|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | |  | | --- | |  | | Report request form | |  | |

# what style of report are you requesting?

|  |  |
| --- | --- |
|  | Standard Excel export. |
|  | Chart(s) |
|  | Data breakdown |

# What information do you need?

|  |  |
| --- | --- |
| Please specify the Data Analysis you require in the field below | |
|  |  |
| Please select the required fields from the boxes below. N.B. Candidate Number and Name are standard fields which will be included in all reports. | |
|  | Report fields |
|  | Gender |
|  | Date of Birth |
|  | Ethnicity |
|  | Start Date |
|  | Completion Date |
|  | Certification Date |
|  | Framework |
|  | Level |
|  | Pathway |
|  | Employer Name |
|  | Provider Name |
|  | Other, please specify below: |
|  |  |
| Please note that we cannot guarantee to provide fields requested in the “Other” section. | |

# What data restrictions do you need?

|  |  |  |
| --- | --- | --- |
|  | Limit the data to a particular centre/body/status etc. Provide details below | |
|  |  | |
|  | Limit the data to a particular time period e.g. March/2013/the last six months. Provide details below | |
|  |  | |
| Please note any other requirements or comments in the field below | |
|  |  |

# When do you need the report?

|  |  |
| --- | --- |
|  | Please provide a required date for your report below: |
|  |  |
| *Please note, the Analytical Research Team will attempt to process your report as soon as possible, but cannot guarantee that reports will be produced less than ten working days from the request submission due to the high volume of requests.* | |

# Contact Details

|  |  |
| --- | --- |
|  | Full Name |
|  |  |
|  | Centre/Body Name |
|  |  |
|  | Email address |
|  |  |