Apprenticeships: November 2024 underlying data

Metadata specification

Description

This document describes the additional supporting files that accompany the 'Apprenticeships: November 2024' 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 Further education and skills statistics: methodology 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 - Notes for interpreting the underlying data for the public sector apprenticeship return dataset
Annex C – 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 - public sector target organisations
- Underlying data - apprenticeship vacancies
- Underlying data - starts arising from transferred commitments
- Apprenticeship Achievement Rates - By Provider with Provider Type
- Apprenticeship Achievement Rates - Redacted Providers
- 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-202324-q4.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) **delivery_la_code:** Learner local authority code (based on delivery postcode) **delivery_la:** Learner local authority description (based on delivery postcode) **delivery_lad_code:** Learner local authority district code (based on delivery postcode) **delivery_lad:** 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) **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)	National, region, local authority, local authority district, parliamentary constituency, English devolved administration	2018/19 (full year) 2019/20 (full year) 2020/21 (full year) 2021/22 (full year) 2022/23 (full year) 2023/24 (full year)

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_6p:** 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. **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_name:** Month in which the apprenticeship programme started **length_of_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. **See here for more information :** Flexi-Job Apprenticeships - GOV.UK (www.gov.uk)		

Underlying data - apprenticeship achievements *app-underlying-data-achievements-202324-q4.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) **delivery_la_code:** Learner local authority code (based on delivery postcode) **delivery_la:** Learner local authority description (based on delivery postcode) **delivery_lad_code:** Learner local authority district code (based on delivery postcode) **delivery_lad:** 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) **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)	National, region, local authority, local authority district, parliamentary constituency, English devolved administration	2018/19 (full year) 2019/20 (full year) 2020/21 (full year) 2021/22 (full year) 2022/23 (full year) 2023/24 (full year)

age_summary: Age group (Under 19, 19-24, 25+) **age_youth_adult:** Age group (Under 19, 19+) **apps_level_6p:** 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. **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_name:** Academic month in which the apprenticeship programme was achieved **leave_quarter** Academic quarter in which the apprenticeship was achieved **length_of_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. **See here for more information :** Flexi-Job Apprenticeships - GOV.UK (www.gov.uk)		

Underlying data - apprenticeship participation *app-underlying-data-participation-202324-q4.csv* **year:** Academic year **snapshot:** Snapshot **ukprn:** Provider UKPRN **provider_name:** Provider name **provider_type:** Provider type **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) **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+) **participation:** Number of participation learners	National, region, local authority, local authority district, parliamentary constituency, English devolved administration	2018/19 (full year) 2019/20 (full year) 2020/21 (full year) 2021/22 (full year) 2022/23 (full year) 2023/24 (full year)

Underlying data - apprenticeship demographics *app-underlying-data-demographics-202324-q4.csv* *This csv is rounded and contains pre-calculated totals. Please be aware when using this tool to derive further breakdowns.* **year:** Academic year **snapshot:** Snapshot **learner_home_lad:** Learner local authority district description (based on home postcode) **apps_level:** Apprenticeship level **age_summary:** Age group (Under 19, 19-24, 25+) **sex:** Sex (self declared) **lldd:** LLDD status of learner (self declared) **ethnicity_major:** Ethnicity group of learner (self declared) **starts:** Number of apprenticeship starts **achievements:** Number of apprenticeship achievements	National, local authority district	2018/19 (full year) 2019/20 (full year) 2020/21 (full year) 2021/22 (full year) 2022/23 (full year) 2023/24 (full year)

Underlying data - apprenticeship monthly starts *app-underlying-data-monthly-starts-202324-nov.csv* This is based on the SN14 Individualised Learner Record data return and contains finalised full year data from the 2014/15 to 2023/24 academic year. **year:** Academic year **snapshot:** Snapshot **start_month_name:** Month in which the apprenticeship programme started **start_month_number:** Month number in academic year in which the apprenticeship programme started **age summary:** Age group (Under 19, 19-24, 25+) **apps_level:** Apprenticeship level **apps_level_detailed:** Detailed apprenticeship level **std_fwk_flag:** Whether the apprenticeship is a standard of framework **ssa_tier_1:** Sector subject area Tier 1 description **ssa_tier_2:** Sector subject area Tier 2 description **st_code:** Standard code **std_fwk_name:** Standard or framework name **apps_mandatory_degree:** Whether the apprenticeship has a mandatory degree component **funding_type:** Flag showing whether the apprenticeship is funded by ASA levy funds **starts:** Number of apprenticeship starts	National	2014/15 (full year) 2015/16 (full year) 2016/17 (full year) 2017/18 (full year) 2018/19 (full year) 2019/20 (full year) 2020/21 (full year) 2021/22 (full year) 2022/23 (full year) 2023/24 (full year)

