Apprentice Destination and Progression

Relevant to AY 2024/25

Definition

The destination of the learner when they have completed or withdrawn from the activities on their original learning agreement or plan.

Recording apprenticeship outcomes and completions

Recording learning outcomes

In the scenario where an apprentice undertakes an aim as part of the apprenticeship programme, finishes their learning for the aim, then takes the assessment (if required for the aim) and fails, then this aim should be closed, it's outcome must be recorded as **not achieved**.

Recording apprenticeship standard completions

When the training period for the apprenticeship standard is complete, but the end point assessment period is incomplete, the Outcome must be recorded as code 8 'Learning activities are complete but the outcome is not yet known'. Where the Outcome is recorded as code '8', the learning actual end date must also be recorded, as all learning activities have taken place.

When the end point assessment period for the apprenticeship standard is complete, the Outcome field must be updated accordingly. If the apprenticeship standard has resulted in a failure at the end point assessment, the Outcome on the programme aim must be recorded as code 3 'No achievement'. If the apprenticeship standard is successfully achieved following the end point assessment, the Outcome on the programme aim must be recorded as code 1 'Achieved'.

In order to be recorded as 'Completed' (Completion status code 2), both the training and end point assessment activities for the programme must be completed. An end point assessment that has resulted in a failed outcome can be classed as complete as long as the learner reaches the end of the end point assessment period, rather than withdrawing. If either of these have not been completed, then the programme aim cannot be recorded with Completion status code 2.

Learning Outcome Reasons/Codes

CODE	LEARNING OUTCOME
1	Achieved
2	Partial Achievement
3	No Achievement
8	Learning Activities are complete but the outcome is not yet known

Completion Reasons/Codes

CODE	COMPLETION STATUS
1	The learner is continuing or intending to continue the learning activities leading to the learning aim
2	The learner has completed the learning activities leading to the learning aim
3	The learner has withdrawn from the learning activities leading to the learning aim
6	Learner has temporarily withdrawn from the aim due to an agreed break in learning

Destination Information/Codes

CODE	DESTINATION
EDU	Education
EMP	In Paid Employment
GAP	Gap Year
NPE	Not in Paid Employment
OTH	Other
SDE	Social Destination (High needs students only)
VOL	Voluntary Work

Withdrawal Reasons/Codes

CODE	REASON/DEFINITION
2	Learner has transferred to another provider
3	Learner injury / illness
7	Learner has transferred between providers due to intervention by or with the written agreement of the ESFA
28	OLASS learner withdrawn due to circumstances outside the providers' control
29	Learner has been made redundant
40	Learner has transferred to a new learning aim with the same provider
41	Learner has transferred to another provider to undertake learning that meets a specific government strategy
42	Academic failure/left in bad standing/not permitted to progress - HE learning aims only
43	Financial reasons
44	Other personal reasons
45	Written off after lapse of time - HE learning aims only
46	Exclusion
47	Learner has transferred to another provider due to merger
48	Industry placement learner has withdrawn due to circumstances outside the providers' control
97	Other
98	Reason not known