Skills Funding Agency

# Apprenticeships qualification achievement rates 2015/2016

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

**Date of issue** 01 February 2017

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# Section 1 – Introduction

## Purpose of this document

1. This document provides information about the 2015/2016 apprenticeship qualification achievement-rate provider data extracts and how the included aims dataset can be pivoted to show achievement rates for the fields on the dataset. These include those that are shown in the achievement rates dashboard. It also provides information about where the data in the datasets comes from.

## Purpose of qualification achievement rates

2. 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

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

4. 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

5. The qualification achievement rates provider data extracts will be provisionally released on the Hub no later than 22 December 2016. They will be confirmed as final following the publication of the National QAR data in the Statistical First Release.

## Distribution of qualification achievement rate provider data extracts

6. Qualification achievement rates provider data extracts are available for each provider of apprenticeships that receives funding from us. Providers download their own provider data extracts, in a zipped file, from the Hub. The zipped file contains three files relating to apprenticeships.

i. A file containing details of all apprenticeship frameworks relating to this provider that were expected to complete, or that actually completed, in 2013/2014, 2014/2015 or 2015/2016, that are included in the qualification achievement rate calculations (subject to the value in the QAR_Status_Overall and QAR_Status_Timely columns).

ii. A file containing details for all apprenticeship frameworks relating to this provider that were expected to complete, or that actually completed, in 2013/2014, 2014/2015 or 2015/2016, but that were excluded from the qualification achievement-rate calculations.

iii. This document.

## Exclusions from qualification achievement rates

7. Some apprenticeship frameworks are not included in calculations of the qualification achievement rates. The main reasons for exclusion are as follows.

a) Apprenticeship frameworks where the learner has withdrawn within the funding qualifying period, and the framework is not achieved.

b) Apprenticeship frameworks where a learner has transferred to a different framework with the same provider or is on a planned break.

c) Apprenticeship frameworks where a learner transferred to a new provider due to intervention by us or the Education Funding Agency.

d) Apprenticeship frameworks that are not funded by us.

Full details on all exclusions are given in the apprenticeships dataset production and data definitions document (at https://www.gov.uk/government/publications/sfa-qualification-achievement-rate-2015-to-2016-formerly-qsr).

### Provider mergers and changes to learner reference numbers

8. Any mergers of further-education colleges, and changes to learner reference numbers, reported to us by 25 October 2016 using the learner reference number mapping document, or recorded in the 2013/2014, 2014/2015 or 2015/2016 ILR, have been applied to the final datasets.

### Further Information

9. If you need more information you can phone the service desk on 0370 267 0001 or email servicedesk@sfa.bis.gov.uk . Please provide a detailed explanation of your query.

## Section 2 – Qualification achievement-rate and minimum-standards calculations

### Calculating qualification achievement-rate percentages

10. The fields from the qualification achievement-rates provider data extract that are used in calculating overall qualification achievement rates are as follows.

- Hybrid_End_Year
  This field is the actual learning end year (Actual_End_Year), the expected learning end year (Expected_End_Year) or the reporting year (Year_Aim_Submitted) whichever is later.
- Overall_Leaver
  This field indicates whether an apprenticeship framework has ended (an apprenticeship framework has ended if a learning actual end date is present). Apprenticeship frameworks where Overall_Leaver is 1 are included in the overall qualification achievement-rate calculations.
- Overall_Achiever
  This field indicates whether an apprenticeship framework has been achieved (achieved apprenticeship frameworks have a Learning Outcome of 1 or 7).
- QAR_Status_Overall
  To identify the apprenticeship frameworks that are included in overall qualification achievement-rate calculations. Included frameworks have a setting of ‘QAR Inclusions'.

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

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

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.

$$\frac{\text{Number of frameworks where Overall_Achiever is 1 and QAR_Status_Overall = 'QAR Inclusions'}}{\text{Number of frameworks where Overall_Leaver is 1 and QAR_Status_Overall = 'QAR Inclusions'}} \times 100$$

12. The fields from the provider data extract that are used in calculating timely qualification achievement rates are as follows.

- Expected_End_Year
  This field is the first calendar year of the academic period which the Learning Planned End Date falls in.
- Timely_Leaver
  This field indicates whether an apprenticeship framework has been included in the qualification achievement-rate calculation. Apprenticeship frameworks where Timely_Leaver is 1 are included in the overall qualification achievement-rate calculations.

  Timely_Achiever
  This field indicates whether an apprenticeship framework has been achieved.
- QAR_Status_Timely
  To identify the apprenticeship frameworks that are included in timely qualification achievement-rate calculations. Included frameworks have a setting of 'QAR Inclusions'.

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

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

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.

$$\frac{\text{Number of frameworks where Timely_Achiever is 1 and QAR_Status_Timely = 'QAR Inclusions'}}{\text{Number of frameworks where Timely_Leaver is 1 and QAR_Status_Timely = 'QAR Inclusions'}} \times 100$$

## Calculating the percentage of the cohort below the minimum standard threshold

14. Minimum standards use the overall qualification achievement rate and uses data for 2015/2016 only.

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

16. The first stage in working out the percentage of provision that is below minimum standards is to identify whether the all-age overall qualification achievement rate for the apprenticeship level of an apprenticeship framework is below the minimum standards threshold. For 2015/2016 this threshold is 62% for all apprenticeship levels.

17. If the qualification achievement rate of an apprenticeship level of an apprenticeship framework is below the minimum standard threshold, all the cohort for that apprenticeship level and apprenticeship framework are classified as being below the minimum standards threshold. The cohort and the qualification achievement rate are highlighted in red in the minimum standards framework details page of the QAR dashboard.

18. 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.

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

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

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

21. 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).

22. When provision is below minimum standards, the total percentage of leavers below the minimum standards threshold highlighted in red on the summary page of the QAR dashboard. An example of this is shown below.

| Minimum Standards | Cohort | Below Threshold | % Below Threshold |
|---|---|---|---|
| Apprenticeships | 1,562 | 658 | 42.1% |
| Education & Training | 8,294 | 4875 | 58.7% |

23. These calculations are illustrated in the two scenarios below. In these scenarios a provider delivers three Apprenticeship frameworks, two at intermediate level and one at advanced level. These frameworks are:

104: Children's Care Learning and Development – intermediate level
236: Health and Social Care – intermediate level
104: Children's Care Learning and Development – advanced level

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

| | | | Overall 2014/15 | | |
|---|---|---|---|---|---|
| Framework Level | Framework Code | Framework Name | Provider QAR | Cohort | Cohort Below Minimum Standards Threshold |
| Intermediate | 104 | Children's Care Learning and Development | 66.5% | 35 | 0 |
| Intermediate | 236 | Health and Social Care | 53.2% | 25 | 25 |
| Advanced | 104 | Children's Care Learning and Development | 65.3% | 44 | 0 |

In this scenario, the 2014/2015 all-age overall qualification success rate of only one of the three frameworks (236: Health and Social Care – intermediate level) falls below the minimum standard threshold of 62%. The 25 cohort for this framework are classified as cohort below the minimum standards threshold.

The percentage of the cohort below the minimum standards for this provider is calculated as follows.

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

In this scenario, the percentage is equal to 25 divided by 104, which is 24.0%.

In this scenario, the percentage of the provider's provision that is below the minimum standards threshold is less than the minimum standard tolerance of 40%, so we will take no action.

Scenario 2 – The percentage of the cohort below the minimum standards threshold is more than the minimum standards tolerance

| | | | Overall | | |
|---|---|---|---|---|---|
| | | | 2014/15 | | |
| Framework Level | Framework Code | Framework Name | Provider QAR | Cohort | Cohort Below Minimum Standards Threshold |
| Intermediate | 104 | Children's Care Learning and Development | 66.5% | 35 | 0 |
| Intermediate | 236 | Health and Social Care | 53.2% | 25 | 25 |
| Advanced | 104 | Children's Care Learning and Development | 45.3% | 44 | 44 |

In this scenario, the 2014/15 all-age overall qualification success rate of two of the three frameworks (236: Health and Social Care – intermediate level, and 104: Children's Care Learning and Development – advanced level) falls below the minimum standard threshold of 62%. The 69 cohort for these frameworks are classified as leavers below the minimum standards threshold.

The percentage of the cohort below the minimum standards for this provider is calculated as follows.

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

In this scenario, the percentage is equal to 69 divided by 104 multiplied by 100, which is 66.3%.

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

24. The data used to work out and report on qualification achievement rates is provided as a CSV file. The file contains all the provider's apprenticeship frameworks that are included in the qualification achievement-rate dashboard.

25. The file contains the following data fields.

| Data field in included aims file | Description | Data item on the qualification achievement-rate dataset |
|---|---|---|
| Provision_Type | Type of provision in the file. | Set to 'Apps'. |
| UKPRN | UK provider reference number (UKPRN). | UKPRN |
| Learner_Reference | Learner reference number. | LearnRefNumber |
| ULN | The unique learner number. | ULN |
| Academic_Year | The academic year. | Set to 2015/16. |
| Data_Source | The source of the record on the qualification achievement-rates dataset, which is the ILR or the LEOP dataset. | Set to 'ILR' . |
| Age_Group | A banding of the learner's age used for reporting. | Set to '16-18', '19-23' or '24+' |
| Ethnicity | The learner's ethnic background. | Ethnicity |
| Sex | The learner's sex. | Sex |
| Learning_Difficulties | Indicates whether the learner considers that they have a learning difficulty, disability or health problem. | LLDDHealthProb |
| PrimaryLLDD | The primary learner disability, learning difficulty or and heath problem of the learner. | PrimaryLLDD |
| PriorAttain | The learner's prior attainment level. This field holds a code. The description of the code can be found in the ILR specification, which is available from the Skills Funding Agency website (at https://www.gov.uk/government/organisations/skills-funding-agency). | PriorAttain |
| Completion_Status | The completion status of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification. | CompStatus |
| Learning_Outcome | The learning outcome of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification. | Outcome |
| Withdrawal_Reason | The reason learning ended. This field holds a code. The description of the code can be found in the ILR specification. | WithdrawalReason |
| Achievement_Rate_Status | The status of the apprenticeship framework for calculating qualification achievement rates. This field holds a code. The description of the code can be found in the . | D_AchieveRateStatus |

| Data field in included aims file | Description | Data item on the qualification achievement-rate dataset |
|---|---|---|
| | Apprenticeship QAR production specification 2015 to 2016 at (https://www.gov.uk/government/publications/sfa-qualification-achievement-rate-2015-to-2016-formerly-qsr) | |
| Overdue_Continuing_Aim | Indicates whether the aim is an overdue continuing aim. | Overdue_Continuing_Aim |
| Overdue_Planned_Break | Indicates whether the aim is an overdue planned break. | Overdue_Planned_Break |
| Software_Supplier_Aim_ID | System generated globally unique identifier for the learning aim to enable data included on reports created by FIS and the Hub to be matched back to data in provider MIS. | SWSupAimID |
| Programme_Type | The programme type. | Set to 'Intermediate Apprenticeship', 'Advanced Apprenticeship' or 'Higher Apprenticeship' |
| Framework_Code | Framework code. | FworkCode |
| Framework_Name | Framework name. | Framework Description derived from FworkCode |
| Pathway_Code | The pathway of the Apprenticeship framework being undertaken. | PwayCode |
| Pathway_Name | The pathway name | PwayName |
| Sector_Subject_Area_Tier_1 | Sector subject area – the broad (tier 1) classification of the subject of the apprenticeship framework. | SectSubAreaTier1 plus the description of the SSA tier 1 |
| Sector_Subject_Area_Tier_2 | The more specialised (tier 2) classification of the subject of the apprenticeship framework. | SectSubAreaTier2 plus the description of the SSA tier 2 |
| Subcontractor_UKPRN | The UKPRN of the subcontractor delivering the main or competency aim of the apprenticeship. | Subcontractor_UKPRN |
| Subcontractor_Name | The subcontractor's name. | Subcontractor_Name |
| Learner_Home_Postcode | The learner's home postcode. | L_PriorPcode |
| Learner_Home_Region | The name of the region which contains the learner's home postcode. | L_PriorPcode_GOR |
| Learner_Home_LA | The name of the local authority district which contains the learner's home postcode. | L_PriorPcode_LocalAuthority |
| Delivery_Location_Postcode | The postcode of the delivery location. | DelLocPostCode |
| Delivery_Region | The name of the region which contains the delivery location postcode. | Derived from DelLocPostCode_GOR |
| Delivery_LA | The name of the local authority district which contains the delivery location postcode. | Derived from DelLocPostCode_LocalAuthority |
| Year_Aim_Submitted | The academic year which the apprenticeship framework was submitted in. | YearAimSubmitted |
| Learning_Start_Date | The date the learning began. | LearnStartDate |
| Learning_Planned_End_Date | The date the apprenticeship framework is due to be completed. | LearnPlanEndDate |

| Data field in included aims file | Description | Data item on the qualification achievement-rate dataset |
|---|---|---|
| Learning_Actual_End_Date | The date the apprenticeship framework was actually completed. | LearnActEndDate |
| Actual_End_Year | Actual end year – the academic year the apprenticeship framework was actually completed in. The field contains only the first year in an academic year. For instance 2012 refers to academic year 2012/13. | P_Actendyr |
| Expected_End_Year | Expected end year – the academic year the apprenticeship framework is expected to be completed in. The field contains only the first year in an academic year. For instance 2013 refers to academic year 2013/14. | P_Expendyr. |
| Hybrid_End_Year | Hybrid end year, which is the expected end year, actual end year or reporting year, whichever is later. The field contains only the first year in an academic year. For instance 2014 refers to academic year 2014/15. | P_Hybridendyr |
| Overall_Leaver | For the overall qualification achievement-rate measure, this indicates whether the apprenticeship framework counts towards the overall qualification achievement rate.<br><br>If Overall_Leaver is 1 and QAR_Status_Overall is 'QAR Inclusions', the apprenticeship framework counts towards the overall qualification achievement rate. | P_Count_Overall |
| Overall_Achiever | For the overall qualification achievement-rate measure, this indicates whether the apprenticeship framework has been achieved.<br><br>If Overall_Leaver is 1 and QAR_Status_Overall is 'QAR Inclusions', the apprenticeship framework has been achieved. | P_Ach_Overall |
| Leaver_Below_MS_Threshold | This indicates whether the overall qualification achievement rate for an apprenticeship framework is lower than the minimum standards threshold.<br><br>If Leaver_Below_MS_Threshold is 1 and QAR_Status_Overall is 'QAR Inclusions', the overall qualification achievement rate for the apprenticeship framework is below the minimum standards threshold. | This is derived, as described in paragraphs 14 to 21. |
| Timely_Leaver | For the timely qualification achievement-rate measure, this indicates whether the apprenticeship framework should be counted towards the timely qualification achievement rate.<br><br>If Timely_Leaver is 1 and QAR_Status_Timely is 'QAR Inclusions', the apprenticeship framework will be counted towards the timely qualification achievement rate. | P_Count_Timely |
| Timely_Achiever | For the timely qualification achievement-rate | P_Ach_Timely |

| Data field in included aims file | Description | Data item on the qualification achievement-rate dataset |
|---|---|---|
| | measure, this indicates whether the apprenticeship framework has been achieved.<br>If Timely_Leaver is 1 and QAR_Status_Timely is 'QAR Inclusions', the apprenticeship framework has been achieved. | |
| QAR_Status_Overall | To identify the frameworks that are included in overall qualification achievement-rate calculations. Either 'QAR Inclusions' or QAR Exclusions'. | QAR_Status_Overall |
| QAR_Status_Timely | To identify the frameworks that are included in timely qualification achievement-rate calculations. Either 'QAR Inclusions' or 'QAR Exclusions'. | QAR_Status_Timely |

## Apprenticeship frameworks excluded from qualification achievement rates

26. The data not used to work out qualification achievement rates is provided as a CSV file. The file contains all the apprenticeship frameworks that are not included in the qualification achievement-rate calculations.

