



Education & Skills  
Funding Agency

# Apprenticeship qualification achievement rates data extract guidance 2016 to 2017

Version 1

This document sets out how to use the data extracts for apprenticeship qualification achievement rates in 2016 to 2017.

**January 2018**

Of interest to colleges, training organisations and employers.

## Contents

<b>Introduction and purpose of this document</b> .....	<b>3</b>
<b>Understanding the terminology</b> .....	<b>3</b>
<b>Contents of the data extracts</b> .....	<b>3</b>
<b>Further Information</b> .....	<b>3</b>
<b>Qualification achievement rate and minimum standards calculations</b> .....	<b>4</b>
Calculating qualification achievement rate percentages.....	4
Calculating the percentage of the cohort below the minimum standard threshold .	4
<b>Data file contents</b> .....	<b>7</b>
Extract of data used for producing the QAR dashboard .....	7
Extract for the apprenticeships excluded from qualification achievement rates .....	8
<b>Analysing Achievement Rates using an Excel Pivot Table</b> .....	<b>10</b>
Updating the provider data extract files to replace codes with descriptions .....	10
Creating an achievement rates pivot table in Microsoft Excel .....	10
Creating the achievement rate field.....	11
Showing the overall achievement rate in the pivot table.....	14
Showing the timely achievement rate in the pivot table.....	15
Examples of ways to configure the pivot table .....	16
<b>Analysing Minimum Standards using an Excel Pivot Table</b> .....	<b>18</b>
Showing the leavers below minimum standards threshold in the pivot table .....	18
Showing the percentage below minimum standards threshold in the pivot table .	18
Examples of ways to configure the pivot table .....	19

## Introduction and purpose of this document

1. This document provides information about the 2016 to 2017 apprenticeship qualification achievement rate (QAR) provider data extracts ('data extracts').
2. It explains how the data extracts can be used to show achievement rates to match those in the achievement rates dashboard. It also provides information about how the data is generated.
3. Unless otherwise stated, apprenticeship frameworks and standards in this document will be referred to as an 'apprenticeship'.
4. This document should be read alongside the [QAR specification](#) and the [Apprenticeship qualification achievement rates specification 2016 to 2017 document](#) which give more information about QARs and MS.

## Understanding the terminology

5. The terms 'we' and 'ESFA' refer to the 'Education and Skills Funding Agency' and associated staff.
6. When we refer to 'you' or 'providers', this includes colleges, training organisations, local authorities and employers that receive funding from us to deliver education and training.

## Contents of the data extracts

7. The data extracts are available for each apprenticeship provider that receives funding from us for the last 5 years, and had learners that were expected to complete, or that actually completed, between 2014 to 2015 and 2016 to 2017.
8. You can download your own data extracts, in a zipped file, from the Hub. The zipped file contains:
  - i. A file containing details of all your apprenticeships that were expected to complete, or that actually completed, between 2014 to 2015 and 2016 to 2017, that are **included** in the QAR calculations.
  - ii. A file containing details for all your apprenticeships that were expected to complete, or that actually completed, between 2014 to 2015 and 2016 to 2017, but were **excluded** from the QAR calculations.

## Further Information

9. If you need more information you can phone the service desk on 0370 267 0001 or email [sde.servicedesk@education.gov.uk](mailto:sde.servicedesk@education.gov.uk). We have published a form for you to use to inform us of data you have queries with. This can be found on the [QAR and Minimum standards collections page](#).

## Qualification achievement rate and minimum standards calculations

### Calculating qualification achievement rate percentages

10. Full details on the calculations are in the [Apprenticeship qualification achievement rates specification 2016 to 2017 document](#).

11. The calculation for the **overall** QAR in the data extract for a hybrid end year (Hybrid\_End\_Year) is:

$$\frac{\text{Number of apprenticeships where the Overall_Achiever} = 1 \text{ and the QAR\_Status\_Overall} = \text{'QAR Inclusions'}}{\text{Number of apprenticeships where the Overall_Leaver} = 1 \text{ and the QAR\_Status\_Overall} = \text{'QAR Inclusions'}} \times 100$$

12. The calculation for the **timely** QAR in the data extract for an expected end year (Expected\_End\_Year) is:

$$\frac{\text{Number of apprenticeships where the Timely_Achiever} = 1 \text{ and the QAR\_Status\_Timely} = \text{'QAR Inclusions'}}{\text{Number of apprenticeships where the Timely_Leaver is 1 and the QAR\_Status\_Timely} = \text{'QAR Inclusions'}} \times 100$$

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

13. Full details on the calculations are in the [Apprenticeship qualification achievement rates specification 2016 to 2017 document](#).

14. The percentage of the cohort below the minimum standard threshold is:

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

15. When provision is below minimum standards, the total percentage of leavers below the minimum standards threshold is 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%

16. These calculations are illustrated in the two scenarios below. In these scenarios a provider delivers three cohorts of apprenticeships.

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

			Overall		
			2016 to 2017		
Framework Level	Framework Code	Framework Name	Provider QAR	Cohort	Cohort Below Minimum Standards Threshold
Level 2	617	Community Safety	66.5%	35	0
Level 2	634	Vehicle Restoration	53.2%	25	25
Level 3	599	Journalism	65.3%	44	0
<b>TOTAL</b>				<b>104</b>	

In this scenario, the 2016 to 2017 all age QAR of only one of the three cohorts (634: Vehicle Restoration – Level 2) falls below the minimum standard threshold of 62%.

