



Skills Funding
Agency

This document has been withdrawn as it is out of date

Minimum Standards Reports Guidance Notes For Apprenticeships

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

Section 1 - Introduction

Purpose of This Document

1. This document provides information about the 2012/13 apprenticeship minimum standards reports. This document also provides information about the derivation of the data included with the minimum standards reports.

Changes to the Report from 2011/12

2. Programme types are categorised as Intermediate, Advanced and Higher Level. In shadow minimum standards reports 2011/12, Higher Level was referred to as Higher Level 4.
3. Data from the Large Employer Outcome Pilot (LEOP) is in-scope for formal intervention and included in the provider's minimum standards report
4. In the report header, a separate UPIN field has been added and the UPIN prefix from the provider name has been removed.
5. The data file that accompanies the minimum standard reports has been amended to include the Unique Learner Number (ULN) and data from the Large Employer Outcome Pilot (LEOP).

Purpose of the Minimum Standards Reports

6. [New Challenges, New Chances](#) committed to reform the minimum levels of performance (MLP) methodology replacing it with a new methodology called minimum standards. The minimum standards will be applied for the first time on 2012/13 qualification success rates and provider reports will be published in December 2013. DfE are separately introducing new minimum standards for all 16-19 providers.
7. The Skills Funding Agency will take intervention action with regard to colleges' or providers' performance shown in the minimum standards reports. The intervention which will be taken is set out in the [Approach to intervention](#) document.

The Introduction of Minimum Standards

8. [New Challenges, New Chances](#) committed to increased freedoms and flexibilities and to reduced bureaucracy and government intervention in the further education (FE) sector, including reform of the previous minimum levels of performance (MLP) methodology. After extensive discussions with the FE sector and a review of MLP the Agency decided to introduce minimum standards that are:
 - **Simple** – by removing: (a) the complex exemptions methodology, and (b) the use of weighted guided learning hours (glh) success rates in classroom-based

learning, instead applying the new minimum standards to conventional qualification success rates (QSR).

- **Transparent** – by using the standard qualification success rate used across the FE sector the approach is transparent to all colleges and training organisations; it will allow colleges and training organisations to identify their own underperformance.
- **Fair** – the Agency's intervention strategy as described in the [Approach to Intervention](#) document will be applied fairly and transparently.

Minimum Standards Methodology

9. The Agency will set a threshold for each of four blocks of provision delivered by a college or training organisation:
- Adults only (19+) classroom learning - long duration (courses of more than 24 weeks);
 - Adults only (19+) classroom learning – short duration (courses from 5 to 24 weeks)
 - Adults only (19+) workplace learning
 - All ages (16 – 18 and 19+) Apprenticeships.

Very short duration classroom learning qualifications are excluded from minimum standards.

10. The Agency will set a threshold for each of the four blocks of provision. The threshold sets the success rate below which provision is considered below the minimum standard.
11. For apprenticeships the thresholds are applied at apprenticeship level of an apprenticeship framework. If the success rate of the apprenticeship framework / level is below the minimum standards threshold, then all leavers are classified as falling below the acceptable standard

For 2012/13 the Apprenticeship thresholds are:

- Intermediate – 55 per cent
- Advanced – 55 per cent
- Higher Level – 55 per cent

12. A tolerance level will also be set. This tolerance level is applied to the percentage of leavers who experience provision below the minimum standard, in each of the four blocks of provision. If the proportion of leavers in unacceptable provision exceeds the tolerance level, then the provision type will be in the scope of formal intervention set out in the [PRAM](#) document. For 2012/13 the tolerance level is set to 40%. The use of the minimum standards thresholds and tolerance levels is explained in greater detail in sections 18 to 23.

Apprenticeships In Scope Of The New Minimum Standards

13. All apprenticeships that contribute to the calculation of QSR for 2012/13 are included in minimum standards,
14. A number of qualifications are excluded from QSR. These include:
 - Innovation Code learning aims
 - Access to Apprenticeship pathways where the learner is not employed
 - Apprenticeship frameworks that are not funded

Full details of the exclusions from QSR are listed in the [business rule document](#).

Minimum Standards Report Availability

15. The minimum standards reports are made available to each provider as zipped files that are downloaded from Provider Gateway.

