

Minutes

Date	28 January 2011
Subject	the information authority board
Location	St. Mary's Guildhall, Bayley Lane, Coventry CV1 5RN
Time	10.00am to 1.00pm
Publication intent	PUBLIC DOCUMENT

Item 1. Welcome and introductions

- 1.1 John Perks welcomed the new Chairman, Geoff Hall.
- 1.2 As this was a special meeting of the board the minutes of the previous meeting were deferred to the next regular meeting on 2 March 2011.
- 1.3 Written comments on the papers were received from Julian Gravatt (AoC) and Jude Hillary (DfE). Emma Cochrane (Ofqual) confirmed in writing that she supported the secretariat's recommendations in each case.
- 1.4 Geoff Hall took the opportunity to thank Bob Powell for his contribution to the board over the last three years. This was Bob's final meeting.

Item 2. Essential Late Changes to the Individualised Learner Record for 2011/12

- 2.1 At its meeting in December 2010 the board agreed that it would consider exceptional change requests to the 2011/12 ILR, which support the implementation of new or revised policies announced in recent publications such as the Skills Investment Strategy and the Schools White Paper.
- 2.2 The board received a report describing late changes to the individualised learner record that had been received by 31 December 2011, the close date it agreed at the December board meeting. Each request was considered in turn.
- 2.3 Seven change requests had been submitted in total. After applying its assessment criteria to each of these, the secretariat took four requests forward for consultation with the sector and consideration by the board.
- 2.4 Two requests that did not meet the criteria were also tabled at the meeting to ensure that the board agreed with the secretariat's decision to reject them.
- 2.5 One final request was tabled as a separate proposal (Item 3 of the agenda) to introduce the new Census standard codes for recording ethnicity, as this was in line with a previous recommendation.

Change Request 39 – Identify Learners with LLDD Initially Assessed as High Cost

Decision: The board agreed the secretariat's recommendation to sub-divide categories in the Additional learning support field, field 29, to differentiate between high-cost and low-cost LLDD additional support, as described in paragraph 14.

It asked the secretariat to consider using the term 'high cost' in the description of the new codes in the specification. If this term is used, notes in the specification would confirm that the current definition and value was contained in YPLA funding guidance. The value current when the specification was published would be quoted. The board also asked the secretariat to work with the YPLA to make clear that this field is used to collect the results of the provider's assessment at the start of the year and that it should not be updated in line with actual costs incurred.

Change Request 40 – Economic Activity

- 2.6 Julie Nugent confirmed the proposed change was required. Julian Gravatt in his written input asked why additional sub-categories were needed in the employment status codes. The board discussed the categories proposed. The secretariat confirmed the proposed solution was a temporary pragmatic approach for 2011/12 and that it planned to work with BIS and the Skills Funding Agency to develop a more strategic and elegant solution for 2012/13.
- 2.7 The board discussed providers' concerns that a learner referred by Job Centre Plus to a provider would bring the paperwork containing details of active benefits and national insurance number and the likely quality of data for learners without such paperwork.

Decision: The board approved the secretariat's recommendation that:

- the unemployment categories in the Employment status on first day of learning field, field L37, would be sub-divided to differentiate between learners who are on active benefits (JSA and ESA (WRAG)) and those who are not, and also to record full or part-time employment, as described in paragraph 36 above;
- the same change, see the first bullet, is applied to the Current Employment status field, field L47, to keep the two fields consistent;
- NINOs are additionally collected for any learner in receipt of an active benefit (JSA/ ESA (WRAG)), subject to agreement with DWP/HM Revenue & Customs and the Skills Funding Agency legal team.

Change Request 41 - Ethnicity Classification

- 2.8 This request was considered in a separate paper at item 3 of the agenda.

Change Request 42 - Foundation Learning Provision

- 2.9 The board discussed issues with this request:
- the definition of foundation learning
 - eligibility rules in 2011/12 and 2012/13
 - progression from foundation learning to level 2.
- 2.10 Julie Nugent confirmed that the policy was not yet fully developed. Consequently she asked for in-principle support for the change.

Decision: The board approved in principle the secretariat's recommendation to add a new code in the National learning aim monitoring field, field A46, to meet the need to monitor learners undertaking Foundation Learning as a progression route to a full level 2 or some similar need when that need is fully understood.

[The board agreed the definition of 'in principle' to be the chairman has delegated powers for the board under advice from the secretariat.]

Change Request 43 – Identify Workplace Delivery Offer for SMEs

- 2.11 The board discussed whether this change could be achieved by automation based on information in the Employer Registration Database or the Inter Departmental Business Register (IDBR). There was agreement that this would be helpful and that this should be examined more closely.
- 2.12 The board discussed providers' concerns about identifying a small and medium sized enterprise (SME), the consequences of mis-identifying, evidence and audit requirements.

Decision: The board approved the secretariat's recommendation to introduce a new code in the National learning aim monitoring field, field A46, to record learners who are employed by an SME and are undertaking a repeat level 2 qualification.

It asked the secretariat to work with the Skills Funding Agency to identify whether it would be possible to automate the identification of SMEs or to provide a definitive list of them.

Change Request 44 – Apprenticeship Progression Routes

Decision: The board confirmed it was content with the secretariat's recommendation to reject this change because the requestor failed to provide sufficient information to take it to consultation. That is it fails the first part of assessment criterion three; "Change request is well-defined with a robust business rationale".

Change Request 45 - Data for Non-funded Apprenticeship

- 2.13 The board confirmed that it would be open to considering for 2012/13 a more defined request to collect data about non-funded apprenticeships.
- Decision:** The board confirmed it was content with the secretariat's recommendation to reject this change because the requestor has previously sent the same request. That is it fails assessment criterion 2; "Change request has not been rejected previously" and the first part of criterion 3 "Change request is well-defined with a robust business rationale".
- 2.14 JN raised concerns over the understanding of *the information authority* change request process by NAS. **ACTION:** The board agreed that a high-level discussion should take place in order to clarify the process and to assist NAS with future engagement.

Item 3. Other Late Change to the ILR for 2011

- 3.1 The board confirmed implementation of the 2011 UK Census ethnicity codes in the 2011/12 ILR in line with its previous recommendation.

It asked the secretariat to ensure that:

- providers understood that the 2011 UK Census ethnicity codes were the only ones to be used in 2011/12
- it supplied providers with advice about how to obtain ethnicity data from learners

- providers were aware that learners should not be offered the option of not providing an ethnicity on any document used to collect it.

Item 4. Other Business

- 4.1 John Perks responded to a request from Jon Collis by giving an update on governance and operation of the staff individualised record (SIR) collection.

Item 5. Date of next meeting

- 5.1 The next meeting of the board will take place on Wednesday 2nd March 2011, with full details to follow.

Publication no.

Meeting chair

Geoffrey Hall

Minute taker

David Matthews

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10 January 2011

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