The cohort of 25 for this apprenticeship are classified as the cohort below the minimum standards threshold.

The percentage of the cohort below the minimum standards is calculated as:

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

Therefore, the percentage is 25 divided by 104, which is 24.0%.

The percentage of the 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		
			2016 to 2017		
Framework Level	Framework Code	Framework Name	Provider QAR	Cohort	Cohort Below Minimum Standards Threshold
Level 2	617	Community Safety	66.5%	35	0
Level 2	634	Vehicle Restoration	53.2%	25	25
Level 3	599	Journalism	45.3%	44	44
<b>TOTAL</b>				<b>104</b>	

In this scenario, the 2016 to 2017 all age overall QAR of two of the three cohorts (634: Vehicle Restoration – Level 2, and 599: Journalism – Level 3) falls below the minimum standard threshold of 62%.

The cohort of 69 for these apprenticeships are classified as leavers below the minimum standards threshold.

The percentage of the cohort below the minimum standards for this provider is:

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

Therefore, the percentage is 69 divided by 104 multiplied by 100, which is 66.3%.

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](#).

## Data file contents

### Extract of data used for producing the QAR dashboard

17. The data used to calculate and report on QARs is provided as a CSV file. The file contains all your apprenticeships that are included in the QAR dashboard.
18. The main extract file for 2016 to 2017 will contain the following fields – please refer to the [Apprenticeship qualification achievement rate specification 2016 to 2017](#) for description details.

Main extract field name	Technical specification data item name
Provision_Type	Prv_Type
UKPRN	UKPRN
UKPRN_Orig	UKPRN_Orig
Learner_Reference	LearnRefNumber
ULN	ULN
Academic_Year	Year
Data_Source	Datasource
Age	D_AgeAimStart
Age_Group	Age_Band
Ethnicity	Ethnicity
Sex	Sex
Learning_Difficulties	LLDDHealthProb
PrimaryLLDD	PrimaryLLDD
Free_Meal	FreeMeals
PriorAttain	PriorAttain
Completion_Status	CompStatus
Learning_Outcome	Outcome
Withdrawal_Reason	WithdrawalReason
Achievement_Rate_Status	D_AchieveRateStatus
Overdue_Continuing_Aim	Overdue_Continuing_Aim
Overdue_Planned_Break	Overdue_Planned_Break
Software_Supplier_Aim_ID	SWSupAimID
Programme_Type	ProgType
Framework_Code	FworkCode
Framework_Name	FworkName
Standard_Code	StdCode
Standard_Description	StdName
Pathway_Code	PathwayCode
Pathway_Name	PathwayName
Sector_Subject_Area_Tier_1	SectorSubjectAreaTier1
Sector_Subject_Area_Tier_2	SectorSubjectAreaTier2
Subcontractor_UKPRN	Subcontractor_UKPRN
Subcontractor_Name	Subcontractor_Name
Learner_Home_Postcode	L_PriorPcode

Main extract field name	Technical specification data item name
Learner_Home_Region	L_PriorPcode_GOR
Learner_Home_LA	L_PriorPcode_LocalAuthority
Delivery_Location_Postcode	DelLocPostCode
Delivery_Region	DelLocPostCode_GOR
Delivery_LA	DelLocPostCode_LocalAuthority
Year_Aim_Submitted	YearAimSubmitted
Learning_Start_Date	LearnStartDate
Learning_Planned_End_Date	LearnPlanEndDate
Learning_Actual_End_Date	LearnActEndDate
Actual_End_Year	P_Actendyr
Expected_End_Year	P_Expendyr
Hybrid_End_Year	P_Hybridendyr
Start_Year	P_Startyr
Overall_Leaver	P_Count_Overall
Overall_Achiever	P_Ach_Overall
Leaver_Below_MS_Threshold	LearnAimBelowMS
Timely_Leaver	P_Count_Timely
Timely_Achiever	P_Ach_Timely
QAR_Status_Overall	QAR_Status_Overall
QAR_Status_Timely	QAR_Status_Timely

### Extract for the apprenticeships excluded from qualification achievement rates

19. The data not included in QARs is provided as a CSV file. The file contains the following data fields.

Exclusion extract field name	Technical specification data item name
Provision_Type	Prv_Type
UKPRN	UKPRN
UKPRN_Orig	UKPRN_Orig
Learner_Reference	LearnRefNumber
ULN	ULN
Academic_Year	Year
Data_Source	Datasource
Age	D_AgeAimStart
Age_Group	Age_Band
Ethnicity	Ethnicity
Sex	Sex
Learning_Difficulties	LLDDHealthProb
PrimaryLLDD	PrimaryLLDD
Free_Meal	FreeMeals
PriorAttain	PriorAttain
Completion_Status	CompStatus
Learning_Outcome	Outcome



