Apprenticeships: March 2025 underlying data

Metadata specification

Description

This document describes the additional supporting files that accompany the 'Apprenticeships: March 2025' statistics publication. This data is released under the terms of the Open Government License. It is provided to allow users to interrogate the data themselves.

The underlying data files contain apprenticeship starts, achievements and participation figures in England; broken down by learner characteristics (e.g. age, sex, ethnicity group), geography (e.g. region, local authority district) and subject characteristics (e.g. sector subject area, level, framework/standard name).

The <u>Further education and skills statistics: methodology</u> document published alongside the main release should be referenced alongside this data. It provides information on the data sources, their coverage and quality as well as explaining methodology used in producing the data.

Annex A - Field Listing

Annex B – How to use Excel to connect to larger underlying files for your analysis

The underlying data consists of the following files:

- Underlying data apprenticeship starts
- Underlying data apprenticeship achievements
- Underlying data apprenticeship participation
- Underlying data apprenticeship demographics
- Underlying data apprenticeship monthly starts
- Underlying data apprenticeship vacancies
- Underlying data starts arising from transferred commitments
- Apprenticeship Achievement Rates by provider with provider type
- Apprenticeship Achievement Rates transparency redactions
- Apprenticeship Achievement Rates indicative rates for English and/or maths learners

Filename and description	Geographic levels	Time period
Underlying data - apprenticeship starts		
app-underlying-data-starts-202425-q2.csv		
year: Academic year		
snapshot: Snapshot		
ukprn: Provider UKPRN		
provider_name: Provider name		
provider_type: Provider type		
delivery_region_code: Learner region code (based on delivery postcode)		
delivery_region: Learner region description (based on delivery postcode)		
delivery_pcon_code: Learner parliamentary constituency code (based on delivery postcode)		
delivery_pcon: Learner parliamentary constituency description (based on delivery postcode)		2019/20 (full year)
delivery_la_code: Learner local authority code (based on delivery postcode)		2020/21
delivery_la: Learner local authority description (based on delivery postcode)	National, region, local authority,	(full year) 2021/22
delivery_lad_code: Learner local authority district code (based on delivery postcode)	local authority district,	(full year)
delivery_lad: Learner local authority district description (based on delivery postcode)	parliamentary constituency,	2022/23 (full year)
delivery_devolved_administration_code: Learner English devolved area code (based on delivery postcode)	English devolved	2023/24
delivery_devolved_administration: Learner English devolved area description (based on delivery postcode)	administration	(full year) 2024/25
learner_home_region_code: Learner region code (based on home postcode)		(Aug-Jan Reported to
learner_home_region: Learner region description (based on home postcode)		date)
learner_home_pcon_code: Learner parliamentary constituency code (based on home postcode)		
learner_home_pcon: Learner parliamentary constituency description (based on home postcode)		
learner_home_la_code: Learner local authority code (based on home postcode)		
learner_home_la: Learner local authority description (based on home postcode)		
learner_home_lad_code: Learner local authority district code (based on home postcode)		
learner_home_lad: Learner local authority district description (based on home postcode)		
learner_home_devolved_administration_code: Learner English devolved area code (based on home postcode)		
learner_home_devolved_administration: Learner English		

devolved area description (based on home postcode)

age_summary: Age group (Under 19, 19-24, 25+)

age_youth_adult: Age group (Under 19, 19+)

apps_level_6plus: Level 6 or level 7 flag

apps_level: Apprenticeship level

apps_level_detailed: Detailed apprenticeship level
ssa_tier_1_code: Sector subject area Tier 1 code
ssa_tier_1: Sector subject area Tier 1 description
ssa_tier_2_code: Sector subject area Tier 2 code
ssa_tier_2: Sector subject area Tier 2 description

stem: STEM flag

std_fwk_flag: Whether the apprenticeship is a standard of

framework

std_fwk_name: Standard or framework name

std_fwk_code: Standard or framework reference code assigned to a framework/standard, to be used in conjunction with the framework/standard flag. For standards this represents the standard code from LARS. For frameworks this is the SASE code.

