



Skills Funding Agency

Education & training qualification achievement rates 2014/2015

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

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Section 1 – Introduction

Purpose of this document

1. This document provides information about the 2014/2015 education & training qualification achievement-rate provider data extracts and how the included aims dataset can be pivoted to show achievement rate, pass rate and retention rate 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 and the 2013/2014 achievement-rate has been renamed pass-rate.
3. Changes have been made to the way qualification achievement rate 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 education & training 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 learning aims 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 learning aims 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 learning aims are not included in calculations of the qualification achievement rates. The main reasons for exclusion are as follows.
 - a) Aims where the learner has withdrawn within the funding qualifying period, and the learning aim is not achieved.
 - b) Aims where a learner has transferred to a different learning aim with the same provider or is on a planned break.
 - c) Aims where a learner transferred to a new provider due to intervention by us or the Education Funding Agency.
 - d) Aims that are not funded by us or the Education Funding Agency.
 - e) Aims that are key skills aims.
 - f) Aims that are innovation code learning aims.

Full details on all exclusions are given in the education & training 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, pass-rate and retention-rate percentages

12. The fields from the qualification achievement-rates provider data extract that are used in calculating overall qualification achievement, pass and retention 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 a learning aim has ended (a learning aim has ended if a learning actual end date is present). Learning aims where Overall_Leaver is 1 are included in the overall qualification achievement-rate calculations.
- **Overall_Achiever**
This field indicates whether a learning aim has been achieved (achieved learning aims have a Learning Outcome of 1 or 7).
- **Overall_Completer**
This field indicates whether a learning aim has been successfully completed (successfully completed learning aims have a Completion Status of 2).

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

$$\frac{\text{Number of learning aims that have been achieved}}{\text{Number of learning aims that have ended}} \times 100$$

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.

$$\frac{\text{Number of learning aims where Overall_Achiever is 1}}{\text{Number of learning aims where Overall_Leaver is 1}} \times 100$$

14. For a given hybrid end year, the overall pass rate is calculated as follows.

$$\frac{\text{Number of learning aims that have been achieved}}{\text{Number of learning aims that have been successfully completed}} \times 100$$

In terms of the fields on the provider data extract, for a given hybrid end year (Hybrid_End_Year), the overall pass-rate percentage is calculated as follows.

$$\frac{\text{Number of learning aims where Overall_Achiever is 1}}{\text{Number of learning aims where Overall_Completer is 1}} \times 100$$

15. For a given hybrid end year, the overall retention rate is calculated as follows.

$$\frac{\text{Number of learning aims that have successfully completed}}{\text{Number of learning aims that have ended}} \times 100$$

In terms of the variables on the provider data extract, for a given hybrid end year (Hybrid_End_Year), the overall retention-rate percentage is calculated as follows.

$$\frac{\text{Number of learning aims where Overall_Completer is 1}}{\text{Number of learning aims where Overall_Leaver is 1}} \times 100$$

16. 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 a learning aim has been included in the qualification achievement-rate calculation. Learning aims where Timely_Leaver is 1 are included in the overall qualification achievement-rate calculations.
- **Timely_Achiever**
This field indicates whether a learning aim has been achieved.

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

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

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.

$$\frac{\text{Number of learning aims where Timely_Achiever is 1}}{\text{Number of learning aims where Timely_Leaver is 1}} \times 100$$

18. Pass rate and retention rate are not calculated for the timely measure.

Calculating the percentage of the cohort below the minimum standard threshold

19. Minimum standards use the overall qualification achievement rate and uses data for 2014/2015 only.
20. In the qualification achievement-rates dataset an aim has been classified as below minimum standards if Leaver_Below_MS_Threshold is 1.
21. The first stage in working out the percentage of provision that is below minimum standards is to identify whether the 19+ age band's overall qualification achievement rate for individual learning aim references is below the minimum standards threshold for the qualification type (for example, A-level, Diploma).
22. If the 19+ age band's qualification achievement rate of a learning aim reference is below the minimum standard threshold, all the cohort for that learning aim reference are classified as being below the minimum standards threshold. The cohort number and the qualification achievement rate are highlighted in red in the minimum standards aim details page of the QAR dashboard. An example of this is shown below.

| | | | | Overall | | |
|--------------------|-------------|------------------------|--|--------------|--------|--|
| | | | | 2014/15 | | |
| Qualification Type | Level | Learning Aim Reference | Learning Aim Title | Provider QAR | Cohort | Cohort Below Minimum Standards Threshold |
| AS Level | Level 3 | 50022222 | GCE AS Level in General Studies A | 0.0% | 1 | 1 |
| Award | Entry Level | 50061197 | Award in Personal and Social Development (Entry 3) (QCF) | 0.0% | 1 | 1 |

23. The table below shows the minimum standards tolerance for each qualification type.

| Qualification type | Minimum standards threshold |
|--------------------------------|-----------------------------|
| Access to HE | 70% |
| A-levels | 75% |
| AS-levels | 63% |
| Basic skills maths and English | 63% |
| Certificate | 70% |
| Diploma | 70% |
| GCSE maths and English | 75% |
| GCSE other | 75% |
| Award | 75% |
| ESOL | 63% |
| QCF unit | 75% |
| Other regulated | 65% |
| Other non-regulated | 75% |

24. 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.

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

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

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

27. 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).

28. When provision is below minimum standards, the total percentage of the cohort 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% |

29. These calculations are illustrated in the two scenarios below.

In these scenarios, a training provider only delivers three level-2 qualifications. These qualifications are:

50098160: Diploma in Vehicle Fitting Principles (QCF)

50098184: Diploma in Light Vehicle Maintenance and Repair Principles (QCF)

50098366; NVQ Diploma in Performing Engineering Operations (QCF)

Scenario 1 – The percentage of the cohort below the minimum standards threshold is less than the minimum standards tolerance.

| Qualification Type | Level | Learning Aim Reference | Learning Aim Title | Overall | | |
|--------------------|---------|------------------------|--|--------------|--------|--|
| | | | | 2014/15 | | |
| | | | | Provider QAR | Cohort | Cohort Below Minimum Standards Threshold |
| Diploma | Level 2 | 50098160 | Diploma in Vehicle Fitting Principles (QCF) | 51.3% | 40 | 40 |
| Diploma | Level 2 | 50098184 | Diploma in Light Vehicle Maintenance and Repair Principles (QCF) | 73.6% | 111 | 111 |
| Diploma | Level 2 | 50098366 | NVQ Diploma in Performing Engineering Operations (QCF) | 85.3% | 56 | 56 |

In this scenario, the qualification achievement rate of only one of the three learning aim references (50098160: Diploma in Vehicle Fitting Principles) falls below the minimum standard threshold for Diploma, which is 70%. The 40 cohort for this learning aim 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.

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

In this scenario, the percentage is equal to 40 divided by 207, which is 19.3%.

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 | | |
| Qualification Type | Level | Learning Aim Reference | Learning Aim Title | Provider QAR | Cohort | Cohort Below Minimum Standards Threshold |
| Diploma | Level 2 | 50098160 | Diploma in Vehicle Fitting Principles (QCF) | 51.3% | 40 | 40 |
| Diploma | Level 2 | 50098184 | Diploma in Light Vehicle Maintenance and Repair Principles (QCF) | 73.6% | 111 | 111 |
| Diploma | Level 2 | 50098366 | NVQ Diploma in Performing Engineering Operations (QCF) | 65.3% | 56 | 56 |

In this scenario, the qualification achievement rate of two of the three learning aim references (50098160: Diploma in Vehicle Fitting Principles and 50098366: NVQ Diploma in Performing Engineering Operations) fall below the minimum standard threshold for Diploma, which is 70%. The 96 cohort for these learning aims 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.

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

In this scenario, the percentage is equal to 96 divided by 207, which is 46.4%.

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

30. 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 learning aims that are included in the qualification achievement-rate dashboard.

31. 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 'E & T'. |
| CL_WPL | Indicates whether the aim is a classroom learning aim or a workplace learning aim. | Set to 'CL' or 'WPL'. |
| UPIN | Provider number. | UPIN |
| UKPRN | UK provider reference number (UKPRN). | UKPRN |

| Data field in included aims file | Description | Data item on the qualification achievement-rate dataset |
|----------------------------------|---|---|
| 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' or '19+'. |
| 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 |
| EFA_Direct_Funded | Indicates that the learning aim has been funded by the Education Funding Agency in the year of the latest ILR returned for the learning aim. | EFA_Direct_Funded. Set to 1 if the aim is directly funded by the EFA, otherwise set to 0. |
| 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 learning aim. 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 learning aim. This field holds a code. The description of the code can be found in the ILR specification. | Outcome |
| Outcome_Grade | The learning outcome grade of the learning aim. | OutGrade |
| 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 learning aim 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 |
| Learning_Aim_Reference | The learning aim reference. | LearnAimRef |
| Learning_Aim_Description | The learning aim description. | LearnAimRefTitle |
| Programme_Type | The type of programme which the learner is | ProgType |

