



Skills Funding
Agency

This document has been withdrawn as it is out of date

Minimum Standards Reports Guidance Notes For Workplace Learning

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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 workplace learning minimum standards reports. The document also provides information about the derivation of the data included with the minimum standards reports

Changes to the Reports from 2011/12

2. Data from the Large Employer Outcome Pilot (LEOP) is to be in-scope for formal intervention and included in the provider's minimum standards report
3. In the report header, a separate UPIN field has been added and the UPIN pre-fix from the provider name has been removed.
4. 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).
5. Access to Apprenticeship provision is excluded from the scope of minimum standards.

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 new post-19 minimum standards will be applied for the first time on 2012/13 qualification success rates. The Department for Education 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 current 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 will be:

- **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 qualification success rates.
- **Transparent** – by using the 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. Minimum standards apply separately to four blocks of provision delivered by a college or training organisation:
 - adults only (19+) classroom-based learning – long (courses of more than 24 weeks duration)
 - adults only (19+) classroom-based learning – short (courses from 5 to 24 weeks duration)
 - adults only (19+) workplace learning
 - all ages (16-18 and 19+) Apprenticeships
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 workplace learning the thresholds are applied to success rates at qualification aim level. If the success rate of the qualification aim is below the minimum standards threshold, then all leavers are classified as falling below the acceptable standard. For 2012/13 the threshold for Workplace learning is 68%.
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 threshold and tolerance level is explained in greater detail in sections 13 – 18.

Workplace Learning Qualifications In Scope Of The New Minimum Standards

13. All qualifications 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 Apprenticeships learning aims.

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

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 - Workplace Learning Minimum Standards Reports

Contents of The Workplace Learning Minimum Standards Report

16. The workplace learning minimum standards report uses the overall success rate measure. The timely success rate measure is not used to identify underperformance.

17. The workplace learning minimum standards report contains four sections:

- Minimum Standards Summary.** This shows the percentage of leavers below the minimum standards threshold, in both tabular and graphical form. If the percentage of leavers below the minimum standard threshold is equal to or greater than the minimum standards tolerance (40%) the percentage value is highlighted in red
- Sector Subject Area Report.** This report analyses leavers below the minimum standards threshold by sector subject area, in both tabular and graphical form.

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

leavers below minimum standards threshold divided by a providers total number of Leavers multiplied by 100

- Qualification Type Reports.** This report analyses leavers below the minimum standards threshold by qualification type, in both tabular and graphical form.

The qualification types used to classify the qualifications are:

- Award
- Certificate
- Diploma
- Skills for Life Qualification
- Other

The qualification type derivation is shown in paragraph 34 of the Workplace Learning [Technical Guidance Document](#) (where it is referred to as QCF_Size).

- d) **Qualification Report.** This report lists each qualification by sector subject area. The report highlights in red those qualifications whose overall success rate is below the minimum standards threshold. All the leavers for these qualifications are classified as leavers below the minimum standards threshold

An example of a section of the report is shown below. As the qualifications with learning aim reference 00270261 & 10023136 have an overall success rate less than 68% the leavers for the qualification are classified as leavers below the minimum standards threshold, and the cells are highlighted in red.

		Success Rate	Leavers	Leavers Below MS Threshold
01 – Health, Public Services and Care		64.8%	109	32
00270261	Level 1 National Award in Customer Care	45.5%	11	11
10006461	Award in caring for children	69.2%	38	
10017057	NVQ in Public Services	85.7%	7	
10020834	NVQ In Business Start Up	80.0%	10	
10022855	NVQ in Learning Development	68.5%	22	
10023136	NVQ in Hospitality Supervision	40.6%	21	21

Calculation of the percentage of leavers below the minimum standard threshold for workplace learning

18. The first stage in the determination of the amount of provision that is below minimum standards is to identify whether the overall success rate for individual qualifications is below the minimum standards threshold. If the overall success rate of a qualification is below the minimum standard threshold (68%) all the leavers for that qualification are classified as leavers below the minimum standards threshold. These leavers are highlighted in red on the Qualification 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 (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 workplace learning 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 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 qualifications. These are:

5008625X - NVQ Certificate in Customer Service (QCF)
 50090112 - NVQ Certificate in Administration (QCF)
 50093009 - NVQ Certificate in Business and Administration (QCF)

Scenario 1 - percentage of leavers below the minimum standards threshold is less than the minimum standards tolerance

		Success Rate	Leavers	Leavers Below MS Threshold
5008625X	NVQ Certificate in Customer Service (QCF)	56.9%	57	57
50090112	NVQ Certificate in Administration (QCF)	76.9%	89	
50093009	NVQ Certificate in Business and Administration (QCF)	85.3%	23	
Total			189	57

In this scenario the overall success rate of only one of the three qualifications (5008625X) falls below the minimum standard threshold of 68%. The 57 leavers for this qualification 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 57 divided by 189 multiplied by 100, which equals 30.2%.

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

Scenario 2		Success Rate	Leavers	Leavers Below MS Threshold
5008625X	NVQ Certificate in Customer Service (QCF)	56.9%	57	57
50090112	NVQ Certificate in Administration (QCF)	76.9%	89	
50093009	NVQ Certificate in Business and Administration (QCF)	65.3%	23	23
Total			189	80

In this scenario the overall success rates of two of the three qualifications (5008625X and 50093009) fall below the minimum standard threshold of 68%. The 80 leavers for these qualifications are classified as leavers below the minimum standards threshold.

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

80 divided by 189 multiplied by 100, which equals 42.3%.

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 - Workplace Learning Data File Contents

24. The Workplace learning 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
Learning_Aim_Reference	The learning aim reference.	A09
Learning_Aim_Description	The description of the learning aim.	Description of A09
Delivery_Location_Postcode	Postcode.	A23
QCF_Size	The QCF Qualification Categorisation.	Award
Sector_Subject_Area_Tier_1	The sector subject area in which the aim is being delivered.	A_SSA_T1
Sector_Subject_Area_Tier_2	The sector subject sub-area in which the aim is being delivered.	A_SSA_T2
Learning_Start_Date	The date on which the aim started	A27
Learning_Planned_End_Date	The date on which the aim is due to be completed.	A28
Learning_Actual_End_Date	The date on which the learner actually completed the aim.	A31
Actual_End_Year	The academic year in which the aim was actually completed.	P_Actendyr
Expected_End_Year	The academic year in which the aim was expected to finish.	P_Expendyr
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_Ach_Overall equals to 1 the learner has achieved. If P_Ach_Overall equals to 0, the learner has not achieved.	P_Ach_Overall
Leaver_Below_MS_Threshold	This variable indicates whether the overall success rate for a learning aim is lower than the minimum standards threshold.	Derived in paragraphs 18 to 22

Data Fields	Description	Source Field on the Success Rates Dataset
	If the variable is set to 1, the overall success rate for the learning aim is below the minimum standards threshold.	

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@thedataservice.org.uk.

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