Education & Skills Funding Agency

Apprenticeship qualification achievement rates technical specification 2018 to 2019

Version 3: January 2020

Contents

Introduction and purpose of document

1.   This document provides technical information about how we process information provided in the Individualised Learner Record (ILR) data collection to produce the qualification achievement rates (QAR) dataset.

2.   This dataset produces the apprenticeship 2018 to 2019 QAR products. This document also provides information about how we generate the information in the QAR and minimum standards dashboard.

3.   Please read this document alongside the [ILR standard file specifications and reference data documents](#) and the [2018 to 2019 QAR business rules](#).

Understanding the terminology

4.   The terms 'we' and 'ESFA' refer to the 'Education and Skills Funding Agency' and associated staff.

5.   When we refer to 'you' or 'providers', this includes colleges, training organisations, local authorities and employers that receive funding from us, or Advanced Learner Loans (loans) payments from the Student Loans Company (SLC) on behalf of learners, to deliver education and training.

6.   Unless otherwise stated, we refer to apprenticeship frameworks and standards in this document as an 'apprenticeship'.

Changes from version 2 of this document

7.   We have made these changes to the QAR dataset:

- amended the hybrid end year derivation to account for the 'Achievement Date'
- excluded apprenticeship standard records with a 'Learning Start Date' on the ILR before the associated 'Effective From Date' of the learning aim recorded in the Learning Aim Reference Service (LARS) – these were unfunded.

Changes from version 1 of this document

8.   We have made these changes to the QAR dataset:

- excluded records recorded as withdrawn because they were part of a merger (Withdrawal Reason code 47 which is 'Learner has transferred to another provider due to merger')
- updated the rule for the qualifying period exclusion, to exclude restarts where the original instance of learning was with a different provider

Changes from the 2017 to 2018 technical specification document

9.   We have made these changes to the QAR dataset (based on version 3 of this document):

- amended the hybrid end year derivation to account for Achievement Date
- removed all references to Large Employer Outcome Pilot (LEOP) as these records all finished last year
- included the rules for adding aims from the 2018 to 2019 ILR data
- clarified that we do not exclude transfers from apprenticeships to other learning aims from QARs
- added more information about how to calculate the hybrid end year

Changes from the 2017 to 2018 QAR dataset

10.   The changes to the QAR dataset are below, for the detailed technical changes please refer to the table in paragraph 22. We have updated this section from version 2 of this document:

- **Hybrid End Year changes – new in version 3 of this document**
  - AchDate and P_Achyr – we have added this to the dataset specification and the data extracts.
  - P_Ach_Overall, P_Count_Overall and P_Hybridendyr – we have amended the calculation for these fields.
- Apprenticeship_Level – we have added this to the dataset specification and the data extracts. This is new in version 3 of this document.
- ClassLearn_Excl - we have removed this field as this exclusion rule is no longer required.
- Framework_Standard_Filter – we have added this to the dataset specification and the data extracts. This is new in version 3 of this document.
- Fund_Qual_Excl – we no longer exclude restarts withdrawn in the funding qualifying period. In version 2 of this document we updated the rule and only restarts on aims originally delivered by the same provider are no longer excluded.
- LSD_Before_EFD_Excl – we have added this exclusion rule. This is new in version 3 of this document.
- Provision_Type – we have added this to the dataset specification
- Restart_Indicator – in version 2 of this document we added this to the dataset specification and the data extracts.

About QARs

Purpose of QARs

11.   The apprenticeship QAR is a measure of the quality of the apprenticeship programmes that a provider delivered in a funding year. We use QARs to identify provision that falls below the minimum quality standards.

12.   We use QARs in the [National Achievement Rate Tables](#) to show apprentices and employers the relative quality of provision. The Office for Standards in Education, Children's Services and Skills (Ofsted) also use them as part of their inspection process.

Apprenticeship QAR methodology

13.   The apprenticeship QAR methodology has two measures – the 'overall' QAR and the 'timely' QAR.

14.   We use the overall QAR to assess whether a provider meets the minimum quality standards.

15.   We base the overall QAR on the hybrid end year, which is the latter of:

- the achievement year of an apprenticeship
- the actual end year of an apprenticeship
- the planned end year of an apprenticeship
- the reporting year

We only look at the achievement year for apprenticeship standards on funding model 36. In addition, the reporting year is included to capture those overdue continuing learning aims, overdue planned breaks or late completions recorded in the following funding year (up to R04). See paragraph 65 for further details on how we calculate the hybrid end year.

16.   The apprenticeships included in the 2018 to 2019 overall QAR are those with a hybrid end year of 2018 to 2019.

17.   We base the timely QAR on the planned end year of an apprenticeship framework. We do not calculate the timely QAR for apprenticeship standards. The apprenticeships considered for the 2018 to 2019 timely QAR measure are those with a planned end date in the funding year ending 31 July 2019. In timely QARs, we count an apprenticeship as achieved if the achievement date is:

- on or before the planned end date, or
- no more than 90 days after the planned end date

18.   There can be a delay between completing an apprenticeship and the notification of the achievement. To account for this delay and ensure all relevant achievements are included, we use information from the 2019 to 2020 R04 ILR to identify completed and achieved apprenticeships with a planned end date in 2018 to 2019 that were not recorded in the final return of the 2018 to 2019 ILR. The apprenticeship must be achieved no more than 90 days after the planned end date to be included in the timely achievement rate.

19.   We will automatically redact data from the published National Achievement Rates Tables (NARTs) where you do not return valid ILR data after the R11 ILR return. Because you did not submit at either the R12, R13 or R14 ILR returns, we cannot be sure of your data accuracy. However we will publish the headline data separately in the NARTs transparency tables.

Apprenticeship business rules

20.   The business rules describe how we will calculate the QAR and which apprenticeships will not be included in the QAR calculations.

21.   Some apprenticeships are not included in the QARs to ensure the results are more credible and appropriate. The reasons include (and this is not an exhaustive list):

- if QARs are affected by circumstances where we have agreed an exception (for example, if the learner transferred to new provision due to intervention from us)
- the apprenticeship is not funded by us
- the apprentice has transferred to another apprenticeship within 120 days of finishing the old apprenticeship

Exclusions from apprenticeship QARs

22.   The table below describes the scenarios where we exclude apprenticeships. Last year we provided a separate file for the exclusions, however this year we have combined the data we include in the calculations with the data we exclude. The definition of the derived variables below are in ILR standard file specifications and reference data documents.