27. The file contains the following data fields.

| Data field in excluded aims file | Description | Data item on the qualification achievement-rate dataset |
|---|---|---|
| Provision_Type | The type of provision in the file. | Set to 'Apps'. |
| 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 2015/16. |
| 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', '19-23' or '24+' |
| Ethnicity | The learner's ethnic background. | Ethnicity |
| Sex | The learner's sex. | Sex |
| Learning_Difficulties | Indicates whether the learner considers that they have a learning difficulty, disability or health problem. | LLDDHealthProb |
| PrimaryLLDD | The primary learner disability, learning difficulty or and heath problem of the learner. | PrimaryLLDD |
| 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 | PriorAttain |

| Data field in excluded aims file | Description | Data item on the qualification achievement-rate dataset |
|---|---|---|
| | https://www.gov.uk/government/organisations/skills-funding-agency). | |
| Completion_Status | The completion status of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification. | CompStatus |
| Learning_Outcome | The learning outcome of the apprenticeship framework. This field holds a code. The description of the code can be found in the ILR specification. | Outcome |
| Withdrawal_Reason | The reason learning ended. This field holds a code. The description of the code can be found in the ILR specification. | WithdrawalReason |
| Achievement_Rate_Status | The status of the apprenticeship framework for calculating qualification achievement rates. This field holds a code. The description of the code can be found in the Apprenticeship QAR dataset production specification 2015 to 2016 at https://www.gov.uk/government/publications/sfa-qualification-achievement-rate-2015-to-2016-formerly-qsr | D_AchieveRateStatus |
| Overdue_Continuing_Aim | Indicates whether the aim is an overdue continuing aim. | Overdue_Continuing_Aim |
| Overdue_Planned_Break | Indicates whether the aim is an overdue planned break. | Overdue_Planned_Break |
| Software_Supplier_Aim_ID | The status of the learning aim for calculating qualification achievement rates. | SWSupAimID |
| Programme_Type | The programme type. | Set to 'Intermediate Apprenticeship', 'Advanced Apprenticeship' or 'Higher Apprenticeship' |
| Framework_Code | Framework code. | FworkCode |
| Framework_Name | Framework name. | Framework Description derived from FworkCode |
| Pathway_Code | The pathway of the Apprenticeship framework being undertaken. | PathwayCode |
| Pathway_Name | The pathway name | PathwayName |
| Sector_Subject_Area_Tier_1 | Sector subject area – the broad (tier 1) classification of the subject of the apprenticeship framework. | SectSubAreaTier1 plus the description of the SSA tier 1. |
| Sector_Subject_Area_Tier_2 | The more specialised (tier 2) classification of the subject of the apprenticeship framework. | SectSubAreaTier2 plus the description of the SSA tier 2. |
| Subcontractor_UKPRN | The UKPRN of the subcontractor delivering the main or competency aim of the apprenticeship. | Subcontractor_UKPRN |
| Subcontractor_Name | The subcontractor's name. | Subcontractor_Name |
| Learner_Home_Postcode | The learner's home postcode. | L_PriorPcode |
| Learner_Home_Region | The name of the region which contains the learner's home postcode. | L_PriorPcode_GOR |

| Data field in excluded aims file | Description | Data item on the qualification achievement-rate dataset |
|---|---|---|
| Learner_Home_LA | The name of the local authority district which contains the learner's home postcode. | L_PriorPcode_LocalAuthority |
| Delivery_Location_Postcode | The postcode of the delivery location. | DelLocPostCode |
| Delivery_Region | The name of the region which contains the delivery location postcode. | Derived from DelLocPostCode_GOR |
| Delivery_LA | The name of the local authority district which contains the delivery location postcode. | Derived from DelLocPostCode_LocalAuthority |
| Year_Aim_Submitted | The academic year which the apprenticeship framework was submitted in. | YearAimSubmitted |
| Learning_Start_Date | The date the learning began. | LearnStartDate |
| Learning_Planned_End_Date | The date the apprenticeship framework is due to be completed. | LearnPlanEndDate |
| Learning_Actual_End_Date | The date the apprenticeship framework was actually completed. | LearnActEndDate |
| Actual_End_Year | Actual end year – the academic year the apprenticeship framework was actually completed in. The field contains only the first year in an academic year. For instance 2012 refers to academic year 2012/13. | P_Actendyr |
| Expected_End_Year | Expected end year – the academic year the apprenticeship framework is expected to be completed in. The field contains only the first year in an academic year. For instance 2013 refers to academic year 2013/14. | P_Expendyr |
| Hybrid_End_Year | Hybrid end year, which is the expected end year, the actual end year or the reporting 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 |
| The following fields identify the reasons why the apprenticeship was not included in the qualification achievement-rate calculations. Apprenticeship can be excluded for several reasons. | | |
| ClassLearn_Excl | Indicates that the programme aim is a classroom learning aim reported through the employer responsive funding stream. | CL_Excl |
| Fund_Qual_Excl | Indicates that the learner has withdrawn from an apprenticeship framework before the qualifying number of days for funding has been met. | Fund_Qual_Excl |
| Not_Funded_Excl | Identifies whether an Apprenticeship has ever received funding from us. | Not_Funded_Excl |
| App_Stand_Excl | Indicates that the programme aim is an apprenticeships standards aim (previously referred to as Trailblazer apprenticeships). Apprenticeship standards aims are not included in qualification achievement rates. | App_Stand_Excl |

# Section 4 – Analysing Achievement Rates using an Excel Pivot Table

## Updating the provider data extract files to replace codes with descriptions

28. Some fields on the provider data extract file contain codes instead of descriptions. To make the contents of these fields easier to understand when shown in the pivot table the codes could be replaced by a description. Refer to the ILR specification, which is available from the Skills Funding Agency website (at https://www.gov.uk/government/organisations/skills-funding-agency).

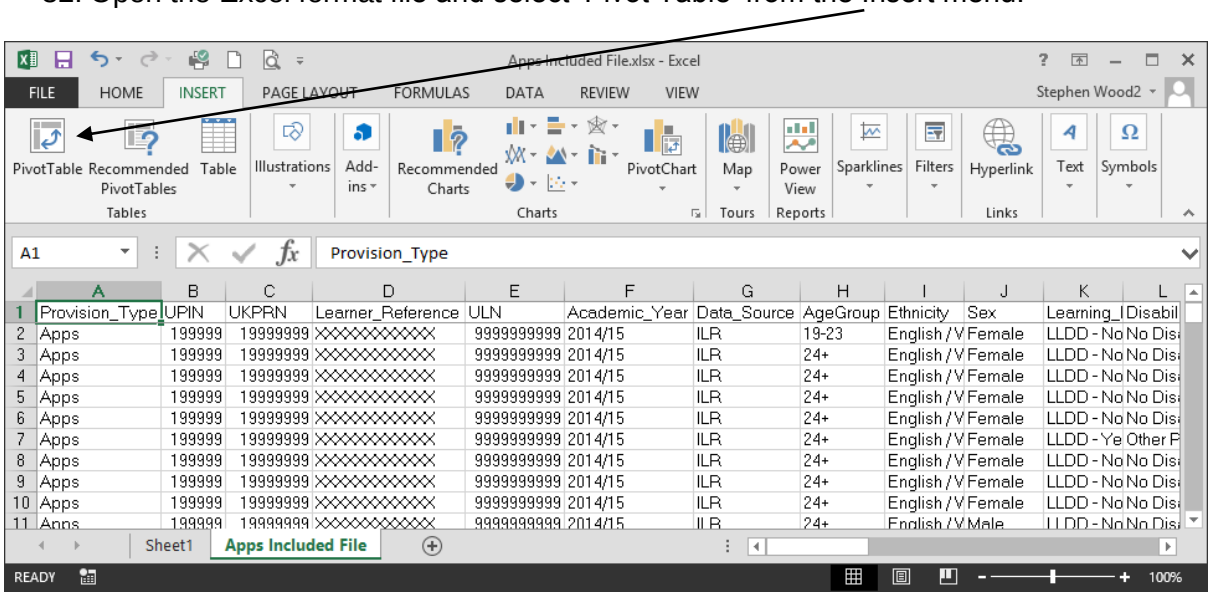
29. The **Expected_End_Year** and **Hybrid_End_Year** only contain the first year of an academic year, for example 2013. The year should be replaced by the full year name, for example, 2013 should be replaced by 2013/14.

## Creating an achievement rates pivot table in Microsoft Excel

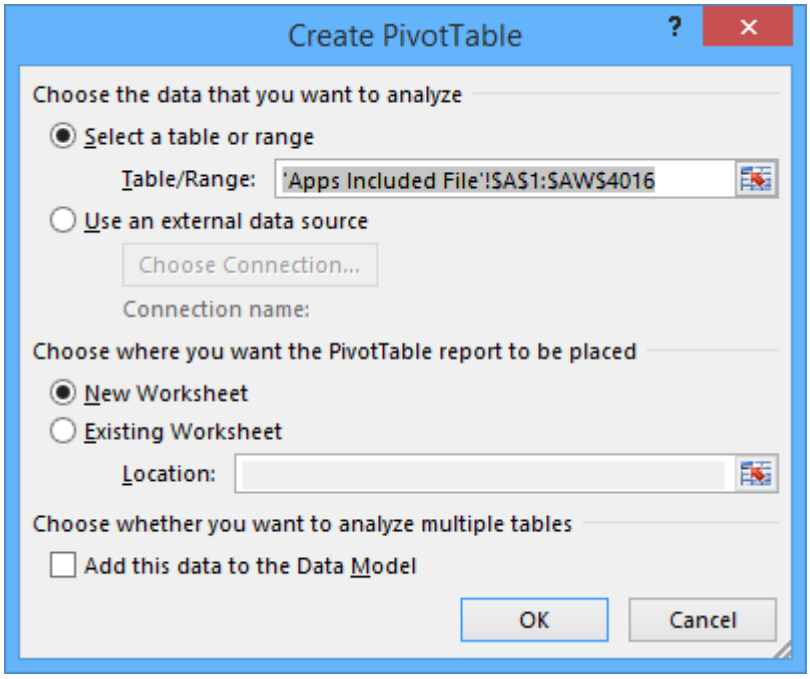
30. In order to view achievement rates using the data on the provider data extract file it is necessary to create a pivot table in Excel. The steps required to do this are shown below.

31. 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.

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



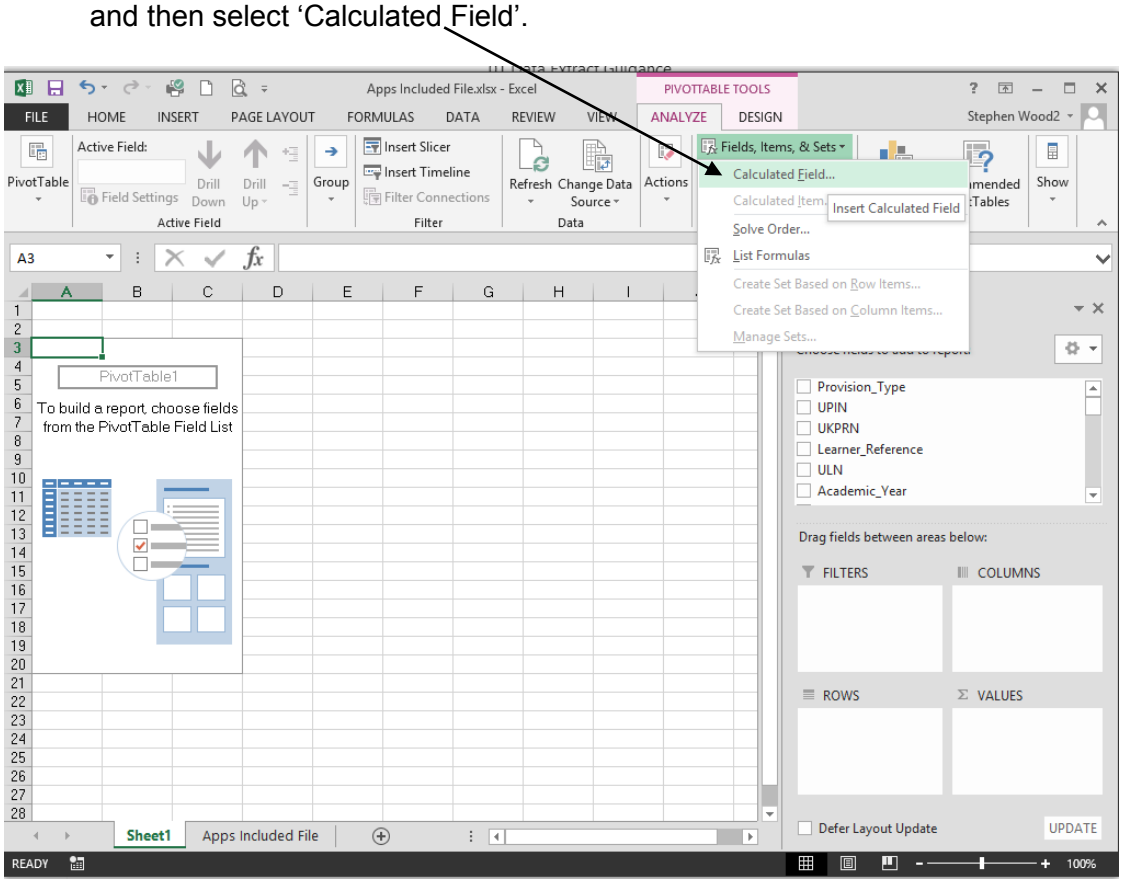
33. The Create Pivot Table dialog box will be shown. Click ‘OK’ to create the pivot table in a separate worksheet.