Underlying data – public sector apprenticeships *underlying-app-pubsec-organisations-2024.csv* This dataset contains a final, full version of the data returns made by individual organisations. Included are employee headcount and apprentice numbers in the 23-24 reporting period. **time_period:** Reporting year (financial year - 1 April 2023 to 31 March 2024) **sub_sector:** Sub-sector to which the organisation belongs - see notes in Annex B **organisation_name:** Name of organisation as submitted in the public sector return for the 23-24 reporting period **included_in_year**: Flag to identify the returns included in national and sub-sector averages - see notes in Annex B **emp_prior:** Number of employees on 31 March 2023, immediately before the reporting period **app_prior:** Number of apprentices employed on 31 March 2023, immediately before the reporting period **pct_app_prior:** Percentage of employees who were apprentices on 31 March 2023, immediately before the reporting period **emp_new:** Number of employees whose employment began between 1 April 2023 and 31 March 2024**app_new:** Number of apprentices whose apprenticeship agreements began between 1 April 2023 and 31 March 2024 - see notes in Annex B **pct_app_new:** New apprentices as a proportion of new employees between 1 April 2023 and 31 March 2024 **emp_end:** Number of employees on 31 March 2024, at the end of the reporting period **app_end:** Number of apprentices employed on 31 March 2024, at the end of the reporting period **pct_app_end:** Percentage of employees who were apprentices on 31 March 2024, at the end of the reporting period **pct_start_inyr:** Percentage of employees who started an apprenticeship within the reporting period (100*app_new/emp_prior) rounded to one decimal place	National	2023-24 (full financial year)

Underlying data – apprenticeship vacancies *app-underlying-data-vacancies-2024-nov.csv* This dataset comprises content supplied by recruiters and published by the ESFA, as advertisements for Apprenticeship vacancies in England, on the digital service Find An Apprenticeship. https://www.gov.uk/apply-apprenticeship The service is operated by DfE as a recruitment platform, free at point of use. It enables: • Employers to publicise Apprenticeship vacancies; • Candidates to apply for vacancies, and; • 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 ESFA 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	National	Aug 2022 onwards

vacancy/vacancies listed. **expected_start_date (Standard field)** 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).		

Underlying data - starts arising from transferred commitments *app-underlying-data-service-transfers-202324-q4.csv* *This file is as published in November 2024 and includes transferred commitments reported on the Apprenticeship service as of 22 October2024. The corresponding apprenticeship starts are based on the 2023/24 SN14 Individualised Learner Record return.* **time_identifier:** Time unit shown (i.e. academic or calendar year) **time_period:** Academic year **country_code:** Country code **country_name:** Country name **region_code:** Learner region code (based on home postcode) **region_name:** Learner region description (based on home postcode) **lad_code:** Learner local authority district code (based on home postcode) **lad_name:** Learner local authority district description (based on home postcode) **age_summary:** Age group (Under 19, 19-24, 25+) **apps_level:** Apprenticeship level **ssa_tier_1:** Sector subject area Tier 1 description **latest_levy_status:** latest known levy status of apprenticeship service account holding organisation **ltm_transfer:** Transfer from the Levy Transfer Matching service **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.*	National, Region, Local authority district	2018/19 (full year) 2019/20 (full year) 2020/21 (full year) 2021/22 (full year) 2022/23 (full year) 2023/24 (full year)

Apprenticeship Achievement Rates - By Provider with Provider Type apps_narts_provider_level_fwk_std_with_provider type.csv *This file contains 2021/22 and 2022/23 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 completers **achievers:** 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)

Apprenticeship Achievement Rates - Redacted Providers 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 **provider_name:** Provider name **ssa1:** Sector subject area Tier 1 description **level:** Apprenticeship level **std_fwk_name_stcode:** Standard or framework name and reference code **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 completers **achievers:** 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)

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 **total_starts_202324:** Apprenticeship starts within the 2023/24 academic year **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 **percentage_of_total_starts_doing_english_and_or_maths_202324:** Percentage of apprenticeship starts who are also enrolled on English and or maths, within the 2023/24 academic year **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*	National	2023/24 full academic year (for starts) 2022/23 hybrid end year (for achievement rates)

Annex A – Field Listing

A full list of the fields used in the underlying data 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 31st 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 31st 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	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 31st 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 6P	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 Delivery_PCON Delivery_LA Delivery_LAD Delivery_Devolved_Administration	Geographical breakdown based on the delivery postcode PCON = Parliamentary Constituency LA = Local Authority LAD = Local Authority District