Each zip file contains:

- The minimum standards report
- An excel file containing the data used in the calculation of minimum standards
- Minimum standards report guidance information (this document)

Section 2 - Apprenticeships Shadow Minimum Standards Reports

Contents Of The Apprenticeships Minimum Standards Report

16. The apprenticeship minimum standards report uses the overall success rate measure. The timely success measure is not used to identify underperformance.
17. The Apprenticeships minimum standards report contains six sections:
 - a) **Minimum Standards Summary.** This shows the percentage of all age leavers below the minimum standards threshold in both tabular and graphical format. If the percentage of leavers below the minimum standard threshold is equal to or greater than the minimum standards tolerance level (40%) the percentage value is highlighted in red.
 - b) **Apprenticeship Level Report.** This report analyses leavers below the minimum standards threshold by age band and apprenticeship level, in both tabular and graphical form. Data for age bands 16-18 and 19+ is for information only. Minimum standards apply to the all age provision.

In this report, and in the Sector Subject Area report, the percentage of leavers below minimum standards threshold is calculated as:

the sum of leavers below minimum standards threshold ÷ total number of leavers x 100

- c) **Sector Subject Area Reports for all ages, age 16-18 and age 19+.** These reports analyse leavers below the minimum standards threshold by sector subject area, in both tabular and graphical form. Data for age bands 16-18 and 19+ is for information only. Minimum standards apply to the all age provision.
- d) **Framework Report.** This report lists each framework by apprenticeship level, for all ages, age 16-18 and age 19+. The breakdown by age is shown for information only.

The report highlights in red those frameworks / apprenticeship levels whose all age overall success rate is below the minimum standards threshold. All the leavers for these frameworks / apprenticeship levels are classified as leavers below the minimum standards threshold

An example of a section of the report is shown below. As the advanced level framework 116 and intermediate level framework 117 have an all age overall success rate less than 55% the leavers for these frameworks are classified as leavers below the minimum standards threshold, and the cells are highlighted in red.

	Success Rate	All Age Leavers	All Age Leavers Below MS Threshold	16-18 Leavers	16-18 Leavers Below MS Threshold	19+ Leavers	19+ Leavers Below MS Threshold
05 - Construction, Planning and the Built Environment	52.3%	121	69	51	24	70	45
SSA 05 - Intermediate Level							
116 - Construction Skills	56.5%	35		17		18	
117 - MES Plumbing	53.2%	25	25	10	10	15	15
SSA 05 - Intermediate Level Total	54.5%	60	25	27	10	33	15
SSA 05 - Advanced Level							
116 - Construction Skills	45.3%	44	44	14	14	30	30
117 - MES Plumbing	65.3%	17	0	10	0	7	0
SSA 05 - Advanced Level Total	49.7%	61	44	24	14	37	30

Calculation of the percentage of leavers below the minimum standard threshold for Apprenticeships

18. The first stage in the determination of the amount of provision that is below minimum standards is to identify whether the all age overall success rate for individual frameworks / apprenticeship levels is below the minimum standards threshold. If the all age overall success rate of a framework / apprenticeship level is below the minimum standard threshold (55%) all the leavers for that framework / apprenticeship level are classified as leavers below the minimum standards threshold. These leavers are highlighted in red on the Framework Report.

19. The leavers below the minimum standard threshold are then summed.

20. The percentage of leavers below the minimum standard threshold is then calculated. This calculation is:

‘the sum of leavers below the minimum standard threshold’ divided by ‘the total number of leavers for the provider’ multiplied by 100.

21. The percentage of leavers below the minimum standard threshold is then compared to the minimum standards tolerance level (40%).

22. If the percentage of leavers below the minimum standard threshold is equal to or greater than the minimum standards tolerance the provider’s apprenticeship provision will be subject to possible formal intervention by the Skills Funding Agency as described in the [Provider Risk Assessment and Management](#) (PRAM) document. To highlight this, the percentage value for all age provision is shown in red on the minimum standards summary.

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 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 - percentage of leavers below the minimum standards threshold is less than the minimum standards tolerance.

	Success Rate	All Age Leavers	All Age Leavers Below MS Threshold
SSA 01 - Intermediate Level			
104 - Children's Care Learning and Development	56.5%	35	
236 - Health and Social Care	53.2%	25	25
SSA 01 - Advanced Level			
104 - Children's Care Learning and Development	65.3%	44	
Total		104	25

In this scenario the all age overall success rate of only one of the three framework / apprenticeship levels (236 - Intermediate Level) falls below the minimum standard threshold of 55%. The 25 leavers for this framework are classified as leavers below the minimum standards threshold.

The percentage of leavers below the minimum standards for this provider is

‘the sum of leavers below the minimum standard threshold’ divided by ‘the total number of leavers for the provider’ multiplied by 100

This is 25 divided by 104 multiplied by 100, which equals 24.0%.

