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

# what style of report are you requesting?

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

# What information do you need?

|  |  |
| --- | --- |
| 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: |
|  | User ID |
| Please note that we cannot guarantee to provide fields requested in the “Other” section. | |
| Please specify the Data Analysis you require in the field below i.e. Apprentice by Framework etc. | |
|  | Number of Submissions by User |

# What data restrictions do you need?

|  |  |
| --- | --- |
|  | Limit the data to a particular centre/body/status etc. Provide details below |
|  | Federation Training |
|  | Limit the data to a particular time period i.e. March/2013/the last six months. Provide details below |
|  |  |