st_code: Standard code

route: Route

apps_mandatory_degree: Mandatory degree flag

start_quarter: Academic quarter in which the apprenticeship

programme started

start_month_number: Month number in academic in year in

which the apprenticeship programme started

start_month: Month in which the apprenticeship programme

started

length_employment: Length of employment at the point at which the apprenticeship was started

funding_type: Flag showing whether the apprenticeship is funded by ASA levy funds

starts: Number of apprenticeship starts

of_which_flexijob: Flexi-Job Agency apprenticeship starts. For more information see the <u>Flexi-job apprenticeships using an approved agency guidance.</u>

Underlying data - apprenticeship achievements		
app-underlying-data-achievements-202425-q2.csv		
year: Academic year snapshot: Snapshot ukprn: Provider UKPRN provider_name: Provider name provider_type: Provider type delivery_region_code: Learner region code (based on delivery postcode) delivery_pcon_code: Learner parliamentary constituency code (based on delivery postcode) delivery_pcon: Learner parliamentary constituency code (based on delivery postcode) delivery_la_code: Learner local authority code (based on delivery_la_code: Learner local authority code (based on delivery_la_code: Learner local authority description (based on delivery_la_code: Learner local authority district code (based on delivery_lad_code: Learner local authority district code (based on delivery_lad_code: Learner local authority district code (based on delivery_lad_code: Learner local authority district description (based on delivery_postcode) delivery_devolved_administration_code: Learner English devolved area code (based on delivery postcode) delivery_devolved_administration: Learner English devolved area description (based on delivery postcode) learner_home_region_code: Learner region code (based on home postcode) learner_home_region: Learner region description (based on home postcode) learner_home_pcon_code: Learner parliamentary constituency code (based on home postcode) learner_home_pcon: Learner parliamentary constituency description (based on home postcode) learner_home_la_code: Learner local authority code (based on home postcode)	National, region, local authority, local authority district, parliamentary constituency, English devolved administration	2019/20 (full year) 2020/21 (full year) 2021/22 (full year) 2022/23 (full year) 2023/24 (full year) 2024/25 (Aug-Jan Reported to date)
code (based on home postcode) learner_home_pcon: Learner parliamentary constituency		
learner_home_la_code: Learner local authority code (based on		
learner_home_la: Learner local authority description (based on home postcode)		
learner_home_lad_code: Learner local authority district code (based on home postcode)		
learner_home_lad: Learner local authority district description (based on home postcode)		
learner_home_devolved_administration_code: Learner English devolved area code (based on home postcode)		
learner_home_devolved_administration: Learner English devolved area description (based on home postcode)		

age_summary: Age group (Under 19, 19-24, 25+)

age_youth_adult: Age group (Under 19, 19+)

apps_level_6plus: Level 6 or level 7 flag

apps_level: Apprenticeship level

apps_level_detailed: Detailed apprenticeship level
ssa_tier_1_code: Sector subject area Tier 1 code
ssa_tier_1: Sector subject area Tier 1 description
ssa_tier_2_code: Sector subject area Tier 2 code
ssa_tier_2: Sector subject area Tier 2 description

stem: STEM flag

std_fwk_flag: Whether the apprenticeship is a standard of

framework

std_fwk_name: Standard or framework name

std_fwk_code: Standard or framework reference code assigned to a framework/standard, to be used in conjunction with the framework/standard flag. For standards this represents the standard code from LARS. For frameworks this is the SASE code.

st code: Standard code

route: Route

apps_mandatory_degree: Mandatory degree flag

leave_month_number: Academic month number in year in which

the apprenticeship programme was achieved

leave_month: Academic month in which the apprenticeship

programme was achieved

leave_quarter: Academic quarter in which the apprenticeship was achieved

length_employment: Length of employment at the point at which the apprenticeship was started

funding_type: Flag showing whether the apprenticeship is funded by ASA levy funds

achievements: Number of apprenticeship achievements

of_which_flexijob: Flexi-Job Agency apprenticeship achievements. For more information see the <u>Flexi-job</u> <u>apprenticeships using an approved agency guidance.</u>