<b>Exclusion extract field name</b>	<b>Technical specification data item name</b>
Withdrawal_Reason	WithdrawalReason
Achievement_Rate_Status	D_AchieveRateStatus
Overdue_Continuing_Aim	Overdue_Continuing_Aim
Overdue_Planned_Break	Overdue_Planned_Break
Software_Supplier_Aim_ID	SWSupAimID
Programme_Type	ProgType
Framework_Code	FworkCode
Framework_Name	FworkName
Standard_Code	StdCode
Standard_Description	StdName
Pathway_Code	PathwayCode
Pathway_Name	PathwayName
Sector_Subject_Area_Tier_1	SectorSubjectAreaTier1
Sector_Subject_Area_Tier_2	SectorSubjectAreaTier2
Subcontractor_UKPRN	Subcontractor_UKPRN
Subcontractor_Name	Subcontractor_Name
Learner_Home_Postcode	L_PriorPcode
Learner_Home_Region	L_PriorPcode_GOR
Learner_Home_LA	L_PriorPcode_LocalAuthority
Delivery_Location_Postcode	DelLocPostCode
Delivery_Region	DelLocPostCode_GOR
Delivery_LA	DelLocPostCode_LocalAuthority
Year_Aim_Submitted	YearAimSubmitted
Learning_Start_Date	LearnStartDate
Learning_Planned_End_Date	LearnPlanEndDate
Learning_Actual_End_Date	LearnActEndDate
Actual_End_Year	P_Actendyr
Expected_End_Year	P_Expendyr
Hybrid_End_Year	P_Hybridendyr
Start_Year	P_Startyr
ClassLearn_Excl	ClassLearn_Excl
Fund_Qual_Excl	Fund_Qual_Excl
Not_Funded_Excl	Not_Funded_Excl
FM36_Excl	-
Pilot_Excl	Pilot_Excl
App_Stand_NoNetPay_Excl	App_Stand_NoNetPay_Excl

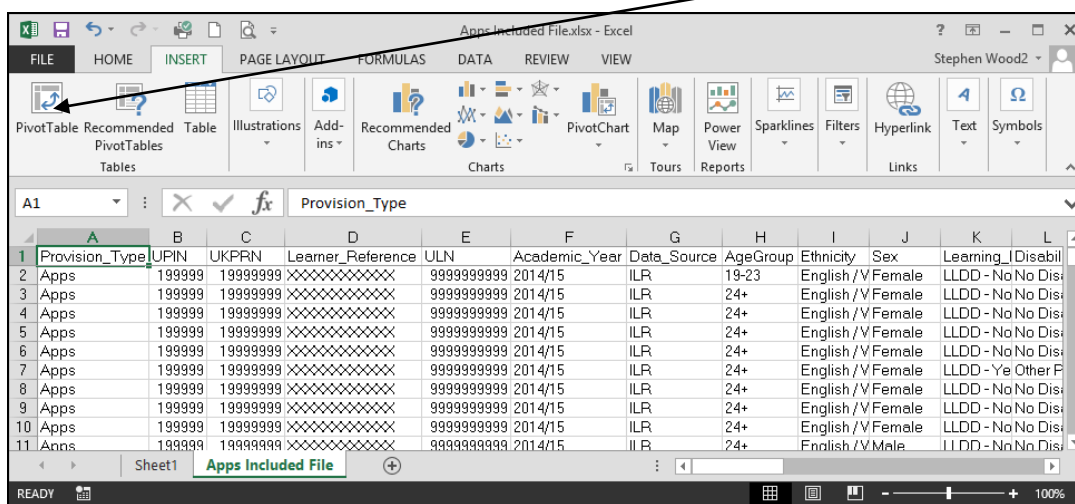
## Analysing Achievement Rates using an Excel Pivot Table

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

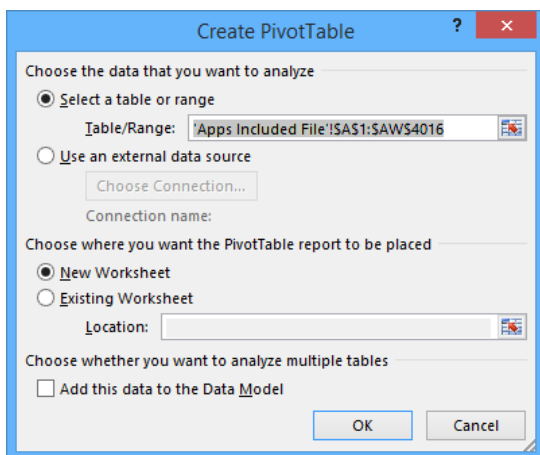
20. Some fields on the provider data extract file contain codes instead of descriptions. To make the contents of these fields easier to understand when shown in the pivot table the codes can be replaced by a description. Refer to the [ILR specification](#).
21. The **Expected\_End\_Year** and **Hybrid\_End\_Year** only contain the first year of a funding year, for example 2013. The year can be replaced by the full year name, for example, 2013 could be replaced by '2013/14'.

### Creating an achievement rates pivot table in Microsoft Excel

22. To view achievement rates using the data in the data extract in Microsoft Excel, you must create a pivot table using the steps below (shown using Excel 2010).
23. The data extract is in csv format. To create a pivot table, the file must be opened in Microsoft Excel and saved as a Microsoft Excel file.
24. Open the Microsoft Excel format file and select 'Pivot Table' from the Insert menu.

