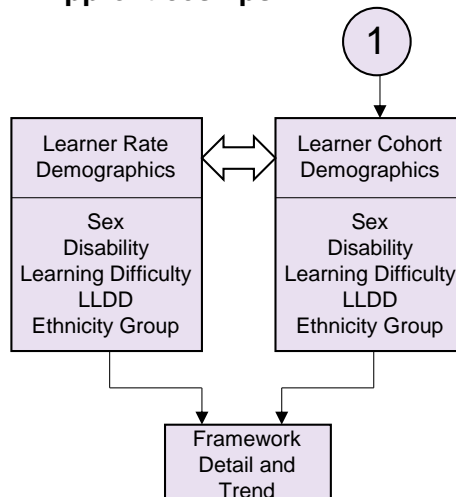
Navigation between pages in the learner cohort demographics section

17. The drill down and drill across navigation between the pages in the learner cohort demographics section is shown below. In the diagrams the \longleftrightarrow symbol indicates the ability to switch between different tabs, whereas an arrow indicates the ability to drill down.

Education & Training



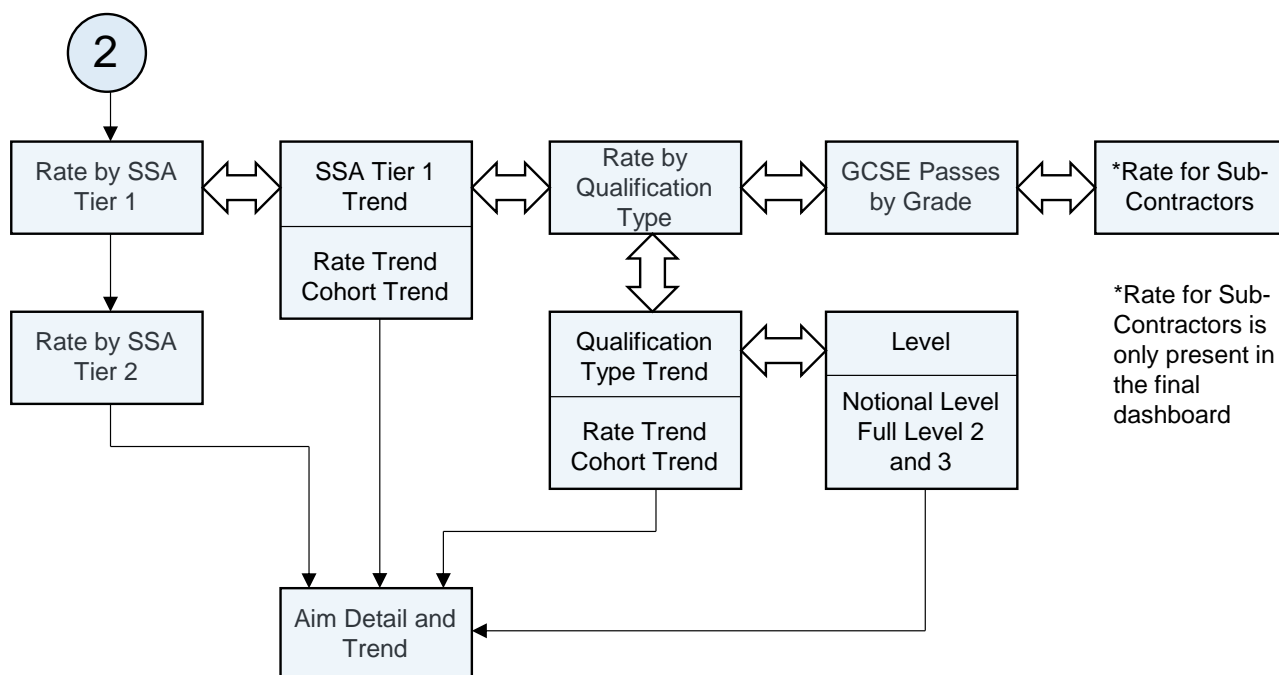
Apprenticeships



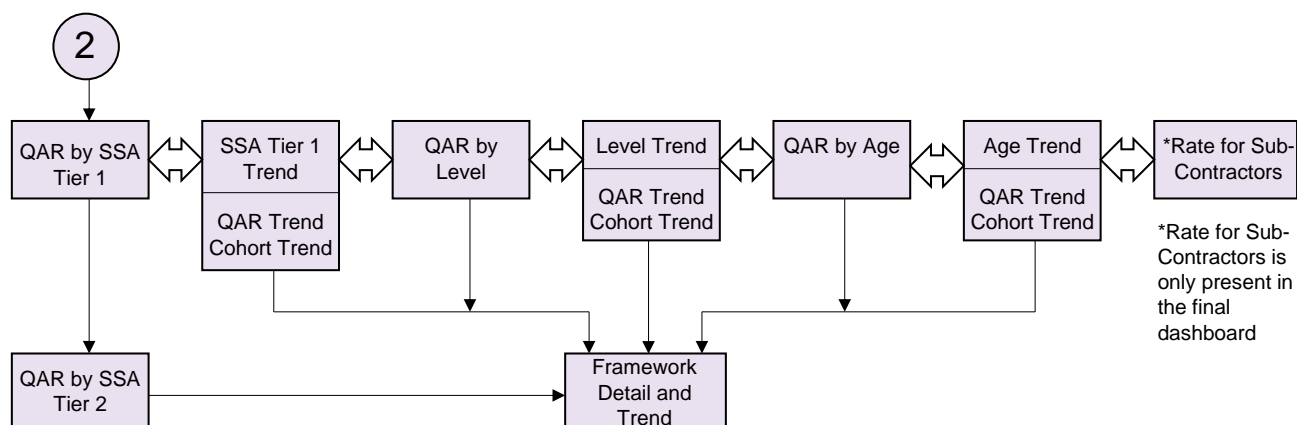
Navigation between pages in the sector subject tier 1 section

