

Appendix B to Item 4

ILR Principles for Funding Bodies and Agencies

These principles have been developed at the request of the FE Data Management group. They are designed to increase the clarity around the specification of the ILR and other communications designed to help providers make ILR returns. They apply to all funding bodies and agencies that use ILR data which from time to time write to providers about arrangements for its collection. These include, but are not exclusive to, the Skills Funding Agency, local authorities, the Office for Standards in Education and the Young People's Learning Agency.

| | Principle | Notes |
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| 1 | Funding bodies and agencies are expected to supply timely information to providers about how data in the ILR can be used. | <p>This includes information about:</p> <ul style="list-style-type: none">• quality checks to be applied to data• how data is to be used at provider level in funding, performance measurement, planning and MI reporting, and• for these applications how it is to be transformed, including algorithms <p>To be timely such information needs to be sufficiently detailed and sent in time for providers to prepare their processes and systems before data needs to be collected.</p> <p>The bodies and agencies will collect only data that is needed and that need will be explained.</p> |

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Author: Peter Ashton

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| 2 | Funding bodies and agencies will send providers only instructions about data collection and transformation that have been approved by <i>the information authority</i> secretariat. | This is to avoid confusion that sometimes arises for providers when various documents contradict one another. |
| 3 | Funding bodies and agencies are expected to adhere to the principle that data is collected once and used many times. | |
| 4 | Funding bodies and agencies are expected to make their staff aware of these principles. | |