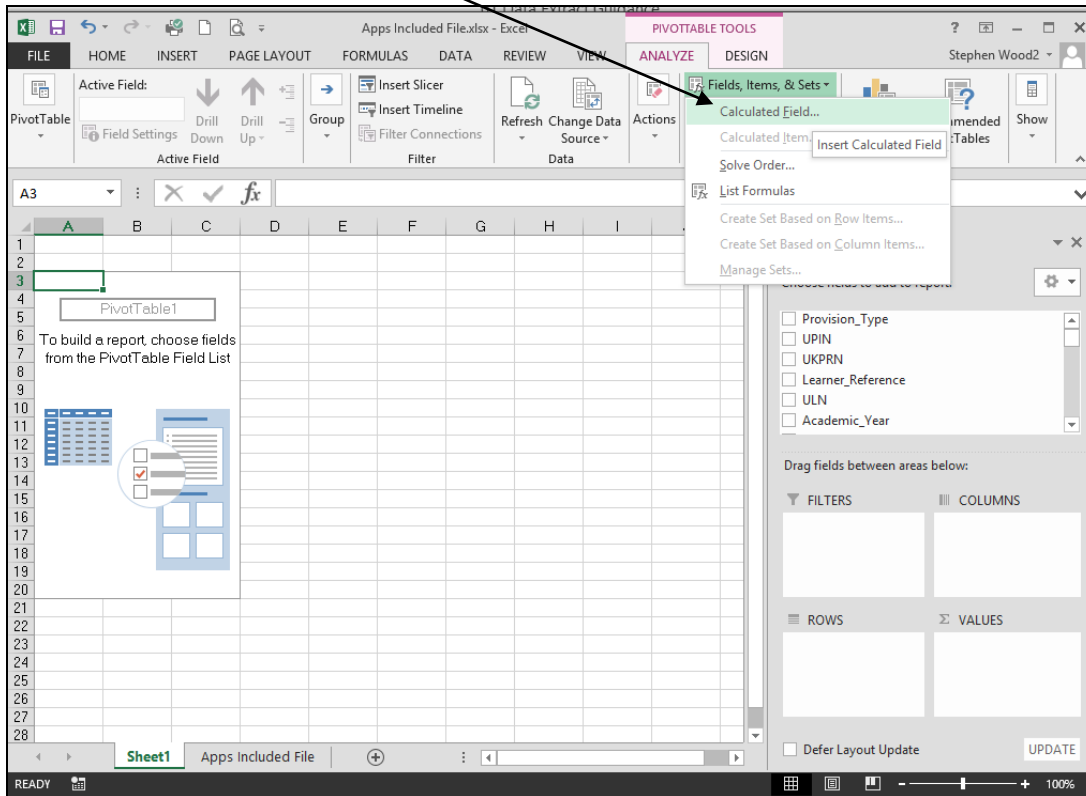


25. The Create Pivot Table dialog box will be shown. Click 'OK' to create the pivot table in a separate worksheet.



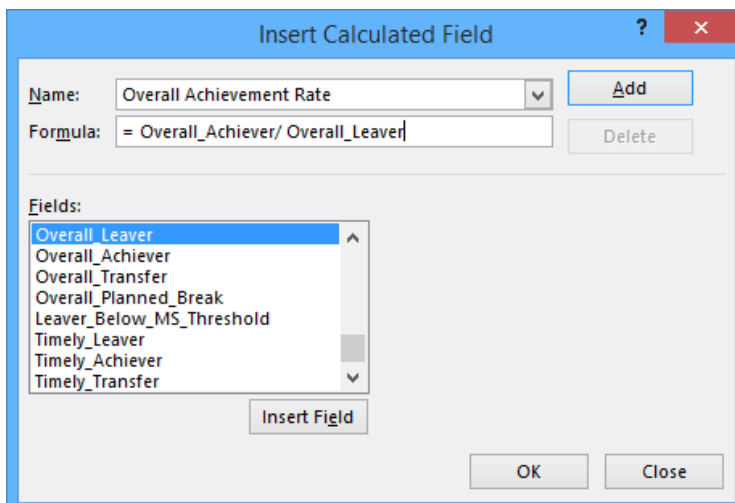
## Creating the achievement rate field

26. The achievement rate has to be added to the pivot table as a calculated field using the steps below.
27. On the Pivot Table Tools menu, select 'Fields, Items & Sets' in the Calculate menu, and then select 'Calculated Field'.