| Data field in included aims file | Description | Data item on the qualification achievement-rate dataset |
|----------------------------------|---|--|
| | undertaking. This field holds a code. The description of the code can be found in the ILR specification. | |
| Aim_Type | The type of aim. This field holds a code. The description of the code can be found in the ILR specification. | AimType |
| Map_Code | A code used to group learning aims together for the purpose of analysis. | SuccRateMAPCode |
| Map_Code_Desc | Map code description. | SuccRateMAPCodeDesc |
| Notional_NVQ_Level | A level on the NVQ scale. | NotionalNVQLevel |
| Qualification_Type | <p>A categorisation of learning aims. The categories are:</p> <ul style="list-style-type: none"> • Access to HE • A-levels • AS-levels • Basic skills maths and English • Certificate • Diploma • GCSE maths and English • GCSE other • Award • ESOL • QCF unit • Other regulated • Other non-regulated | Qualification_Size |
| Maths_English | Indicates whether a learning aim is a mathematics or English learning aim. Only set for qualification types of 'GCSE Maths and English' and 'Basic Skills Maths and English'. | Maths_English. Set to 'E' or 'M'. |
| Report_Level | <p>The levels used on the qualification achievement-rate dashboard.</p> <ul style="list-style-type: none"> • Set to 'Entry and Level 1' if NotionalNVQLevel is 1 or E. • Set to 'Level 2' if NotionalNVQLevel is 2. • Set to 'Level 3' if NotionalNVQLevel is 3. • Set to 'Level 4 or Higher' if NotionalNVQLevel is 4, 5 or H. • Set to 'Level Unknown' if NotionalNVQLevel is M, U or X. | Derived from NotionalNVQLevel. |
| Full_Level_2 | Identifies whether the learning aim is a full level 2. | D_Fulllevel2. Set to 1 if the aim is a full level 2, otherwise set to 0. |
| Full_Level_3 | Identifies whether the learning aim is a full level 3. | D_Fulllevel3. Set to 1 if the aim is a full level 3, otherwise set to 0. |
| Sector_Subject_Area_Tier_1 | Sector subject area – the broad (tier 1) classification of the subject of the learning aim. | 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 included aims file | Description | Data item on the qualification achievement-rate dataset |
|----------------------------------|---|---|
| | the subject of the learning aim. | the description of the SSA tier 2 |
| Subcontractor_UKPRN | The UKPRN of the subcontractor delivering this learning aim. | 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_LocalAuth ority |
| 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_LocalA uthority |
| Year_Aim_Submitted | The academic year which the aim was submitted in. | YearAimSubmitted |
| Learning_Start_Date | The date the learning began. | LearnStartDate |
| Learning_Planned_End_Date | The date the learning aim is due to be completed. | LearnPlanEndDate |
| Learning_Actual_End Date | The date the learning aim was actually completed. | LearnActEndDate |
| Actual_End_Year | Actual end year – the academic year the learning aim 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 learning aim 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 learning aim counts towards the overall qualification achievement rate. If Overall_Leaver is 1, the learning aim counts towards the overall qualification achievement rate. | P_Count_Overall |
| Overall_Achiever | For the overall qualification achievement-rate measure, this indicates whether the learning aim has been achieved. If Overall_Leaver is 1, the learning aim has been achieved. | P_Ach_Overall |

| Data field in included aims file | Description | Data item on the qualification achievement-rate dataset |
|----------------------------------|--|---|
| Overall_Transfer | For the overall qualification achievement-rate measure, this indicates whether a learner has transferred to another learning aim. If Overall_Transfer is 1, the learner has transferred to another learning aim. Aims 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. Aims where Overall_Plan_Break is 1 are excluded from the overall qualification achievement rate calculation. | P_Plan_Break_Overall |
| Overall_Completer | For the overall qualification achievement-rate measure, this indicates that the learning aim has been completed. If Overall_Completer is 1, the learning aim has been completed. | P_Complete_Overall |
| Leaver_Below_MS_Threshold | This indicates whether the overall qualification achievement rate for a learning aim is lower than the minimum standards threshold. If Leaver_Below_MS_Threshold is 1, the overall qualification achievement rate for the learning aim is below the minimum standards threshold. | This is derived, as described in paragraphs 19 to 27. |
| Timely_Leaver | For the timely qualification achievement-rate measure, this indicates whether the learning aim should be counted towards the timely qualification achievement rate. If Timely_Leaver is 1, the learning aim will be counted towards the timely qualification achievement rate. | P_Count_Timely |
| Timely_Achiever | For the timely qualification achievement-rate measure, this indicates whether the learning aim has been achieved. If Timely_Leaver is 1, the learning aim has been achieved. | P_Ach_Timely |
| Timely_Transfer | For the timely qualification achievement-rate measure, this indicates whether a learner has transferred to another learning aim. If Timely_Transfer is 1, the learner has transferred to another learning aim. Aims 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 | P_Plan_Break_Timely |

| Data field in included aims file | Description | Data item on the qualification achievement-rate dataset |
|----------------------------------|---|---|
| | <p>is on a planned break.</p> <p>If Timely_Plan_Break is 1, the learner is on a planned break. Aims where Timely_Plan_Break is 1 are excluded from the timely qualification achievement rate calculation.</p> | |

Learning aims excluded from qualification achievement rates

32. The data not used to work out qualification achievement rates is provided as a CSV file. The file contains all the learning aims that are not included in the qualification achievement-rate calculations.
33. 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 'E & T'. |
| CL_WPL | Indicates whether the aim is a classroom learning aim or a workplace learning aim. | Set to 'CL' or 'WPL'. |
| 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 dataset. | Set to 'ILR'. |
| Age_Group | A banding of the learner's age used for reporting. | Set to '16-18' or '19+'. |
| 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 |
| EFA_Direct_Funded | Indicates that the learning aim has been funded by the Education Funding Agency in the year of the latest ILR returned for the learning aim. | EFA_Direct_Funded. Set to 1 if the aim is directly funded by the EFA, otherwise set to 0. |
| 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 |

| Data field in excluded aims file | Description | Data item on the qualification achievement-rate dataset |
|----------------------------------|---|---|
| Completion_Status | The completion status of the learning aim. 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 learning aim. This field holds a code. The description of the code can be found in the ILR specification. | Outcome |
| Outcome_Grade | The learning outcome grade of the learning aim. | OutGrade |
| 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 learning aim 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 |
| Learning_Aim_Reference | The learning aim reference. | LearnAimRef |
| Learning_Aim_Description | The learning aim description. | LearnAimRefTitle |
| Programme_Type | The type of programme which the learner is undertaking. This field holds a code. The description of the code can be found in the ILR specification. | ProgType |
| Aim_Type | The type of aim. This field holds a code. The description of the code can be found in the ILR specification. | AimType |
| Map_Code | A code used to group learning aims together for the purpose of analysis. | SuccRateMAPCode |
| Map_Code_Desc | Map code description. | SuccRateMAPCodeDesc |
| Notional_NVQ_Level | A level on the NVQ scale. | NotionalNVQLevel |
| Qualification_Type | A categorisation of learning aims. The categories are: <ul style="list-style-type: none"> • Access to HE • A-levels • AS-levels • Basic skills maths and English • Certificate • Diploma • GCSE maths and English • GCSE other • Award • ESOL • QCF unit • Other regulated • Other non-regulated | Qualification_Size |
| Maths_English | Indicates whether a learning aim is a mathematics or English learning aim. Only set for qualification types of 'GCSE Maths and English' and 'Basic Skills Maths and English'. | Maths_English |

| Data field in excluded aims file | Description | Data item on the qualification achievement-rate dataset |
|----------------------------------|---|--|
| Report_Level | <p>The levels used on the qualification achievement rate dashboard.</p> <ul style="list-style-type: none"> Set to 'Entry and Level 1' if NotionalNVQLevel is 1 or E. Set to 'Level 2' if NotionalNVQLevel is 2. Set to 'Level 3' if NotionalNVQLevel is 3. Set to 'Level 4 or Higher' if NotionalNVQLevel is 4, 5 or H. Set to 'Level Unknown' if NotionalNVQLevel is M, U or X. | Derived from NotionalNVQLevel. |
| Full_Level_2 | Indicates whether the learning aim is a full level 2. | D_Fulllevel2. Set to 1 if the aim is a full level 2, otherwise set to 0. |
| Full_Level_3 | Indicates whether the learning aim is a full level 3. | D_Fulllevel3. Set to 1 if the aim is a full level 3, otherwise set to 0. |
| Sector_Subject_Area_Tier_1 | Sector subject area – the broad (tier 1) classification of the subject of the learning aim. | 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 learning aim. | SectSubAreaTier2 plus the description of the SSA tier 2. |
| Subcontractor_UKPRN | The UKPRN of the subcontractor delivering this learning aim. | 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_LocalAuth ority |
| 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_LocalA uthority |
| Year_Aim_Submitted | The academic year which the aim was submitted in. | YearAimSubmitted |
| Learning_Start_Date | The date the learning began. | LearnStartDate |
| Learning_Planned_End_Date | The date the learning aim is due to be completed. | LearnPlanEndDate |
| Learning_Actual_End_Date | The date the learning aim was actually completed. | LearnActEndDate |
| Actual_End_Year | Actual end year – the academic year the learning aim 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 | P_Expendyr |

| Data field in excluded aims file | Description | Data item on the qualification achievement-rate dataset |
|---|---|---|
| | learning aim 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. | |
| 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 learning aim was not included in the qualification achievement-rate calculations. A learning aim can be excluded for several reasons. | | |
| Add_Unit_Excl | Indicates that the learning aim is an Additional Unit aim. | Add_Unit_Excl |
| AdultLearnerAccounts_Excl | Indicates that the learning aim is an Adult Learner Account aim. | AdultLearnerAccounts_Excl |
| CL_Excl | Indicates that the learning aim is funded by the Community Learning budget. | CL_Excl |
| Component_Aim_Excl | Indicates that the learning aim is a component aim that is not included in qualification achievement rates. | Component_Aim_Excl |
| Diagnostic_Excl | Indicates that the learning aim is a Diagnostic Test aim. | Diagnostic_Excl |
| Diploma_Excl | Indicates that the learning aim is a programme aim, such as those used for Diplomas and Programme-led Pathways. | Diploma_Excl |
| E2E_Excl | Indicates that the learning aim is an Entry to Employment aim. | E2E_Excl |
| ESF_Excl | Indicates that the learning aim is funded by the European Social Fund. | ESF_Excl |
| FirstSteps_Excl | Indicates that the learning aim is a First Steps or Formal First Steps aim. | FirstSteps_Excl |
| FoundationLearningWeekly_Excl | Indicates that the learning aim is a Foundation Learning Weekly aim. | FoundationLearningWeekly_Excl |
| Fund_Qual_Excl | Indicates that the learner has withdrawn from a learning aim before the qualifying number of days for funding has been met. | Fund_Qual_Excl |
| Innovation_Excl | Indicates that the learning aim is an Innovation Code aim. | Innovation_Excl |
| JIP_Excl | Indicates that the learning aim is a Joint Investment Programme aim. | JIP_Excl |
| JSA_ESA_UC_Excl | Indicates that the learning aim is for a learner claiming Jobseeker's Allowance (JSA) or Employment and Support Allowance (ESA) in the work-related activity group (WRAG) and cannot continue their learning through to completion because they have started working. | JSA_ESA_UC_Excl |
| KeySkills_Excl | Indicates that the learning aim is a Key Skills aim. | KeySkills_Excl |
| LLDD_Placement_Excl | Indicates that the learning aim is funded by the LLDD Placement budget. | LLDD_Placement_Excl |

