

# 10 step installation guide

ADI software version R08



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## Data protection and confidence in ADI software is our priority

**Once downloaded, the ADI software works on your local machine. It displays Individualised Learner Data (ILR) data imported from your Funding Information Service (FIS) and Qualification Achievement Rate (QAR) file. So, none of your data is accessible to anyone else nor sent elsewhere.**

**Also, ADI software has been code signed and certificated, which means you can be confident that the code comes from us and has not been altered nor corrupted since it was signed.**



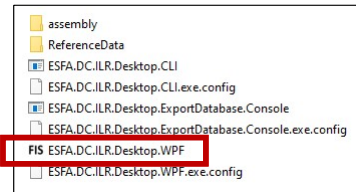
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## Step 1

Download the latest version of the FIS (Funding Information Service) tool from here: <https://submit-learner-data.service.gov.uk/publicdownloads/Desktop>

## Step 2

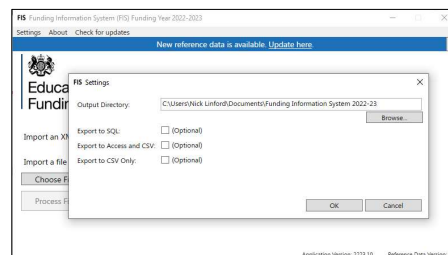
Extract the FIS files, and then double-click this file to instal and open the DfE's FIS tool



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## Step 3

Go to 'Settings' in FIS and in the Output Directory you can browse for where you want the FIS file to be downloaded to. Then select either the 'Export to SQL' or 'Export to Access' option. ADI displays the same information regardless of file type.



If you are not familiar with SQL then use the 'Export to Access' option.

## Step 4

Import and process your XML ILR file in FIS by using the 'Choose File' button and then the 'Process File' button



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## Step 5

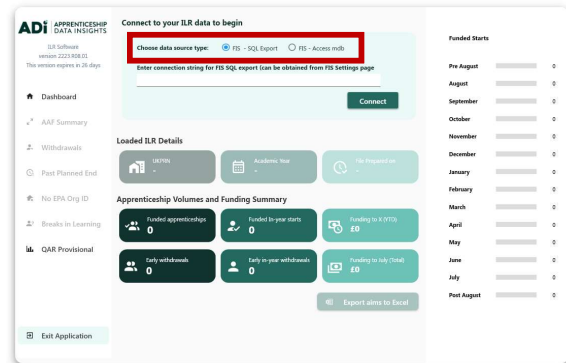
Download the ADI software from here:  
<https://apprenticeshipdata.co.uk/software/>

Extract the ADI software from the zipped folder and double-click on the ADI icon to open the software.



## Step 6

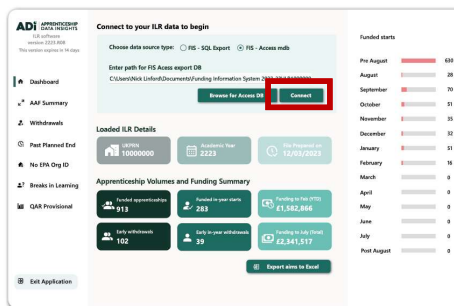
Choose data source (either your SQL or Access FIS file).



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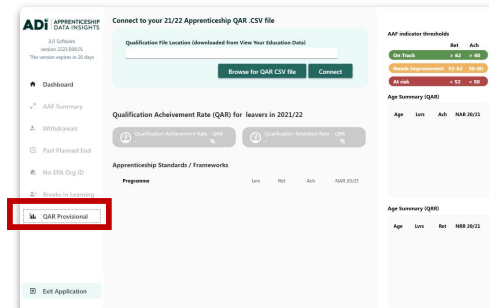
## Step 7

Click on the 'connect' button and the ADI software will populate with data from you FIS file.



## Step 8

To view provisional QAR data in the ADI software you need to click on the 'QAR provisional' menu item.



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## Step 9

If your organisation has granted you online permission, download your provisional QAR CSV file from the DfE's View Your Education Data portal <https://viewyourdata.education.gov.uk/>

QAR 2122 downloads files	Published date
<a href="#">QAR-10000000-2122-InYear_R10-V1.zip</a>	19 Jul 2022
<b><a href="#">QAR-10000000-2122-Provisional_R14-V1.zip</a></b>	12 Jan 2023
<a href="#">QAR-10000000-2122-InYear_R12-V1.zip</a>	06 Sep 2022

If your organisation has not granted you permission, you will need to request it from your DfE IDAMs account here <https://logon.fast.org.uk/>



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## Step 10

In the ADI software, browse and connect to your provisional QAR CSV file for APPS

**Important: you must extract the files from the provisional QAR zipped folder**

ADI APPRENTICESHIP DATA INSIGHTS

Connect to your 21/22 Apprenticeship QAR .CSV file

Qualification File Location (downloaded from View Your Education Data)

**Browse for QAR CSV file** **Connect**

AAI Indicator thresholds

On Track **97.1%** **95.0%**

Needs Improvement **2.9%** **5.0%**

At Risk **0.0%** **0.0%**

Age Summary (QAR)

Age Lev Ret Atr NMR 2021

Age Summary (QAR)

Age Lev Ret NMR 2022

Qualification Achievement Rate (QAR) for leavers in 2021/22

Apprenticeship Standards / Frameworks

Programme Lev Ret Atr NMR 2021

10000000\_2122\_QAR\_Provisional\_R14-APPS\_Combined

10000000\_2122\_QAR\_Provisional\_R14-ET\_Combined

10000000\_2122\_QAR\_Provisional\_R14-Train\_Combined



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# ADI software is now displaying all data

**Qualification Achievement Rate (QAR) for 689 leavers in 2021/22**

Qualification Retention Rate - QRR: Needs improvement 51.2% | Qualification Achievement Rate - QAR: At risk 49.1%

Programme	Ltrs	Ret	Ach	NAR 20/21
Supporting Teaching and Learning in Schools Framework (SCS) - Level 3	12	64.2	61.1	74.9
Assistant Accountant Standard (AS) - Level 3	23	55.1	31.6	36
Cooks Chef Standard (CS) - Level 2	18	47.2	44	43.2
Team Leader or Supervisor Standard (TS) - Level 3	44	52.7	49.1	50
Infrastructure Technician Standard (IT) - Level 3	7	66.7	59.4	60.1
Lead Adult Care Worker Standard (LACW) - Level 2	27	32.4	43.3	50.1
Hair Professional Standard (HP) - Level 2	14	53	43.6	44

**Loaded ILR Details**

USP/PS: 10000000 | Academic Year: 2223 | IRB Prepared on: 12/03/2023

- Withdrawal Rate: On Track 9.19%
- Past Planned End: On Track
- No EPA Org ID: At risk
- Breaks in Learning: On Track
- Off-the-job training (records zero or where below min): On Track 0
- Retention Rate (RR): Needs Improvement 51.2%
- Achievement Rate: At risk 49.1%

**Funded starts**

Pre August	630
August	28
September	70
October	51
November	35
December	32
January	51
February	16
March	0
April	0
May	0
June	0
July	0
Post August	0

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ADI software is produced by Lsect, company number 07423341  
 Questions and comments can be emailed to [mark.emerson@apprenticeshipdata.co.uk](mailto:mark.emerson@apprenticeshipdata.co.uk)

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