## Creating the achievement rate field

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

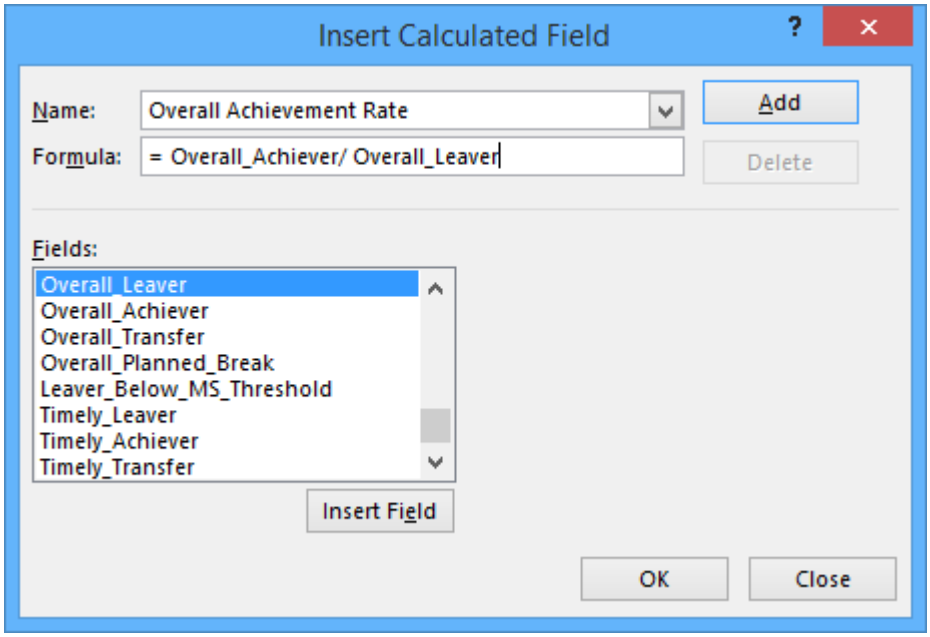
35. On the Pivot Table Tools menu select ‘Fields, Items & Sets’ in the Calculate menu, and then select ‘Calculated Field’.



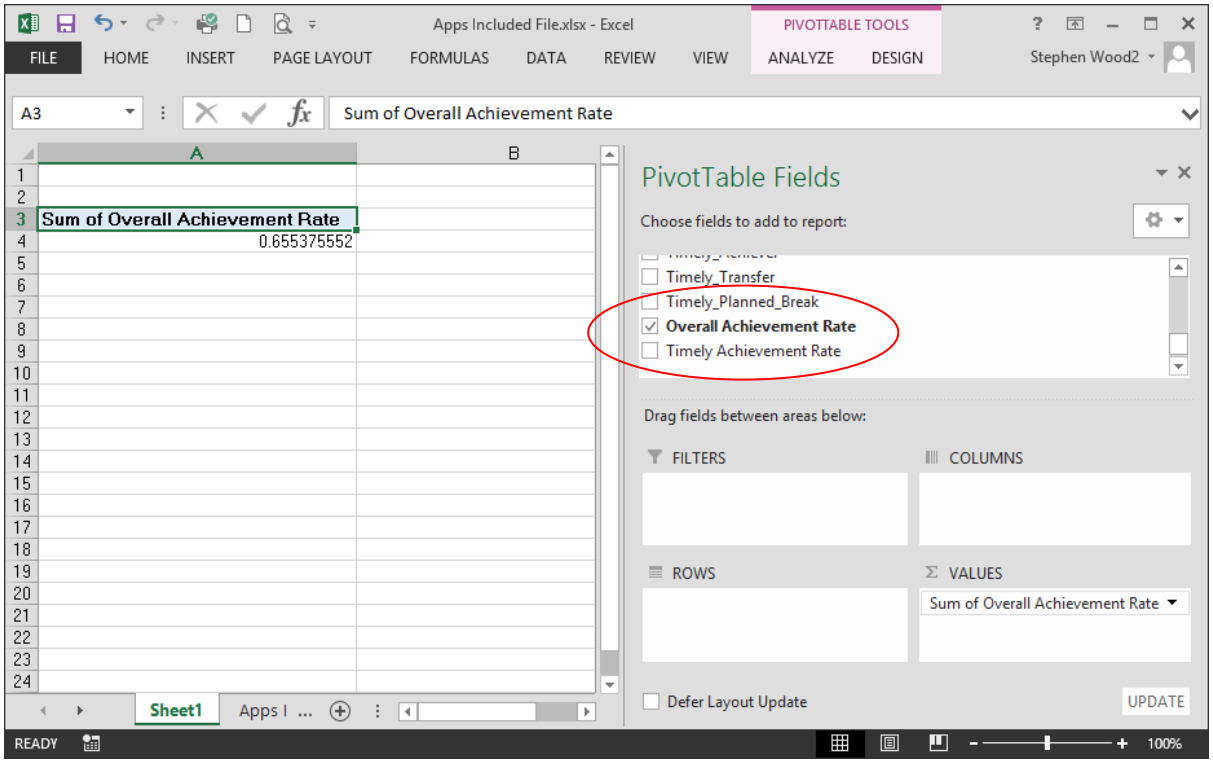
36. Using the ‘Insert Calculated Field’ dialog box create calculated fields for overall achievement rate and timely achievement rate. The calculations are shown below.

- Overall achievement rate is ‘Overall_Achiever / Overall_Leaver’
- Timely achievement rate is ‘Timely_Achiever / Timely_Leaver’

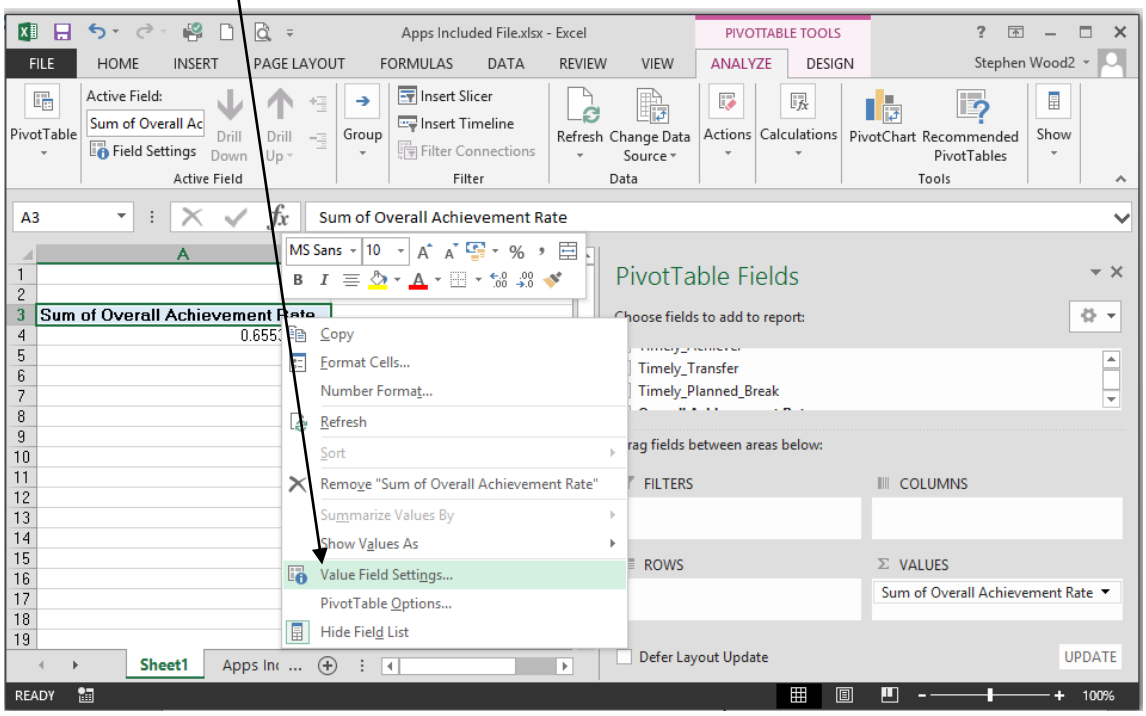
The dialog box shows the creation of the overall achievement rate field.



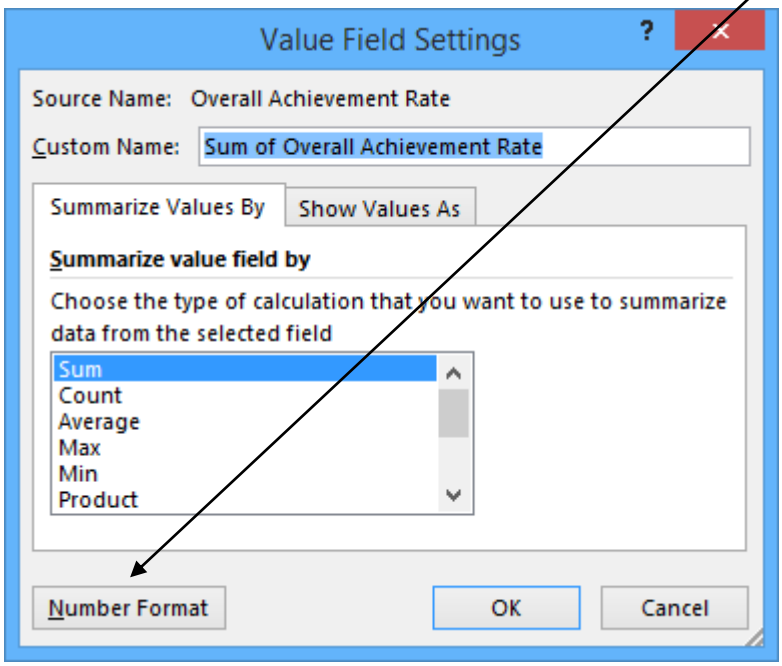

37. The overall achievement rate and timely achievement rate fields will appear at the end of the list of pivot table fields.

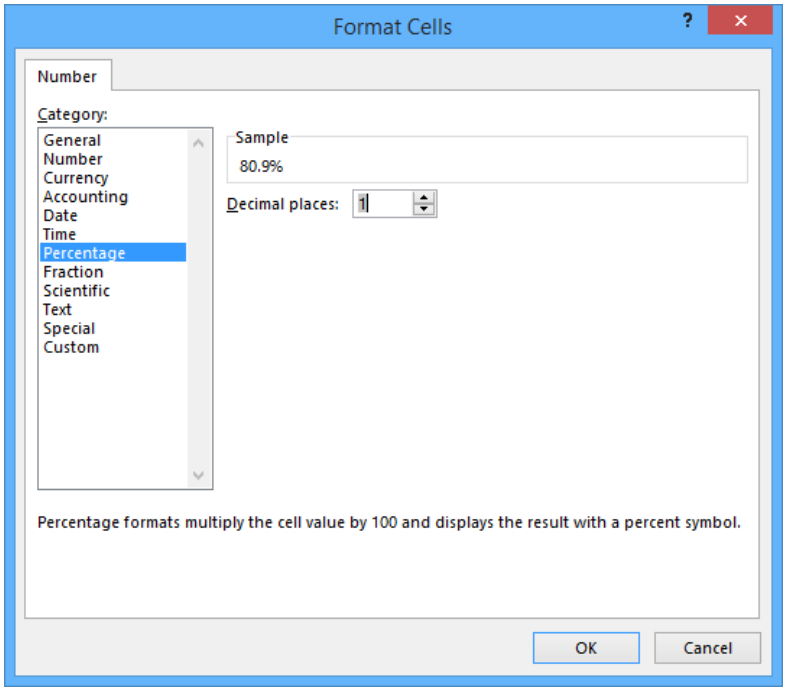


38. The fields are unformatted when output in the pivot table. The fields are formatted using 'Value Field Settings', which is selected from the menu displayed by right clicking the rate value.




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





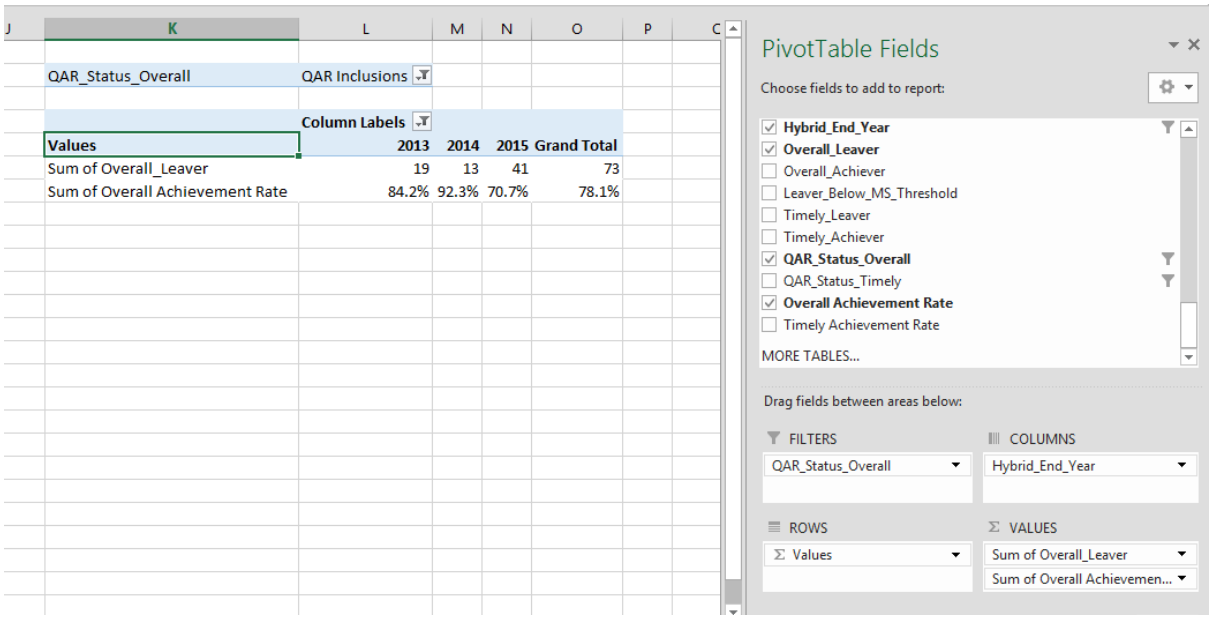

## Showing the overall achievement rate in the pivot table

40. The **hybrid end year** must be used when showing the overall achievement rate. Note that that continuing apprenticeship frameworks have a hybrid end date of 2015.5. Continuing apprenticeship frameworks are present in the provider data extract as they are included in the timely achievement rate calculation.