| Data field in excluded aims file | Description | Data item on the qualification achievement-rate dataset |
|---|---|--|
| Non_Reg_ESOL_Excl | Indicates that the learning aim is a non-regulated ESOL funding aim. | Non_Reg_ESOL_Excl |
| Not_Funded_Excl | Indicates that the learning aim is not funded. Learning aims financed by a 24+ advanced learning loan are considered as funded. | Not_Funded_Excl |
| Pilot_Excl | Indicates that the learning aim is learning technologies pilot aim or a work skills aim. | Pilot_Excl |
| Sup_Intern_Excl | Indicates that the learning aim is a Supported Internship. | Sup_Intern_Excl |
| Traineeship_Excl | Indicates that the learner is on a traineeship and cannot continue their learning through to completion because they have started work. | Traineeship_Excl |
| Tutorial_Excl | Indicates that the learning aim is a Tutorial Support and Complementary Studies aim. | Tutorial_Excl |
| UC_Excl | Indicates that the learning aim is for a learner who is receiving Universal Credit and has to take skills training. | UC_Excl |
| UFI_Excl | Indicates that the learning aim is a University for Industry (Ufi) aim with a Learning Planned End Date earlier than 01/08/2010. | UFI_Excl |
| Unitisation_Excl | Indicates that the learning aim is a Unitisation qualification. | Unitisation_Excl |
| Work_Exp_Excl | Indicates that the learning aim is a work-experience or work-placement aim. | Work_Exp_Excl |

Section 4 – Analysing Achievement Rates using an Excel Pivot Table

Updating the provider data extract files to replace codes with descriptions

34. 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 should be replaced by a description.

35. Fields where codes could be replaced by a description are:

- The **Full_Level_2** field, which contains values of 1 and 0. 1 should be replaced by 'Full level 2' and 0 should be replaced by 'Not full level 2'.
- The **Full_Level_3** field, which contains values of 1 and 0. 1 should be replaced by 'Full level 3' and 0 should be replaced by 'Not full level 3'.
- The **Maths_English** field, Which contains the values 'E' and 'M'. 'E' should be replaced by 'English' and 'M' should be replaced by 'Mathematics'.

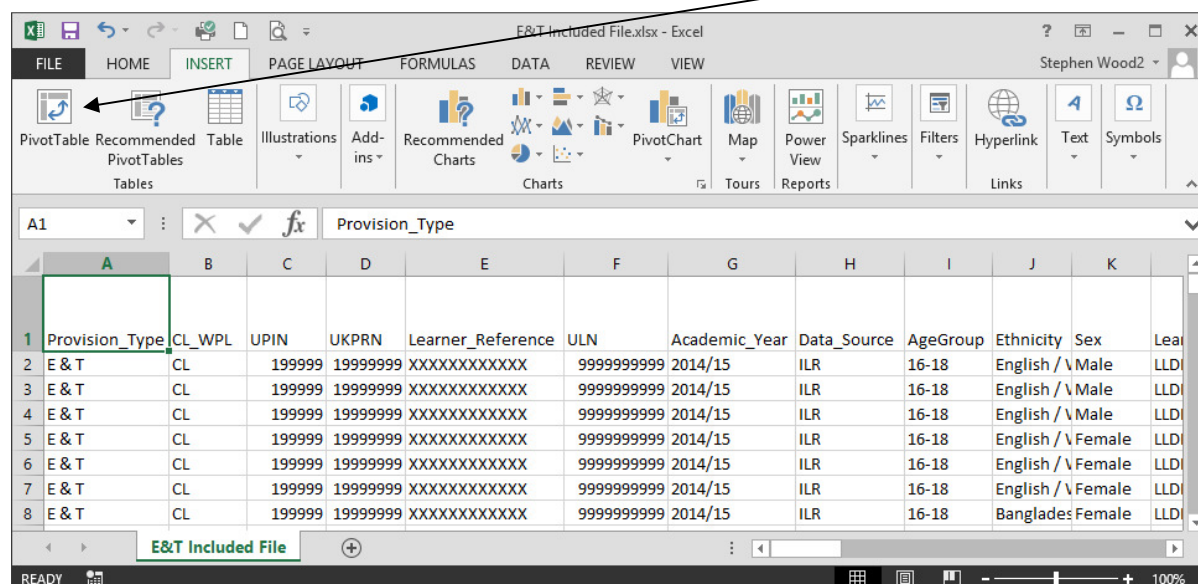
36. The **Expected_End_Year** and **Hybrid_End_Year** only contain the first year of an academic year, for example 2013. The year should be replaced by the full year name, for example, 2013 should be replaced by 2013/14.

Creating an achievement rates pivot table in Microsoft Excel

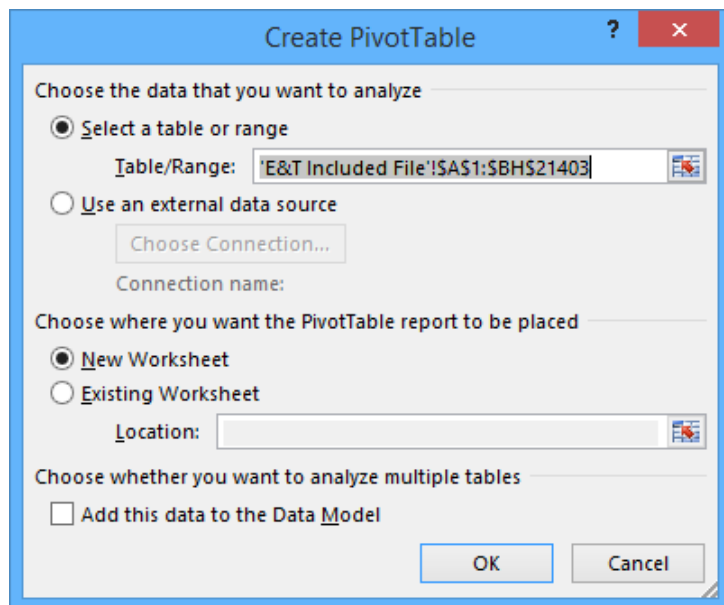
37. In order to view achievement rates, pass rates and retention rates using the data on the provider data extract file it is necessary to create a pivot table in Excel. The steps required to do this are shown below.

38. 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.

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

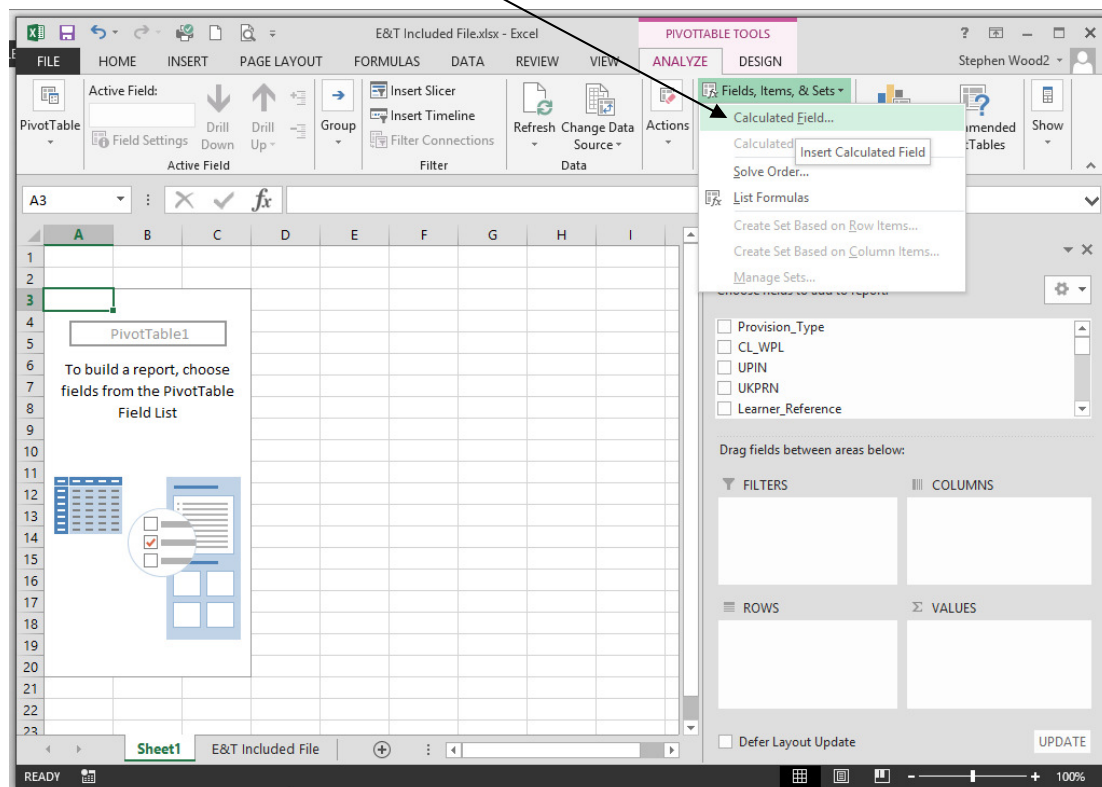


40. The Create Pivot Table dialog box will be shown. Click 'OK' to create the pivot table in a separate worksheet.



Creating the achievement rate, pass rate and retention rate fields

41. The achievement rate, pass rate and retention rate have to be added to the pivot table as calculated fields. The steps to do this are shown below.
42. On the Pivot Table Tools menu select 'Fields, Items & Sets' in the Calculate menu, and then select 'Calculated Field'.