18. The drill down and drill across navigation between the pages in the sector subject area tier 1 section is shown below. In the diagrams the \longleftrightarrow symbol indicates the ability to switch between different tabs, whereas an arrow indicates the ability to drill down.

Education & Training



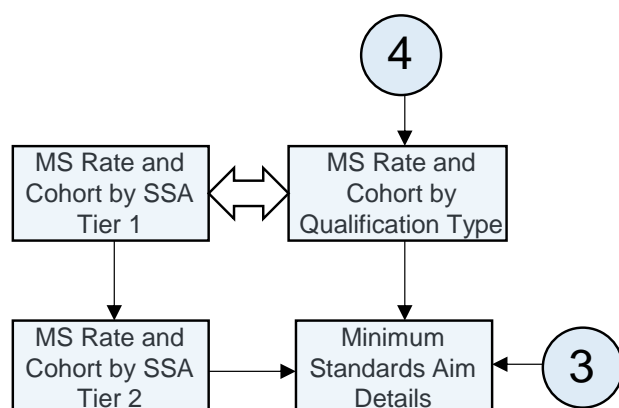
Apprenticeships



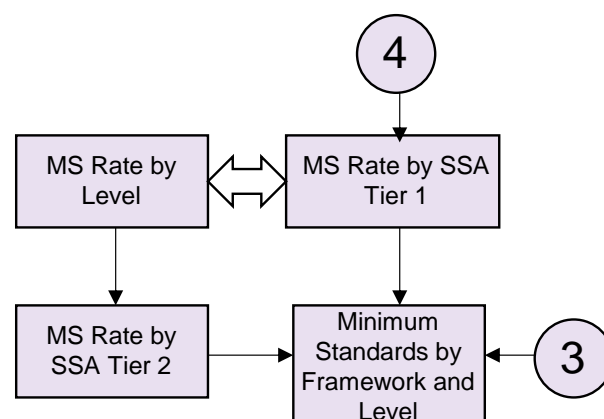
Navigation between pages in the minimum standards section

19. The drill down and drill across navigation between the pages in the minimum standards section is shown below. In the diagrams the \longleftrightarrow symbol indicates the ability to switch between different tabs, whereas an arrow indicates the ability to drill down.