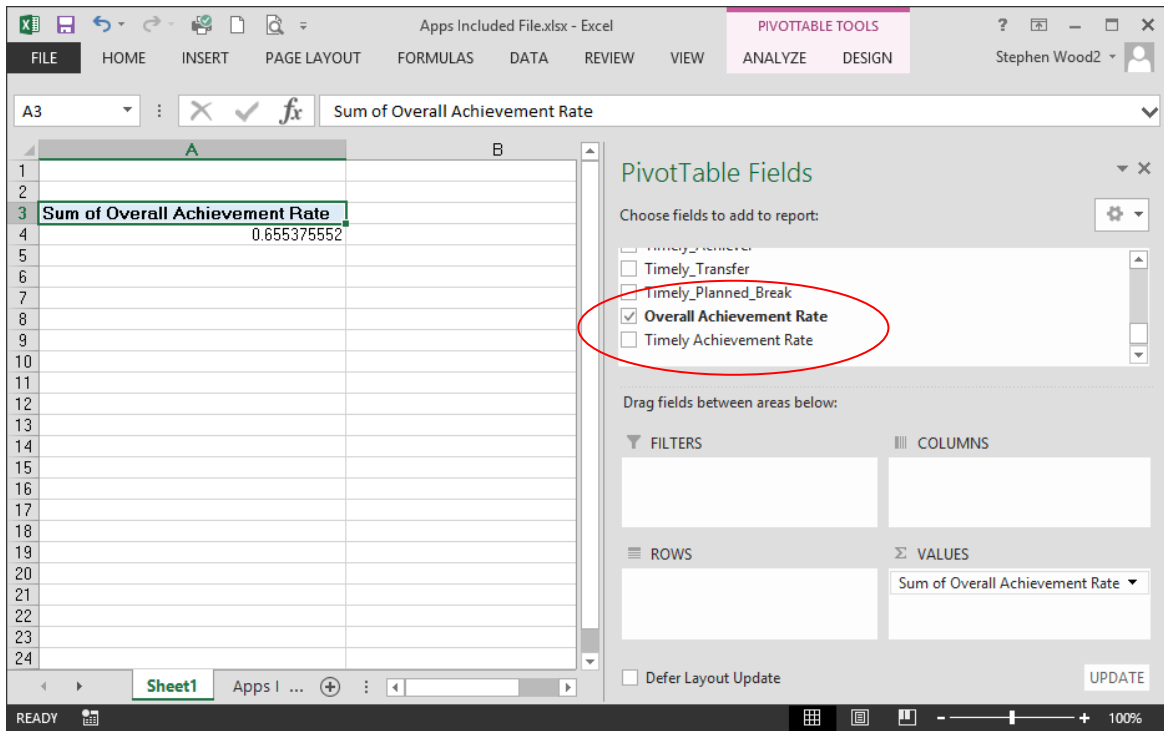


28. Using the 'Insert Calculated Field' dialog box, create calculated fields for both the overall achievement rate and timely achievement rate as below:
  - 'Overall Achievement Rate' is 'Overall\_Achiever / Overall\_Leaver'
  - 'Timely Achievement Rate' is 'Timely\_Achiever / Timely\_Leaver'

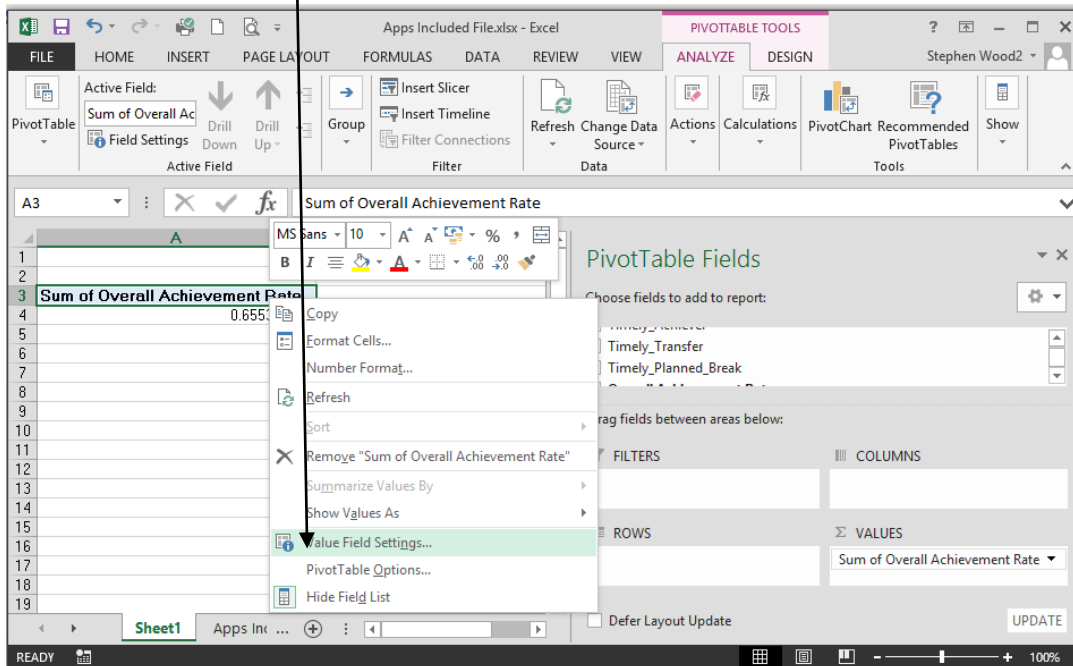
The dialog box shows the creation of the 'Overall Achievement Rate' field.