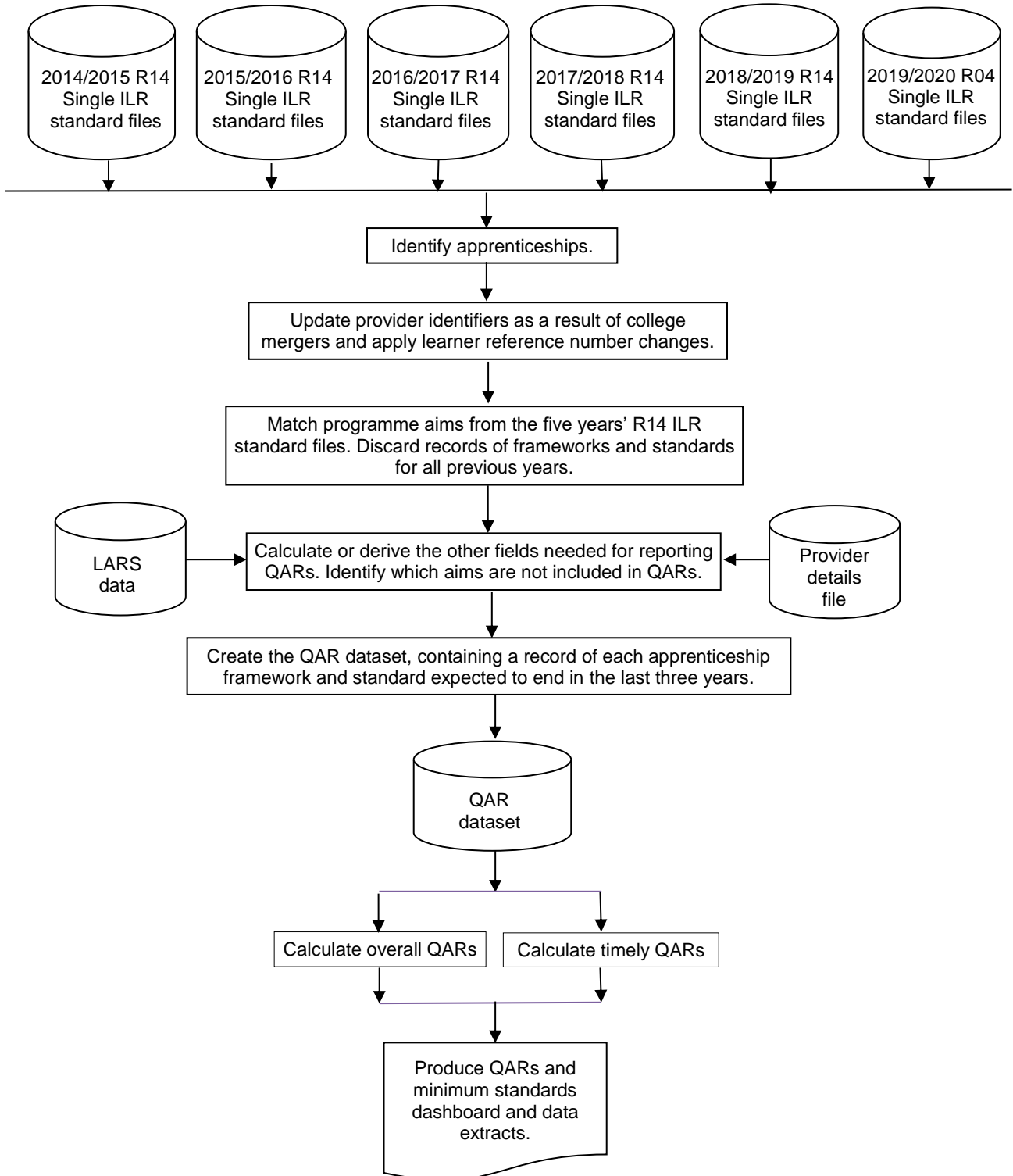| Description	Rules for identifying the excluded apprenticeship
An apprentice has transferred to a new provider because of intervention from us.	Programme aims where **D_SuccessRateStatus** is 10 (Learner has transferred to a new provider forced by ESFA intervention or to support a specific government strategy) and **Withdrawal Reason** is not 41 (Transfer to another provider to undertake learning that meets a specific government strategy).
An apprentice has transferred to a new provider due to merger.	Programme aims where **Withdrawal Reason** is 47 (Learner has transferred to another provider due to merger), and the **Learning Actual End Date** is less than the **Learning Start Date** on the new UKPRN (matching on Unique Learning Number). The **Learning Start Date** on the new UKPRN must be within 30 days or less than the **Learning Actual End Date** on the original UKPRN.
For the overall QAR, where an apprentice has transferred to a different apprenticeship with the same provider.	Programme aims where **D_SuccessRateStatus** is 8 (Learner has transferred to a new programme at the same provider) and the **Learning Actual End Date** is before 1 August of the relevant year. Where an apprentice has transferred to a different apprenticeship, as above, the **Learning Start Date** for the new apprenticeship programme (matching on Unique Learner Number and UKPRN) must be 120 days or less than the **Learning Actual End Date** of the original programme. We will not exclude transfers from apprenticeships to other learning aims.
For the timely QAR, where an apprentice has transferred to a different apprenticeship with the same provider before the planned end date or no more than 90 days after it.	Programme aims where **D_SuccessRateStatus** is 8 (Learner has transferred to a new programme at the same provider) and the **Learning Actual End Date** is no more than 90 days after the **Learning Planned End Date**. Where an apprentice has transferred to a different apprenticeship, as above, the **Learning Start Date** for the new apprenticeship programme (matching on Unique Learner Number and UKPRN) must be 120 days or less than the **Learning Actual End Date** of the original programme. We will not exclude transfers from apprenticeships to other learning aims.
For the overall QAR, where an apprentice has temporarily withdrawn from the apprenticeship due to an agreed break in learning.	Programme aims where **D_SuccessRateStatus** is 11 (Learner is taking a planned break from learning). Under certain circumstances, we do not exclude programme aims where the learner has temporarily withdrawn from the aim due to an agreed break in learning. See paragraphs 41 to 48.
For the timely QAR where an apprentice has temporarily withdrawn from the apprenticeship due to an agreed break in learning before the planned end date or no more than 90 days after it.	Programme aims where **D_SuccessRateStatus** is 11 (Learner is taking a planned break from learning).and the **Learning Actual End Date** is no more than 90 days after the **Learning Planned End Date**.
For the timely QAR when an apprentice is on an apprenticeship standard.	Programme aims where the **Programme Type** is 25 (Apprenticeship standard).

Description	Rules for identifying the excluded apprenticeship

Apprenticeships where the learner has withdrawn from the apprenticeship within the funding qualifying period, and has not achieved the learning aim.
 	
We exclude apprentices who restarted with the same provider in this exclusion rule, as the original instance of learning will have passed the funding qualifying period.
 	