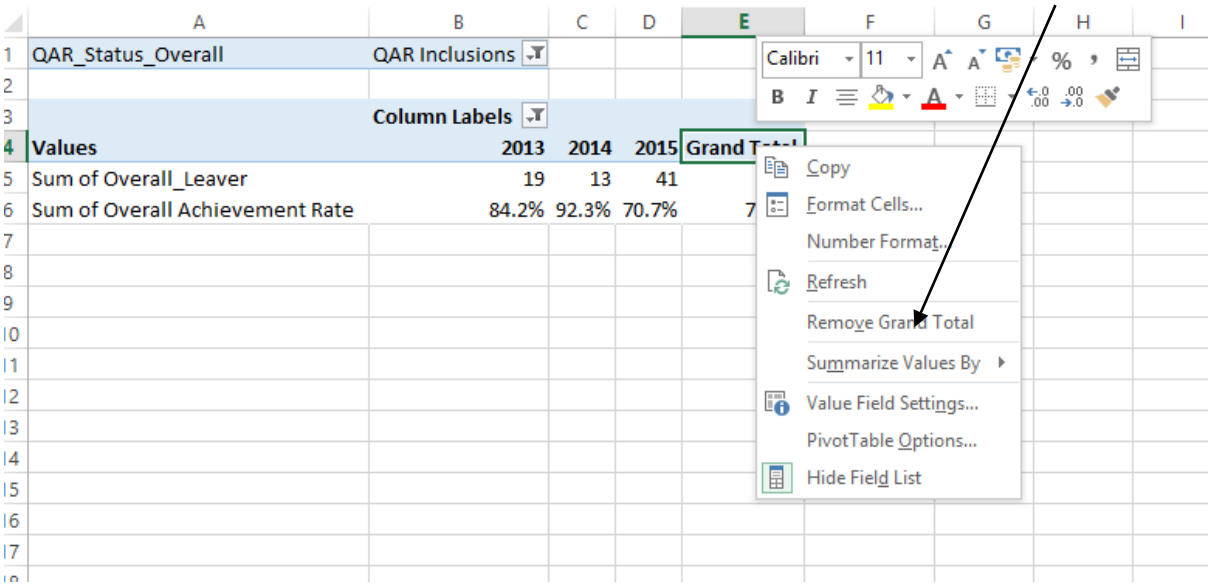
41. Please note that you must add the QAR_Status_Overall field to the pivot filter area and set this to 'QAR Inclusions'.

42. 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.

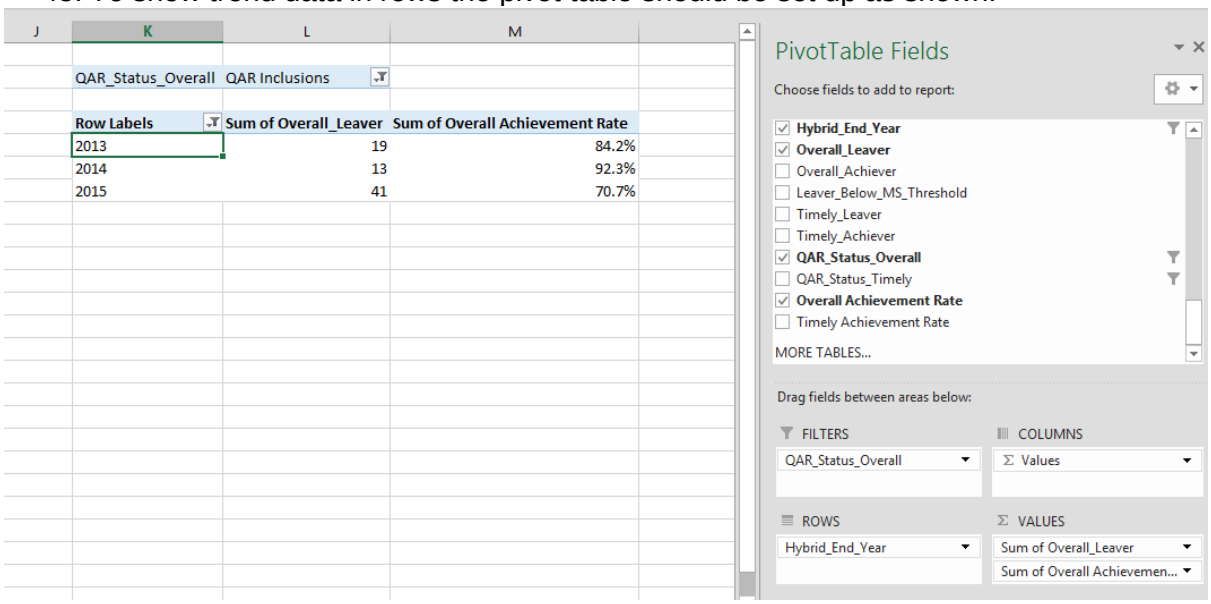
43. To show trend data in columns the pivot table should be set up as shown.



44. 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’




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

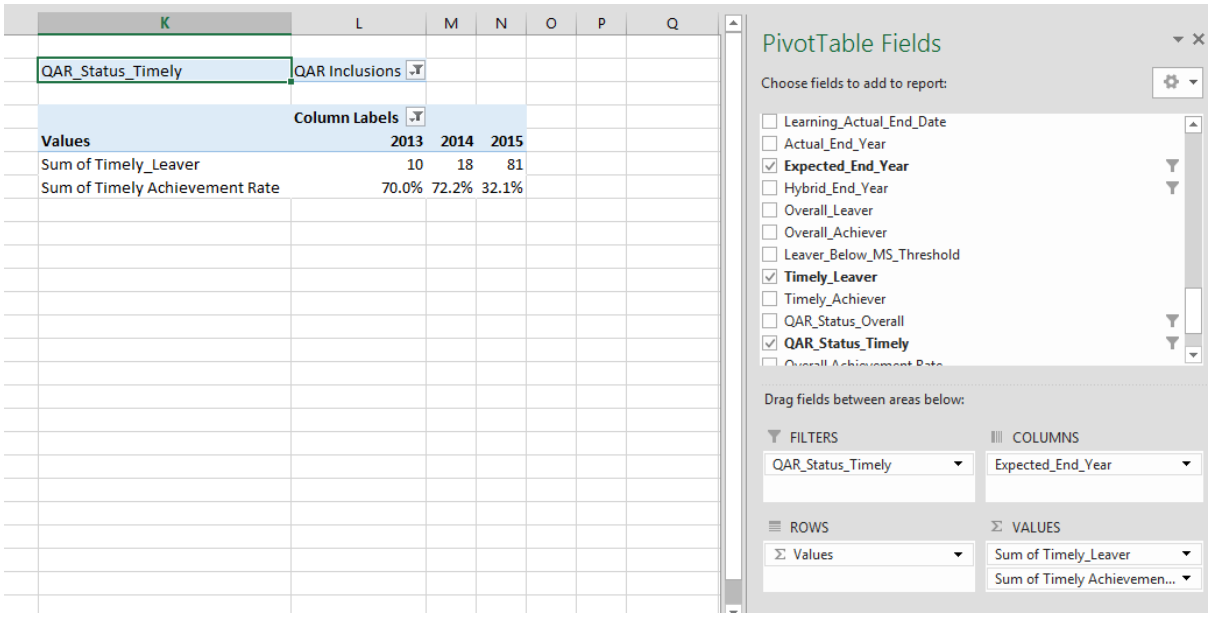



## Showing the timely achievement rate in the pivot table

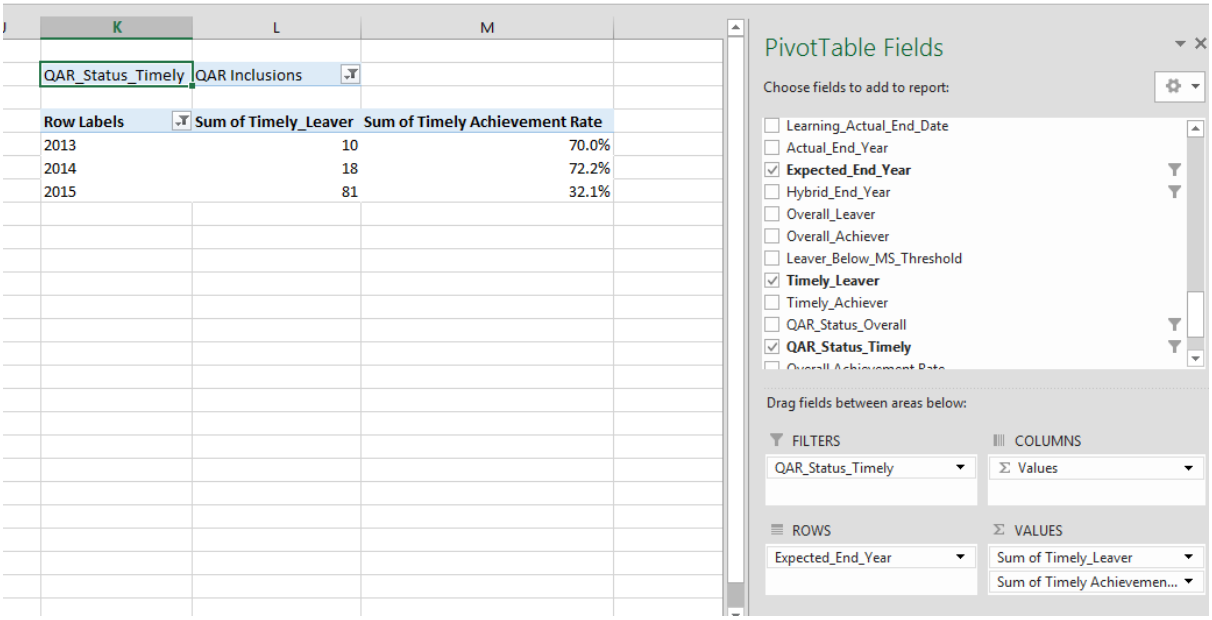
46. The **expected end year** must be used when showing the timely achievement rate.

47. 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.

48. To show trend data in columns the pivot table should be set up as shown. Please note that you must add the QAR_Status_Timely field to the pivot filter area and set this to ‘QAR Inclusions’.




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




## Examples of ways to configure the pivot table

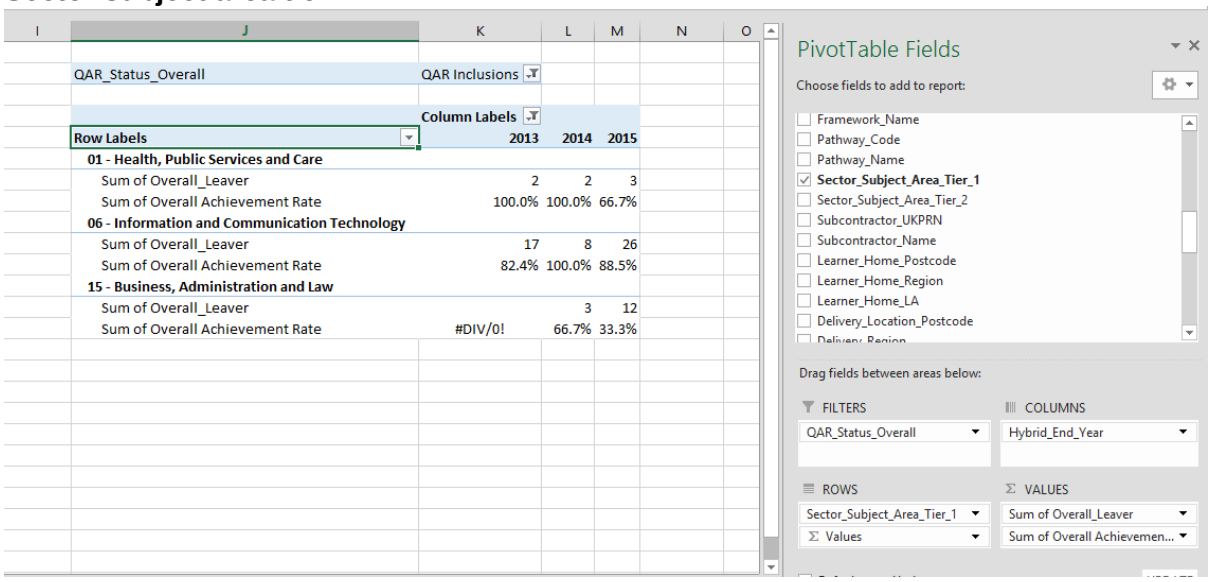
50. The following screenshots show how to configure the pivot table to show overall leavers and overall achievement rates for a number of dimensions. These are:

- Sector subject area tier 1
- Sector subject area tier 2
- Framework level
- Framework code and name by framework level
- Framework name and pathway by framework level
- Age group
- Ethnicity
- Sex
- Learning difficulties (LLDD)
- Subcontractor
- Learner home region and learner home local authority district

- Delivery region and delivery local authority district

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

### Sector subject area tier 1



| QAR_Status_Overall | QAR Inclusions |
|---|---|

| Row Labels | 2013 | 2014 | 2015 |
|---|---|---|---|
| **01 - Health, Public Services and Care** | | | |
| Sum of Overall_Leaver | 2 | 2 | 3 |
| Sum of Overall Achievement Rate | 100.0% | 100.0% | 66.7% |
| **06 - Information and Communication Technology** | | | |
| Sum of Overall_Leaver | 17 | 8 | 26 |
| Sum of Overall Achievement Rate | 82.4% | 100.0% | 88.5% |
| **15 - Business, Administration and Law** | | | |
| Sum of Overall_Leaver | | 3 | 12 |
| Sum of Overall Achievement Rate | #DIV/0! | 66.7% | 33.3% |

PivotTable Fields

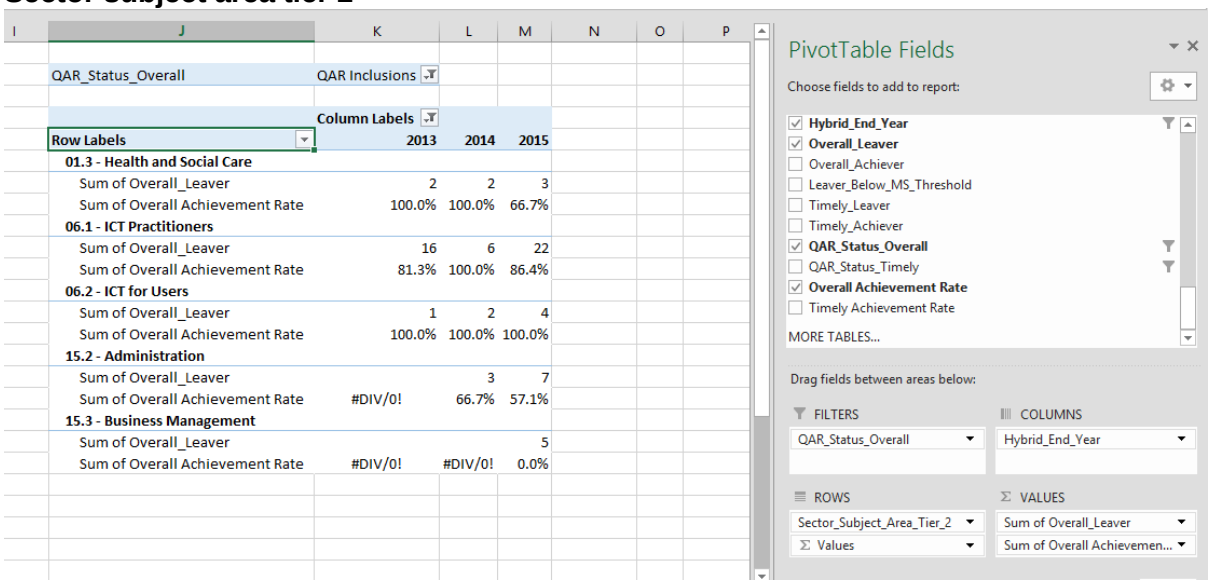
Choose fields to add to report:

Framework_Name
Pathway_Code
Pathway_Name
**Sector_Subject_Area_Tier_1**
Sector_Subject_Area_Tier_2
Subcontractor_UKPRN
Subcontractor_Name
Learner_Home_Postcode
Learner_Home_Region
Learner_Home_LA
Delivery_Location_Postcode

Drag fields between areas below:

FILTERS: QAR_Status_Overall
COLUMNS: Hybrid_End_Year
ROWS: Sector_Subject_Area_Tier_1, Σ Values
VALUES: Sum of Overall_Leaver, Sum of Overall Achievemen...