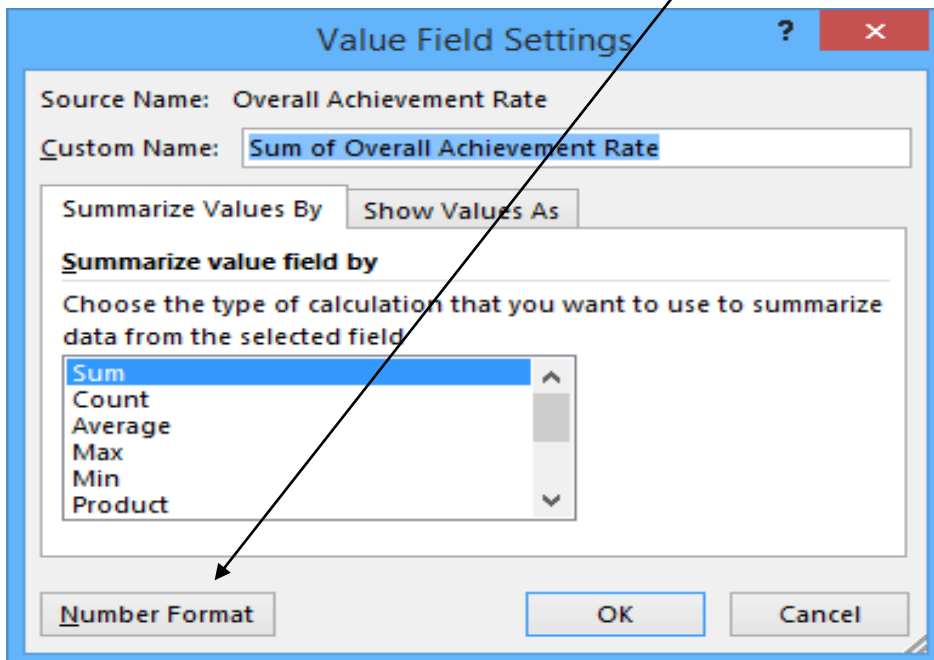
29. The 'Overall Achievement Rate' and 'Timely Achievement Rate' fields will appear at the end of the list of pivot table fields.

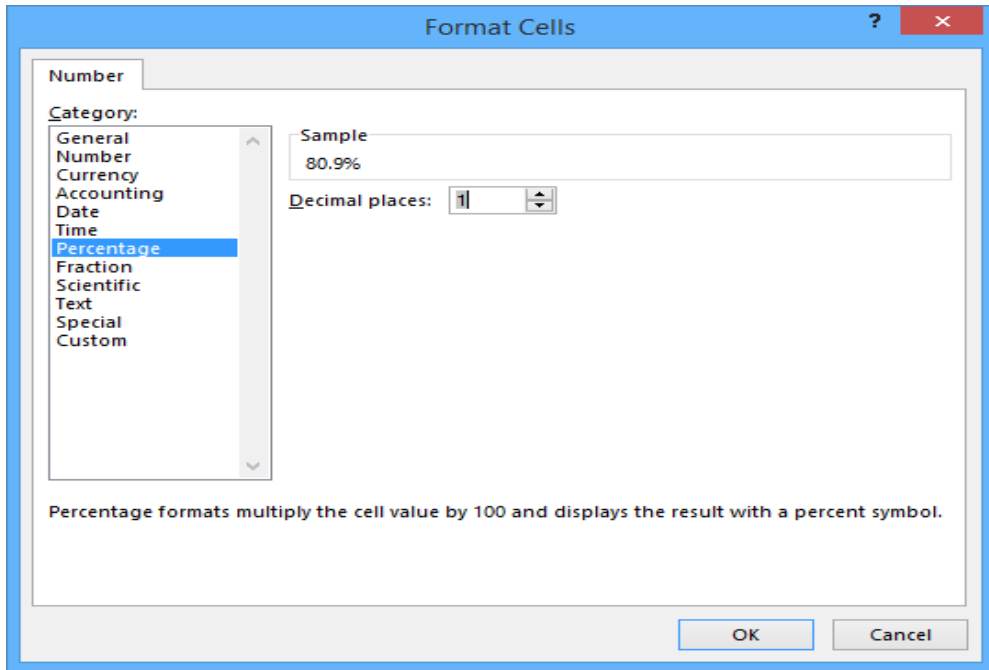


30. The fields are unformatted when output in the pivot table. The fields are formatted using 'Value Field Settings', which is selected from the menu that is displayed by right clicking the rate value.