Delivery_Region_Code Delivery_PCON_Code Delivery_LA_Code Delivery_LAD_Code Delivery_Devolved_Administration_Code	Reference code assigned to the geographical breakdowns based on delivery postcode
Detailed Level or Apps Level Detailed	Level of the apprenticeship (Level 2; 3; 4; 5; 6; 7).
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/apprenticeship-standards/
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.
Learner_Home_Region Learner_Home_PCON Learner_Home_LA Learner_Home_LAD Learner_Home_Devolved_Administration	Geographical breakdown based on the learner home postcode. PCON = Parliamentary Constituency LA = Local Authority LAD = Local Authority District
Learner_Home_Region_Code Learner_Home_PCON_Code Learner_Home_LA_Code Learner_Home_LAD_Code Learner_Home_Devolved_Administration_Code Learner_Home_LEP_Code	Reference code assigned to the geographical breakdowns based on learner home postcode
Funding Type	Funding source of the apprenticeship (supported by ASA levy funds; Other; Totals).
Level Or App Level	Apprenticeship level (Intermediate, advanced, or higher). 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-Oct, 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 Provider Name	Name of the provider
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 qtr2_learners qtr3_learners qtr4_learners	Learner was in learning at any point during the indicated quarter or any point during the year (Full year)
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/apprenticeship-standards/
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-Jan, Q2 = November-January, Q3 = February-April, Q4 = May-July
SSA Tier 1	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 Ap, 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 at the time of publication from the Institute for Apprenticeships and Technical Education: https://www.instituteforapprenticeships.org/apprenticeship-standards/
UKPRN	The unique provider reference number as assigned when registered on UKRLP system.

Annex B – Notes for interpreting the underlying data for the public sector apprenticeship return dataset

1. Sub sector is allocated based on a mapping of Apprenticeship Service account (ASA) names to public sector bodies.

2. Staff in schools maintained by a Local Authority are included within the total figures for the Local Authority. Local Authorities were also able to provide separate figures for staff in schools. There are three rows of data for the Local Authorities that supplied separate figures – one covering maintained schools only, one excluding maintained schools and a total for all staff.

3. New apprentices include employees who were already working for the body before beginning their apprenticeship, as well as new apprentice hires.

4. Several bodies have not been included in national and sub-sector average. Possible reasons for exclusion are listed below: i) they had fewer than 250 employees at the start of the reporting period and are therefore out of scope for the collection in that period ii) they have not been identified as a public sector body through internal mapping of Apprenticeship Service Accounts. iii) the total number of apprentices declared at the start or end of the reporting period is greater than or equal to the overall reported headcount for the same period.

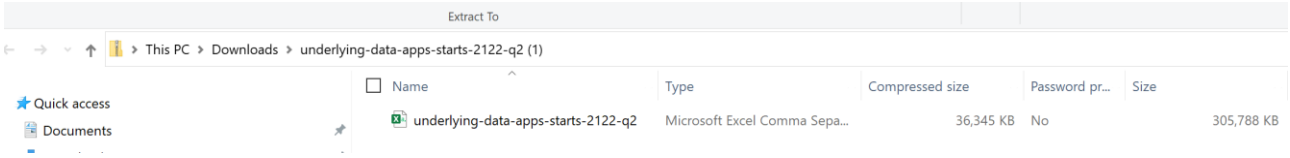
Annex C – quick guide to using the underlying files on EES (EXPLORE EDUCATION STATISTICS)

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 meta data information 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.

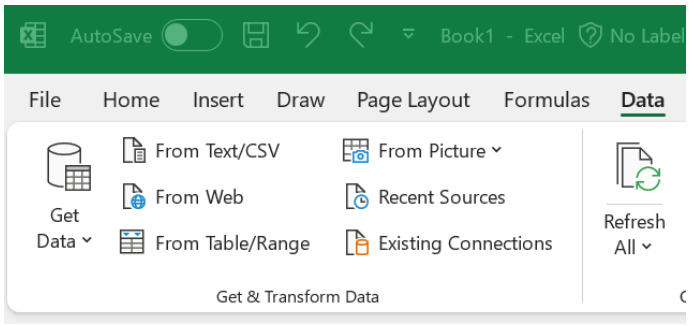
Click the data file link you wish to view; this will automatically start a download of the file through your internet browser. Once this step is complete, click the file, or open your downloads folder on your file explorer.



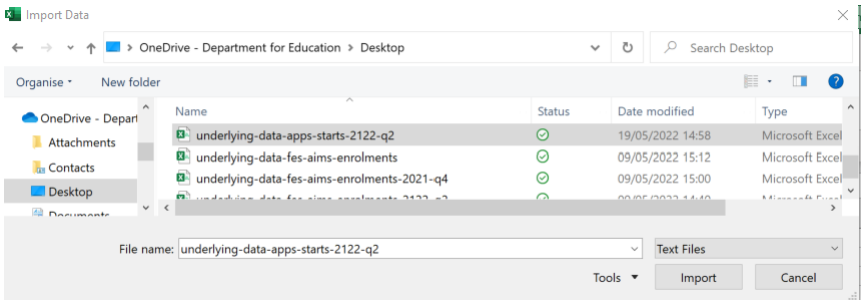
The data files will download as CSV files which you can create a connection to and build a pivot table for your analysis.