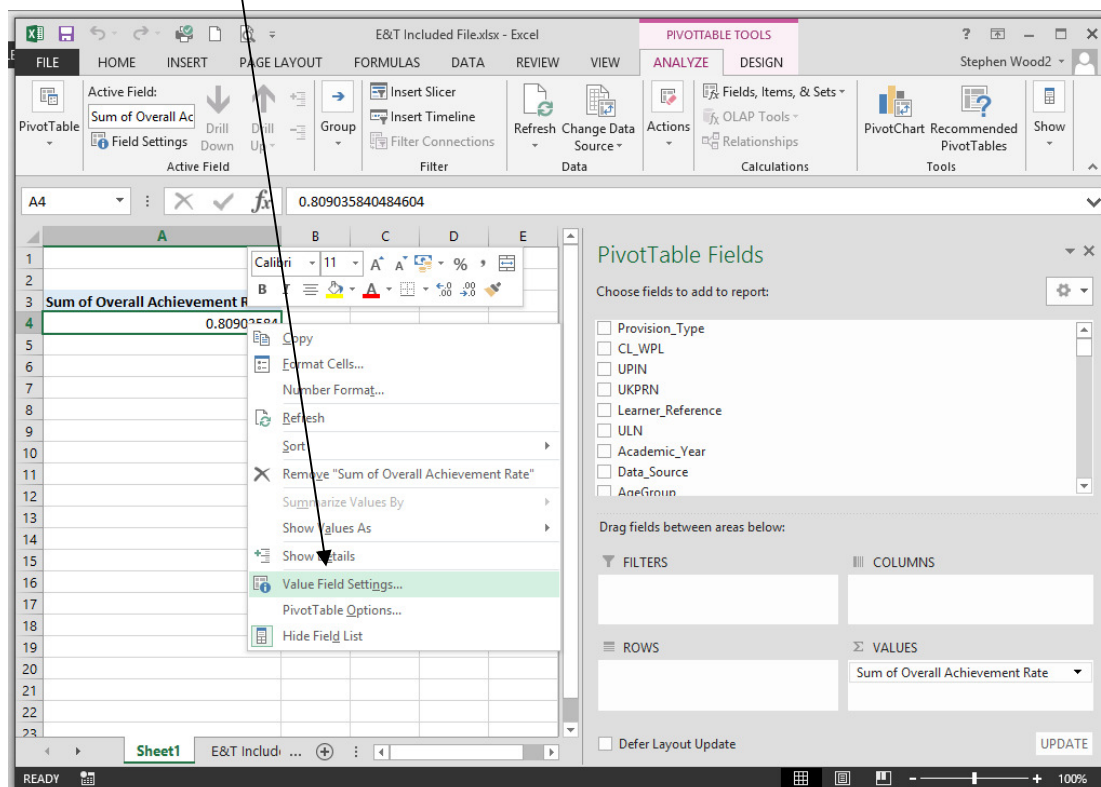
43. Using the 'Insert Calculated Field' dialog box create calculated fields for overall achievement rate, overall pass rate, overall retention rate and timely achievement rate. The calculations are shown below.

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

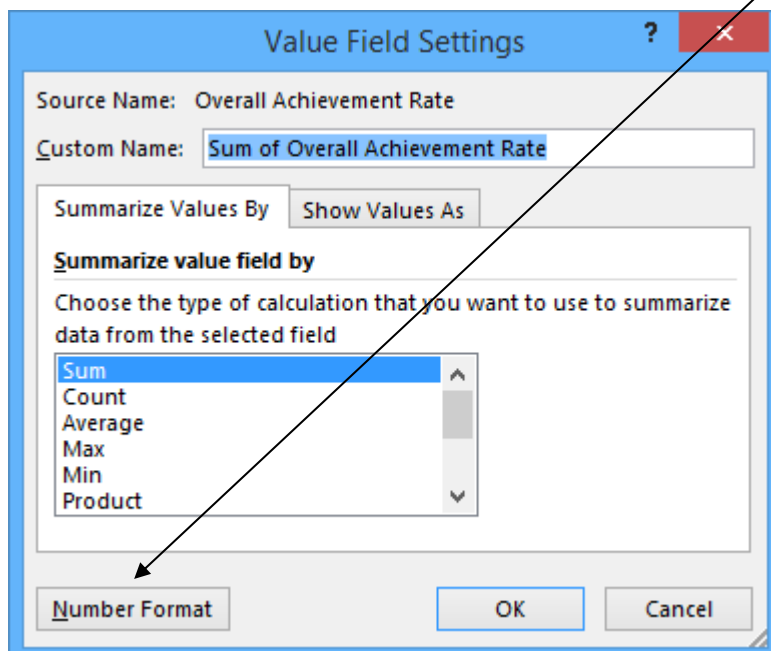
The dialog box shows the creation of the overall achievement rate field.

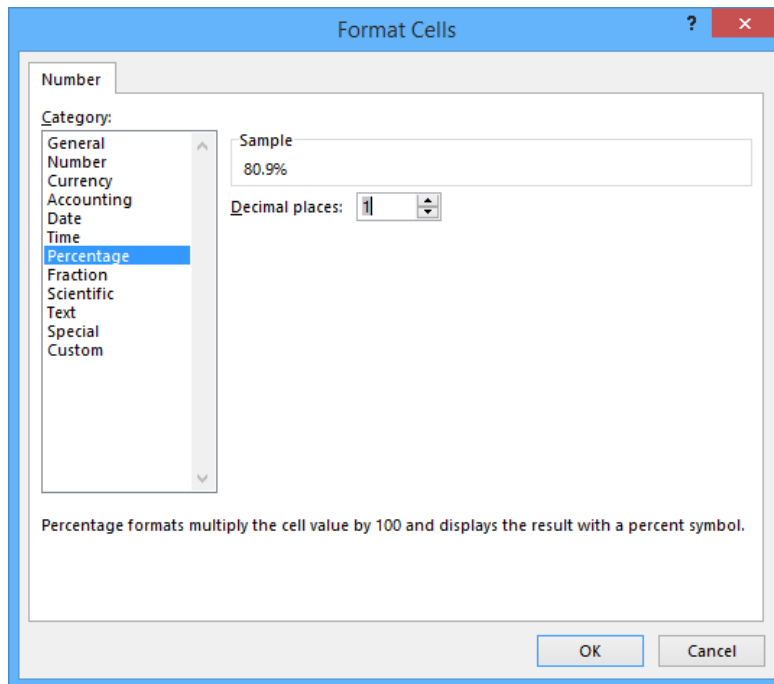
44. The overall achievement rate, overall pass rate, overall retention rate and timely achievement rate fields will appear at the end of the list of pivot table fields.

45. 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.



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





Showing the overall achievement, pass and retention rates in the pivot table

47. The **hybrid end year** must be used when showing the overall achievement rate, overall pass rate and overall retention rate. Note that that continuing aims have a hybrid end date of 2014.5. Continuing aims are present in the provider data extract as they are included in the timely achievement rate calculation.
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.

| | A | B | C | D | E |
|----|---------------------------------|---------------|---------|---------|-------------|
| 2 | | | | | |
| 3 | | Column Labels | | | |
| 4 | Values | 2012/13 | 2013/14 | 2014/15 | Grand Total |
| 5 | Sum of Overall_Leaver | 1750 | 5848 | 6951 | 14549 |
| 6 | Sum of Overall Achievement Rate | 75.7% | 75.2% | 77.1% | 76.2% |
| 7 | Sum of Overall Pass Rate | 98.6% | 90.6% | 95.3% | 93.8% |
| 8 | Sum of Overall Retention Rate | 76.8% | 83.0% | 80.9% | 81.3% |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

PivotTable Fields

Choose fields to add to report:

- ☒ Overall Achievement Rate
- ☒ Overall Pass Rate
- ☒ Overall Retention Rate
- ☐ Timely Achievement Rate

Drag fields between areas below:

FILTERS

COLUMNS
Hybrid_End_Year

ROWS
Σ Values

VALUES
 Sum of Overall_Leaver
 Sum of Overall Achievement Rate
 Sum of Overall Pass Rate
 Sum of Overall Retention Rate

50. 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'

| Values | 2012/13 | 2013/14 | 2014/15 | Grand Total |
|---------------------------------|---------|---------|---------|-------------|
| Sum of Overall_Leaver | 1750 | 5848 | 6951 | 14549 |
| Sum of Overall Achievement Rate | 75.7% | 75.2% | 77.1% | 76.2% |
| Sum of Overall Pass Rate | 98.6% | 90.6% | 95.3% | 93.8% |
| Sum of Overall Retention Rate | 76.8% | 83.0% | 80.9% | 81.3% |

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

| Row Labels | Sum of Overall_Leaver | Sum of Overall Achievement Rate | Sum of Overall Pass Rate | Sum of Overall Retention Rate |
|------------|-----------------------|---------------------------------|--------------------------|-------------------------------|
| 2012/13 | 1750 | 75.7% | 98.6% | 76.8% |
| 2013/14 | 5848 | 75.2% | 90.6% | 83.0% |
| 2014/15 | 6951 | 77.1% | 95.3% | 80.9% |

Showing the timely achievement rate in the pivot table

52. The **expected end year** must be used when showing the timely achievement rate.
53. 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.
54. To show trend data in columns the pivot table should be set up as shown.

| | A | B | C | D |
|----|--------------------------------|---------------|---------|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | Column Labels | | |
| 4 | Values | 2012/13 | 2013/14 | 2014/15 |
| 5 | Sum of Timely_Leaver | 1841 | 6323 | 7203 |
| 6 | Sum of Timely Achievement Rate | 72.6% | 69.7% | 72.3% |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |

PivotTable Fields

Choose fields to add to report:

☐ Actual_End_Year

☒ Expected_End_Year

☐ Hybrid_End_Year

Drag fields between areas below:

FILTERS

COLUMNS

Expected_End_Year

ROWS

Σ Values

VALUES

Sum of Timely_Leaver

Sum of Timely Achievement Rate

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

| | A | B | C | D | E |
|----|------------|----------------------|--------------------------------|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | Row Labels | Sum of Timely_Leaver | Sum of Timely Achievement Rate | | |
| 4 | 2012/13 | 1841 | 72.6% | | |
| 5 | 2013/14 | 6323 | 69.7% | | |
| 6 | 2014/15 | 7203 | 72.3% | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |

PivotTable Fields

Choose fields to add to report:

☐ Actual_End_Year

☒ Expected_End_Year

☐ Hybrid_End_Year

Drag fields between areas below:

FILTERS

COLUMNS

Σ Values

ROWS

Expected_End_Year

VALUES

Sum of Timely_Leaver

Sum of Timely Achievement Rate

Examples of ways to configure the pivot table

56. The following screenshots show how to configure the pivot table to show overall cohort and overall achievement rates for a number of dimensions. These are:

- Sector subject area tier 1
- Sector subject area tier 2
- Level
- Qualification type
- Qualification type and level
- Map code description by qualification type and level
- Maths and English qualification types split by English and mathematics
- Full level 2
- Full level 3
- 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

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

Sector subject area tier 1

| | A | B | C | D |
|----|---|---------------|---------|---------|
| 3 | | Column Labels | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 |
| 5 | 01 - Health, Public Services and Care | | | |
| 6 | Sum of Overall_Leaver | 186 | 388 | 487 |
| 7 | Sum of Overall_Achievement Rate | 64.5% | 78.4% | 81.7% |
| 8 | 02 - Science and Mathematics | | | |
| 9 | Sum of Overall_Leaver | 626 | 698 | 781 |
| 10 | Sum of Overall_Achievement Rate | 85.3% | 82.1% | 81.6% |
| 11 | 03 - Agriculture, Horticulture and Animal Care | | | |
| 12 | Sum of Overall_Leaver | 1 | 69 | 67 |
| 13 | Sum of Overall_Achievement Rate | 100.0% | 76.8% | 73.1% |
| 14 | 04 - Engineering and Manufacturing Technologies | | | |
| 15 | Sum of Overall_Leaver | 9 | 27 | 50 |
| 16 | Sum of Overall_Achievement Rate | 55.6% | 88.9% | 82.0% |
| 17 | 05 - Construction, Planning and the Built Environment | | | |
| 18 | Sum of Overall_Leaver | 29 | 155 | 470 |
| 19 | Sum of Overall_Achievement Rate | 69.0% | 87.7% | 90.9% |
| 20 | 06 - Information and Communication Technology | | | |

PivotTable Fields

Choose fields to add to report:

- ☐ Report_Level
- ☐ Full_Level_2
- ☐ Full_Level_3
- ☒ Sector_Subject_Area_Tier_1
- ☐ Sector_Subject_Area_Tier_2

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

VALUES

Sector_Subject_Area_Tier_1

Sum of Overall_Leaver

Σ Values

Sum of Overall_Achievement Rate

Sector subject area tier 2

| | A | B | C | D |
|----|--|---------------|---------|---------|
| 3 | | Column Labels | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 |
| 5 | 01.1 - Medicine and Dentistry | | | |
| 6 | Sum of Overall_Leaver | | | 7 |
| 7 | Sum of Overall_Achievement Rate | #DIV/0! | #DIV/0! | 71.4% |
| 8 | 01.2 - Nursing and Subjects and Vocations Allied to Medicine | | | |
| 9 | Sum of Overall_Leaver | | 43 | 187 |
| 10 | Sum of Overall_Achievement Rate | #DIV/0! | 95.3% | 96.8% |
| 11 | 01.3 - Health and Social Care | | | |
| 12 | Sum of Overall_Leaver | 181 | 208 | 194 |
| 13 | Sum of Overall_Achievement Rate | 64.1% | 78.4% | 77.8% |
| 14 | 01.4 - Public Services | | | |
| 15 | Sum of Overall_Leaver | | 35 | |
| 16 | Sum of Overall_Achievement Rate | #DIV/0! | 97.1% | #DIV/0! |
| 17 | 01.5 - Child Development and Well Being | | | |
| 18 | Sum of Overall_Leaver | 5 | 102 | 99 |
| 19 | Sum of Overall_Achievement Rate | 80.0% | 64.7% | 61.6% |
| 20 | 02.1 - Science | | | |

PivotTable Fields

Choose fields to add to report:

- ☐ Full_Level_3
- ☐ Sector_Subject_Area_Tier_1
- ☒ Sector_Subject_Area_Tier_2
- ☐ Subcontractor_UKPRN
- ☐ Subcontractor_Non_UKPRN

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

VALUES

Sector_Subject_Area_Tier_2

Sum of Overall_Leaver

Σ Values

Sum of Overall_Achievement Rate

Level

| | A | B | C | D |
|----|---------------------------------|---------------|---------|---------|
| 3 | | Column Labels | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 |
| 5 | Entry and Level 1 | | | |
| 6 | Sum of Overall_Leaver | 358 | 4188 | 4777 |
| 7 | Sum of Overall_Achievement Rate | 61.5% | 73.7% | 78.2% |
| 8 | Level 2 | | | |
| 9 | Sum of Overall_Leaver | 863 | 1173 | 1572 |
| 10 | Sum of Overall_Achievement Rate | 87.5% | 79.1% | 75.8% |
| 11 | Level 3 | | | |
| 12 | Sum of Overall_Leaver | 529 | 482 | 575 |
| 13 | Sum of Overall_Achievement Rate | 66.2% | 78.8% | 71.0% |
| 14 | Level 4 or Higher | | | |
| 15 | Sum of Overall_Leaver | | 5 | 4 |
| 16 | Sum of Overall_Achievement Rate | #DIV/0! | 100.0% | 0.0% |
| 17 | Level Unknown | | | |
| 18 | Sum of Overall_Leaver | | | 23 |
| 19 | Sum of Overall_Achievement Rate | #DIV/0! | #DIV/0! | 100.0% |
| 20 | | | | |

PivotTable Fields

Choose fields to add to report:

- ☐ Full_Level_2
- ☐ Full_Level_3
- ☐ Sector_Subject_Area_Tier_1
- ☐ Sector_Subject_Area_Tier_2
- ☐ Subcontractor_UKPRN

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

VALUES

Report_Level

Sum of Overall_Leaver

Σ Values

Sum of Overall_Achievement Rate

Qualification type

| | A | B | C | D |
|----|---------------------------------------|---------------|---------|---------|
| 3 | | Column Labels | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 |
| 5 | A Level | | | |
| 6 | Sum of Overall_Leaver | 27 | 49 | 45 |
| 7 | Sum of Overall Achievement Rate | 88.9% | 87.8% | 97.8% |
| 8 | Access to HE | | | |
| 9 | Sum of Overall_Leaver | 356 | 309 | 304 |
| 10 | Sum of Overall Achievement Rate | 66.0% | 83.2% | 83.6% |
| 11 | AS Level | | | |
| 12 | Sum of Overall_Leaver | 145 | 113 | 187 |
| 13 | Sum of Overall Achievement Rate | 62.1% | 63.7% | 46.5% |
| 14 | Award | | | |
| 15 | Sum of Overall_Leaver | 78 | 2136 | 995 |
| 16 | Sum of Overall Achievement Rate | 62.8% | 78.7% | 80.0% |
| 17 | Basic Skills Maths and English | | | |
| 18 | Sum of Overall_Leaver | 106 | 539 | 1012 |
| 19 | Sum of Overall Achievement Rate | 54.7% | 49.7% | 52.8% |
| 20 | Certificate | | | |

PivotTable Fields

Choose fields to add to report:

- ☐ Map_Code_Desc
- ☐ Notional_NVQ_Level
- ☒ **Qualification_Type**
- ☐ Maths_English
- ☐ Report_Level

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

VALUES

Qualification_Type

Sum of Overall_Leaver

Σ Values

Sum of Overall Achievement Rate

Qualification type and level

| | A | B | C | D |
|----|---|--------------|--------------|--------------|
| 38 | Basic Skills Maths and English | | | |
| 39 | Entry and Level 1 | | | |
| 40 | Sum of Overall_Leaver | 89 | 499 | 819 |
| 41 | Sum of Overall Achievement Rate | 53.9% | 50.7% | 54.5% |
| 42 | Level 2 | | | |
| 43 | Sum of Overall_Leaver | 17 | 40 | 193 |
| 44 | Sum of Overall Achievement Rate | 58.8% | 37.5% | 45.6% |
| 45 | Basic Skills Maths and English Sum of Overall_Leaver | 106 | 539 | 1012 |
| 46 | Basic Skills Maths and English Sum of Overall Achievement Rate | 54.7% | 49.7% | 52.8% |
| 47 | Certificate | | | |
| 48 | Entry and Level 1 | | | |
| 49 | Sum of Overall_Leaver | 130 | 500 | 1118 |
| 50 | Sum of Overall Achievement Rate | 52.3% | 65.2% | 79.3% |
| 51 | Level 2 | | | |
| 52 | Sum of Overall_Leaver | | 45 | 193 |
| 53 | Sum of Overall Achievement Rate | #DIV/0! | 48.9% | 48.7% |
| 54 | Level 3 | | | |
| 55 | Sum of Overall_Leaver | 1 | | 1 |
| 56 | Sum of Overall Achievement Rate | 100.0% | #DIV/0! | 0.0% |
| 57 | Certificate Sum of Overall_Leaver | 131 | 545 | 1312 |
| 58 | Certificate Sum of Overall Achievement Rate | 52.7% | 63.9% | 74.8% |

PivotTable Fields

Choose fields to add to report:

- ☐ Notional_NVQ_Level
- ☒ **Qualification_Type**
- ☐ Maths_English
- ☒ **Report_Level**
- ☐ Full_Level_2
- ☐ Full_Level_3