### Sector subject area tier 2



| QAR_Status_Overall | QAR Inclusions |
|---|---|

| Row Labels | 2013 | 2014 | 2015 |
|---|---|---|---|
| **01.3 - Health and Social Care** | | | |
| Sum of Overall_Leaver | 2 | 2 | 3 |
| Sum of Overall Achievement Rate | 100.0% | 100.0% | 66.7% |
| **06.1 - ICT Practitioners** | | | |
| Sum of Overall_Leaver | 16 | 6 | 22 |
| Sum of Overall Achievement Rate | 81.3% | 100.0% | 86.4% |
| **06.2 - ICT for Users** | | | |
| Sum of Overall_Leaver | 1 | 2 | 4 |
| Sum of Overall Achievement Rate | 100.0% | 100.0% | 100.0% |
| **15.2 - Administration** | | | |
| Sum of Overall_Leaver | | 3 | 7 |
| Sum of Overall Achievement Rate | #DIV/0! | 66.7% | 57.1% |
| **15.3 - Business Management** | | | |
| Sum of Overall_Leaver | | | 5 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 0.0% |

PivotTable Fields

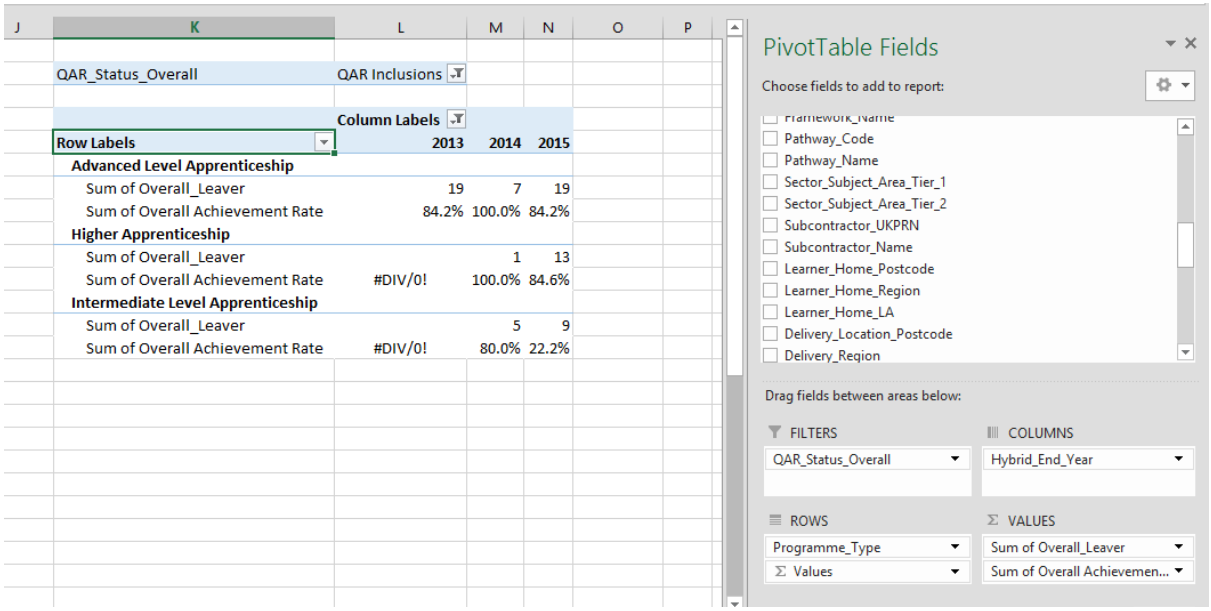
Choose fields to add to report:

**Hybrid_End_Year**
**Overall_Leaver**
Overall_Achiever
Leaver_Below_MS_Threshold
Timely_Leaver
Timely_Achiever
**QAR_Status_Overall**
QAR_Status_Timely
**Overall Achievement Rate**
Timely Achievement Rate
MORE TABLES...

Drag fields between areas below:

FILTERS: QAR_Status_Overall
COLUMNS: Hybrid_End_Year
ROWS: Sector_Subject_Area_Tier_2, Σ Values
VALUES: Sum of Overall_Leaver, Sum of Overall Achievemen...

## Framework level

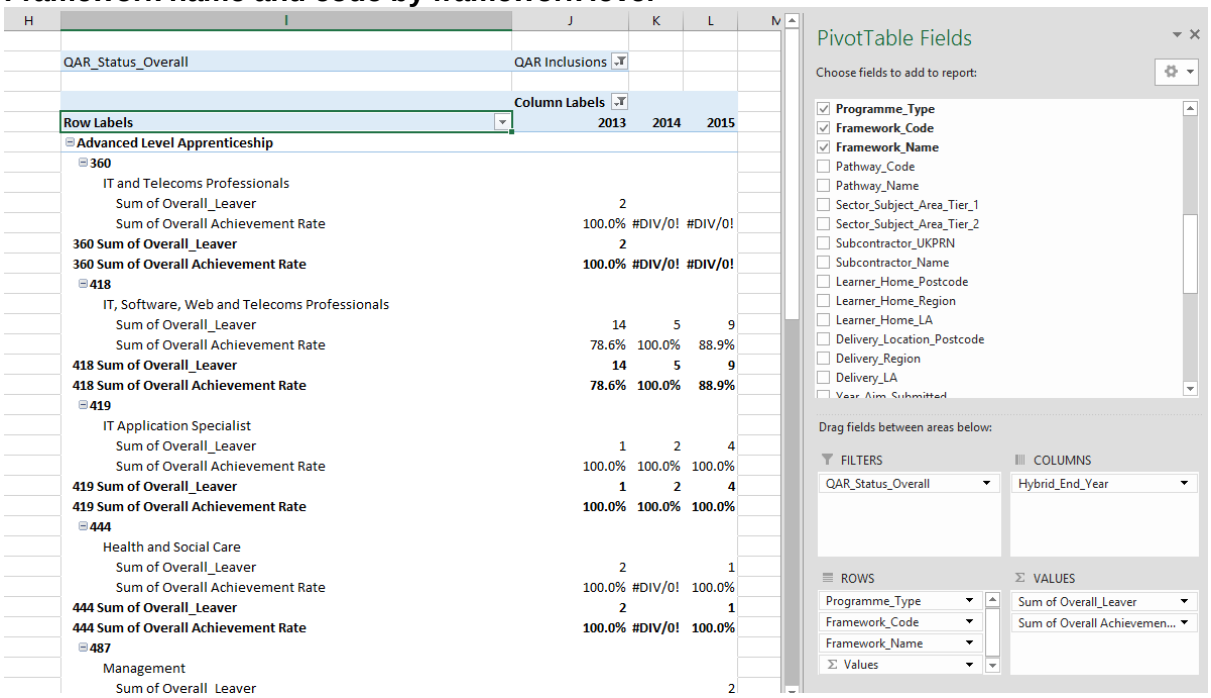


| QAR_Status_Overall | QAR Inclusions |
|---|---|

| | Column Labels | | |
|---|---|---|---|
| Row Labels | 2013 | 2014 | 2015 |
| **Advanced Level Apprenticeship** | | | |
| Sum of Overall_Leaver | 19 | 7 | 19 |
| Sum of Overall Achievement Rate | 84.2% | 100.0% | 84.2% |
| **Higher Apprenticeship** | | | |
| Sum of Overall_Leaver | | 1 | 13 |
| Sum of Overall Achievement Rate | #DIV/0! | 100.0% | 84.6% |
| **Intermediate Level Apprenticeship** | | | |
| Sum of Overall_Leaver | | 5 | 9 |
| Sum of Overall Achievement Rate | #DIV/0! | 80.0% | 22.2% |



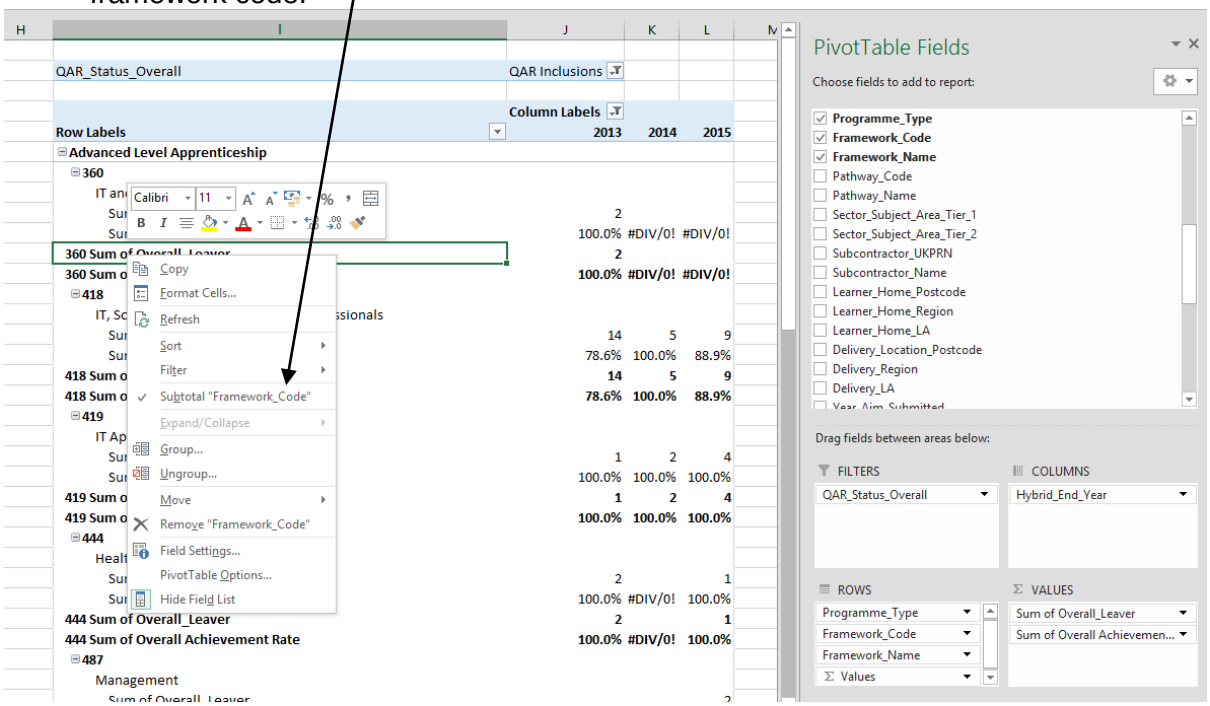
## Framework name and code by framework level



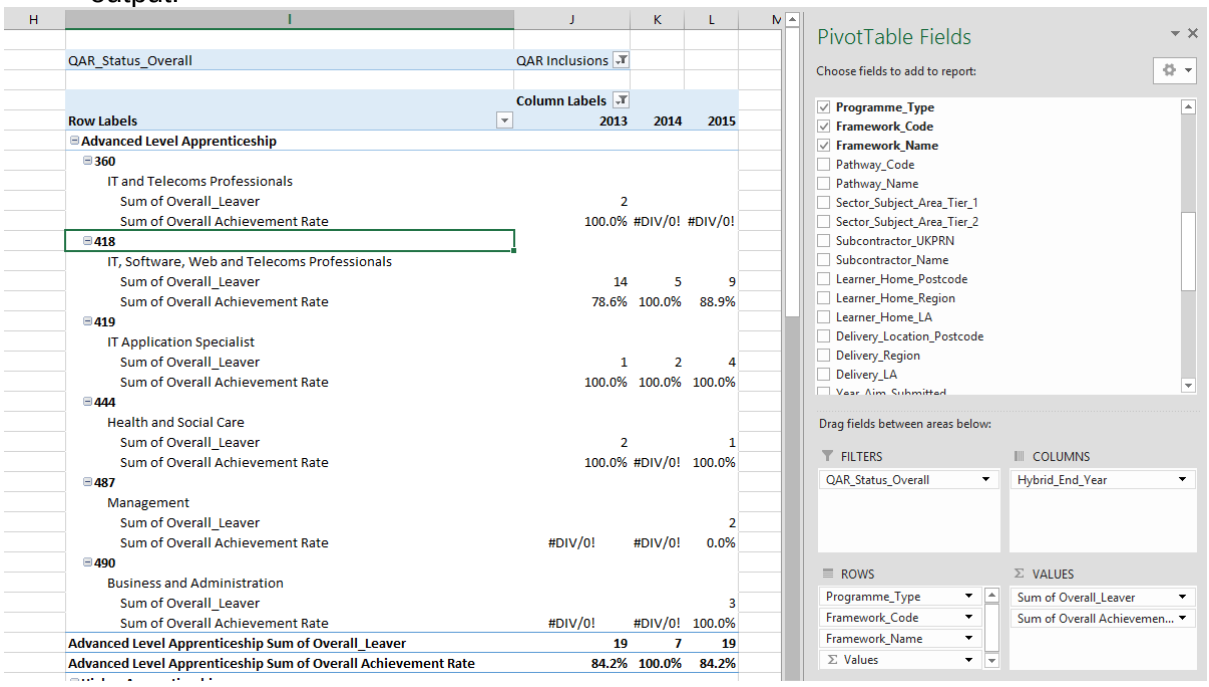
| QAR_Status_Overall | QAR Inclusions |
|---|---|

| | Column Labels | | |
|---|---|---|---|
| Row Labels | 2013 | 2014 | 2015 |
| **Advanced Level Apprenticeship** | | | |
| **360** | | | |
| IT and Telecoms Professionals | | | |
| Sum of Overall_Leaver | 2 | | |
| Sum of Overall Achievement Rate | 100.0% | #DIV/0! | #DIV/0! |
| **360 Sum of Overall_Leaver** | **2** | | |
| **360 Sum of Overall Achievement Rate** | **100.0%** | **#DIV/0!** | **#DIV/0!** |
| **418** | | | |
| IT, Software, Web and Telecoms Professionals | | | |
| Sum of Overall_Leaver | 14 | 5 | 9 |
| Sum of Overall Achievement Rate | 78.6% | 100.0% | 88.9% |
| **418 Sum of Overall_Leaver** | **14** | **5** | **9** |
| **418 Sum of Overall Achievement Rate** | **78.6%** | **100.0%** | **88.9%** |
| **419** | | | |
| IT Application Specialist | | | |
| Sum of Overall_Leaver | 1 | 2 | 4 |
| Sum of Overall Achievement Rate | 100.0% | 100.0% | 100.0% |
| **419 Sum of Overall_Leaver** | **1** | **2** | **4** |
| **419 Sum of Overall Achievement Rate** | **100.0%** | **100.0%** | **100.0%** |
| **444** | | | |
| Health and Social Care | | | |
| Sum of Overall_Leaver | 2 | | 1 |
| Sum of Overall Achievement Rate | 100.0% | #DIV/0! | 100.0% |
| **444 Sum of Overall_Leaver** | **2** | | **1** |
| **444 Sum of Overall Achievement Rate** | **100.0%** | **#DIV/0!** | **100.0%** |
| **487** | | | |
| Management | | | |
| Sum of Overall_Leaver | | | 2 |