This does not apply to trailblazer pilot standards
	Programme aims where:
	• the planned duration is 168 days or more
	• the actual duration is less than 42 days; and
	• the **Completion Status** is 3 (Withdrawal); and
	• the **Restart Indicator** is 0 (Not a Restart)
	
	Programme aims where:
	• the planned duration is between 14 and 167 days
	• the actual duration is less than 14 days; and
	• the **Completion Status** is 3 (Withdrawal); and
	• the **Restart Indicator** is 0 (Not a Restart)
	
	Programme aims where:
	• the planned duration is 168 days or more
	• the actual duration is less than 42 days; and
	• the **Completion Status** is 3 (Withdrawal); and
	• the **Restart Indicator** is 1 (Restart); and
	     ○ the new **Learning Start Date** is greater than the original **Learning Actual End Date** of the apprenticeship on the original UKPRN
	
	Programme aims where:
	• the planned duration is between 14 and 167 days
	• the actual duration is less than 14 days; and
	• the **Completion Status** is 3 (Withdrawal); and
	• the **Restart Indicator** is 1 (Restart); and
	     ○ the new **Learning Start Date** is greater than the original **Learning Actual End Date** of the apprenticeship on the original UKPRN
	
	The planned duration of the aim, in days, is the difference between the **Learning Start Date** and the **Learning Planned End Date**.
	
	The actual duration of the aim, in days, is the difference between the **Learning Start Date** and the **Learning Actual End Date**.

Apprenticeships with a planned end date after the last day of the QAR reporting period (31 July 2019).	Programme aims where the **Learning Planned End Date** is later than 31 July 2019.
Apprenticeships with a learning start date before the effective from date of the aim in LARS. This only applies to apprenticeship standards.	Programme aims where the **Learning Start Date** is earlier than the **Effective From Date** of the apprenticeship standard as recorded in LARS.
Apprenticeships that we do not fund.	Programme aims where the **Funding Model** is equal to 99 (No ESFA funding) in all years. We will exclude all trailblazer pilot standards without a net employer contribution payment recorded (i.e. any payments minus reimbursements). We calculate this for programme aims where the Funding model is 81 (Other Adult) and the sum of all payment records minus all reimbursement repayment records is equal to zero.

Description	Rules for identifying the excluded apprenticeship
Changes to records previously submitted 2 or more years ago. The example given is for apprenticeships reported in 2017 to 2018. The exclusion also applies to apprenticeships reported in 2016 to 2017 or 2015 to 2016 that meet the same conditions for the corresponding earlier years.	For apprenticeships reported in the 2017 to 2018 ILR, that were previously reported in the 2015 to 2016 ILR or earlier, and not reported in the 2016 to 2017 ILR. Where • the actual or planned end dates are not in 2017 to 2018 or later • the apprenticeship was first reported complete in the 2017 to 2018 ILR The record is not an update to an apprenticeship that would otherwise have been an overdue planned break counted in the 2017 to 2018 hybrid end year. This applies only to 2017 to 2018 and previous years.
Former Employer Ownership Pilot learning aims.	Programme aims where any **Learning Delivery Monitoring Code** is 351 (Former Employer Ownership Pilot Provision)
SILR exclusion	Aims in the QAR business rules that do not meet the definition of an apprenticeship programme aim.

Processing standard files

Process flow diagram

23.   This flow diagram below shows how ILR information for multiple funding years is processed to produce the QAR dataset, which is the source of the information used for the QAR and minimum standards dashboard.

```
┌─────────────┐ ┌─────────────┐ ┌─────────────┐ ┌─────────────┐ ┌─────────────┐ ┌─────────────┐
│ 2014/2015   │ │ 2015/2016   │ │ 2016/2017   │ │ 2017/2018   │ │ 2018/2019   │ │ 2019/2020   │
│ R14 Single  │ │ R14 Single  │ │ R14 Single  │ │ R14 Single  │ │ R14 Single  │ │ R04 Single  │
│ ILR         │ │ ILR         │ │ ILR         │ │ ILR         │ │ ILR         │ │ ILR         │
│ standard    │ │ standard    │ │ standard    │ │ standard    │ │ standard    │ │ standard    │
│ files       │ │ files       │ │ files       │ │ files       │ │ files       │ │ files       │
└─────────────┘ └─────────────┘ └─────────────┘ └─────────────┘ └─────────────┘ └─────────────┘
```

Identify apprenticeships.

Update provider identifiers as a result of college mergers and apply learner reference number changes.

Match programme aims from the five years' R14 ILR standard files. Discard records of frameworks and standards for all previous years.

LARS data → Calculate or derive the other fields needed for reporting QARs. Identify which aims are not included in QARs. ← Provider details file

Create the QAR dataset, containing a record of each apprenticeship framework and standard expected to end in the last three years.

QAR dataset

Calculate overall QARs   Calculate timely QARs

Produce QARs and minimum standards dashboard and data extracts.

Identifying apprenticeship aims

24.   We identify apprenticeship programme aims in the ILR dataset by using **Aim Type** is 1 (Programme aim) and **Programme Type** is 2, 3, 10, 20, 21, 22, 23 or 25, as set out in the ILR standard file specification document.

25.   We use the component aims of an apprenticeship framework programme to determine whether the competency aim is subcontracted. We add this information to the programme aim, although the component aims of the programme are not included in the achievement rates dataset. For 2018 to 2019, we will not report the subcontractor for apprenticeship standard programmes.

26.   We identify the component aims of an apprenticeship in the ILR dataset by using **Aim Type** is 3 (component aim) and **Programme Type** is 2, 3, 10, 20, 21, 22, 23 or 25, as set out in the ILR standard file specification document.

Processing further education college mergers

27.   For Further Education college mergers that take place up to and including 31 July 2019 we will combine the ILR learning aims from any pre-merger UKPRNs and we will produce the QAR for the 2018 to 2019 reporting year for the post-merger UKPRN. Where the Further Education college merger took place on or after 1 August 2019, this falls in the new funding year, therefore we will produce the QAR for the 2018 to 2019 reporting year under the pre-merger UKPRNs. We will treat sixth form colleges that have converted into academies the same as Further Education college mergers; we will combine ILR learning aims from the sixth form college UKPRN with the new academy UKPRN for the year in which they merge, after that we will no longer calculate QARs for the academy.

28.   Programme aims are combined by changing the merged college's provider number (UKPRN) to the new college's provider number. The original provider number is kept in the QAR dataset in the UKPRN_orig field.

29.   This merger process only applies to colleges. It does not apply to the mergers of any other types of provider (for example, private training providers).

Processing learner reference number changes

30.   Providers assign the Learner reference number and we use this number to match learning aims across years.

31.   If, for any reason, a learner's Learner reference number changes, either within a funding year or between years, then you must record this using the Learner reference number in previous year field.

32.   We use the information in the Learner reference number in the previous year field to change the Learner reference number for previous years to the latest Learner reference number. We keep the original Learner reference number in the QAR dataset in the LearnRefNumber_orig field.

33.   If you do not return the Learner reference number in previous year field when there has been a change, then the process of matching aims does not work correctly. This creates two records in the QAR dataset for the same aim: one using the old Learner reference number and one using the new Learner reference number. Where the aim from the earlier year's ILR file does not have any achievement data, this will reduce your QAR.