Education & Training

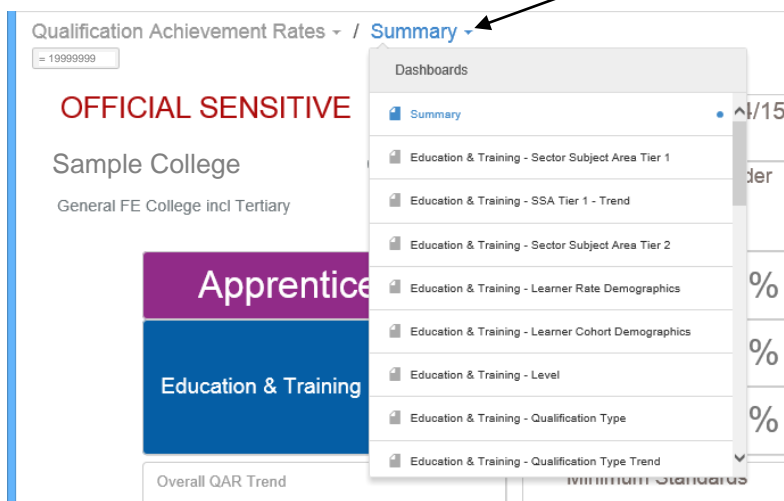


Apprenticeships

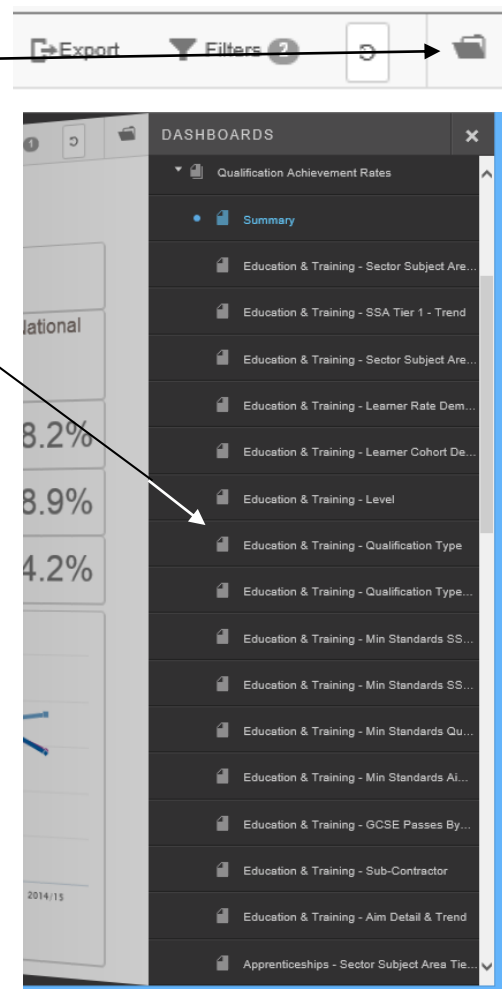


Alternative methods of navigation

20. There are two alternative ways of selecting a page to display. The first is to use the dashboard page selection. Clicking on the page name displays a list of the pages in the dashboard. Click on the page name to select the required page.



21. The second way is to use the page selector for dashboards. Clicking the folder icon displays a list of the dashboards that can be accessed, and the pages within the dashboards. Click the page name to select the required page.



Switching between methodologies, ages, rate types and apprenticeship levels

22. The majority of pages have the facility to switch between the overall and timely methodology and to select different age bands. Education & training pages also have the facility to switch between the achievement rate, the pass rate and the retention rate. Apprenticeship pages also have the facility to select different apprenticeship levels.
23. These selection fields are shown on the left hand side of the page, as shown below. Clicking on the required value will cause the page to refresh and show data for the value selected.