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

VALUES

Qualification_Type

Sum of Overall_Leaver

Report_Level

Sum of Overall Achievement Rate

Σ Values

Map code description by qualification type and level

| | A | B | C | D |
|----|--|--------------|---------|---------|
| 2 | | | | |
| 3 | | Column Label | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 |
| 5 | Basic Skills Maths and English | | | |
| 6 | Entry and Level 1 | | | |
| 7 | Award in Functional Skills English (Level 1) (14-19 Diploma) | | | |
| 8 | Sum of Overall_Leaver | 8 | 73 | 176 |
| 9 | Sum of Overall Achievement Rate | 62.5% | 50.7% | 46.0% |
| 10 | Award in Functional Skills Mathematics (Level 1) (14-19 Diploma) | | | |
| 11 | Sum of Overall_Leaver | 8 | 51 | 193 |
| 12 | Sum of Overall Achievement Rate | 37.5% | 47.1% | 45.6% |
| 13 | Certificate in Adult Literacy | | | |
| 14 | Sum of Overall_Leaver | 40 | 41 | |
| 15 | Sum of Overall Achievement Rate | 52.5% | 22.0% | #DIV/0! |
| 16 | Certificate in Adult Numeracy | | | |
| 17 | Sum of Overall_Leaver | 29 | 42 | |
| 18 | Sum of Overall Achievement Rate | 51.7% | 28.6% | #DIV/0! |
| 19 | Functional Skills qualification in English at Entry 1 | | | |
| 20 | Sum of Overall_Leaver | | 14 | 64 |
| 21 | Sum of Overall Achievement Rate | #DIV/0! | 64.3% | 64.1% |
| 22 | Functional Skills qualification in English at Entry 2 | | | |
| 23 | Sum of Overall_Leaver | 1 | 28 | 47 |
| 24 | Sum of Overall Achievement Rate | 100.0% | 46.4% | 63.8% |

PivotTable Fields

Choose fields to add to report:

- ☐ Programme_Type
- ☐ Aim_Type
- ☐ Map_Code
- ☒ **Map_Code_Desc**
- ☐ Notional_NVQ_Level

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

VALUES

Qualification_Type

Sum of Overall_Leaver

Report_Level

Sum of Overall Achievement Rate

Map_Code_Desc

Σ Values

Maths and English qualification types split by English and mathematics

58. In order to select just the 'Basic Skills Maths and English' and 'GCSE Maths and English' qualification types a filter needs to be applied. Click the downward arrow to display the filter pop-up screen and select the required qualification types.

The left screenshot shows the PivotTable Fields task pane with the following configuration:

- Choose fields to add to report:**
 - ☒ Qualification_Type
 - ☐ Maths_English
 - ☒ Report_Level
 - ☐ Full_Level_2
- Drag fields between areas below:**
 - FILTERS:** (Empty)
 - COLUMNS:** Hybrid_End_Year
 - ROWS:** Qualification_Type, Report_Level, Σ Values
 - VALUES:** Sum of Overall_Leaver, Sum of Overall Achievement Rate

The right screenshot shows the filter pop-up for 'Qualification_Type' with the following configuration:

- Sort:** Sort A to Z
- Clear Filter From "Qualification_Type"** (checked)
- Search:** (Empty)
- Filter List:**
 - ☒ (Select All)
 - ☐ A Level
 - ☐ Access to HE
 - ☐ AS Level
 - ☐ Award
 - ☒ Basic Skills Maths and English
 - ☐ Certificate
 - ☐ Diploma
 - ☐ ESOL
 - ☒ GCSE Maths and English

| | A | B | C | D |
|----|---|---------------|---------|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | Column Labels | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 |
| 5 | Basic Skills Maths and English | | | |
| 6 | Entry and Level 1 | | | |
| 7 | English | | | |
| 8 | Sum of Overall_Leaver | 70 | 467 | 638 |
| 9 | Sum of Overall Achievement Rate | 52.9% | 50.3% | 54.5% |
| 10 | Mathematics | | | |
| 11 | Sum of Overall_Leaver | 19 | 32 | 181 |
| 12 | Sum of Overall Achievement Rate | 57.9% | 56.3% | 54.1% |
| 13 | Entry and Level 1 Sum of Overall_Leaver | 89 | 499 | 819 |
| 14 | Entry and Level 1 Sum of Overall Achievement Rate | 53.9% | 50.7% | 54.5% |
| 15 | Level 2 | | | |
| 16 | English | | | |
| 17 | Sum of Overall_Leaver | 14 | 28 | 145 |
| 18 | Sum of Overall Achievement Rate | 71.4% | 42.9% | 46.9% |
| 19 | Mathematics | | | |
| 20 | Sum of Overall_Leaver | 3 | 12 | 48 |
| 21 | Sum of Overall Achievement Rate | 0.0% | 25.0% | 41.7% |
| 22 | Level 2 Sum of Overall_Leaver | 17 | 40 | 193 |
| 23 | Level 2 Sum of Overall Achievement Rate | 58.8% | 37.5% | 45.6% |

Full level 2

| | A | B | C | D | E |
|----|---------------------------------|---------------|---------|---------|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | Column Labels | | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 | |
| 5 | Full level 2 | | | | |
| 6 | Sum of Overall_Leaver | 21 | 80 | 260 | |
| 7 | Sum of Overall Achievement Rate | 71.4% | 66.3% | 53.5% | |
| 8 | Not full level 2 | | | | |
| 9 | Sum of Overall_Leaver | 1729 | 5768 | 6691 | |
| 10 | Sum of Overall Achievement Rate | 75.8% | 75.4% | 78.0% | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |

PivotTable Fields

Choose fields to add to report:

- ☐ Report_Level
- ☒ Full_Level_2
- ☐ Full_Level_3
- ☐ Sector_Subject_Area_Tier_1
- ☐ Sector_Subject_Area_Tier_2

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

Full_Level_2

Σ Values

VALUES

Sum of Overall_Leaver

Sum of Overall Achievement Rate

Full level 3

| | A | B | C | D | E |
|----|---------------------------------|---------------|---------|---------|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | Column Labels | | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 | |
| 5 | Full level 3 | | | | |
| 6 | Sum of Overall_Leaver | 356 | 311 | 337 | |
| 7 | Sum of Overall Achievement Rate | 66.0% | 82.6% | 81.0% | |
| 8 | Not full level 3 | | | | |
| 9 | Sum of Overall_Leaver | 1394 | 5537 | 6614 | |
| 10 | Sum of Overall Achievement Rate | 78.2% | 74.8% | 76.9% | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |

PivotTable Fields

Choose fields to add to report:

- ☐ Report_Level
- ☐ Full_Level_2
- ☒ Full_Level_3
- ☐ Sector_Subject_Area_Tier_1
- ☐ Sector_Subject_Area_Tier_2

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

Full_Level_3

Σ Values

VALUES

Sum of Overall_Leaver

Sum of Overall Achievement Rate

Age group

| | A | B | C | D | E |
|----|---------------------------------|---------------|---------|---------|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | Column Labels | | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 | |
| 5 | 16-18 | | | | |
| 6 | Sum of Overall_Leaver | 515 | 605 | 2620 | |
| 7 | Sum of Overall Achievement Rate | 75.9% | 73.7% | 65.2% | |
| 8 | 19+ | | | | |
| 9 | Sum of Overall_Leaver | 1235 | 5243 | 4331 | |
| 10 | Sum of Overall Achievement Rate | 75.6% | 75.4% | 84.3% | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |

PivotTable Fields

Choose fields to add to report:

- ☐ Data_Source
- ☒ AgeGroup
- ☐ Ethnicity
- ☐ Sex

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

AgeGroup

Σ Values

VALUES

Sum of Overall_Leaver

Sum of Overall Achievement Rate

Ethnicity

| | A | B | C | D |
|----|---|---------------|---------|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | Column Labels | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 |
| 5 | African | | | |
| 6 | Sum of Overall_Leaver | 73 | 254 | 167 |
| 7 | Sum of Overall Achievement Rate | 76.7% | 42.9% | 74.3% |
| 8 | Any other Asian Background | | | |
| 9 | Sum of Overall_Leaver | 13 | 38 | 29 |
| 10 | Sum of Overall Achievement Rate | 61.5% | 78.9% | 65.5% |
| 11 | Any other Black/African/Caribbean | | | |
| 12 | Sum of Overall_Leaver | 5 | 36 | 56 |
| 13 | Sum of Overall Achievement Rate | 40.0% | 66.7% | 71.4% |
| 14 | Any other ethnic group | | | |
| 15 | Sum of Overall_Leaver | 26 | 96 | 54 |
| 16 | Sum of Overall Achievement Rate | 65.4% | 55.2% | 74.1% |
| 17 | Any other Mixed / multiple ethnic background | | | |
| 18 | Sum of Overall_Leaver | 8 | 5 | 26 |
| 19 | Sum of Overall Achievement Rate | 37.5% | 40.0% | 61.5% |
| 20 | Any other White Background | | | |
| 21 | Sum of Overall_Leaver | 91 | 157 | 194 |

PivotTable Fields

Choose fields to add to report:

- ☐ Data_Sources
- ☐ AgeGroup
- ☒ **Ethnicity**
- ☐ Sex
- ☐ Learning_Difficulties

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

Ethnicity

Σ Values

VALUES

Sum of Overall_Leaver

Sum of Overall Achievement Rate

Sex

| | A | B | C | D | E |
|----|---------------------------------|---------------|---------|---------|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | Column Labels | | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 | |
| 5 | Female | | | | |
| 6 | Sum of Overall_Leaver | 978 | 2164 | 2857 | |
| 7 | Sum of Overall Achievement Rate | 76.3% | 73.5% | 73.6% | |
| 8 | Male | | | | |
| 9 | Sum of Overall_Leaver | 772 | 3684 | 4094 | |
| 10 | Sum of Overall Achievement Rate | 75.0% | 76.2% | 79.6% | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |

PivotTable Fields

Choose fields to add to report:

