

Report

Item 8 - Data Collection Menu

Date of issue	16 June 2010
Audience	<i>the information authority</i> board
Publication intent	INTERNAL DOCUMENT

Introduction

- 1 This report updates the board on work to develop a menu of data collection methods.
- 2 The board is asked to:
 - comment on the menu of data collection methods and suggest improvements to it
 - confirm it is content to approve the final version of the menu when it is circulated to it by email

Background

- 3 The review of the ILR in Spring 2009 recommended development of a menu of data collection methods available for collecting learner data in the FE sector.
- 4 This menu and a complementary document would be made available to and used with policy colleagues requiring data to support their work to help them understand the range of data collection methods available to them and their strengths and weaknesses.

Menu of Data Collection Methods

- 5 A draft menu of data collection methods has been developed with some input from colleagues in other organisations. It is attached at the annex to this paper.
- 6 This menu lists the data collection methods available and their strengths and weaknesses.

Further Work

- 7 If the board is content with the work being undertaken the draft menu will be more widely shared and comments on it used to improve it. Once it is at a near final version a second complementary menu will developed listing the various needs for data, for example to support a policy pilot or collect data on an ongoing basis, and indicating which methods are most suitable for collecting such data.
- 8 When both menus are complete they would be circulated to board members asking them to confirm they are content with them. Subsequently the two menus would be widely shared with and available to policy colleagues to help them when they are thinking about and discussing their needs for data.

Decision

- 9 The board is asked to:
 - comment on the menu of data collection methods and suggest improvements to it
 - confirm it is content to approve the final version of the menu and the complementary one when they are circulated to it by email.

Author	Peter Ashton
Date created	8 June 2010
Document ref.	
Version	1