Education & Training

Qualification Achievement Rates ▾

☐ Overall ☐ 16-18 ☐ Achievement Rate

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Methodology

☒ Overall ☐ Timely

QAR Age Band

☒ 16-18 ☐ 19+

Rate Type

☒ Achievement Rate ☐ Pass Rate ☐ Retention Rate

Rate by S

100% —
75% —
50% —
25% —
0% —

☒ Pn

Rate by L

Learner coi

Learner doi

Apprenticeships

Qualification Achievement Rates ▾

☐ Overall ☐ 19-23 ☐ Advanced

OFFICIAL SENSITIVE

Methodology

☒ Overall ☐ Timely

Age Band

☐ 16-18 ☒ 19-23 ☐ 24+ ☐ All Ages

Level

☐ Intermediate ☒ Advanced ☐ Higher ☐ All Levels

1001

801

601

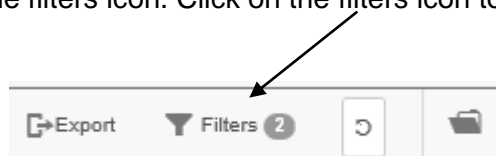
401


201

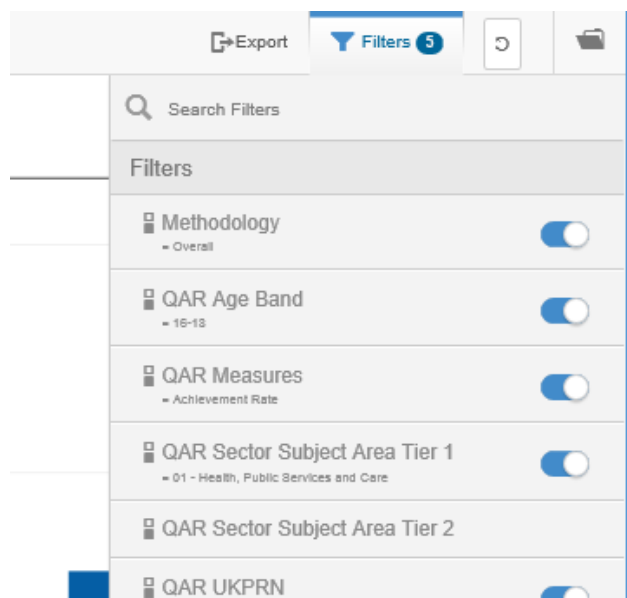
01

Filters

24. Filters are another way of selecting the data that is displayed on a page. Filters are accessed using the filters icon. Click on the filters icon to display the filters available on the page.

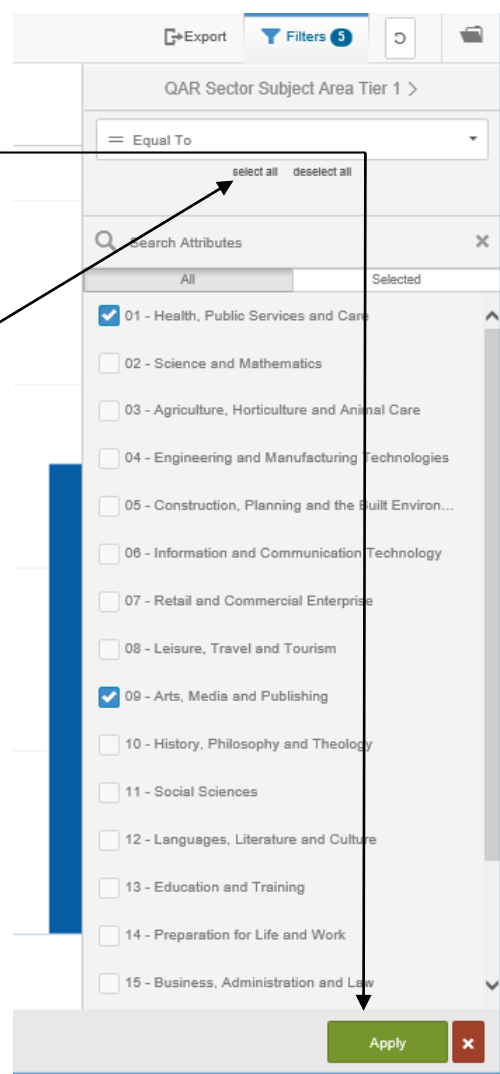


25. The filters are displayed on the right hand side of the page, as shown below. Filters that are in use have an  icon. The value of the filter is also shown. For instance, the QAR sector subject area tier 1 filter is set to '01 - Health, Public Services and Care'. Only data for this sector subject area tier 1 will be shown on the page.



26. Click on a filter to display the available values. If multiple values can be selected check boxes will be shown. If only a single value can be selected radio buttons will be shown. Select the value or values required and click the Apply button. The page will refresh and show data for the value(s) selected.

27. On the sector subject area tier 1 cohort charts a large number of aims in one sector subject area (for instance, preparation for life and work) can make it difficult to see the cohort numbers of the other sector subject areas, if they are small. Using the filters it is possible to remove individual sector subject areas. Click 'select all' to mark all sector subject areas, then click individual sector subject areas to remove them from the chart.



28. Once a filter has been set it is applied to any page that has that filter. The filters that are active are shown at the top of each page.