- ☐ AgeGroup
- ☐ Ethnicity
- ☒ **Sex**
- ☐ Learning_Difficulties
- ☐ Disability

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

Sex

Σ Values

VALUES

Sum of Overall_Leaver

Sum of Overall Achievement Rate

Learning difficulties (LLDD)

| | A | B | C | D | E |
|----|---------------------------------|---------------|---------|---------|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | Column Labels | | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 | |
| 5 | LLDD - No | | | | |
| 6 | Sum of Overall_Leaver | 1430 | 4518 | 5300 | |
| 7 | Sum of Overall Achievement Rate | 76.6% | 76.9% | 78.5% | |
| 8 | LLDD - Unknown | | | | |
| 9 | Sum of Overall_Leaver | 34 | 159 | 80 | |
| 10 | Sum of Overall Achievement Rate | 58.8% | 78.6% | 81.3% | |
| 11 | LLDD - Yes | | | | |
| 12 | Sum of Overall_Leaver | 286 | 1171 | 1571 | |
| 13 | Sum of Overall Achievement Rate | 73.1% | 68.5% | 72.2% | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |

PivotTable Fields

Choose fields to add to report:

- ☐ Sex
- ☒ **Learning_Difficulties**
- ☐ Disability
- ☐ Learning_Difficulty
- ☐ EEA Direct Excluded

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

Learning_Difficulties

Σ Values

VALUES

Sum of Overall_Leaver

Sum of Overall Achievement Rate

Learning difficulty

| | A | B | C | D | E |
|----|---------------------------------------|---------------|---------|---------|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | Column Labels | | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 | |
| 5 | Autism Spectrum Disorder | | | | |
| 6 | Sum of Overall_Leaver | 10 | 19 | 31 | |
| 7 | Sum of Overall Achievement Rate | 60.0% | 68.4% | 61.3% | |
| 8 | Dyscalculia | | | | |
| 9 | Sum of Overall_Leaver | 2 | 6 | 19 | |
| 10 | Sum of Overall Achievement Rate | 50.0% | 50.0% | 57.9% | |
| 11 | Dyslexia | | | | |
| 12 | Sum of Overall_Leaver | 80 | 246 | 308 | |
| 13 | Sum of Overall Achievement Rate | 81.3% | 73.6% | 73.4% | |
| 14 | Moderate Learning Difficulty | | | | |
| 15 | Sum of Overall_Leaver | 38 | 276 | 336 | |
| 16 | Sum of Overall Achievement Rate | 36.8% | 59.8% | 61.3% | |
| 17 | Multiple Learning Difficulties | | | | |
| 18 | Sum of Overall_Leaver | 4 | 27 | 26 | |
| 19 | Sum of Overall Achievement Rate | 25.0% | 37.0% | 53.8% | |
| 20 | No Learning Difficulty | | | | |
| 21 | Sum of Overall_Leaver | 1433 | 4518 | 5300 | |

PivotTable Fields

Choose fields to add to report:

- ☐ Sex
- ☐ Learning_Difficulties
- ☐ Disability
- ☒ Learning_Difficulty
- ☐ EEA_Direct_Funded

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

Learning_Difficulty

Σ Values

VALUES

Sum of Overall_Leaver

Sum of Overall Achievement Rate

Disability

| | A | B | C | D | E |
|----|---|---------------|---------|---------|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | Column Labels | | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 | |
| 5 | Aspergers Syndrome | | | | |
| 6 | Sum of Overall_Leaver | 9 | 21 | 23 | |
| 7 | Sum of Overall Achievement Rate | 55.6% | 76.2% | 47.8% | |
| 8 | Disability Affecting Mobility | | | | |
| 9 | Sum of Overall_Leaver | 7 | 44 | 47 | |
| 10 | Sum of Overall Achievement Rate | 85.7% | 84.1% | 85.1% | |
| 11 | Emotional/Behavioural Difficulties | | | | |
| 12 | Sum of Overall_Leaver | 6 | 36 | 82 | |
| 13 | Sum of Overall Achievement Rate | 33.3% | 61.1% | 73.2% | |
| 14 | Hearing Impairment | | | | |
| 15 | Sum of Overall_Leaver | 9 | 42 | 39 | |
| 16 | Sum of Overall Achievement Rate | 66.7% | 73.8% | 76.9% | |
| 17 | Mental Health Difficulty | | | | |
| 18 | Sum of Overall_Leaver | 9 | 66 | 129 | |
| 19 | Sum of Overall Achievement Rate | 66.7% | 60.6% | 79.1% | |
| 20 | Multiple Disabilities | | | | |
| 21 | Sum of Overall_Leaver | 4 | 26 | 46 | |

PivotTable Fields

Choose fields to add to report:

- ☐ Sex
- ☐ Learning_Difficulties
- ☒ Disability
- ☐ Learning_Difficulty
- ☐ EEA_Direct_Funded

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

Disability

Σ Values

VALUES

Sum of Overall_Leaver

Sum of Overall Achievement Rate

Subcontractor

| | A | B | C | D | E |
|----|---------------------------------|---------------|---------|---------|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | Column Labels | | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 | |
| 5 | Subcontractor 1 | | | | |
| 6 | Sum of Overall_Leaver | 198 | 3323 | 2051 | |
| 7 | Sum of Overall Achievement Rate | 56.6% | 78.6% | 80.4% | |
| 8 | Subcontractor 2 | | | | |
| 9 | Sum of Overall_Leaver | 40 | 104 | 11 | |
| 10 | Sum of Overall Achievement Rate | 55.0% | 22.1% | 45.5% | |
| 11 | Subcontractor 3 | | | | |
| 12 | Sum of Overall_Leaver | 3 | 84 | 11 | |
| 13 | Sum of Overall Achievement Rate | 100.0% | 48.8% | 9.1% | |
| 14 | Subcontractor 4 | | | | |
| 15 | Sum of Overall_Leaver | 71 | 397 | 34 | |
| 16 | Sum of Overall Achievement Rate | 52.1% | 35.0% | 17.6% | |
| 17 | Subcontractor 5 | | | | |
| 18 | Sum of Overall_Leaver | | 4 | | |
| 19 | Sum of Overall Achievement Rate | #DIV/0! | 0.0% | #DIV/0! | |
| 20 | Subcontractor 6 | | | | |
| 21 | Sum of Overall_Leaver | | 14 | | |
| 22 | Sum of Overall Achievement Rate | #DIV/0! | 100.0% | #DIV/0! | |
| 23 | Subcontractor 7 | | | | |

PivotTable Fields

Choose fields to add to report:

- ☒ Subcontractor_Name
- ☐ Learner_Home_Postcode
- ☐ Learner_Home_Region
- ☐ Learner_Home_LA
- ☐ Delivery_Location_Postcode

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

Subcontractor_Name

Σ Values

VALUES

Sum of Overall_Leaver

Sum of Overall Achievement Rate

Learner home region and learner home local authority district

| | A | B | C | D | E |
|----|---------------------------------|---------------|---------|---------|---|
| 2 | | | | | |
| 3 | | Column Labels | | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 | |
| 5 | East Midlands | | | | |
| 6 | Blaby | | | | |
| 7 | Sum of Overall_Leaver | | 20 | 55 | |
| 8 | Sum of Overall Achievement Rate | #DIV/0! | 95.0% | 98.2% | |
| 9 | Bolsover | | | | |
| 10 | Sum of Overall_Leaver | 284 | 310 | 345 | |
| 11 | Sum of Overall Achievement Rate | 87.7% | 81.3% | 86.7% | |
| 12 | Chesterfield | | | | |
| 13 | Sum of Overall_Leaver | 336 | 666 | 604 | |
| 14 | Sum of Overall Achievement Rate | 81.3% | 79.1% | 73.5% | |
| 15 | Derby | | | | |
| 16 | Sum of Overall_Leaver | 61 | 279 | 567 | |
| 17 | Sum of Overall Achievement Rate | 59.0% | 67.4% | 91.2% | |
| 18 | Erewash | | | | |
| 19 | Sum of Overall_Leaver | 5 | 138 | 72 | |
| 20 | Sum of Overall Achievement Rate | 60.0% | 60.9% | 77.8% | |
| 21 | Gedling | | | | |
| 22 | Sum of Overall_Leaver | 47 | 66 | 78 | |
| 23 | Sum of Overall Achievement Rate | 83.0% | 77.3% | 83.3% | |

PivotTable Fields

Choose fields to add to report:

- ☐ Learner_Home_Postcode
- ☒ Learner_Home_Region
- ☒ Learner_Home_LA
- ☐ Delivery_Location_Postcode
- ☐ Delivery_Region

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

- Learner_Home_Region
- Learner_Home_LA
- Σ Values

VALUES

- Sum of Overall_Leaver
- Sum of Overall Achievement Rate

Delivery region and delivery local authority district

| | A | B | C | D | E |
|----|---|---------------|---------|---------|---|
| 2 | | | | | |
| 3 | | Column Labels | | | |
| 4 | Row Labels | 2012/13 | 2013/14 | 2014/15 | |
| 5 | West Midlands | | | | |
| 6 | Birmingham | | | | |
| 7 | Sum of Overall_Leaver | 199 | 2494 | 2784 | |
| 8 | Sum of Overall Achievement Rate | 77.9% | 78.7% | 76.4% | |
| 9 | Coventry | | | | |
| 10 | Sum of Overall_Leaver | 258 | 1928 | 1745 | |
| 11 | Sum of Overall Achievement Rate | 58.1% | 65.8% | 66.4% | |
| 12 | Walsall | | | | |
| 13 | Sum of Overall_Leaver | 497 | 559 | 1446 | |
| 14 | Sum of Overall Achievement Rate | 66.8% | 83.7% | 86.3% | |
| 15 | Wolverhampton | | | | |
| 16 | Sum of Overall_Leaver | 796 | 867 | 976 | |
| 17 | Sum of Overall Achievement Rate | 86.4% | 80.7% | 84.6% | |
| 18 | West Midlands Sum of Overall_Leaver | 1750 | 5848 | 6951 | |
| 19 | West Midlands Sum of Overall Achievement Rate | 75.7% | 75.2% | 77.1% | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

PivotTable Fields

Choose fields to add to report:

- ☐ Learner_Home_LA
- ☐ Delivery_Location_Postcode
- ☒ Delivery_Region
- ☒ Delivery_LA

Drag fields between areas below:

FILTERS

COLUMNS

Hybrid_End_Year

ROWS

- Delivery_Region
- Delivery_LA
- Σ Values

VALUES

- Sum of Overall_Leaver
- Sum of Overall Achievement Rate

Section 5 – Analysing Minimum Standards using an Excel Pivot Table

Showing the leavers below minimum standards threshold in the pivot table

59. 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

60. 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.