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Underlying data - apprenticeship participation		
app-underlying-data-participation-202425-q2.csv		
year: Academic year		
snapshot: Snapshot		
ukprn: Provider UKPRN		
provider_name: Provider name		
<pre>provider_type: Provider type learner_home_region_code: Learner region code (based on home postcode)</pre>		2019/20 (full year)
learner_home_region: Learner region description (based on home postcode)		2020/21
learner_home_pcon_code: Learner parliamentary constituency code (based on home postcode)	National,	(full year)
learner_home_pcon: Learner parliamentary constituency description (based on home postcode)	region, local authority, local authority	2021/22 (full year)
learner_home_la_code: Learner local authority code (based on home postcode)	district, parliamentary	2022/23
learner_home_la: Learner local authority description (based on home postcode)	constituency, English	(full year) 2023/24
learner_home_lad_code: Learner local authority district code (based on home postcode)	devolved administration	(full year)
learner_home_lad: Learner local authority district description (based on home postcode)		2024/25 (Aug-Jan
learner_home_devolved_administration_code: Learner English devolved area code (based on home postcode)		Reported to date)
learner_home_devolved_administration: Learner English devolved area description (based on home postcode)		
age_summary_with_unknowns: Age group (Under 19, 19-24, 25-49, 50+, Unknown)		
age_youth_adult: Age group (Under 19, 19+)		
participation: Number of participating learners		

Underlying data - apprenticeship monthly starts		
app-underlying-data-monthly-starts-202425-mar.csv		2014/15 (full year)
This is based on the SN06 Individualised Learner Record data return and contains finalised full year data from the 2014/15 to 2023/24 academic year and provisional data covering the first two quarters of the 2024/25 academic year (reported to date).		2015/16 (full year)
year: Academic year		2016/17 (full year)
snapshot: Snapshot		2017/18
start_month: Month in which the apprenticeship programme started		(full year)
start_month_number: Month number in academic year in which the apprenticeship programme started		2018/19 (full year)
age_summary: Age group (Under 19, 19-24, 25+)		2019/20
apps_level: Apprenticeship level	National	(full year)
apps_level_detailed: Detailed apprenticeship level	National	2020/21
std_fwk_flag: Whether the apprenticeship is a standard of framework		(full year) 2021/22
ssa_tier_1: Sector subject area Tier 1 description		(full year)
ssa_tier_2: Sector subject area Tier 2 description		2022/23
st_code: Standard code		(full year)
std_fwk_name: Standard or framework name		2023/24
apps_mandatory_degree: Whether the apprenticeship has a mandatory degree component		(full year)
funding_type: Flag showing whether the apprenticeship is funded by ASA levy funds		2024/25 (Aug-Jan Reported to date)
starts: Number of apprenticeship starts		auto)

Underlying data - apprenticeship vacancies

app-underlying-data-vacancies-202425-q2.csv

This dataset comprises apprenticeship advert and vacancy content supplied by recruiters and published on the Find An Apprenticeship digital service.

The service is operated by the Department for Education as a recruitment platform, free at point of use. It enables:

- Employers to publicise apprenticeship vacancies.
- · Candidates to apply for vacancies.
- Recruiters to manage the recruitment process for the vacancies displayed on the service.

A Vacancy is defined as a single opportunity for a unique individual to be employed as an Apprentice. A single advertisement (previously referred to as a Vacancy Notice) may contain one or more Vacancies.

The dataset comprises the items listed below. All standard fields are populated using a standardised selection of data items, some are automatically system-populated. The content of free text fields is drafted by the author of an advertisement and is not restricted by the system. Please note that any apprenticeships arising as a result of the vacancy must comply with apprenticeship funding rules.

vacancy_reference_number (Standard field)

System Alphanumerical 12-digit UID for each advertisement.

current status (Standard field)

Vacancy post status at the time of data extraction (e.g. Live, Deleted, Closed, Complete)

date_posted (Standard field)

The date of publishing the vacancy/vacancies.

vacancy title (Free Text field)

The employer's chosen descriptor for the vacancy/vacancies advertised.

vacancy_description (Free Text field)

A summary of the apprenticeship content and working environment.

skills required (Free Text field)

The employer's summary of desirable soft and technical skills that would be advantageous to an applicant.

qualifications required (Free Text field)

The minimum formal qualifications the employer requires applicants to achieve before they start the apprenticeship.

number_of_positions (Standard field)

A count of the number of individuals the employer wishes to recruit.

application_closing_date (Standard field)

The latest date on which applications can be submitted for the vacancy/vacancies listed.

expected_start_date (Standard field)

National

Aug 2022 onwards

The date on which a successful applicant should expect to start their apprenticeship.