34.   If you use the Learner reference number in previous year field when there **has not** been a change in the learner's Learner reference number, then this will prevent us from correctly matching that learner's aims.

35.   You **must** remove the data from this field between years, as detailed in the [ILR specification](#), otherwise the learners will not match correctly.

Example:
Learner A has a Learner reference number of 'LNA1234' in 2017 to 2018. Due to a change in the provider's management information system, Learner A has a new Learner reference number in 2018 to 2019 of 'LRA9876'. For the QAR to match the records correctly, you must record the references as follows:

- In 2017 to 2018:
    - Learner reference number = LNA1234
    - Learner reference number in previous year is not returned
- In 2018 to 2019:
    - Learner reference number = LRA9876
    - Learner reference number in previous year = LNA1234
- In 2019 to 2020:
    - Learner reference number = LRA9876
    - Learner reference number in previous year is not returned (2018/19 QAR cannot match if reported in R04)

Matching programme aims across years

36.   Many apprenticeship programmes take more than one year to complete, meaning that the same programme aim for an apprentice can appear in more than one ILR file.

37.   As we base apprenticeship QARs on the programme aim's planned end date, we merge the ILR files from all years to identify all the programme aims that are planned to be completed in the years being reported on.

38.   We use various combinations of variables to ensure that we match the correct programme aims. The UKPRN, Learner reference number, Programme type and Framework code or Standard code are matched together with the following combinations, in the following sequence:

- Learning start date, Learning planned end date and Learning actual end date
- Learning start date and Learning planned end date
- Learning start date and Learning actual end date
- Learning start date

Apprenticeship pathway code is not included in this combination.

39.   When matching between ILR data files for each year, the final match is UKPRN, Learner reference number, Programme type, Framework code or Standard code and Learning start date.

40.   Once we match programme aim records we discard those from previous years, leaving just the latest information of the programme aim in the QAR dataset.

Identifying overdue continuing aims and planned breaks

41.   Continuing learning aims (with a Completion status of 1 'The learner is continuing or intending to continue the learning activities leading to the learning aim') in the R14 ILR return for a funding year, that do not have a corresponding record in the following funding year, are treated as a withdrawal for the overall methodology.

For example, if the year you submitted the record on the ILR is '2017/2018' and there is no corresponding record in 2018 to 2019 R14 ILR return:

- the hybrid end year (P_Hybridendyr) is set to 2018; and
- P_Count_Overall is set to 1; and
- P_Ach_Overall is set to 0

42. Aims where the learner is on a planned break (with a Completion status of 6 'Learner has temporarily withdrawn from the aim due to an agreed break in learning), are treated as a withdrawal for the overall methodology where either of these apply:

- they do not have a corresponding restart record in the same funding year
- they do not have a corresponding restart record in the following funding year
- if the planned break was recorded in the ILR R14 return for funding year 2017 to 2018, they do not have a corresponding restart record in the R04 ILR return of the funding year 2019 to 2020

43. An ILR record is a restart record if it has a Learning Delivery Funding and Monitoring Type of 'RES' with a Learning Delivery Funding and Monitoring Code of 1 (Learning aim restarted).

44. We match restart records to planned break records by matching on UKPRN, Learner reference number, Programme type and Framework code or Standard code where the Original learning start date on the restart record matches the Learning start date or Original learning start date of the planned break record; this allows for situations where the planned break was itself a restart.

45. For example, an aim where the learner is on a planned break, that is submitted in the 2016 to 2017 ILR (YearAimSubmitted is '2016/17'), **has** a corresponding restart record if:

- the UKPRN, Learner reference number, Learning aim reference number Programme type and Framework code or Standard code on the planned break record is the same as the UKPRN, Learner reference number, Programme type and Framework code or Standard code on a restart record; and
- either the Learning start date or the Original learning start date on the planned break record is the same as the Original learning start date on the restart record; and
- the restart record was submitted in the 2016 to 2017, 2017 to 2018 or 2018 or 2019 ILR (YearAimSubmitted is '2016/17', '2017/18' or '2018/19')

46. If an aim where the learner is on a planned break that is submitted in the 2016 to 2017 ILR (YearAimSubmitted is '2016/17') **does not have** a corresponding restart record:

- the reporting year is set to one year after the later of the expected end year or actual end year; and
- P_Count_Overall is set to 1; and
- P_Ach_Overall is set to 0

47.	An aim where the learner is on a planned break, that is submitted in the 2017 to 2018 ILR (YearAimSubmitted is '2017/18'), **has** a corresponding restart record if:

- the UKPRN, Learner reference number, Programme type and Framework code or Standard code on the planned break record is the same as the UKPRN, Learner reference number, Programme type and Framework code or Standard code on a restart record; and
- either the Learning start date or the Original learning start date on the planned break record is the same as the original learning start date on the restart record; and
- the restart record was submitted in the 2017 to 2018 or 2018 to 2019 ILR, or the 2019 to 2020 R04 ILR (YearAimSubmitted is '2017/18', '2018/19' or '2019/20')

48.	If an aim where the learner is on a planned break that is submitted in the 2017 to 2018 ILR (YearAimSubmitted is '2017/18'), **does not have** a corresponding restart record:

- the reporting year is set to one year after the later of the expected end year or actual end year; and
- P_Count_Overall is set to 1; and
- P_Ach_Overall is set to 0

QAR calculations

49.	We use the following fields from the QAR dataset to calculate the overall QARs:

- **Hybrid end year (P_Hybridendyr)** - This field is the later of the achievement year (P_Achyr), actual learning end year (P_Actendyr), the expected learning end year (P_Expendyr), or the reporting year.
- **P_Count_Overall** - This field is used in the overall QAR calculation and indicates whether the programme aim has ended, or it is an overdue continuing learning aim or an overdue continuing planned break. Programme aims where P_Count_Overall is 1 are included in the overall QAR calculations.
- **P_Ach_Overall** - This field is used in the overall QAR calculation and indicates whether a programme aim has been achieved (achieved learning aims have an Outcome of 1 (Achieved)).

50.   For a given funding year the overall QAR percentage is:

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

51.   For a given hybrid end year (P_Hybridendyr) the overall QAR percentage is:

$$\frac{\text{Number of programme aims where P\_Ach\_Overall is 1}}{\text{Number of programme aims where P\_Count\_Overall is 1}} \times 100$$

52.   The main fields from the QAR dataset that we use to calculate the timely QAR for apprenticeship frameworks are as follows:

- **Expected end year (P_Expendyr)** - This field is the first calendar year of the funding period the Learning planned end date falls in. For example, if the Learning planned end date falls within the 2017 to 2018 funding year, P_Expendyr is '2018'.
- **P_Count_Timely** - We use this field in the timely QAR calculation and indicates whether the programme aim was expected to be completed in a particular funding year. Programme aims where P_Count_Timely is 1 are included in the timely QAR calculations.
- **P_Ach_Timely** - We use this field in the timely QAR calculation and indicates whether a programme aim has been achieved.