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



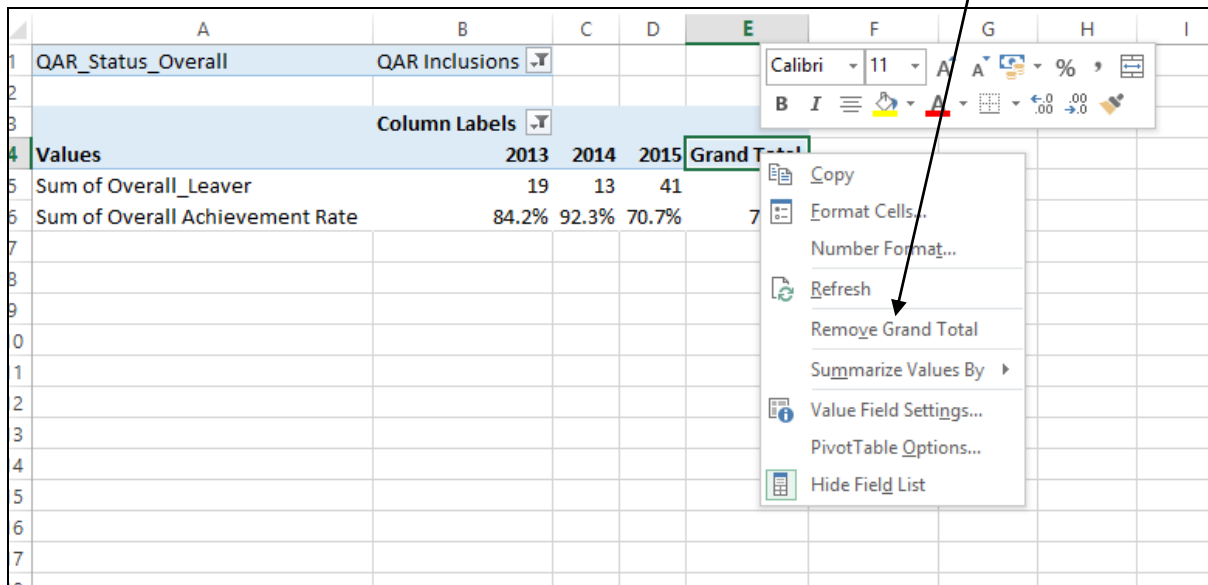


### Showing the overall achievement rate in the pivot table

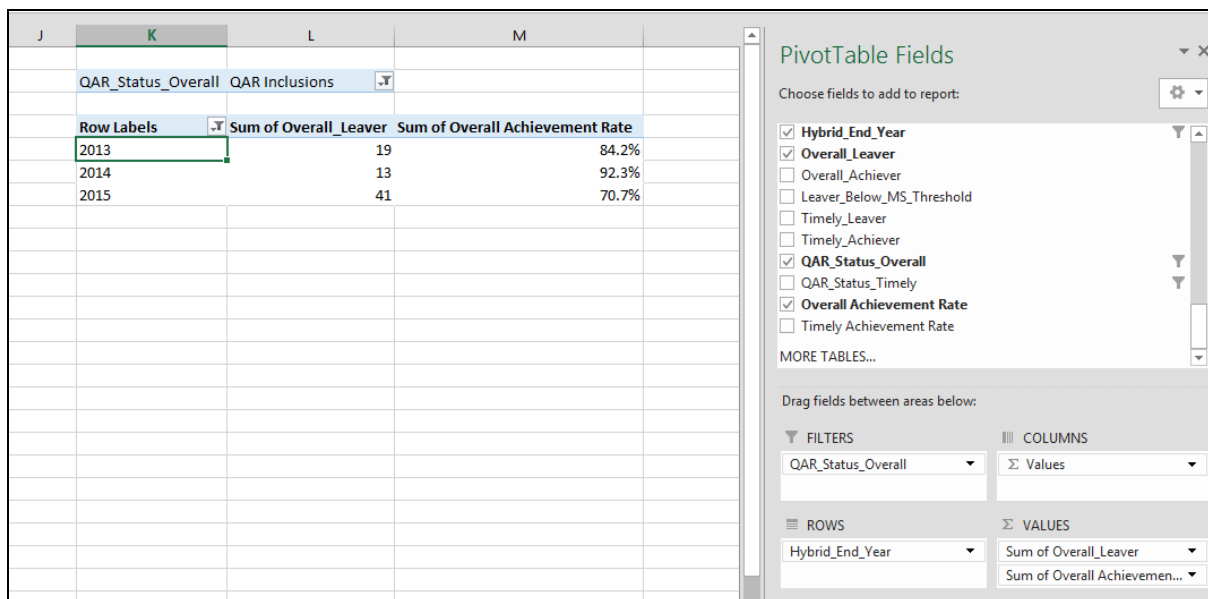
32. The **hybrid end year** must be used when showing the overall achievement rate. Continuing apprenticeships have a hybrid end date of 2016.5. Continuing apprenticeships are included in the data extract as they are included in the timely achievement rate calculation.
33. You must add the QAR\_Status\_Overall field to the pivot filter area and set this to 'QAR Inclusions' as shown below.
34. There are two ways of showing the three-year rate trend, as rows or as columns. The format chosen depends on the other dimensions being displayed.
35. To show trend data in columns the pivot table should be set up as shown below.

Values	2013	2014	2015	Grand Total
Sum of Overall Leaver	19	13	41	73
Sum of Overall Achievement Rate	84.2%	92.3%	70.7%	78.1%

36. When data is first shown in the pivot table a 'Grand Total' value will be shown. As a grand total is not relevant to QARs it should be removed. The field is removed by right clicking on the 'Grand Totals' cell and selecting 'Remove Grand Total'.



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



### Showing the timely achievement rate in the pivot table

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

39. There are two ways of showing the three-year rate trend, as rows or as columns. The format chosen depends on the other dimensions being displayed.

40. To show trend data in columns the pivot table should be set up as shown below. You must add the QAR\_Status\_Timely field to the pivot filter area and set this to 'QAR Inclusions'.

QAR Status Timely	QAR Inclusions	2013	2014	2015
Values	Column Labels			
Sum of Timely_Leaver		10	18	81
Sum of Timely Achievement Rate		70.0%	72.2%	32.1%

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

QAR Status Timely	QAR Inclusions	Sum of Timely_Leaver	Sum of Timely Achievement Rate
Row Labels			
2013		10	70.0%
2014		18	72.2%
2015		81	32.1%

### Examples of ways to configure the pivot table

42. The following screenshot shows how to configure the pivot table to show overall leavers and overall achievement rates for frameworks. You can replace this dimension with other available ones.



43. 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, which is not possible and therefore displays an error.