employer full name (Free Text field)

The full name of the employer offering the vacancy/vacancies.

provider_full_name (Free Text field)

The full name of the organisation that will provide off-the-job training.

vacancy_postcode (Standard field)

The postcode of the workplace location where the apprenticeship is based.

vacancy_town (Standard field)

Town of the apprenticeship workplace location.

wage_unit_desc (Standard field)

Choice of: Annually; Weekly; Monthly

wage (Free Text field)

The value in £ to be paid by the employer per wage unit worked

wage_type (Standard field)

Choice of:

Apprenticeship Minimum Wage;

Competitive salary;

Custom Wage;

Custom Wage Range;

Fixed Wage;

National Minimum Wage;

To be agreed upon appointment

hours_per_week (Free Text field)

Summary of expected hours to be worked in a 5-day week.

expected_duration (Free Text field)

Estimated duration between start and completion of the apprenticeship.

apprenticeship_type (Standard field)

May be any of the following:

Advanced Level Apprenticeship

Degree Level Apprenticeship

Higher Level Apprenticeship

Intermediate Level Apprenticeship

training_type (Standard field)

Identifies whether vacancy learning element is based on apprenticeship standard or framework.

framework or standard name (Standard field)

Industry-standard unique identifier (UID) for the apprenticeship in an advertisement.

sector_name (Standard field)

Used to segment Apprenticeships according to economic sector.

education_level (Standard field)

The education level of the apprenticeship qualification.

source db (Standard field)

Identifier for the database through which the advertisement is

processed. Version 1 (V1) is a legacy system, used predominantly by training providers, recruiting on behalf of	
employers. Version 2 (V2) is used predominantly by employers accessing the system through their digital accounts with the Apprenticeship Service (AS).	
with the Apprenticeship Service (AS).	

Underlying data - starts arising from transferred commitments		
app-underlying-data-service-transfers-202425-q2.csv		
This file is as published in March 2025 and includes transferred commitments reported on the Apprenticeship service as of 10 February 2025. The corresponding apprenticeship starts are based on the 2024/25 SN06 Individualised Learner Record return.		
time_identifier: Time unit shown (i.e. academic or calendar year)		
time_period: Academic year		0047/40
country_code: Country code		2017/18 (full year)
country_name: Country name		2018/19
learner_home_region_code: Learner region code (based on home postcode)		(full year)
learner_home_region: Learner region description (based on home postcode)		2019/20 (full year)
learner_home_lad_code: Learner local authority district code (based on home postcode)	National,	2020/21 (full year)
learner_home_lad: Learner local authority district description (based on home postcode)	Region, Local	2021/22 (full year)
age_summary: Age group (Under 19, 19-24, 25+)	authority district	2022/23
apps_level: Apprenticeship level	district	(full year)
ssa_tier_1: Sector subject area Tier 1 description		2023/24 (full year)
latest_levy_status: latest known levy status of apprenticeship service account holding organisation		2024/25
levy_transfer_matching: Transfer from the Levy Transfer Matching service		(Aug-Jan Reported to date)
transferred_starts: Apprenticeship starts arising from transferred commitments		
Commitments may be recorded or revised on the Apprenticeship Service system after the training start date has passed. Data for previous academic years can also be revised as details are updated by employers. This means all data, especially the most recent data, should be treated as provisional as more commitments are recorded on the apprenticeship service system.		