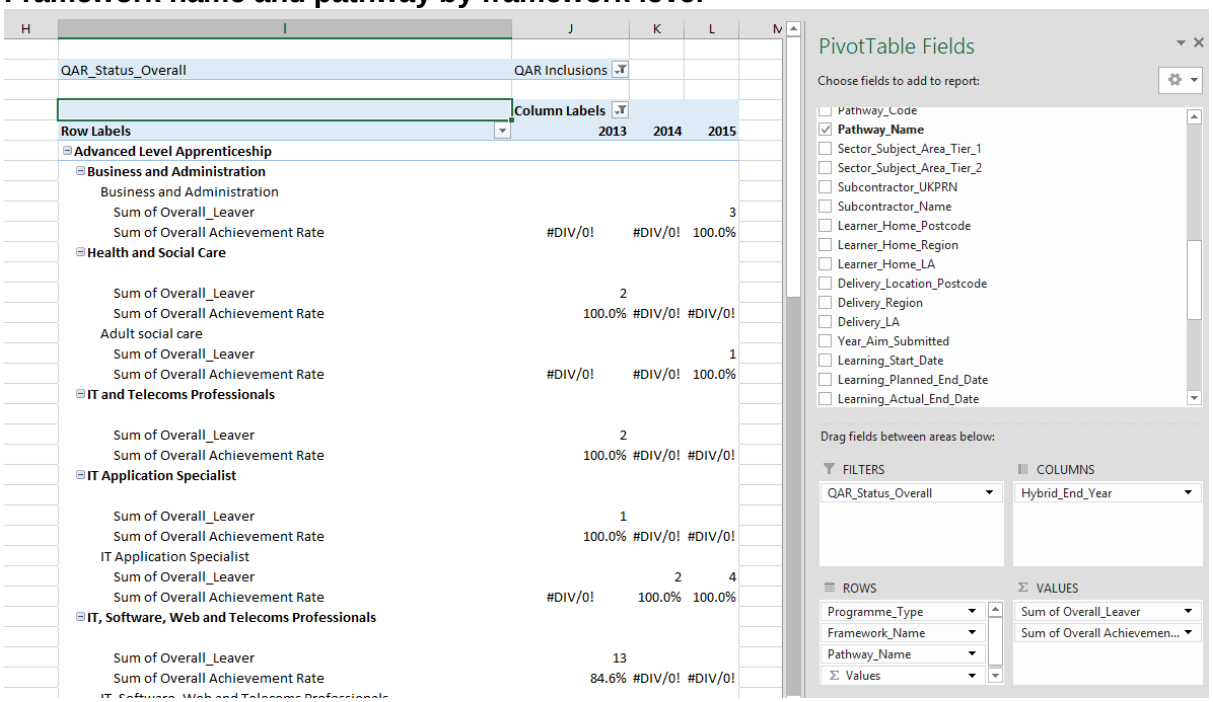
52. When showing framework code and name subtotals will be output for the framework code. These can be removed by right clicking on the framework code field and clicking on the ‘Subtotal Framework Code’ entry. This will turn off the subtotals for framework code.




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



## Framework name and pathway by framework level

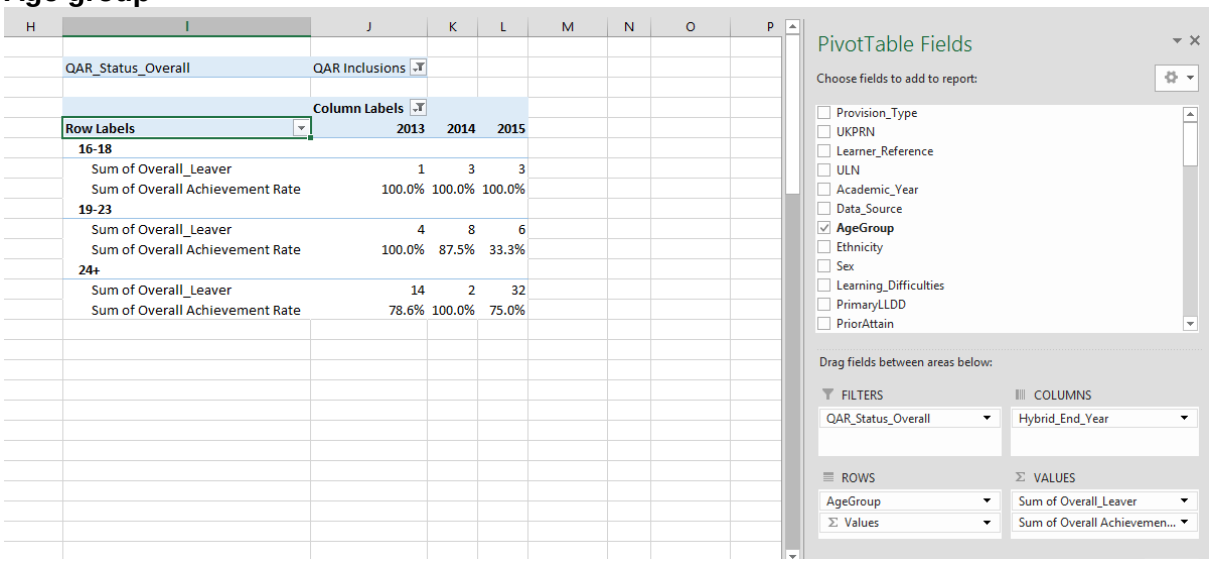


| QAR_Status_Overall | QAR Inclusions |
|---|---|

| Row Labels | Column Labels 2013 | 2014 | 2015 |
|---|---|---|---|
| **Advanced Level Apprenticeship** | | | |
| **Business and Administration** | | | |
| Business and Administration | | | |
| Sum of Overall_Leaver | | | 3 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 100.0% |
| **Health and Social Care** | | | |
| Sum of Overall_Leaver | 2 | | |
| Sum of Overall Achievement Rate | 100.0% | #DIV/0! | #DIV/0! |
| Adult social care | | | |
| Sum of Overall_Leaver | | | 1 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 100.0% |
| **IT and Telecoms Professionals** | | | |
| Sum of Overall_Leaver | 2 | | |
| Sum of Overall Achievement Rate | 100.0% | #DIV/0! | #DIV/0! |
| **IT Application Specialist** | | | |
| Sum of Overall_Leaver | 1 | | |
| Sum of Overall Achievement Rate | 100.0% | #DIV/0! | #DIV/0! |
| IT Application Specialist | | | |
| Sum of Overall_Leaver | | 2 | 4 |
| Sum of Overall Achievement Rate | #DIV/0! | 100.0% | 100.0% |
| **IT, Software, Web and Telecoms Professionals** | | | |
| Sum of Overall_Leaver | 13 | | |
| Sum of Overall Achievement Rate | 84.6% | #DIV/0! | #DIV/0! |



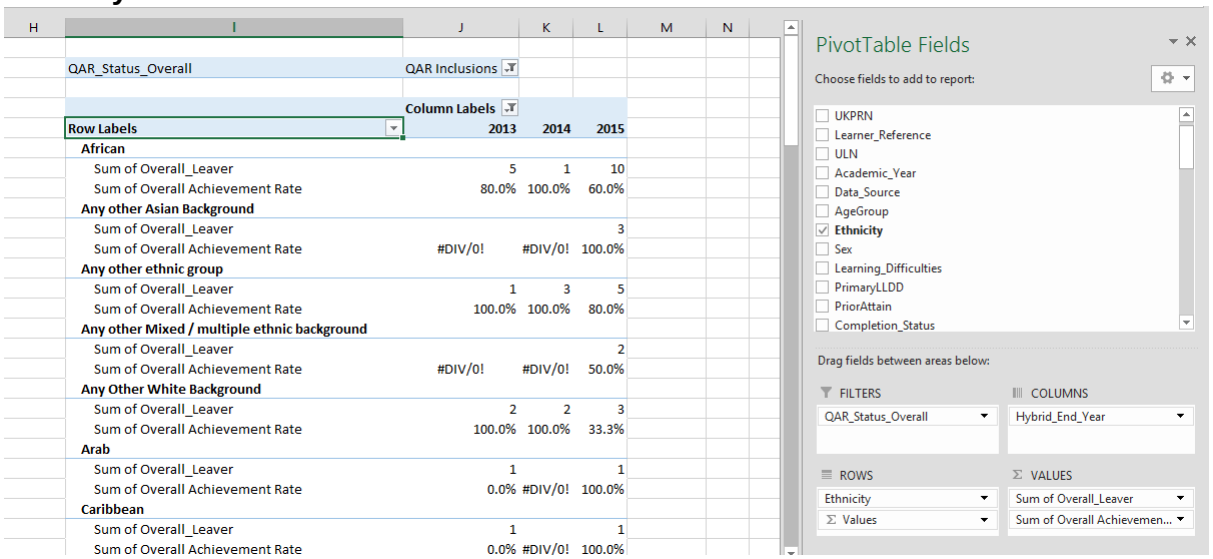
## Age group



| QAR_Status_Overall | QAR Inclusions |
|---|---|

| Row Labels | Column Labels 2013 | 2014 | 2015 |
|---|---|---|---|
| **16-18** | | | |
| Sum of Overall_Leaver | 1 | 3 | 3 |
| Sum of Overall Achievement Rate | 100.0% | 100.0% | 100.0% |
| **19-23** | | | |
| Sum of Overall_Leaver | 4 | 8 | 6 |
| Sum of Overall Achievement Rate | 100.0% | 87.5% | 33.3% |
| **24+** | | | |
| Sum of Overall_Leaver | 14 | 2 | 32 |
| Sum of Overall Achievement Rate | 78.6% | 100.0% | 75.0% |

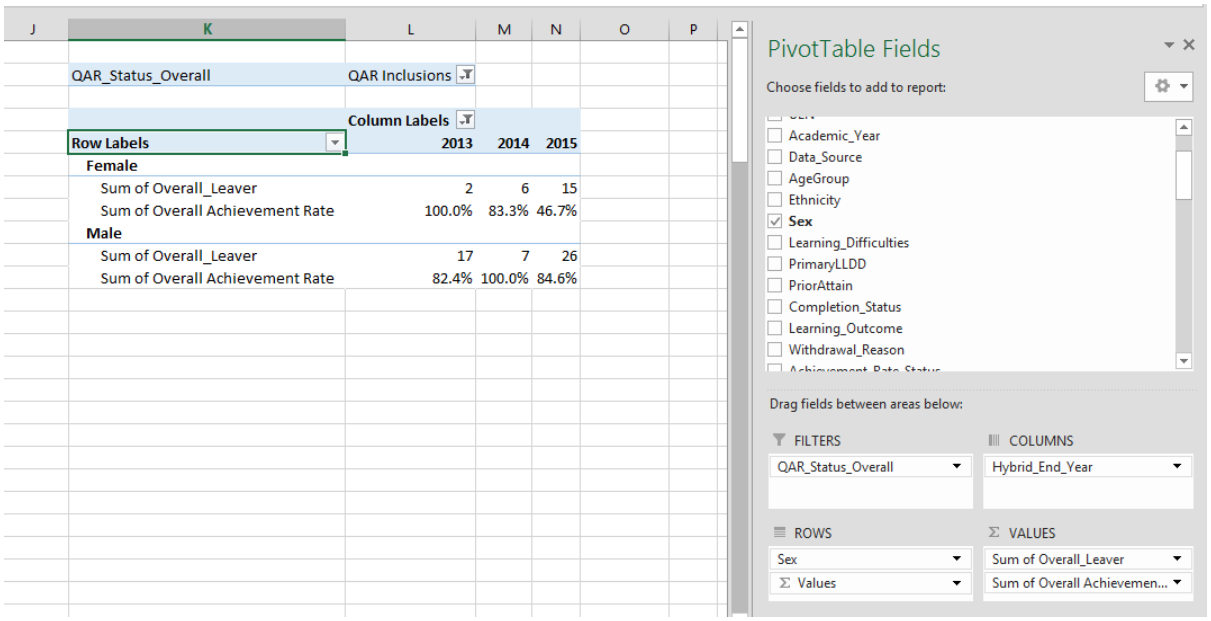
## Ethnicity



| QAR_Status_Overall | QAR Inclusions | | |
|---|---|---|---|
| | Column Labels | | |
| Row Labels | 2013 | 2014 | 2015 |
| **African** | | | |
| Sum of Overall_Leaver | 5 | 1 | 10 |
| Sum of Overall Achievement Rate | 80.0% | 100.0% | 60.0% |
| **Any other Asian Background** | | | |
| Sum of Overall_Leaver | | | 3 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 100.0% |
| **Any other ethnic group** | | | |
| Sum of Overall_Leaver | 1 | 3 | 5 |
| Sum of Overall Achievement Rate | 100.0% | 100.0% | 80.0% |
| **Any other Mixed / multiple ethnic background** | | | |
| Sum of Overall_Leaver | | | 2 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 50.0% |
| **Any Other White Background** | | | |
| Sum of Overall_Leaver | 2 | 2 | 3 |
| Sum of Overall Achievement Rate | 100.0% | 100.0% | 33.3% |
| **Arab** | | | |
| Sum of Overall_Leaver | 1 | | 1 |
| Sum of Overall Achievement Rate | 0.0% | #DIV/0! | 100.0% |
| **Caribbean** | | | |
| Sum of Overall_Leaver | 1 | | 1 |
| Sum of Overall Achievement Rate | 0.0% | #DIV/0! | 100.0% |



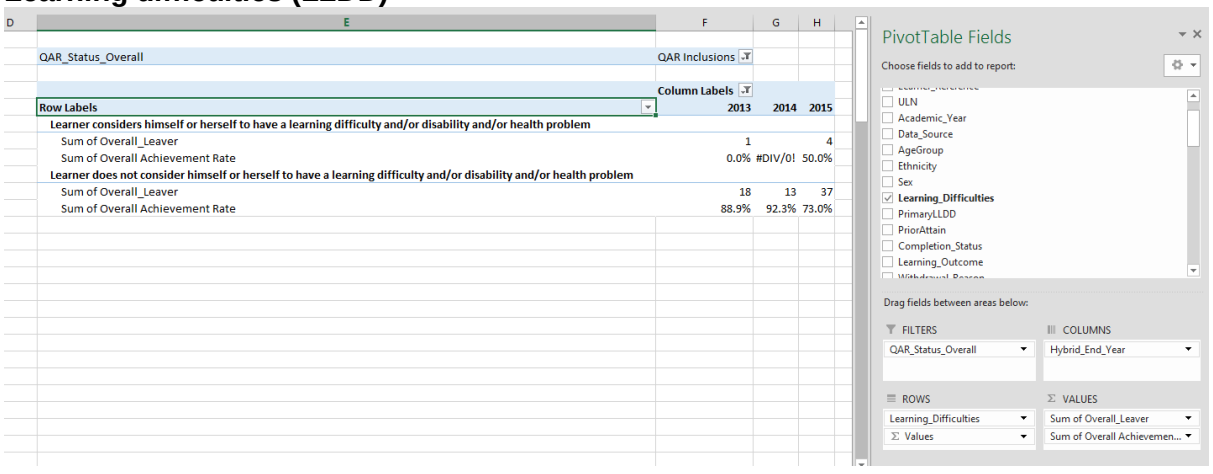
## Sex



| QAR_Status_Overall | QAR Inclusions | | |
|---|---|---|---|
| | Column Labels | | |
| Row Labels | 2013 | 2014 | 2015 |
| **Female** | | | |
| Sum of Overall_Leaver | 2 | 6 | 15 |
| Sum of Overall Achievement Rate | 100.0% | 83.3% | 46.7% |
| **Male** | | | |
| Sum of Overall_Leaver | 17 | 7 | 26 |
| Sum of Overall Achievement Rate | 82.4% | 100.0% | 84.6% |