In this scenario the percentage of the provider’s provision below the minimum standards threshold is less than the minimum standard tolerance and the Agency will take no action.

Scenario 2 - percentage of leavers below the minimum standards threshold is more than the minimum standards tolerance

	Success Rate	All Age Leavers	All Age Leavers Below MS Threshold
SSA 01 - Intermediate Level			
104 - Children's Care Learning and Development	56.5%	35	
236 - Health and Social Care	53.2%	25	25
SSA 01 - Advanced Level			
104 - Children's Care Learning and Development	45.3%	44	44
Total		104	69

In this scenario the all age overall success rate of two of the three framework / apprenticeship levels (236 - Intermediate Level & 104 - Advanced Level) fall below the minimum standard threshold of 55%. The 69 leavers for these frameworks are classified as leavers below the minimum standards threshold.

The percentage of leavers below the minimum standards for this provider is 69 divided by 104 multiplied by 100, which equals 66.3%.

In this scenario the percentage of the provider's provision below the minimum standards threshold is greater than the minimum standard tolerance and the Agency will take action as set out in the [PRAM](#) document.

Section 3 - Apprenticeships Data File Contents

24. The Apprenticeship minimum standards report will be accompanied by an extract of the data used to produce the report. The extract will be in Microsoft Excel 2003 format and can be used for further analysis.

Data Fields	Description	Source Field on the Success Rates Dataset
UPIN	Provider Number.	L01
UKPRN	Provider UKPRN.	L46
ULN	Unique Learner Number.	L45
Learner_Reference	The provider's reference number for the learner (L03).	L03
Delivery_Location_Postcode	Postcode.	A23
Age_Group	16-18, 19+.	A_Agest
Age_Band	16-18, 19-24, 25+.	Age_Band
Programme_Type_Code	This displays the code for the corresponding programme type.	The code for A15
Programme_Type	Intermediate level apprenticeship, advanced level apprenticeship or higher apprenticeship.	A15
Sector_Subject_Area_Tier_1	Shows which sector the qualification relates to. This field is derived from the sector framework code.	A_SSA_T1

Data Fields	Description	Source Field on the Success Rates Dataset
Sector_Subject_Area_Tier_2	As above.	A_SSA_T2
Framework_Code	The framework code.	A26
Framework_Description	The framework code is mapped to a list of frameworks in the Learning Aim Reference Application to obtain the framework description.	Description for A26
Learning_Start_Date	The date on which the learning for the framework began.	A27
Learning_Planned_End_Date	The date on which the aim is due to be completed by the learner.	A28
Learning_Actual_End Date	The date on which the learner actually completed the aim.	A31
Expected_End_Year	The academic year in which the aim was expected to be completed.	P_Expendyr
Actual_End_Year	The academic year in which the aim was actually completed.	P_Actendyr
Hybrid_End_Year	The later of the Actual_End_Year and the Expected_End_Year.	P_Hybridendyr
Overall_Leaver	This variable indicates whether the learner should be counted towards the overall cohort. If P_Count_Overall equals to 1, the learner will be counted towards the overall cohort. If P_Count_Overall equals to 0, the learner will not be counted.	P_Count_Overall
Overall_Achiever	This variable indicates whether the learner has achieved their framework aim. This is derived from the success rates dataset field If P_Frm_Ach_Overall equals to 1 the learner has achieved. If P_Frm_Ach_Overall equals to 0, the learner has not achieved.	P_Frm_Ach_Overall
Leaver_Below_MS_Threshold	This variable indicates whether the overall success rate for a framework aim is lower than the minimum standards threshold. If the variable is set to 1, the overall success rate for the framework aim is below the minimum standards threshold.	Derived in paragraphs 18 to 23

Further Information And Help

25. The Data Service is responsible for producing the minimum standards reports in accordance with the approach to minimum standards which was developed by the Skills Funding Agency through collaborative working with the Department for Business, Innovation and Skills (BIS), the Department for Education (DfE), Ofsted and bodies representing colleges and training organisations. Information about minimum standards is available on the [Skills Funding Agency website](#).
26. Providers will find answers to most of their queries regarding the minimum standards reports in this guidance document, the [Skills Funding Agency website](#) or the [Rigour and Responsiveness](#) document
27. If providers need further help, the Data Service will be pleased to receive queries regarding the minimum standards reports. However, when logging a query with the Data Service please provide a detailed explanation of the query being raised.
28. The Data Service can be contacted on 0870 267 0001 or email servicedesk@thedata-service.org.uk.

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