Apprenticeship Achievement Rates - by provider with provider type apps_narts_provider_level_fwk_std_with_provider type.csv This file contains 2021/22, 2022/23 and 2023/24 achievement rates for individual providers. time_period: Academic year provider_name: Provider name provider_ukprn: Provider UKPRN provider_type: Provider type ssa_tier_1: Sector subject area Tier 1 description level: Apprenticeship level std_fwk_name_stcode: Standard or framework name and reference code age_youth_adult: Age group (16-18, 19+) age_group: Age group (16-18, 19-23, 24+) leavers: Number of apprenticeship leavers completers: Number of apprenticeship achievers retention_rate: Apprenticeship retention rate pass_rate: Apprenticeship pass rate achievement_rate: Apprenticeship achievement rate	National	2021/22 (hybrid end year) 2022/23 (hybrid end year) 2023/24 (hybrid end year)
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Apprenticeship Achievement Rates - transparency redactions		
Apprenticeship Achievement Rates - Transparency Redactions.pdf		
This file contains Apprenticeship Achievement rates for those providers whose data has been redacted from the official provider level national achievement rate tables.		
Academic year: Academic year		0004/00
provider_name: Provider name		2021/22 (hybrid end
ssa1: Sector subject area Tier 1 description		year)
level: Apprenticeship level		2022/23
std_fwk_name_stcode: Standard or framework name and reference code	National	(hybrid end year)
youth/adult: Age group (16-18, 19+)		2023/24
age group : Age group (16-18, 19-23, 24+)		(hybrid end year)
leavers: Number of apprenticeship leavers		
completers: Number of apprenticeship completers		
achievers: Number of apprenticeship achievers		
retention_rate: Apprenticeship retention rate		
pass_rate: Apprenticeship pass rate		
achievement_rate: Apprenticeship achievement rate		

Apprenticeship Achievement Rates - indicative rates for English and/or maths learners		
transparency-e-and-m-status.csv		
This file contains 2022/23 achievement rates for individual standards.		
standard_code : Apprenticeship standard code as found in the Learning Aim Reference Service (LARS)		
standard_name: Apprenticeship standard name		2023/24 full
total_starts_202324: Apprenticeship starts within the 2023/24 academic year		academic year (for
of_which_english_and_or_maths_202324: Number of apprenticeship starts who are also enrolled on English and or maths, within the 2023/24 academic year	National	starts) 2022/23
percentage_of_total_starts_doing_english_and_or_maths_2 02324: Percentage of apprenticeship starts who are also enrolled on English and or maths, within the 2023/24 academic year		hybrid end year (for achievement rates)
qualification_achievement_rate_202223: Qualification achievement rate (2022/23 hybrid end year)		,
english_and_or_maths_apprentices_indicative_rate: Indicative apprenticeship overall achievement rate of those doing English and/or maths qualifications alongside their apprenticeship		
This data contains all standards with 50 or more: - 2023/24 starts - 2023/24 English and/or maths starts - 2022/23 English and/or maths leavers		

Annex A - Field Listing

Further information about the fields in the underlying files is given below:

Variable name	Variable description
Achievers (when used in achievement rate calculations)	A count of achieved programme aims
Achievement	A qualification or apprenticeship has successfully been gained.
Achievement rate	Achievement rates are based on the individual qualification aims that were completed in the relevant year (Hybrid End Year). They are calculated as the number of aims achieved divided by the number started, excluding the aims of any learners that transferred onto another qualification within the same institution.
AgeAcademic Group AgeAcademic 19P	Age of the learner is as at the 31 st August of the reported academic year.
Age or Age Group or Age Summary	Where apprenticeship starts / achievements are being reported, this shows the age of the apprentice at the start of the apprenticeship.
	Where participation is being reported, this shows the age of the learner as at the 31 st August of the reported academic year. Age categories (Under 19, 19-24, 25+)
	Where apprenticeship achievement rates are being reported, this shows the age at start of the programme. Age categories (16-18, 19-23, 24+)
Age Youth Adult or youth/adult	Where apprenticeship starts / achievements are being reported, this shows the age group of the apprentice at the start of the apprenticeship.
	Where participation is being reported, this shows the age of the learner as at the 31 st August of the reported academic year. Age categories (Under 19, 19+)
	Where apprenticeship achievement rates are being reported, this shows the age at start of the programme.(16-18, 19+)
Apps Level	Apprenticeship level (Intermediate, advanced, or higher). Or FE and Skills programmes Level (Entry ,1,2,3,4,5,6,7, High Level)
Apps Level 6Plus	Level of the apprenticeship Level 6 or Level 7.
Apps mandatory degree	Apprenticeship contains a mandatory degree element. This is based on the latest information available at the time of publication from the Institute for Apprenticeships and Technical Education.
Completers (when used in achievement rate calculations)	A count of completed programme aims
Delivery_Region	Geographical breakdown based on the delivery postcode
Delivery_PCON	
Delivery_LA	PCON = Parliamentary Constituency
Delivery_LAD	LA = Local Authority
Delivery_Devolved_Administration Delivery Region Code	LAD = Local Authority District Reference code assigned to the geographical breakdowns
Delivery_Region_Code Delivery_PCON_Code	based on delivery postcode
Delivery_LA_Code	,, , , ,
Delivery LAD Code	
Delivery_Devolved_Administration_Code	
Detailed Level or	Level of the apprenticeship (Level 2; 3; 4; 5; 6; 7).