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

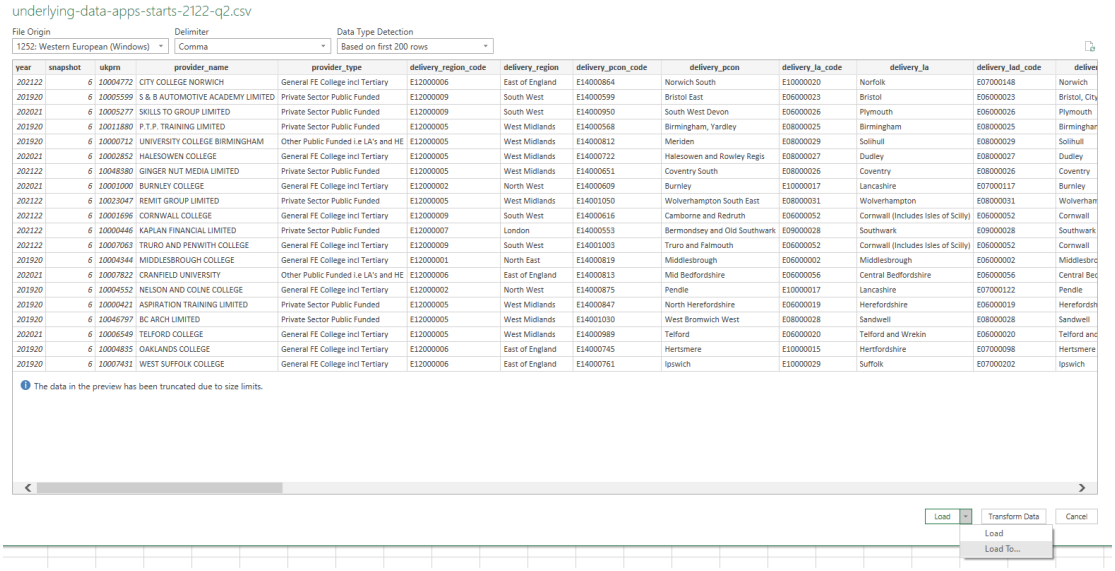
In excel on the ‘Data’ tab click the ‘From Text/CSV’ button in the top ribbon of excel.



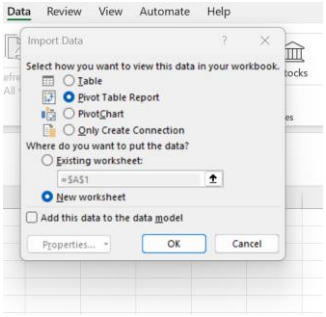
Navigate to the folder the underlying file is saved to and select the file to ‘import’



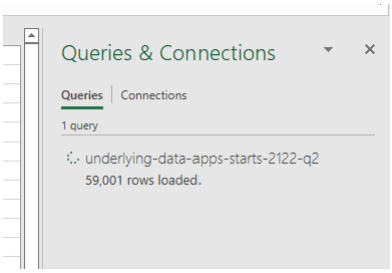
Select the option to ‘Load to’



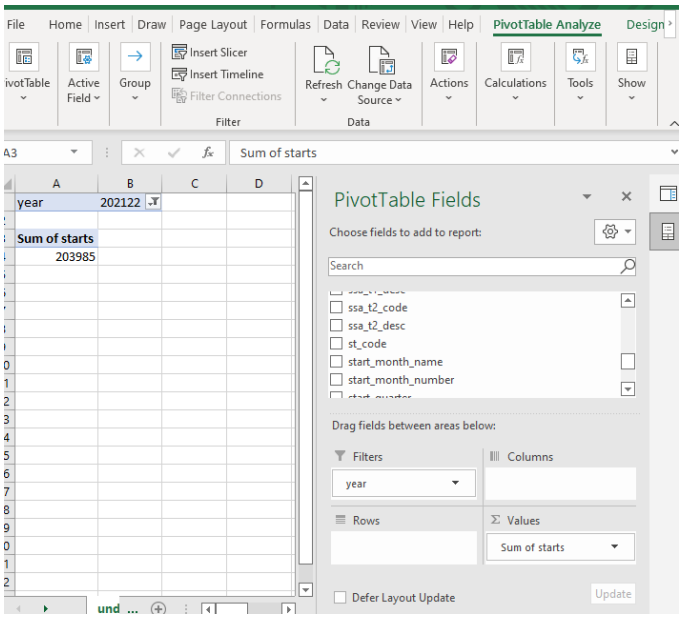
At the next stage it will open an ‘import data’ window.



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.