Apprenticeships: November 2022 underlying data

Metadata specification

Description

This document describes the data included in the 'Apprenticeships and traineeships: November 2022' National Statistics release's underlying data files. 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.

File format

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

File and description	Geographic levels	Time period
Underlying data - apprenticeship starts *underlying-data-apps-starts-202122-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) **learnerhome_la_code:** Learner local authority code (based on home postcode) **learnerhome_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)

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_t1_code: Sector subject area Tier 1 code
ssa_t1_desc: Sector subject area Tier 1 description
ssa_t2_code: Sector subject area Tier 2 code
ssa_t2_desc: 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_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

Underlying data - apprenticeship achievements *underlying-data-apps-achievements-202122-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) **learnerhome_la_code:** Learner local authority code (based on home postcode) **learnerhome_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)

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_t1_code: Sector subject area Tier 1 code
ssa_t1_desc: Sector subject area Tier 1 description
ssa_t2_code: Sector subject area Tier 2 code
ssa_t2_desc: 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_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

Underlying data - apprenticeship participation		
underlying-data-apps-participation-202122-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)		
learnerhome_la_code: Learner local authority code (based on home postcode)	National, region, local authority, local authority district, parliamentary constituency, English devolved administration	2018/19 (full year)
learnerhome_la: Learner local authority description (based on home postcode)		
learner_home_lad_code: Learner local authority district code (based on home postcode)		2019/20 (full year)
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)		2020/21 (full year)
learner_home_devolved_administration: Learner English devolved area description (based on home postcode)		2021/22 (full year)
age_summary: Age group (Under 19, 19-24, 25+)		
age_youth_adult: Age group (Under 19, 19+)		
length_of_employment: Length of employment at the point at which the apprenticeship was started		
Q1_Aug-Oct_learners: Participating learners between August and October		
Q1-Q2_Aug-Jan_learners: Participating learners between August and January		
Q1-Q3_Aug-Apr_learners: Participating learners between August and April		
Q1-Q4_Aug-Jul_learners: Participating learners between August and July (full year)		

Underlying data - apprenticeship demographics *underlying-data-apps-demographics-202122-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 **apps_level:** Apprenticeship level **age_group:** Age group (Under 19, 19-24, 25+) **sex:** Sex (self declared) **lldd:** LLDD status of learner (self declared) **ethnicity_group:** Ethnicity group of learner (self declared) **learner_home_lad:** Learner local authority district description (based on home postcode) **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)

Underlying data - apprenticeship monthly starts *underlying-data-apps-monthly-starts-202122-nov.csv* This is based on the SN14 Individualised Learner Record data return and contains finalised full year data from the 2014/15 to 2021/22 academic year. **year:** Academic year **snapshot:** Snapshot **framework_standard_flag:** Whether the apprenticeship is a standard of framework **start_month_name:** Month in which the apprenticeship programme started **start_month_number:** Month number in academic year in which the apprenticeship programme started **level:** Apprenticeship level **detailed_level:** Detailed apprenticeship level **ssa_t1_desc:** Sector subject area Tier 1 description **ssa_t2_desc:** Sector subject area Tier 2 description **framework_standard_name:** Standard or framework name **st_code:** Standard code **age:** Age group (Under 19, 19-24, 25+) **degree_apprenticeship:** 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)

Underlying data –public sector target organisations *underlying-app-pubsec-organisations-2022.csv* This dataset contains the data returns made by individual organisations, reporting against the public sector apprenticeship target for each of the four years of the initial target (2017-18, 2018-19, 2019-20 and 2020-2021) and for the single-year target in 2021-22. Included are employee headcounts and apprentice numbers in each year as well cumulative figures across the whole target period. **time_period:** Reporting year (financial year - 1 April to 31 March) **sub_sector:** Sub-sector to which the organisation belongs - see notes in Annex B **reference_id**: Four-digit reference number to allow linking of returns in this data file across reporting periods – only applicable in this file **organisation_name:** Name of organisation as submitted in the public sector return for the reporting period in question **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 the 31 March immediately before the reporting period **app_prior:** Number of apprentices employed on 31 March immediately before the reporting period **pct_app_prior:** Percentage of employees who were apprentices on 31 March immediately before the reporting period **emp_new:** Number of employees whose employment began during the reporting period **app_new:** Number of apprentices whose apprenticeship agreements began during the reporting period - see notes in Annex B **pct_app_new:** Percentage of new employees during the reporting who were apprentices **emp_end:** Number of employees on the 31 March at the end of the reporting period **app_end:** Number of apprentices employed on 31 March at the end of the reporting period **pct_app_end:** Percentage of employees who were apprentices on 31 March at the end of the reporting period **pct_target_inyr:** Percentage of employees who started an apprenticeship within the single year reporting period **emp_prior_cumulative**: Aggregate number of employees across initial target period (4-year period 17/18 to 20/21) - see notes in Annex B **app_new_cumulative:** Aggregate number of apprentices starting their apprenticeship across initial target period (4-year period 17/18 to 20/21) - see notes in Annex B **pct_target_cumulative:** Average percentage of employees who started an apprenticeship across initial target period when in scope 4-year period 17/18 to 20/21) - see notes in Annex B	National	2017-18 (full year) 2018-19 (full year) 2019-20 (full year) 2020-21 (full year) 2021-22 (full year)

Underlying data – apprenticeship vacancies
 	
underlying-data-app-vacancies-2022-nov
 	
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.
 	