Apps Level Detailed	
Ethnicity	Learners ethnicity (i.e. the self-declared ethnicity from which the Ethnicity group is derived).
Ethnicity major	The self-declared ethnicity group of the learner (Asian/Asian British; Black/African/Caribbean/Black British; Mixed/Multiple Ethnic Group; Not App/Known; Other Ethnic Group; White; Totals).
Flexi-Job	Information on apprenticeship learners taking part in the Flexi-Job initiative. See here for more information: Flexi-Job Apprenticeships - GOV.UK
Framework/Standard Name Or Framework/Standard Title	The name of the framework or standard. For standards, this is based on the latest information available at the time of publication from the Institute for Apprenticeships and Technical Education:
	https://www.instituteforapprenticeships.org/apprenticeshipstandards/
Framework/Standard Flag	Defines if the apprenticeship is a standard or framework.
Framework/Standard Code	Reference code assigned to a framework/standard, to be used in conjunction with the framework/standard flag.
Funding Type	Funding source of the apprenticeship (supported by ASA levy funds; Other; Totals).
Learner_Home_Region Learner_Home_PCON	Geographical breakdown based on the learner home postcode.
Learner_Home_LA	PCON = Parliamentary Constituency
Learner_Home_LAD	LA = Local Authority
Learner_Home_Devolved_Administration	LAD = Local Authority District
Learner_Home_Region_Code Learner_Home_PCON_Code	Reference code assigned to the geographical breakdowns based on learner home postcode
Learner_Home_LA_Code Learner Home LAD Code	
Learner_Home_Devolved_Administration_ Code	
Learner_Home_LEP_Code	
Level	Apprenticeship level (Intermediate, advanced, or higher).
Or App Level	Or FE and Skills programmes Level (Entry ,1,2,3,4,5,6,7, High Level)
Learner Participation Q1, Q2, Q3, Q4, or Full Year	Learner was in learning at any point during the indicated quarter or any point during the year (Full year)
Leave quarter	Academic year quarter in which a learner achieved their apprenticeship programme. Q1 = August-October, Q2 = November-January, Q3 = February-April, Q4 = May-July
Leavers (when used in achievement rate calculations)	The total volume of learners included. This is the denominator used in achievement rate calculation.
Length of Employment	Number of months that an apprentice was employed before commencing an apprenticeship. Banded 0-3mths, 4-6, 7-12, 12+ months
LLDD	Defines if the learner self declares that they are a learner with a learning difficulty and/or disability.
Participation	Learner was in learning at any point during the year
Pass rate	Pass rates are based on the individual aims that were successfully completed in the relevant year (the Hybrid End Year). They are calculated as the number of learning aims achieved divided by the number successfully completed.
Provider	Name of the provider
Provider Name	
Provider Type	Indicates the type of organisation

	General FE and Tertiary College
	Other Public Funded
	Private Sector Public Funded
	Schools
	Sixth Form College
	Specialist College
qtr1_learners	Learner was in learning at any point during the indicated
qtr2_learners	quarter or any point during the year (Full year)
qtr3 learners	
qtr4 learners	
Retention rate	Retention rates are based on the individual aims that were successfully completed in the relevant year (the Hybrid End Year). They are calculated as the number of learning aims completed divided by the number of leavers.
Route	The route that the apprenticeship standard is grouped within. This is based on the latest information available at the time of publication from the Institute for Apprenticeships and Technical Education: https://www.instituteforapprenticeships.org/apprenticeshipstandards/
Sex	Sex of the apprentice.
Start	A learner has begun an apprenticeship programme.
Start Month	Month in which a learner began an apprenticeship
	programme.
Start Quarter	Academic year quarter in which a learner began an apprenticeship programme. Q1 = August-October, Q2 = November-January, Q3 = February-April, Q4 = May-July
SSA Tier 1 or SSA1	Sector subject area (tier 1) of the apprenticeship standard or framework or learning aim being studied.
SSA Tier 1 Code	Reference code assigned to a Sector subject area (tier 1)
SSA Tier 2	The sector subject area (tier 2) of the apprenticeship standard or framework or learning aim being studied.
SSA Tier 2 Code	Reference code assigned to a Sector subject area (tier 2)
STEM	STEM includes those within the following sector subject tier 1 areas: Construction, Planning and the Built Environment, Engineering and Manufacturing Technologies, Information and Communication Technology, Science and Mathematics.
Snapshot	The Individualised Learner Record snapshot used to produce the data:
	SN04 covers Aug to Oct, as published in January
	SN06 covers Aug to Jan, as published in March
	SN10 covers Aug to Apr, as published in July
	SN14 covers the full finalised academic year, as published in November
ST Code	Reference code assigned by the Institute of
	Apprenticeships to an apprenticeship standard. This is
	based on the latest information available in the <u>Apprenticeship standard search</u> from the Institute for
	Apprenticeships and Technical Education:
UKPRN	The unique provider reference number as assigned when
or provider UKPRN	registered on UKRLP system.
<u>'</u>	<u> </u>

