

Recording Apprenticeships & Training

Apprenticeships metrics

For each apprenticeship, the recording organisation can claim:

1. When you create the apprenticeship opportunity in the first place – IM26
2. Each week of apprenticeship completed – IM28
3. When the full apprenticeship is completed, and the learner has attained their qualification – IM27

IM26	Number of apprenticeship opportunities (Level 2, 3, and 4+) created	No. of Opportunities	Output only
IM27	Number of apprenticeship opportunities (Level 2, 3, and 4+) completed	No. of Completions	Output only
IM28	Number of apprenticeship weeks completed	No. of Weeks	£743.04

Note:

- The total number of apprenticeship weeks under IM28 are typically claimed at the end of each month or quarter
- Monetisation is only through IM28
- List of qualification levels <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>



T-Level Metrics

For each T-Level placement, the recording organisation can claim:

- 1. When you create the T-Level opportunity – IM142
- 2. Each week of T-Level placement completed – IM144
- 3. When the learner has completed their T-Level Placement – IM143

IM142	Number of T-Level opportunities created	No. of Opportunities	Output only
IM143	Number of T-Level opportunities completed	No. of Opportunities	Output only
IM144	Number of T-Level weeks completed	No. of Hours	£248.85

Note:

- Monetisation is only through IM144



Formal training metrics

The same principle applies when capturing social value from Formal Qualifications (IM29, IM30, IM31).

For each qualification opportunity, you would claim:

1. When the training opportunity is created – IM29
2. For each hour of training completed – IM31
3. When the qualification is completed – IM30

Practical example:

One employee completes a Level 3 qualifying “Project Management” training.
The course lasts 5 days (40 hours).

The social value is captured as follows:

- Under IM29: 1 (qualification opportunity created)
- Under IM30: 1 (qualification completed)
- Under IM31: £294 calculated as follows:
 $(\# \text{ of employees} = 1) \times (\# \text{ hours} = 40) \times (\text{proxy value} = £7.11) = £284.40$

IM29	Number of training opportunities (Level 2, 3, and 4+) created	No. of Opportunities	Output only
IM30	Number of training opportunities (Level 2, 3, and 4+) completed	No. of Opportunities	Output only
IM31	Number of training hours completed on formal training opportunities	No. of Hours	£7.11

Note:

- Monetisation is only through IM31
- List of qualification levels <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>



Informal training metrics

There are other metrics in the IES that capture ‘informal’ training. These are listed below.

IM34	Number of hours of mentoring received by mentee/s	No. of Hours	£39.83
IM35	Number of hours of mock interviews, CV writing support, and career advice received by beneficiaries.	No. of Hours	£39.83
IM36A	Number of hours support received by beneficiaries to promote community engagement in employment and skills opportunities in high-growth sectors	No. of Hours	£39.83
IM37A	Number of hours of in-work career progression development (CPD training) received by beneficiaries, focusing on known skills shortages or high-growth areas.	No of Hours	£39.83
IM38	Number of hours of health, safety and wellbeing training received by beneficiaries – such as employee inductions, tool-box talks.	No of Hours	£39.83
IM39	Number of hours of informal learning interventions received not listed elsewhere	No. of Hours	Output only

Note:

•These metrics can also ‘roll’ up to provide a total informal training record against IM33 Total number of learning intervention hours received by beneficiaries
IM3, IM4 and IM5 are similar training metrics under Covid 19 theme, they are mentioned here for completeness but are rarely used now



Informal training metrics

Important things to note when using “Informal” Training metrics:

- The hours claimed should be the total number of training hours RECEIVED by the beneficiary

i.e. if 5 beneficiaries received a 2-hour CPD course then a total of 10 hours would be claimed (5 people x 2 hours = 10).

- To maintain effective learning, a maximum trainer-to-participant ratio of 1:20 applies. If exceeded, the recorded hours are adjusted accordingly.

Practical example:

Example Calculation:

1) A 4-hour session with 30 participants and 1 trainer exceeds the 1:20 ratio. Only 20 participants are counted, resulting in 80 people-hours (20 × 4).

2) A 4-hour session with 36 participants and 2 trainers meets the 1:20 ratio. The full 144 people-hours are recorded (36 × 4).

IM32	Number of weeks of work experience (WEX) placements completed	No. of Weeks	£541.11
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The final training metric in the IES is IM32, to capture work experience or work placements. This metric records the number of WEEKS.