53.   For a given funding year the timely QAR percentage is:

$$\frac{\text{Number of achieved programmes by their planned end date or no more than 90 days after it}}{\text{Number of programmes expected to be completed}} \times 100$$

54.   For a given expected end year (P_Expendyr) the timely QAR percentage is calculated as follows.

$$\frac{\text{Number of programme aims where P\_Ach\_Timely is 1}}{\text{Number of programme aims where P\_Count\_Timely is 1}} \times 100$$

Calculating the percentage of leavers below the minimum standards threshold

55.   Minimum standards use the overall QAR and uses data for hybrid end year 2018/2019 only.

56.   The first stage in calculating the percentage of provision that is below minimum standards is to identify whether the all age overall QAR for the apprenticeship level of an apprenticeship is below the minimum standards threshold. Minimum standard thresholds are accessible through the qualification achievement rates webpage.

57.   If the all age overall QAR for the apprenticeship level of an apprenticeship is below the minimum standard threshold, then we classify all the programme aims for that apprenticeship level as being below the minimum standards threshold.

58.   The programme aims below the minimum standard threshold for all apprenticeships and apprenticeship levels are then added together to give a figure for the total number of programme aims below the minimum standards threshold for the provider.

59.   The percentage of programme aims below the minimum standard threshold is:

$$\frac{\text{The total number of programme aims below the minimum standard threshold}}{\text{The total number of learning aims where P\_Count\_Overall is 1}} \times 100$$

60.   We then compare the percentage of programme aims below the minimum standard threshold to the minimum standards tolerance level, which is 40%.

61.   If the percentage of programme aims below the minimum standard threshold is equal to or greater than the minimum standards tolerance, your apprenticeship provision is below minimum standards and there may be formal intervention by us.

Further Information

62.   If you need more information you can phone the service desk on 0370 267 0001 or use the online enquiry form. Please provide a detailed explanation of your query.

63.   Please also use the QAR landing page that has links to the relevant QAR rules, technical specifications, National Achievement Rate tables and guidance.

Contents of the QAR dataset

64. The five reference files used in some of the calculations are as follows:

a) The 2018/2019 Framework lookup file – this file holds programme aim information from the Learning Aims Reference System (LARS) as at the hard close of the 2018 to 2019 ILR (17 October 2019).

b) The 2018/2019 Standard lookup file – this file holds programme aim information from the Learning Aims Reference System (LARS) at the hard close of the 2018 to 2019 ILR (17 October 2019).

c) The 2018/2019 Provider Details file – this file holds providers' details from the Provider and Organisation Information Management System (PIMS), as at 31 July 2019.

d) The 2018/19 Funded Provider Details file – this file holds details of providers who received funding for the funding year.

e) We will obtain the look up used to determine the delivery region and delivery local authority of a Delivery location postcode from the National Statistics Postcode Lookup (UK) May 2019. This will be available to download from the Office of National Statistics website.

Data item	Description	Data values	Source (ILR)	Derivation
AchDate	The achievement date (DDMMYYYY). Only collected for apprenticeship standards.		ILR standard files	Set to **Achievement Date**.
Age_Band	A banding of the age on the start of the apprenticeship programme.	1 = 16 to 18 2 = 19 to 23 3 = 24 or more	Derived	Set to 1 if **D_AgeAimStart** is 0 to 18. Set to 2 if **D_AgeAimStart** is 19 to 23. Set to 3 if **D_AgeAimStart** or 24 or greater, or unknown.
App_Stand_NoNetPay_Excl	Indicates a learner on a trailblazer pilot standard without a net employer contribution payment being recorded.	0 or 1	Derived	Set to 1 if: • the Programme Type is 25, the Funding Model is 81; and • the sum of the **Payment Records** in the ILR Apprenticeship Financial Record entity with codes 1 and 2 **MINUS** the sum of the **Payment Records** with code 3 is zero Otherwise set to 0.
Apprenticeship_Level	The level of the apprenticeship.		LARS lookups	If the **Programme Type** is 25, set to the Level from the Standard lookup. Otherwise, set to the Level from the Framework lookup.

Data item	Description	Data values	Source (ILR)	Derivation
CampusID	The campus identifier of the programme aim.		ILR standard files	Set to **Campus ID**.
CompStatus	The completion status of the programme aim.		ILR standard files	Set to 4 if the **Completion Status** is 3 and the **Withdrawal Reason** is 40. Otherwise, set to **Completion Status**.
D_AchieveRateStatus	The status of the learning aim for calculating QARs.		ILR standard files	Set to the value of the ILR derived variable **D_SuccessRateStatus**.
D_AgeAimStart	The age of the apprentice on the start date of the programme aim.		ILR standard files	Set to the value of the ILR derived variable **D_AgeAimStart**.
Datasource	The source of the record on the QARs dataset.	ILR	Derived	Set to 'ILR'.
DelLocPostCode	The postcode of the delivery location.		ILR standard files	Set to **Delivery Location Postcode**.
DelLocPostCode_GOR	The delivery location postcode Government office region.		Postcode lookup	Obtained from the National Statistics Postcode Lookup (UK) May 2019.
DelLocPostCode_LocalAuthority	The delivery location postcode local authority district.		Postcode lookup	Obtained from the National Statistics Postcode Lookup (UK) May 2019.
EOP_Excl	Indicates that the programme aim is former EOP provision.	0 or 1	Derived	Set to 1 if and there is a **Learning Delivery Funding and Monitoring Type** of 'LDM' with a **Learning Delivery Funding and Monitoring Code** of 351 (Former Employer Ownership Pilot). Otherwise set to 0.
Ethnicity	The apprentice's ethnic background.		ILR standard files	Set to **Ethnicity**.
Framework_Standard_Filter	Indicates whether the apprenticeship is a framework or a standard.	Framework or Standard	Derived	Set to 'Standard' if the **Programme Type** is 25. Otherwise set to 'Framework'.
FreeMeals	Indicates that the learner is eligible for free meals, or is eligible and receiving free meals. 19+ learners are not eligible for free meals.		Derived	If the **Learner Funding and Monitoring Type** is 'FME' and the **Learner Funding and Monitoring Code** is 1 or 2 (14-15 year old learner is eligible for free meals **OR** 16-19 year old learner is eligible for and in receipt of free meals), set to the **Learner Funding and Monitoring Code,** otherwise set to -1.

Data item	Description	Data values	Source (ILR)	Derivation

Fund_Qual_Excl	Indicates that the learner has withdrawn from a learning aim before the qualifying number of days for funding has been met.
	