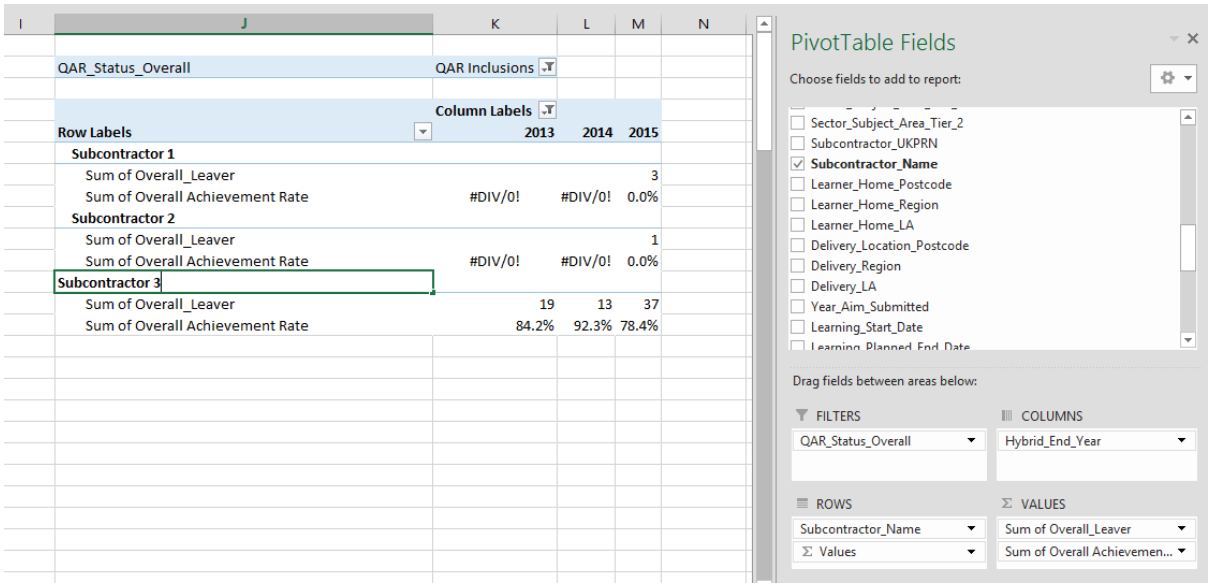


## Learning difficulties (LLDD)



| QAR_Status_Overall | QAR Inclusions | | |
|---|---|---|---|
| | Column Labels | | |
| Row Labels | 2013 | 2014 | 2015 |
| **Learner considers himself or herself to have a learning difficulty and/or disability and/or health problem** | | | |
| Sum of Overall_Leaver | 1 | | 4 |
| Sum of Overall Achievement Rate | 0.0% | #DIV/0! | 50.0% |
| **Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem** | | | |
| Sum of Overall_Leaver | 18 | 13 | 37 |
| Sum of Overall Achievement Rate | 88.9% | 92.3% | 73.0% |

## Subcontractor

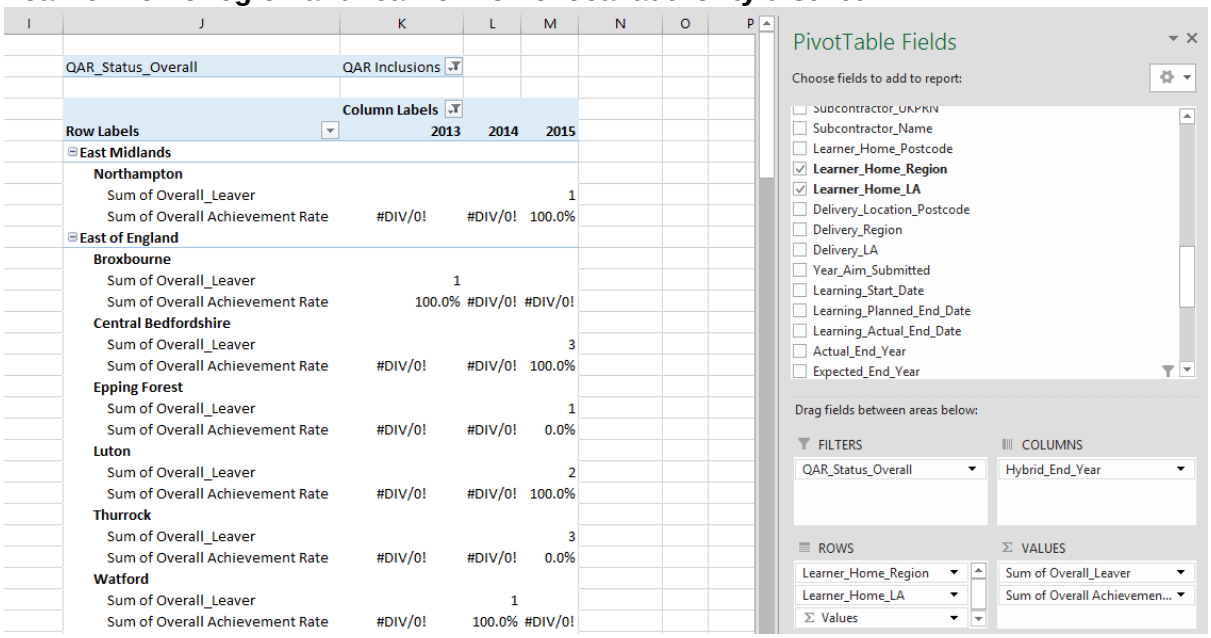


| QAR_Status_Overall | QAR Inclusions |
|---|---|

| Row Labels | Column Labels 2013 | 2014 | 2015 |
|---|---|---|---|
| **Subcontractor 1** | | | |
| Sum of Overall_Leaver | | | 3 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 0.0% |
| **Subcontractor 2** | | | |
| Sum of Overall_Leaver | | | 1 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 0.0% |
| **Subcontractor 3** | | | |
| Sum of Overall_Leaver | 19 | 13 | 37 |
| Sum of Overall Achievement Rate | 84.2% | 92.3% | 78.4% |



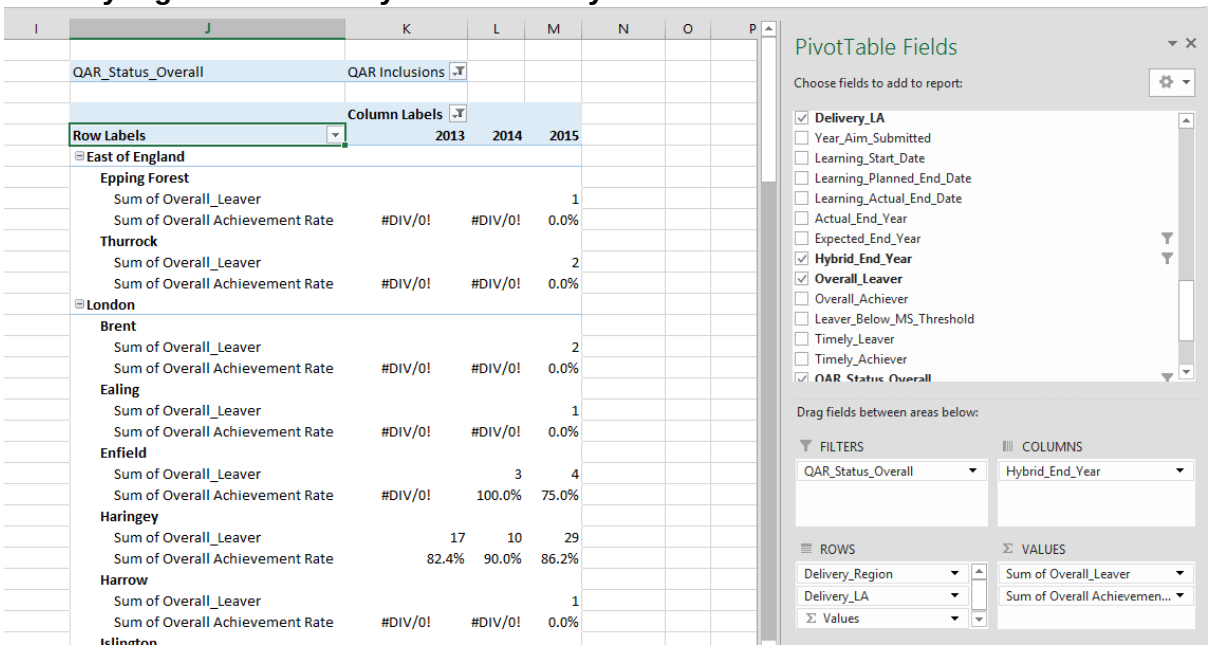
## Learner home region and learner home local authority district



| QAR_Status_Overall | QAR Inclusions |
|---|---|

| Row Labels | Column Labels 2013 | 2014 | 2015 |
|---|---|---|---|
| **East Midlands** | | | |
| **Northampton** | | | |
| Sum of Overall_Leaver | | | 1 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 100.0% |
| **East of England** | | | |
| **Broxbourne** | | | |
| Sum of Overall_Leaver | 1 | | |
| Sum of Overall Achievement Rate | 100.0% | #DIV/0! | #DIV/0! |
| **Central Bedfordshire** | | | |
| Sum of Overall_Leaver | | | 3 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 100.0% |
| **Epping Forest** | | | |
| Sum of Overall_Leaver | | | 1 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 0.0% |
| **Luton** | | | |
| Sum of Overall_Leaver | | | 2 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 100.0% |
| **Thurrock** | | | |
| Sum of Overall_Leaver | | | 3 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 0.0% |
| **Watford** | | | |
| Sum of Overall_Leaver | | 1 | |
| Sum of Overall Achievement Rate | #DIV/0! | 100.0% | #DIV/0! |

### Delivery region and delivery local authority district



| QAR_Status_Overall | QAR Inclusions |
|---|---|

| Row Labels | Column Labels 2013 | 2014 | 2015 |
|---|---|---|---|
| East of England | | | |
| Epping Forest | | | |
| Sum of Overall_Leaver | | | 1 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 0.0% |
| Thurrock | | | |
| Sum of Overall_Leaver | | | 2 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 0.0% |
| London | | | |
| Brent | | | |
| Sum of Overall_Leaver | | | 2 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 0.0% |
| Ealing | | | |
| Sum of Overall_Leaver | | | 1 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 0.0% |
| Enfield | | | |
| Sum of Overall_Leaver | | 3 | 4 |
| Sum of Overall Achievement Rate | #DIV/0! | 100.0% | 75.0% |
| Haringey | | | |
| Sum of Overall_Leaver | 17 | 10 | 29 |
| Sum of Overall Achievement Rate | 82.4% | 90.0% | 86.2% |
| Harrow | | | |
| Sum of Overall_Leaver | | | 1 |
| Sum of Overall Achievement Rate | #DIV/0! | #DIV/0! | 0.0% |
| Islington | | | |



# Section 5 – Analysing Minimum Standards using an Excel Pivot Table

## Showing the leavers below minimum standards threshold in the pivot table

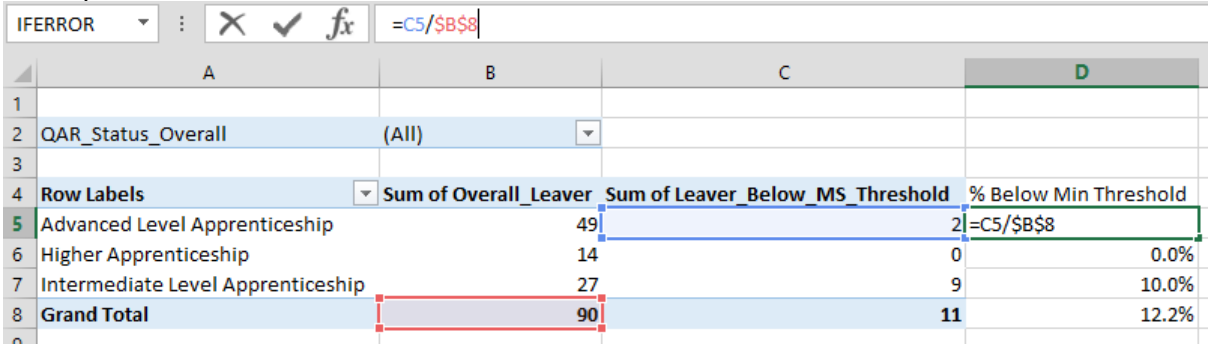
54. The **hybrid end year** must be used when showing the leavers below minimum standards threshold. The Leaver_Below_MS_Threshold field is only populated for the 2015/16 hybrid end year.

## Showing the percentage below minimum standards threshold in the pivot table

55. 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.

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

56. In the example below, which shows minimum standards information by programme type, the formula for the Advanced Apprenticeship percentage below minimum standards threshold is G5/$F$8. Note the use of $ to ensure that when the formula is copied to the other cells it still references the Grand Total cell.