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

61. In the example below, which shows minimum standards information by qualification type, the formula for the Award percentage below minimum standards threshold is C7/\$B\$17.

The screenshot shows an Excel PivotTable with the following data:

| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | Percentage Below MS Threshold |
|--------------------------------|-----------------------|----------------------------------|-------------------------------|
| A Level | 45 | 3 | 0.04% |
| Access to HE | 304 | 0 | 0.00% |
| AS Level | 187 | 0 | 0.00% |
| Award | 995 | 177 | =C7/\$B\$17 |
| Basic Skills Maths and English | 1012 | 245 | 3.52% |
| Certificate | 1312 | 97 | 1.40% |
| Diploma | 273 | 12 | 0.17% |
| ESOL | 9 | 0 | 0.00% |
| GCSE Maths and English | 866 | 0 | 0.00% |
| GCSE Other | 62 | 0 | 0.00% |
| Other Non-Regulated | 843 | 0 | 0.00% |
| Other Regulated | 143 | 39 | 0.56% |
| QCF Unit | 900 | 21 | 0.30% |
| Grand Total | 6951 | 594 | 8.55% |

Examples of ways to configure the pivot table

62. 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
- Level
- Qualification type
- Qualification type and level
- Learning aim description by qualification type and level
- Full level 2
- Full level 3

63. 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 | 487 | 49 | 0.7% |
| 02 - Science and Mathematics | 781 | 0 | 0.0% |
| 03 - Agriculture, Horticulture and Animal Care | 67 | 8 | 0.1% |
| 04 - Engineering and Manufacturing Technologies | 50 | 1 | 0.0% |
| 05 - Construction, Planning and the Built Environment | 470 | 12 | 0.2% |
| 06 - Information and Communication Technology | 75 | 44 | 0.6% |
| 07 - Retail and Commercial Enterprise | 158 | 8 | 0.1% |
| 08 - Leisure, Travel and Tourism | 54 | 3 | 0.0% |
| 09 - Arts, Media and Publishing | 46 | 14 | 0.2% |
| 10 - History, Philosophy and Theology | 54 | 0 | 0.0% |
| 11 - Social Sciences | 92 | 0 | 0.0% |
| 12 - Languages, Literature and Culture | 365 | 0 | 0.0% |
| 13 - Education and Training | 14 | 4 | 0.1% |
| 14 - Preparation for Life and Work | 4066 | 421 | 6.1% |
| 15 - Business, Administration and Law | 171 | 30 | 0.4% |
| Unknown | 1 | 0 | 0.0% |
| Grand Total | 6951 | 594 | 8.5% |

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 |
| 01.1 - Medicine and Dentistry | 7 | 0 | 0.0% |
| 01.2 - Nursing and Subjects and Vocations Allied to Medicine | 187 | 3 | 0.0% |
| 01.3 - Health and Social Care | 194 | 3 | 0.0% |
| 01.5 - Child Development and Well Being | 99 | 43 | 0.6% |
| 02.1 - Science | 219 | 0 | 0.0% |
| 02.2 - Mathematics and Statistics | 562 | 0 | 0.0% |
| 03.2 - Horticulture and Forestry | 67 | 8 | 0.1% |
| 04.1 - Engineering | 1 | 0 | 0.0% |
| 04.2 - Manufacturing Technologies | 22 | 0 | 0.0% |
| 04.3 - Transportation Operations and Maintenance | 27 | 1 | 0.0% |
| 05.2 - Building and Construction | 470 | 12 | 0.2% |
| 06.1 - ICT Practitioners | 13 | 6 | 0.1% |
| 06.2 - ICT for Users | 62 | 38 | 0.5% |
| 07.1 - Retailing and Wholesaling | 21 | 2 | 0.0% |
| 07.2 - Warehousing and Distribution | 44 | 6 | 0.1% |
| 07.3 - Service Enterprises | 66 | 0 | 0.0% |
| 07.4 - Hospitality and Catering | 27 | 0 | 0.0% |

Level

| Hybrid_End_Year | 2014/15 | | |
|--------------------|-----------------------|----------------------------------|-------------------------------|
| | | | |
| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | Percentage Below MS Threshold |
| Entry and Level 1 | 4777 | 481 | 6.9% |
| Level 2 | 1572 | 96 | 1.4% |
| Level 3 | 575 | 13 | 0.2% |
| Level 4 or Higher | 4 | 4 | 0.1% |
| Level Unknown | 23 | 0 | 0.0% |
| Grand Total | 6951 | 594 | 8.5% |

PivotTable Fields

Choose fields to add to report:

- ☐ Qualification_Type
- ☐ Maths_English
- ☒ Report_Level
- ☐ Full_Level_2
- ☐ Full_Level_3

Drag fields between areas below:

FILTERS

Hybrid_End_Year

COLUMNS

Σ Values

ROWS

Report_Level

VALUES

Sum of Overall_Leaver

Sum of Leaver_Below_MS_T...

Qualification type

| Hybrid_End_Year | 2014/15 | | |
|--------------------------------|-----------------------|----------------------------------|-------------------------------|
| | | | |
| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | Percentage Below MS Threshold |
| A Level | 45 | 3 | 0.0% |
| Access to HE | 304 | 0 | 0.0% |
| AS Level | 187 | 0 | 0.0% |
| Award | 995 | 177 | 2.5% |
| Basic Skills Maths and English | 1012 | 245 | 3.5% |
| Certificate | 1312 | 97 | 1.4% |
| Diploma | 273 | 12 | 0.2% |
| ESOL | 9 | 0 | 0.0% |
| GCSE Maths and English | 866 | 0 | 0.0% |
| GCSE Other | 62 | 0 | 0.0% |
| Other Non-Regulated | 843 | 0 | 0.0% |
| Other Regulated | 143 | 39 | 0.6% |
| QCF Unit | 900 | 21 | 0.3% |
| Grand Total | 6951 | 594 | 8.5% |

PivotTable Fields

Choose fields to add to report:

- ☐ Notional_NVQ_Level
- ☒ Qualification_Type
- ☐ Maths_English
- ☐ Report_Level
- ☐ Full_Level_2

Drag fields between areas below:

FILTERS

Hybrid_End_Year

COLUMNS

Σ Values

ROWS

Qualification_Type

VALUES

Sum of Overall_Leaver

Sum of Leaver_Below_MS_T...

Qualification type and level

| Hybrid_End_Year | 2014/15 | | |
|--------------------------------|-----------------------|----------------------------------|-------------------------------|
| | | | |
| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | Percentage Below MS Threshold |
| A Level | 45 | 3 | 0.0% |
| Level 3 | 45 | 3 | 0.0% |
| Access to HE | 304 | 0 | 0.0% |
| Level 3 | 304 | 0 | 0.0% |
| AS Level | 187 | 0 | 0.0% |
| Level 3 | 187 | 0 | 0.0% |
| Award | 995 | 177 | 2.5% |
| Entry and Level 1 | 922 | 172 | 2.5% |
| Level 2 | 64 | 1 | 0.0% |
| Level 3 | 5 | 0 | 0.0% |
| Level 4 or Higher | 4 | 4 | 0.1% |
| Basic Skills Maths and English | 1012 | 245 | 3.5% |
| Entry and Level 1 | 819 | 215 | 3.1% |
| Level 2 | 193 | 30 | 0.4% |
| Certificate | 1312 | 97 | 1.4% |

PivotTable Fields

Choose fields to add to report:

- ☐ Notional_NVQ_Level
- ☒ Qualification_Type
- ☐ Maths_English
- ☒ Report_Level
- ☐ Full_Level_2

Drag fields between areas below:

FILTERS

Hybrid_End_Year

COLUMNS

Σ Values

ROWS

Qualification_Type

Report_Level

VALUES

Sum of Overall_Leaver

Sum of Leaver_Below_MS_T...

Learning aim description by qualification type and level

| Hybrid_End_Year | 2014/15 | | | |
|--|-----------------------|----------------------------------|-------------------------------|--|
| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | Percentage Below MS Threshold | |
| A Level | 45 | 3 | 0.04% | |
| Level 3 | 45 | 3 | 0.04% | |
| GCE A2 Level Biology B | 2 | 0 | 0.00% | |
| GCE A2 Level Chemistry | 1 | 0 | 0.00% | |
| GCE A2 Level English Language and Literature | 8 | 0 | 0.00% | |
| GCE A2 Level History | 7 | 0 | 0.00% | |
| GCE A2 Level Law | 3 | 3 | 0.04% | |
| GCE A2 Level Mathematics | 2 | 0 | 0.00% | |
| GCE A2 Level Media Studies | 4 | 0 | 0.00% | |
| GCE A2 Level Physics A | 1 | 0 | 0.00% | |
| GCE A2 Level Psychology A | 9 | 0 | 0.00% | |
| GCE A2 Level Sociology | 8 | 0 | 0.00% | |
| Access to HE | 304 | 0 | 0.00% | |
| Level 3 | 304 | 0 | 0.00% | |

Full level 2

| Hybrid_End_Year | 2014/15 | | | |
|------------------|-----------------------|----------------------------------|-------------------------------|--|
| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | Percentage Below MS Threshold | |
| Full level 2 | 260 | 64 | 0.9% | |
| Not full level 2 | 6691 | 530 | 7.6% | |
| Grand Total | 6951 | 594 | 8.5% | |

Full level 3

| Hybrid_End_Year | 2014/15 | | | |
|------------------|-----------------------|----------------------------------|-------------------------------|--|
| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | Percentage Below MS Threshold | |
| Full level 3 | 337 | 9 | 0.1% | |
| Not full level 3 | 6614 | 585 | 8.4% | |
| Grand Total | 6951 | 594 | 8.5% | |

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