	(The qualifying period for funding aims with a planned duration of less than 14 days is 1 day. Fund_Qual_Excl is always set to 0 for aims with a planned duration of less than 14 days.)
	This does not apply to trailblazer pilot standards.
		0 or 1	Derived	The planned duration of the aim, in days, is the difference between the **Learning Start Date** and the **Learning Planned End Date**.
				The actual duration of the aim, in days is the difference between the **Learning Start Date** and the **Learning Actual End Date**.
				Set to 1 if the **Programme Type** is not 25, or the **Programme Type** is 25 and the **Funding Model** is not 81; and
				• the planned duration is 168 days or more, the actual duration is less than 42 days and the **Completion Status** is 3 (Withdrawn); or
				• the planned duration is between 14 and 167 days, the actual duration is less than 14 days and the **Completion Status** is 3 (Withdrawn)
				And
				• the **Restart Indicator** is 0 (Not a Restart); or
				• the **Restart Indicator** is 1 (Restart) and
				    o the original **UKPRN** does not equal the new **UKPRN**
				    o the original **Learning Actual End Date** is less than the new **Learning Start Date**
				    o we can find an apprenticeship on the same **ULN** at the original **UKPRN**
				Otherwise set to 0.

FworkCode	Framework code.		ILR standard files	Set to **Framework Code**.
FworkName	Framework name.		Derived	Set to **FworkName** from the framework lookup.
High_Needs_Students	Indicates that the learner is a high needs student in receipt of element 3 'top-up' funding from the local authority	0 or 1	ILR standard files	Set to **L_HNS**
L_PriorPcode	The apprentice's home postcode.		ILR standard files	Set to **L_PriorPcode** (Postcode prior to enrolment)
L_PriorPcode_GOR	The apprentice's home postcode Government office region.		Postcode lookup	Obtained from the National Statistics Postcode Lookup (UK) May 2019.

Data item	Description	Data values	Source (ILR)	Derivation
L_PriorPcode_LocalAuthority	The apprentice's home postcode local authority district.		Postcode lookup	Obtained from the National Statistics Postcode Lookup (UK) May 2019.
LearnActEndDate	The learning actual end date (DDMMYYYY).		ILR standard files	Set to **Learning Actual End Date**.
LearnAimBelowMS	Indicates whether the programme aim is classified as being below the minimum standards threshold.	0 or 1	Derived	See paragraphs 55 and 61 for details of how the classification below minimum standards is derived. Set to 1 if the programme aim is classified as being below minimum standards. Otherwise set to 0.
LearnPlanEndDate	The learning planned end date (DDMMYYYY).		ILR standard files	Set to **Learning Planned End Date**.
LearnRefNumber	The learner reference number.		ILR standard files	Set to **Learner Reference Number**.
LearnStartDate	The learning start date (DDMMYYYY).		ILR standard files	Set to **Learning Start Date**.
LLDDHealthProb	Indicates whether the apprentice considers that they have a learning difficulty, disability or health problem.		ILR standard files	Set to **LLDD and Health Problem**.
LSD_Before_EFD_Excl	Identifies whether the learning start date of the apprenticeship standard falls before the effective from date as recorded in LARS.	0 or 1	Derived	Set to 1 if the **Programme Type** is 25, and the **Learning Start Date** on the ILR record is earlier than the earliest **Effective From Date** as recorded in LARS, matching on **Standard Code**. Otherwise set to 0.
Not_Funded_Excl	Identifies whether an apprenticeship has ever received funding from us. Non-funded aims are not included in QARs.	0 or 1	Derived	Set to 0 if the **Funding Model** is not 99 (No ESFA funding) in any year. Otherwise set to 1.
Outcome	The learning outcome of the programme aim.		ILR standard files	Set to **Outcome**.
Overdue_Continuing_Aim	Indicates whether the aim is an overdue continuing aim.	0 or 1	Derived	Set to 1 if the aim is an overdue continuing learning aim (as identified in paragraph 41), otherwise set to 0.
Overdue_Planned_Break	Indicates whether the aim is an overdue planned break.	0 or 1	Derived	Set to 1 if the aim is an overdue planned break (as identified in paragraphs 42 to 48), otherwise set to 0.

Data item	Description	Data values	Source (ILR)	Derivation
P_Ach_Overall	For the overall QAR measure, this indicates whether the programme aim has been achieved.	0 or 1	Derived	Set to 1 if: • **D_AchieveRateStatus** is 1 (Achieved); and • the **Achievement Date** is not later than 31 July 2019 (where returned on the ILR for learners on **Programme Type** of 25 and a **Funding Model** of 36); or • the **Learning Actual End Date** is not later than 31 July 2019 (for all other records that do not meet the above criteria) Otherwise set to 0.
P_Ach_Timely	For the timely QAR measure, this indicates whether the programme aim has been achieved.	0 or 1	Derived	Set to 1 if: • **D_AchieveRateStatus** is 1 (Achieved); • the **Learning Planned End Date** is not later than 31 July 2019; and • the **Learning Actual End Date** is on or before the **Learning Planned End Date**, or no more than 90 days after it; and • the **Programme Type** is not 25 (Apprenticeship standard) Otherwise set to 0.
P_Achyr	The achievement year of the programme aim (20_ _).		Derived	Set to the first calendar year of the funding period the **Achievement Date** falls in – where returned on the ILR for learners on **Programme Type** of 25 and a **Funding Model** of 36. (For example, if the **Achievement Date** falls in the 2018 to 2019 funding year, **P_Achyr** has the value of 2018)
P_Actendyr	The actual end year of the programme aim (20_ _).		Derived	Set to the first calendar year of the funding period the **Learning Actual End Date** falls in. (For example, if the **Learning Actual End Date** falls in the 2018 to 2019 funding year, **P_Actendyr** has the value of 2018)

Data item	Description	Data values	Source (ILR)	Derivation
P_Count_Overall	For the overall QAR measure, this indicates whether the record should be counted towards the overall QAR.	0 or 1	Derived	Set to 1 if: • (**Learning Actual End Date** is present; and the **Learning Actual End Date** is no later than 31 July 2019); or • (**Achievement Date** is present; and the **Achievement Date** is no later than 31 July 2019 – where returned on the ILR for learners on **Programme Type** of 25 and a **Funding Model** of 36); or • **Overdue_Continuing_Aim** = 1; or • **Overdue_Planned_Break** = 1 Otherwise set to 0.
P_Count_Timely	For the timely QAR measure, this indicates whether the record should be counted towards the timely QAR.	0 or 1	Derived	Set to 1 if: • the **Learning Planned End Date** is no later than 31 July 2019; and • the **Programme Type** is not 25 (Apprenticeship standard) Otherwise set to 0.
P_Expendyr	The expected end year of the programme aim (20_ _).		Derived	Set to the value of the first calendar year of the funding period the **Learning Planned End Date** falls in. (For example, if the **Learning Planned End Date** falls in the 2018 to 2019 funding year, **P_Expendyr** has the value of 2018)
P_Hybridendyr	The hybrid end year of the programme aim (20_ _).		Derived	Set to: • the achievement year (**P_Achyr**); or • the actual learning end year (**P_Actendyr**); or • the expected learning end year (**P_Expendyr**); • the reporting year whichever is higher.
P_Startyr	The start year of the programme aim (20_ _).		Derived	Set to the value of the first calendar year of the funding period the **Learning Start Date** falls in. (For example, if the **Learning Start Date** falls in the 2018 to 2019 funding year, **P_Startyr** is set to 2018)
PathwayCode	The pathway of the apprenticeship framework being undertaken.		ILR standard files	Set to **Apprenticeship Pathway**.