IFERROR | =C5/$B$8

| | A | B | C | D |
|---|---|---|---|---|
| 1 | | | | |
| 2 | QAR_Status_Overall | (All) | | |
| 3 | | | | |
| 4 | Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | % Below Min Threshold |
| 5 | Advanced Level Apprenticeship | 49 | 2 | =C5/$B$8 |
| 6 | Higher Apprenticeship | 14 | 0 | 0.0% |
| 7 | Intermediate Level Apprenticeship | 27 | 9 | 10.0% |
| 8 | Grand Total | 90 | 11 | 12.2% |

## Examples of ways to configure the pivot table

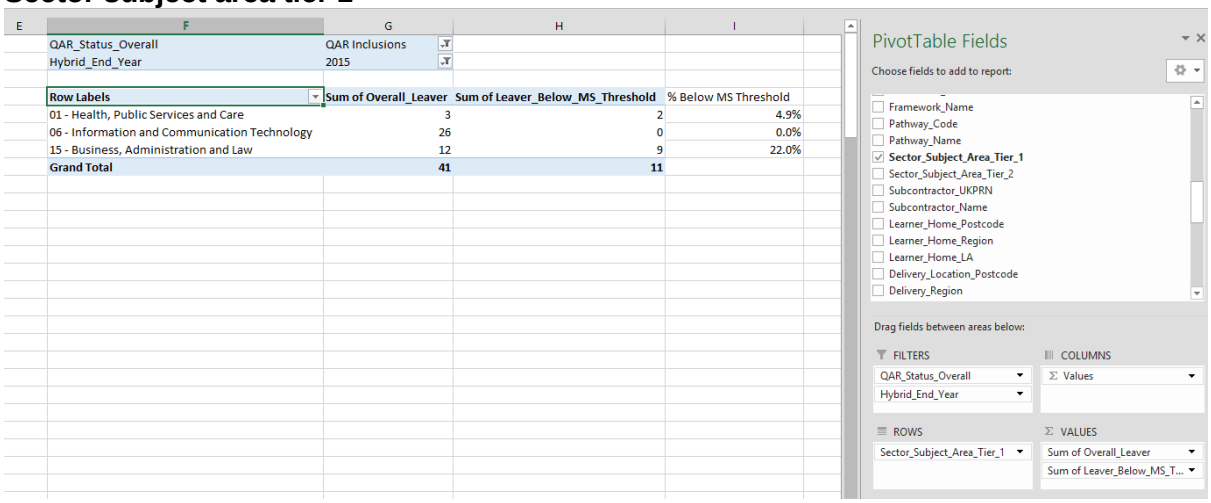
57. The following screenshots show how to configure the pivot table to show overall cohort and learners below minimum standards threshold for a number of dimensions. These are:

- Sector subject area tier 1
- Sector subject area tier 2
- Framework level
- Framework code and name by framework level
- Framework name and pathway by framework level

58. 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.

Remember to change the reference to the Grand Total of leavers in the formula for calculating % below minimum standards.

### Sector subject area tier 1

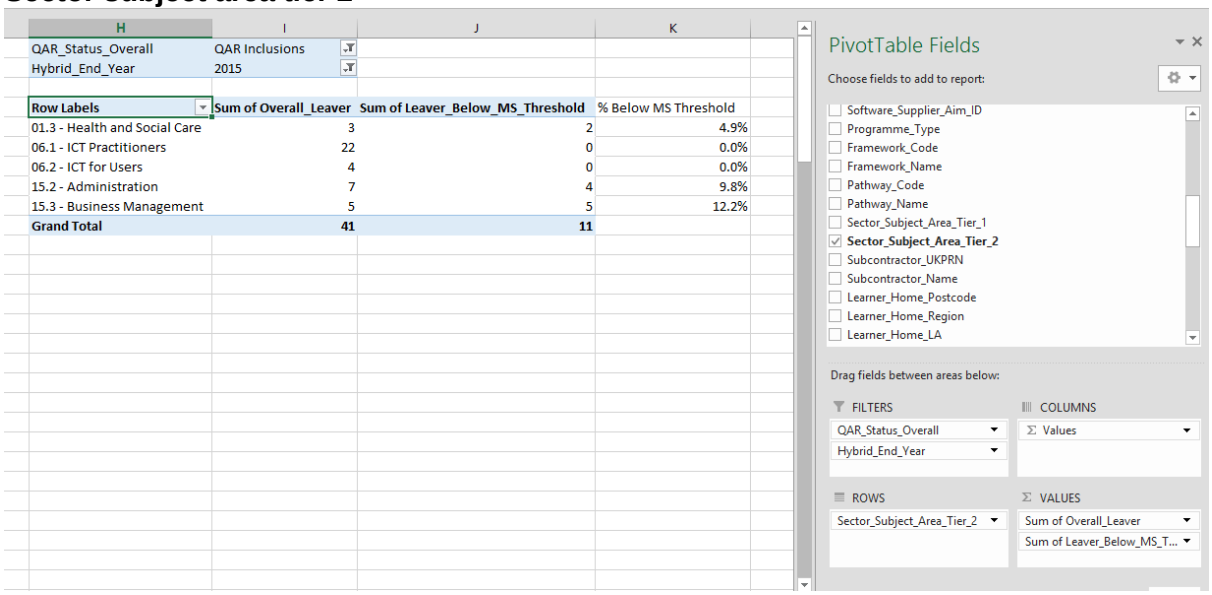


| QAR_Status_Overall | QAR Inclusions |
|---|---|
| Hybrid_End_Year | 2015 |

| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | % Below MS Threshold |
|---|---|---|---|
| 01 - Health, Public Services and Care | 3 | 2 | 4.9% |
| 06 - Information and Communication Technology | 26 | 0 | 0.0% |
| 15 - Business, Administration and Law | 12 | 9 | 22.0% |
| **Grand Total** | **41** | **11** | |



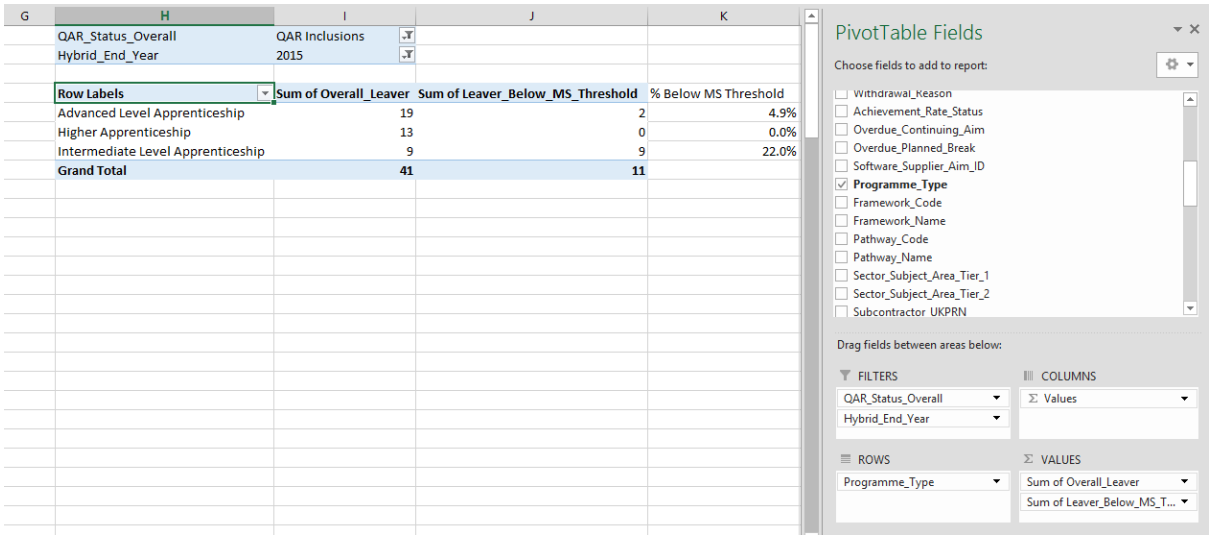
### Sector subject area tier 2



| QAR_Status_Overall | QAR Inclusions |
|---|---|
| Hybrid_End_Year | 2015 |

| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | % Below MS Threshold |
|---|---|---|---|
| 01.3 - Health and Social Care | 3 | 2 | 4.9% |
| 06.1 - ICT Practitioners | 22 | 0 | 0.0% |
| 06.2 - ICT for Users | 4 | 0 | 0.0% |
| 15.2 - Administration | 7 | 4 | 9.8% |
| 15.3 - Business Management | 5 | 5 | 12.2% |
| **Grand Total** | **41** | **11** | |

## Framework level

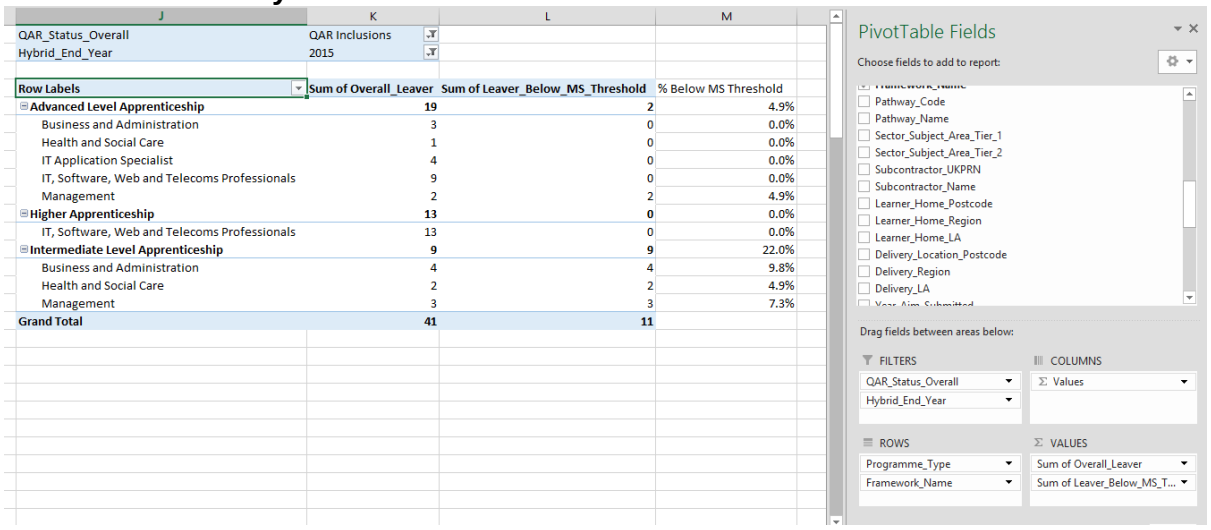


| QAR_Status_Overall | QAR Inclusions |
|---|---|
| Hybrid_End_Year | 2015 |

| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | % Below MS Threshold |
|---|---|---|---|
| Advanced Level Apprenticeship | 19 | 2 | 4.9% |
| Higher Apprenticeship | 13 | 0 | 0.0% |
| Intermediate Level Apprenticeship | 9 | 9 | 22.0% |
| **Grand Total** | **41** | **11** | |



## Framework name by framework level

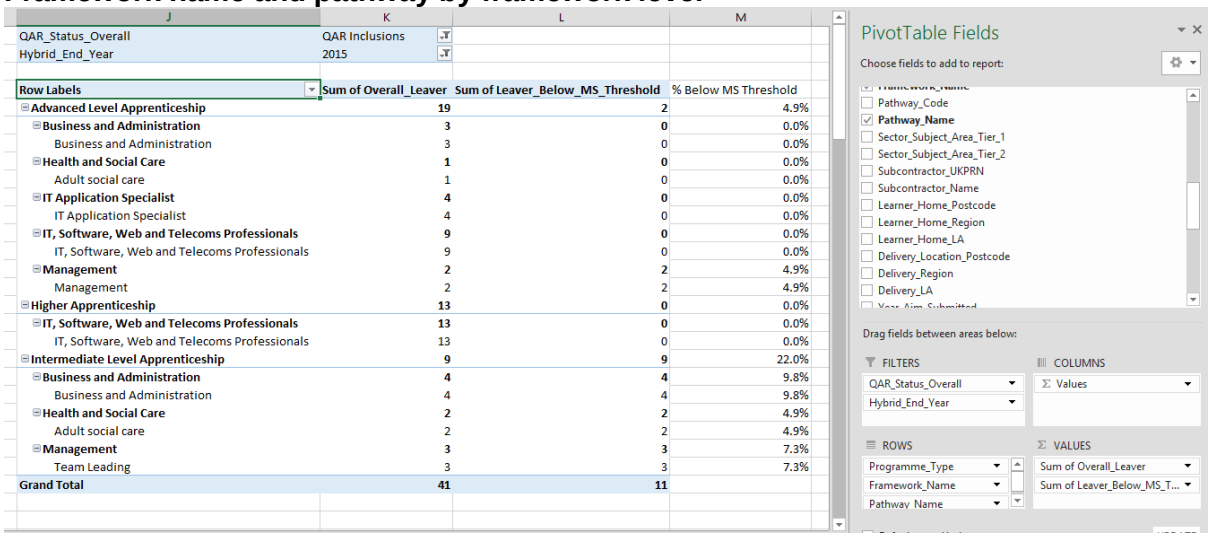


| QAR_Status_Overall | QAR Inclusions |
|---|---|
| Hybrid_End_Year | 2015 |

| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | % Below MS Threshold |
|---|---|---|---|
| **Advanced Level Apprenticeship** | **19** | **2** | 4.9% |
| Business and Administration | 3 | 0 | 0.0% |
| Health and Social Care | 1 | 0 | 0.0% |
| IT Application Specialist | 4 | 0 | 0.0% |
| IT, Software, Web and Telecoms Professionals | 9 | 0 | 0.0% |
| Management | 2 | 2 | 4.9% |
| **Higher Apprenticeship** | **13** | **0** | 0.0% |
| IT, Software, Web and Telecoms Professionals | 13 | 0 | 0.0% |
| **Intermediate Level Apprenticeship** | **9** | **9** | 22.0% |
| Business and Administration | 4 | 4 | 9.8% |
| Health and Social Care | 2 | 2 | 4.9% |
| Management | 3 | 3 | 7.3% |
| **Grand Total** | **41** | **11** | |



## Framework name and pathway by framework level



| QAR_Status_Overall | QAR Inclusions |
|---|---|
| Hybrid_End_Year | 2015 |

| Row Labels | Sum of Overall_Leaver | Sum of Leaver_Below_MS_Threshold | % Below MS Threshold |
|---|---|---|---|
| **Advanced Level Apprenticeship** | **19** | **2** | 4.9% |
| **Business and Administration** | **3** | **0** | 0.0% |
| Business and Administration | 3 | 0 | 0.0% |
| **Health and Social Care** | **1** | **0** | 0.0% |
| Adult social care | 1 | 0 | 0.0% |
| **IT Application Specialist** | **4** | **0** | 0.0% |
| IT Application Specialist | 4 | 0 | 0.0% |
| **IT, Software, Web and Telecoms Professionals** | **9** | **0** | 0.0% |
| IT, Software, Web and Telecoms Professionals | 9 | 0 | 0.0% |
| **Management** | **2** | **2** | 4.9% |
| Management | 2 | 2 | 4.9% |
| **Higher Apprenticeship** | **13** | **0** | 0.0% |
| **IT, Software, Web and Telecoms Professionals** | **13** | **0** | 0.0% |
| IT, Software, Web and Telecoms Professionals | 13 | 0 | 0.0% |
| **Intermediate Level Apprenticeship** | **9** | **9** | 22.0% |
| **Business and Administration** | **4** | **4** | 9.8% |
| Business and Administration | 4 | 4 | 9.8% |
| **Health and Social Care** | **2** | **2** | 4.9% |
| Adult social care | 2 | 2 | 4.9% |
| **Management** | **3** | **3** | 7.3% |
| Team Leading | 3 | 3 | 7.3% |
| **Grand Total** | **41** | **11** | |

| | |
|---|---|
| **Produced by:** | Skills Funding Agency |
| **Date created:** | 20 January 2017 |
| **Document ref:** | Apprenticeships QAR data extract - guidance notes for 2015/2016 |
| **Version:** | 1.1 |