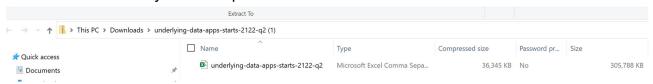
Annex B – quick guide to using the underlying files on Explore Education Statistics

Navigate to the 'Explore data and files' section of the release to find several useful underlying and supporting files for the data on the publication.

The underlying data files and metadata specification can be found under the 'All supporting files' sections. Once expanded you will see a list of all the files available for you to download and use.

Due to the size of some of these files follow these steps to download and access the data.

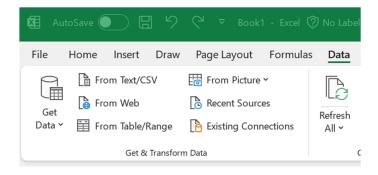
Click the data file link you wish to view; this will automatically start a download of the file through your internet browser. Once this step is complete, click the file, or open your downloads folder on your file explorer.



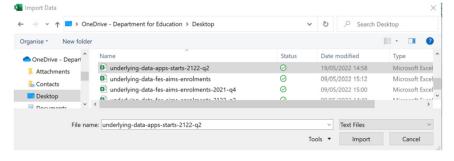
The data files will download as CSV files which you can create a connection to and build a pivot table for your analysis.

Save the file from the downloads folder into a suitable location of your choice.

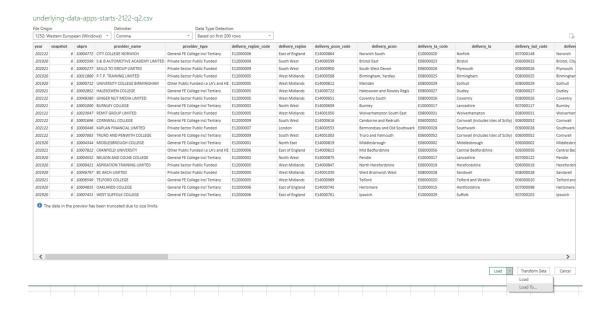
In excel on the 'Data' tab click the 'From Text/CSV' button in the top ribbon of excel.



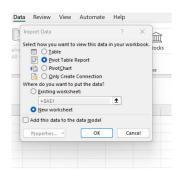
Navigate to the folder the underlying file is saved to and select the file to 'import'



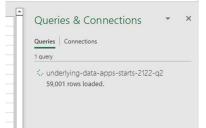
Select the option to 'Load to'



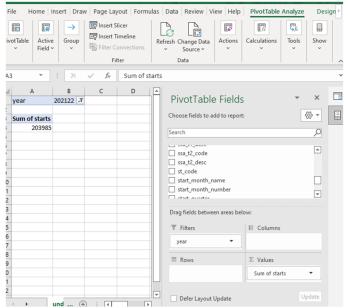
At the next stage it will open an 'import data' window.



Select 'PivotTable Report'. Whilst the data is loading you will see the queries and connections to the right side of the excel process the pivot table – bigger files can take a while.



Once this is complete the pivots tables will be ready for you to manipulate in whichever way is required.



Top tip! When creating a pivot table from a large dataset tick 'defer layout update' until you have finished building your pivot options.