Data item	Description	Data values	Source (ILR)	Derivation
PathwayName	The pathway name on the final matched record.		Derived	Set to **PathwayName** from the framework lookup.
Pilot_Excl	Apprenticeship seasonal worker pilot learning aims are not included in QARs.	0 or 1	Derived	Set to 1 if and there is a **Learning Delivery Funding and Monitoring Type** of 'LDM' with a **Learning Delivery Funding and Monitoring Code** of 348 (Apprenticeship seasonal worker pilot).
Plan_Break_Overall_Excl	For the overall QAR measure, this indicates that the apprentice is on a planned break. Planned break aims are not included in QAR.	0 or 1	Derived	Set to 1 if: • **D_AchieveRateStatus** is 11 or 12; • **Overdue_Plan_Break** = 0; and • the **Learning Actual End Date** is no later than 31 July 2019 Otherwise set to 0.
Plan_Break_Timely_Excl	For the timely QAR measure, this indicates whether the apprentice is on a planned break. Planned break aims are not included in QAR.	0 or 1	Derived	Set to 1 if: • **D_AchieveRateStatus** is 11 or 12; • the **Learning Planned End Date** is not later than 31 July 2019; and • the **Learning Actual End Date** is on or before the **Learning Planned End Date**, or no more than 90 days after it Otherwise set to 0.

Data item	Description	Data values	Source (ILR)	Derivation
PrimaryLLDD	The primary learner disability, learning difficulty or and heath problem of the learner. For learners who are continuing from 2014 to 2015, who had both a learning difficulty and a learning disability a provider does not have to identify which is the primary category. When this occurs the PrimaryLLDD field will not be populated.		ILR standard files	For ILR files for 2014 to 2015, the value is taken from either disability (**LLDD and Health Problem Code** where the **LLDD and Health Problem Type** is 'DS') or from learning difficulty (**LLDD and Health Problem Code** where the **LLDD and Health Problem Type** is 'LD'). If disability and learning difficulty both contain a value of 99 (Not provided), set to 99. If disability and learning difficulty both contain a value, and both values are not 99 (Not provided), the field is not populated. If only disability or learning difficulty contains a value set PrimaryLLDD as follows: Set to 1 if disability is 6. Set to 2 if disability is 90. Set to 3 if learning difficulty is 90. Set to 4 if disability is 1. Set to 5 if disability is 2. Set to 6 if disability is 3. Set to 7 if disability is 9. Set to 9 if disability is 7. Set to 10 if learning difficulty is 1. Set to 11 if learning difficulty is 2. Set to 12 if learning difficulty is 10. Set to 13 if learning difficulty is 11. Set to 14 if learning difficulty is 20. Set to 15 if disability is 10. Set to 16 if disability is 8. Set to 93 if disability is 4. Set to 94 if learning difficulty is 19. Set to 95 if disability is 5. Set to 96 if learning difficulty is 97. Set to 97 if disability is 97. Set to 99 if disability or learning difficulty is 99. For ILR files for 2015 to 2016 onwards set to **LLDDCat** where **PrimaryLLDD** is 1.
PriorAttain	The learner's prior attainment level.		ILR standard files	Set to **Prior Attainment**.

Data item	Description	Data values	Source (ILR)	Derivation
ProgType	The programme type.		ILR standard files	Set to **Programme Type**.
Provision_Type	Identified as apprenticeship aim	Apps	Derived	Set to 'Apps'.
Prv_Type	The type of provider.		ILR 2018 to 2019 provider details file	Obtained from the ILR 2018 to 2019 provider details file.
Restart_Indicator	Indicates whether the learner restarted the apprenticeship programme.	0 or 1	ILR standard files	Set to **D_Restart**.
QAR_Status_Overall	Indicates whether or not the record is included in the provider's overall QAR calculations.	QAR Inclusions QAR Exclusions	Derived	Set to 'QAR Exclusions' if the aim is not included in overall QAR calculations. Otherwise set to 'QAR Inclusions'. For most excluded aims, a specific exclusion flag will also be set.
QAR_Status_Timely	Indicates whether or not the record is included in the provider's timely QAR calculations.	QAR Inclusions QAR Exclusions	Derived	Set to 'QAR Exclusions' if the aim is not included in timely QAR calculations. Otherwise set to 'QAR Inclusions'. For most excluded aims, a specific exclusion flag will also be set.
SectorSubjectAreaTier1	Sector subject area – the broad (tier 1) classification of the subject of the programme aim.		Derived	Set to **SectorSubjectAreaTier1** from the framework or standard lookup.
SectorSubjectAreaTier2	The more specialised classification (tier 2) of the subject of the programme aim.		Derived	Set to **SectorSubjectAreaTier2** from the framework or standard lookup.
Sex	The apprentice's sex.		ILR standard files	Set to **Sex**.
StdCode	Standard code.		ILR standard files	Set to **Standard Code**.
StdName	Standard name.		Derived	Set to **StdName** from the Standard lookup.
Subcontractor_Name	The subcontractor's name.		ILR 2018 to 2019 provider details file	The name of the subcontracting provider, from the ILR 2018 to 2019 provider details file.

Data item	Description	Data values	Source (ILR)	Derivation
Subcontractor_UKPRN	The UKPRN of the partner provider that delivered the main assessment aim or competency aim of an apprenticeship.		Derived	Set to the **Subcontracted or Partnership UKPRN** of the competency learning aim of the apprenticeship. The competency learning aims is identified from the LARS Framework Aims table. The component aims of an apprenticeship programme are those where: • **Aim Type** is 3 (Component learning aim within a programme); • **UKPRN** is the same as the **UKPRN** of the programme aim; • **Learner Reference Number** is the same as the **Learner Reference Number** of the programme aim; • **Framework Code** is the same as the **Framework Code** of the programme aim; • **Programme Type** is the same as the **Programme Type** of the programme aim; and • **Learning Start Date** is the same as the **Learning Start Date** of the programme aim Each component aim of the apprenticeship is checked against the LARS Framework Aims table. The component learning aim is the competency aim where: • **Learning Aim Reference** is the same as **LearnAimRef** on the LARS Framework Aims table; • **Framework Code** is the same as **FworkCode** on the LARS Framework Aims table; • **Programme Type** is the same as **ProgType** on the LARS Framework Aims table; • **Apprenticeship Pathway** is the same as **PwayCode** on the LARS Framework Aims table; and • **FrameworkComponentType** on the LARS Framework Aims table is 1
SWSupAimID	The software supplier's aim identifier of the aim.		ILR standard files	Set to **SWSupAimID**.