ApplicationClosingDate (Standard field)
    The latest date on which applications can be submitted for the vacancy/vacancies listed.
 	
Apprenticeship Type (Standard field)
    May be any of the following:
        Advanced Level Apprenticeship
        Degree Level Apprenticeship
        Higher Level Apprenticeship
        Intermediate Level Apprenticeship
 	
CurrentStatus (Standard field)
    Vacancy post status at the time of data extraction (e.g. Live,Deleted,Closed,Complete)
 	
DatePosted (Standard field)
    The date of publishing the vacancy/vacancies.
 	
EducationLevel (Standard field)
    The education level of the apprenticeship qualification.
 	
EmployerFullName (Free Text field)
    The full name of the employer offering the vacancy/vacancies.
 	
ExpectedDuration (Free Text field)?
    Estimated duration between start and completion of the apprenticeship.
 	
ExpectedStartDate (Standard field)
The date on which a successful applicant should expect to start their apprenticeship.
	National	Aug 2018 to Oct 2022

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

HoursPerWeek (Free Text field)
Summary of expected hours to be worked in a 5-day week.

NumberOfPositions (Standard field)
A count of the number of individuals the employer wishes to recruit.

ProviderFullName (Free Text field)
The full name of the organisation that will provide off-the-job training.

QualificationsRequired (Free Text field)
The minimum formal qualifications the employer requires applicants to achieve before they start the apprenticeship.

SectorName (Standard field)
Used to segment Apprenticeships according to economic sector.

SkillsRequired (Free Text field)
The employer's summary of desirable soft and technical skills that would be advantageous to an applicant.

SourceDb (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).

Trainingtype (Standard field)
Identifies whether vacancy learning element is based on apprenticeship standard or framework.

VacancyDescription (Free Text field)
A summary of the apprenticeship content and working environment.

VacancyPostcode (Standard field)
The postcode of the workplace location where the apprenticeship is based.

VacancyReferenceNumber (Standard field)
System Alphanumerical 12-digit UID for each advertisement.

VacancyTitle (Free Text field)
The employer's chosen descriptor for the vacancy/vacancies advertised.

Vacancy Town (Standard field)
Town of the apprenticeship workplace location.

Wage (Free Text field)
The value in £ to be paid by the employer per wage unit worked.

WageType (Standard field)
Choice of:
    Apprenticeship Minimum Wage;

Competitive salary; Custom Wage; Custom Wage Range; National Minimum Wage; To be agreed upon appointment **WageUnitDesc (Standard field)** Choice of: Annually; Weekly; Monthly		12

Underlying data - starts arising from transferred commitments *underlying-data-apps-transfers-202122-nov.csv* *This file is as published in November 2022 and includes transferred commitments reported on the Apprenticeship service as of 25 October 2022 and the corresponding apprenticeship starts based on the 2021/22 SN14 Individualised Learner Record return.* **time_identifier:** Time unit shown (i.e. academic or calendar year) **time_period:** Academic year **country_code:** Country **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_t1_desc:** 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	2017/18 (full year) 2018/19 (full year) 2019/20 (full year) 2020/21 (full year) 2021/22 (full year)

Annex A – Field Listing

A full list of the fields used in the underlying data files is given below:

Variable name	Variable description
Achievement	A qualification or apprenticeship has successfully been gained.
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+)
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+)
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 Level Degree or Degree Apprenticeship	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.
Delivery_Region Delivery_PCON Delivery_LA Delivery_LAD Delivery_English_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_English_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 Group	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).
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_English_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_English_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).
Sex	Sex of the apprentice.
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
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
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	Learner was in learning at any point during the indicated quarter or any point during the year (Full year)

qtr3_learners qtr4_learners	
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/
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 T1	Sector subject area (tier 1) of the apprenticeship standard or framework or learning aim being studied.
SSA T1 Code	Reference code assigned to a Sector subject area (tier 1)
SSA T2	The sector subject area (tier 2) of the apprenticeship standard or framework or learning aim being studied.
SSA T2 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 target return

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 figures for the Local Authority.

3. State-funded schools not maintained by a Local Authority (e.g. academies and academy trusts) are in scope for the target from 2018-19 and are included in the 'Schools' sub-sector. A small number of academy trusts made a return in 2017-18 and have been included in the 'Other' sub-sector category for 2017-18.

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

5. 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 target in that period ii) they are part of the Civil Service and have already been included as part of the wider Cabinet Office return for the whole Civil Service (to avoid double counting). iii) they have not been identified as a public sector body through internal mapping of Apprenticeship Service Accounts. iv) 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.

6. Only figures that have been included in national and sub-sector averages during the initial 4-year target period have been used in 'cumulative' calculations. Organisations with no results included in national aggregates in any year will show as "z" for 'cumulative' fields. All cumulative fields for the 2021-22 reporting period will show as "z" as not applicable to the original 4-year target. Where an organisation sent only a partial return, "w" has been used to show fields not completed.