Qualification Achievement Rates / Education & Training - Sector

= Overall = 16-18 = Achievement Rate = 01 - Health, Public Servi... = 19999999

Dashlet Features and Actions

29. Each chart or table has a number of features and actions. These are.

- Suppress the display of a column of data
- Maximise the size of the chart or table
- Export the data in a chart or table into a Microsoft Excel spreadsheet
- Export the data in a table or chart into a pdf format file

Suppress the display of a column or data



30. At the bottom of each chart there is a key that identifies the values shown on the chart. An example is shown below.

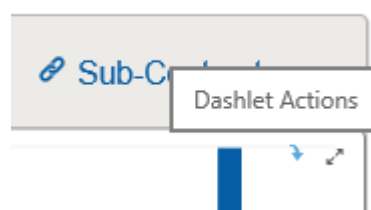


31. Clicking on the legend will remove that column from the chart. For instance, if both the provider type rate and national rate are clicked only the provider rate is shown. An example is shown below. Clicking the legend again will restore the column to the chart.



Maximise the size of a chart or table

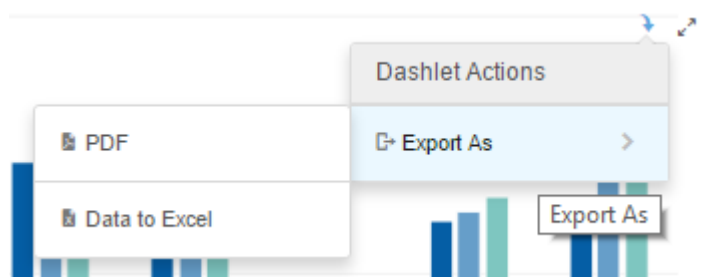
32. If the cursor is moved to the top right hand corner of a table or chart two icons appear. The  icon is the 'maximise' icon, the  icon is the 'dashlet actions' icon.



33. When the maximise icon is clicked the table or chart expands to fill the screen. If the maximise icon is clicked a second time the chart or table will return to its previous size and position.

Export the data in a chart or table into a Microsoft Excel spreadsheet

34. When the dashlet actions icon is clicked an Export As popup box is displayed. Clicking 'Data to Excel' outputs the data in the chart or table as a Microsoft Excel spreadsheet. A pop-up will be shown at the bottom of the screen asking whether to open or save the Excel file, as shown below. Depending on the security settings of your browser only the save option may be allowed. Tables also have an option to export the data to an Excel pivot table



35. Below is an example of data exported from the sector subject area tier 1 chart. The national rate and provider type rates have been obscured for data protection reasons.


 A screenshot of an Excel spreadsheet. The title bar shows 'E&T_SSA_Tier_1_STAT_Chart (1).xlsx [Read-Only] - Ex...'. The ribbon is set to 'DESIGN'. The active cell is A1, containing 'National Rate'. The spreadsheet has four columns: A (National Rate), B (Provider Type Rate), C (Provider Rate), and D (Sector Subject Area Tier 1). Rows 2 through 16 contain data for various sectors, and row 17 contains a total for 'X - Not Applicable'. The 'National Rate' and 'Provider Type Rate' columns are obscured with a grey and white checkered pattern.

	A	B	C	D
1	National Rate	Provider Type Rate	Provider Rate	Sector Subject Area Tier 1
2			82.53012048	01 - Health, Public Services and Care
3			73.14814815	02 - Science and Mathematics
4			87.3015873	04 - Engineering and Manufacturing Technologies
5			78.91566265	05 - Construction, Planning and the Built Environment
6			86.59793814	06 - Information and Communication Technology
7			86.98224852	07 - Retail and Commercial Enterprise
8			65.74074074	08 - Leisure, Travel and Tourism
9			87.31707317	09 - Arts, Media and Publishing
10			83.33333333	10 - History, Philosophy and Theology
11			73.07692308	11 - Social Sciences
12			84.51882845	12 - Languages, Literature and Culture
13			100	13 - Education and Training
14			72.93447293	14 - Preparation for Life and Work
15			90.90909091	15 - Business, Administration and Law
16			100	X - Not Applicable
17			1253.306168	

Export the data in a chart or table into a pdf format file

36. On the Export As popup box click 'PDF' to output the chart or table as a pdf file. A pop-up will be shown at the bottom of the screen asking whether to open or save the pdf file,

as shown below. Depending on the security settings of your browser only the save option may be allowed.

37. An alternative way to export a page as a pdf is to use the Export button  at the top of the page. This is the only method of producing a pdf copy of the summary page.

Further Information

38. 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.

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