Data item	Description	Data values	Source (ILR)	Derivation
Transfer_Overall_Excl	For the overall QAR measure, this indicates that the apprentice has transferred to another apprenticeship programme within the same provider. Transfer aims are not included in QAR.	0 or 1	Derived	Set to 1 if: • ((**D_AchieveRateStatus** is 8 and a later programme record exists with a **Learning Start Date** no more than 120 days after the **Learning Actual End Date** of the programme with **D_AchieveRateStatus** = 8 and matching **ULN** and **UKPRN**), or (**D_AchieveRateStatus** is 10 and **Withdrawal Reason** is not 41), or (**WithdrawalReason** is 47 and a programme record exists with a **Learning Start Date** no more than 30 days after the **Learning Actual End Date** of the programme matching **ULN** and a different **UKPRN**)); and • the **Learning Actual End Date** is no later than 31 July 2019 Otherwise set to 0.

Data item	Description	Data values	Source (ILR)	Derivation
Transfer_Timely_Excl	For the timely QAR measure, this indicates that the apprentice has transferred to another apprenticeship programme within the same provider. Transfer aims are not included in QAR.	0 or 1	Derived	Set to 1 if: • ((**D_AchieveRateStatus** is 8 and a later programme record exists with a **Learning Start Date** no more than 120 days after the **Learning Actual End Date** of the programme with **D_AchieveRateStatus** = 8 and matching **ULN** and **UKPRN**), or (**D_AchieveRateStatus** is 10 and **Withdrawal Reason** is not 41), or (**WithdrawalReason** is 47 and a programme record exists with a **Learning Start Date** no more than 30 days after the **Learning Actual End Date** of the programme matching **ULN** and a different **UKPRN**)); and • the **Learning Planned End Date** is no later than 31 July 2019; and • the **Learning Actual End Date** is on or before the **Learning Planned End Date**, or no more than 90 days after it Otherwise set to 0.
UKPRN	The UK provider reference number (UKPRN).		ILR standard files	Set to **UK Provider Reference Number**.
UKPRN_orig	The UKPRN of the programme aim before the college merger process was applied to a provider's data.		Derived	See paragraphs 27 to 29 for information on setting this field.
ULN	Unique learner number.		ILR standard files	Set to **Unique Learner Number**.
WithdrawalReason	The reason learning ended.		ILR standard files	Set to **Withdrawal Reason.**
Year	The current funding year for the QARs dataset.	2017/18	Derived	Set to '2018/19'.
YearAimSubmitted	The funding year which the aim was submitted in.		Derived	Set to '2014/15' if the learning aim is taken from the 2014 to 2015 ILR; '2015/16' if from the 2015 to 2016 ILR; '2016/17' if from the 2016 to 2017 ILR; '2017/18' if from the 2017 to 2018 ILR or '2018/19' if from the 2018 to 2019 ILR.

Calculating the hybrid end year

65.   To understand the logic that hybrid end year uses, it is important to highlight the key QAR derived variables that we use to calculate the hybrid end year, and then how we use these in the calculation. The following examples relate to the 2018 to 2019 QAR data set and we refer to this as the current QAR.

66.   The key derived variables are:

- Achievement Year – this is the same as P_Achyr
- Actual End Year – this is the same as P_Actendyr
- Planned End Year – this is the same as P_Expendyr
- Reporting Year – this refers to the academic year you submitted the learning aim to us. If the academic year is after the current QAR year, then we set this variable to 2018.5 (for example, if you report the learning aim in 2019 to 2020).
- Overdue Continuing Aim – this is the same as Overdue_Continuing_Aim
- Overdue Planned Break – this is the same as Overdue_Planned_Break
- Year First Reported Completed – this refers to the academic year you first reported the record with a Completion status of code 2 ('Complete') or 3 ('Withdrawn'). If the academic year you first reported the record with a Completion status of code 2 or 3 is after the current QAR year, then we set this variable to 2018.5 (for example, if you report the learning aim in 2019 to 2020).

67.   We then implement two steps to calculate the hybrid end year:

Step 1

68.   We assign all records an initial value in step 1, based on the Achievement Year (P_Achyr), Actual End Year (P_Actendyr) and Planned End Year (P_Expendyr) derived variables. The table below explains the conditions we use to set the values. If the data does not meet the first condition, then we apply the second condition. If the data does not meet the second condition, then we apply the third condition.

Condition	Outcome	Example
If the Programme Type is 25, and the Funding Model is 36, and… the achievement year is unpopulated, and the ILR data was last reported in 19/20… **OR** the achievement year is populated, and the ILR data was last reported in 18/19 with a 19/20 achievement date… **OR** If the Programme Type is 25 and the Funding Model is not 36; or the Programme Type is not 25; and the actual end year is unpopulated…	…we set hybrid end year to 2018.5.	
If the planned end year is greater than or equal to the actual end year and achievement year…	...we set hybrid end year to equal the planned end year.	The planned end date is 31/08/2019. The actual end date is 30/05/2019. The achievement date is 30/08/2019. The planned end year is 2019. The actual end year is 2018. The achievement year is 2019. 2019 is greater than 2018, so the hybrid end year is set to 2018.5.
If the achievement year is greater than or equal to the actual end year…	…we set hybrid end year to equal the achievement year.	The actual end date is 30/05/2019. The achievement date is 30/08/2019. The actual end year is 2018. The achievement year is 2019. 2019 is greater than 2018, so the hybrid end year is set to 2018.5.
Else…	…we set hybrid end year to equal the actual end year.	

Step 2

69.   We use the output from step 1 for step 2, when we account for the other derived variables. See the table on the next page.

Condition	Outcome	Example
If the record is marked as an overdue continuing aim…	…we set the hybrid end year to the maximum value recorded in the achievement year, actual end year, planned end year and reporting year derived variables.	The record is marked as an overdue continuing aim, the reporting year is 2016, the achievement year, actual end year is unpopulated and the planned the planned end year is 2018. The hybrid end year is set to 2018.
If the record is marked as an overdue planned break and the hybrid end year from step 1 is after the current QAR year…	…we set the hybrid end year to 2018.5.	
If the record is marked as an overdue planned break and the hybrid end year from step 1 is **not** after the current QAR year…	…we set the hybrid end year to the hybrid end year from step 1 plus one year.	The record is marked as an overdue planned break, the planned end year is 2017 and the actual end year is 2016. The hybrid end year from step 1 is 2017, the hybrid end year in step 2 is set to 2017 plus one year, so the hybrid end year is set to 2018.
If the year first reported completed is after the hybrid end year from step 1…	…we set the hybrid end year to equal the first year reported complete.	The planned end year is 2017, the actual end year is 2016, the year first reported complete is 2018. The hybrid end year from step 1 is 2017, the year first reported complete is after this, so the hybrid end year is set to 2018.
Else…	…hybrid end year is set to the value from step 1.	

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