Row Labels	2013	2014	2015
Advanced Level Apprenticeship			
IT and Telecoms Professionals		2	
Sum of Overall Leaver		100.0%	#DIV/0!
Sum of Overall Achievement Rate		#DIV/0!	#DIV/0!
IT, Software, Web and Telecoms Professionals		14	5
Sum of Overall Leaver		78.6%	100.0%
Sum of Overall Achievement Rate		88.9%	
419			
IT Application Specialist		1	2
Sum of Overall Leaver		100.0%	100.0%
Sum of Overall Achievement Rate		100.0%	100.0%
444			
Health and Social Care		2	1
Sum of Overall Leaver		100.0%	#DIV/0!
Sum of Overall Achievement Rate		100.0%	
487			
Management			2
Sum of Overall Leaver		#DIV/0!	#DIV/0!
Sum of Overall Achievement Rate		#DIV/0!	0.0%
490			
Business and Administration			3
Sum of Overall Leaver		#DIV/0!	#DIV/0!
Sum of Overall Achievement Rate		#DIV/0!	100.0%
Advanced Level Apprenticeship Sum of Overall Leaver		19	7
Advanced Level Apprenticeship Sum of Overall Achievement Rate		84.2%	100.0%

44. 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 remove the subtotals for framework code.

Row Labels	2013	2014	2015
Advanced Level Apprenticeship			
IT and Telecoms Professionals		2	
Sum of Overall Leaver		100.0%	#DIV/0!
Sum of Overall Achievement Rate		#DIV/0!	#DIV/0!
360			
IT, Software, Web and Telecoms Professionals		14	5
Sum of Overall Leaver		78.6%	100.0%
Sum of Overall Achievement Rate		88.9%	
418			
IT, Software, Web and Telecoms Professionals		14	5
Sum of Overall Leaver		78.6%	100.0%
Sum of Overall Achievement Rate		88.9%	
419			
IT Application Specialist		1	2
Sum of Overall Leaver		100.0%	100.0%
Sum of Overall Achievement Rate		100.0%	100.0%
444			
Health and Social Care		2	1
Sum of Overall Leaver		100.0%	#DIV/0!
Sum of Overall Achievement Rate		100.0%	
487			
Management			2
Sum of Overall Leaver		#DIV/0!	#DIV/0!
Sum of Overall Achievement Rate		#DIV/0!	0.0%
490			
Business and Administration			3
Sum of Overall Leaver		#DIV/0!	#DIV/0!
Sum of Overall Achievement Rate		#DIV/0!	100.0%
Advanced Level Apprenticeship Sum of Overall Leaver		19	7
Advanced Level Apprenticeship Sum of Overall Achievement Rate		84.2%	100.0%

45. The resulting display is shown below. The subtotals are no longer shown.

Row Labels	2013	2014	2015
Advanced Level Apprenticeship			
IT and Telecoms Professionals			
Sum of Overall_Leaver	2		
Sum of Overall Achievement Rate	100.0%	#DIV/0!	#DIV/0!
IT, Software, Web and Telecoms Professionals			
Sum of Overall_Leaver	14	5	9
Sum of Overall Achievement Rate	78.6%	100.0%	88.9%
IT Application Specialist			
Sum of Overall_Leaver	1	2	4
Sum of Overall Achievement Rate	100.0%	100.0%	100.0%
Health and Social Care			
Sum of Overall_Leaver	2		1
Sum of Overall Achievement Rate	100.0%	#DIV/0!	100.0%
Management			
Sum of Overall_Leaver			2
Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	0.0%
Business and Administration			
Sum of Overall_Leaver			3
Sum of Overall Achievement Rate	#DIV/0!	#DIV/0!	100.0%
Advanced Level Apprenticeship Sum of Overall_Leaver	19	7	19
Advanced Level Apprenticeship Sum of Overall Achievement Rate	84.2%	100.0%	84.2%

## Analysing Minimum Standards using an Excel Pivot Table

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

46. 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 2016/17 hybrid end year.

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

47. 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 the percentage below minimum standards is:

$$\frac{\text{Sum of Leaver\_Below\_MS\_Threshold}}{\text{Grand Total of Sum of Overall Leaver}} \times 100$$

48. In the example below, which shows minimum standards information by programme type, the formula for the Level 2 percentage below minimum standards threshold is C7/\$B\$10. \$ is used to ensure that when the formula is copied to the other cells it still references the Grand Total cell.

Row Labels	Sum of Overall_Leaver	Sum of Leaver_Below_MS_Threshold	% Below Min Threshold
Level 2	70	9	=C7/\$B\$10
Level 3	49	4	2.6%
Level 4	32	0	0.0%
<b>Grand Total</b>	<b>151</b>	<b>13</b>	<b>8.6%</b>

## Examples of ways to configure the pivot table

49. The following screenshot shows how to configure the pivot table show overall cohort and learners below minimum standards threshold for Sector Subject Area Tier 1. You can replace this dimension with other available ones.

50. 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.

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

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%
<b>Grand Total</b>	<b>41</b>	<b>11</b>	

**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
- Delivery\_Region

Drag fields between areas below:

<p><b>FILTERS</b></p> <p>QAR_Status_Overall</p> <p>Hybrid_End_Year</p>	<p><b>COLUMNS</b></p> <p>Σ Values</p>
<p><b>ROWS</b></p> <p>Sector_Subject_Area_Tier_1</p>	<p><b>VALUES</b></p> <p>Sum of Overall_Leaver</p> <p>Sum of Leaver_Below_MS_T...</p>

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