

Own Software Writer Advisory Group - Action points

Action No.	Date Raised	Action Description	Main Issues/Concerns	Action Owner	Due Date	Status	Date Closed	Comments
04-07-03-11	07/03/2011	Update on PFR deadlines		David Young/ Alan Billingham		Closed		Update 26 May 2011: Will be updated with returns timetable confirmed. Update 13 October 2011: Reports will be available once OLDC goes live at the end of October
04-26-05-11	26/05/2011	LIS reporting	Attendees suggested that it would be useful if LIS could create a funding report	Hardip Ratan		Closed		LIS will be creating several funding reports. A full list will be published in the Reports Guidance, which will be ready at around the time of publication of LIS in mid-July
05-26-05-11	26/05/2011	List of awarding organisations using ULNs	Attendees asked for information on awarding organisations using ULNs	Mike Coulson		Closed		List to be provided and circulated
01-13-10-11	13/10/2011	Creating and updating ULNs	Issues around school leavers with ULNs wanting to change their name and therefore not being recognised as an existing learner. New numbers are automatically generated and the provider is responsible for merging. Awarding organisations using name on LRS systems rather than preferred name. Can a preferred name option be added on LRS systems? Providers also stated that the ability to browse by school would be helpful for their processes. Also concerns around proof of ID.	LRS		Open		Selvy to invite an LRS representative to the next meeting
02-13-10-11	13/10/2011	FAM code errors	Error reports not detailed enough to identify problems with the data	Lisa Macdougall		Closed		Changes have been made to validation reports to improve error messages. These are now implemented in LIS and OLDC
03-13-10-11	13/10/2011	Learners turning 19 during course	Funding for learners who turn 19 and are in a sixth form college during their course used to come from the Skills Funding Agency but will now remain with the YPLA. Attendees asked for detailed guidance and briefing on this and how it should be recorded	Lisa Macdougall		Open		New FAQ and guidance issued to help providers record Source of Funding correctly. Specification and Provider Support Manual will updated later in year.
04-13-10-11	13/10/2011	Employment status levels	The day before start is collected for ESF purposes. Whether information is needed at that level	Lisa Macdougall		Closed	25/10/2011	Lisa confirmed that the level of data is necessary for BIS. However employment status may be streamlined as part of the funding simplification next year
05-13-10-11	13/10/2011	A71 funding	Documents contain references to other guidance where a checklist would be more useful	Lisa Macdougall		Closed	25/10/2011	Lisa informed attendees that the funding agencies are responsible for the guidance and <i>the information authority</i> does not want to duplicate the guidance

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06-13-10-11	13/10/2011	Work place delivery and apprenticeships	Request for more information	Nick Chomyk/Selvy Kasparis		Closed	25/10/2011	Selvy to circulate the specification that Nick provided to own software writers
07-13-10-11	13/10/2011	Data Dictionary	Concern expressed that data dictionary not yet available	Hardip Ratan		Open		Hardip to discuss with colleagues and feedback in due course

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02-17-07-09	17/07/2009	Data Authentication project - David Browne providing update as agenda item 7.		David Browne		Closed	20/01/2010	The project did not go ahead as enquiries demonstrated that it would not work with providers
03-17-07-09	17/07/2009	Lisa Macdougall to find out whether the DOB will be used for the age cut off		Lisa MacDougall		Closed	21/01/2010	The DOB used is the age on 31 August of the academic year when they started the aim and learners under 16 years of age on 31 August of the academic year when they started the aim are excluded from success rates. More information is available at the on the Data Service website.
04-17-07-09	17/07/2009	Lisa Macdougall to find out if functional skills will be included in the methodology		Lisa MacDougall		Closed	21/01/2010	Lisa has confirmed that functional skills will not be included in the methodology
02-21-10-09	21/10/2009	David Young (The Data Service) to produce guidance on the approval stages of learning aim codes		David Young		Closed	21/01/2010	The Qualification Journey has been published on the Data Service website
03-21-10-09	21/10/2009	Sarah Williams to provide online ILR training link to group		Sarah Williams		Closed	21/01/2010	The link for the online ILR training is attached.
11 - 20-01-10	20/01/2010	Paul Catterall to provide policy documentation to the group and send links to QCF updates		Paul Catterall	January	Closed	21/01/2010	Selvy circulated the link provided by Paul Catterall on 21 January 2010
12 - 20-01-10	20/01/2010	Selvy Kasparis to circulate copies of slides and attendees were invited to contact David.Browne@paconsulting.com .		Selvy Kasparis	January	Closed	21/01/2010	Selvy circulated the slides to attendees. Slides also available on the website.
02 - 20-01-10	20/01/2010	F05 Sub group - Members to volunteer to be involved in the group looking at F05 early closure, in readiness for proposals to <i>the information authority</i> Board in September 2010.		Group		Closed	27/01/2010	Selvy sent a note to attendees asking for a volunteer for this group. Response received from David Woodward

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03 - 20-01-10	20/01/2010	Julie Binns to provide Selvy Kasparis with the electronic control risk assessment for the electronic paperless records project		Julie Binns		Closed	01/07/2010	Electronic records project is temporarily under review
04 - 20-01-10	20/01/2010	Group members to advise Selvy Kasparis if they would like to be involved in this activity and for Julie Binns to contact members and arrange a review of their systems.		Group		Closed	01/07/2010	Electronic records project is temporarily under review
05 - 20-01-10	20/01/2010	Selvy Kasparis to organise for Julie Binns to return to this group and provide an update on progress made with the pilot and plans for roll out.		Selvy Kasparis	October	Closed	01/07/2010	Electronic records project is temporarily under review
05-17-07-09	17/07/2009	Lisa Macdougall to discuss with LSC funding policy the requirements for proof of length of time at an address on enrolment forms		Lisa MacDougall		Closed	14/10/2010	Lisa confirmed the YPLA and Skills Funding Agency guidance on this issue YPLA - providers must establish the length of time at address on enrolment and must obtain verification of this from the learner. Providers do not need to keep documentary evidence. Best practise would be to include this question on the enrolment form.
01 - 20-01-10	20/01/2010	Paul Kelman to report back to this group on Connexions roll out and to clarify issues raised relating to dataset and prior attainment level requirements.		Paul Kelman	March	Closed	14/10/2010	Selvy updated the group on the Connexions roll out. Due to the change in government and priorities work has ceased on this collection. It is not clear whether this will be taken forward in the future.
13 - 20-01-10	20/01/2010	Pre – F01 October collection - Lisa Macdougall to confirm if 16 -25 LLDD is in scope.		Lisa MacDougall		Closed	14/10/2010	The YPLA no longer requires this data to be collected.
01-17-07-09	17/07/2009	The Data Service to investigate the creation of a guide to the LAD.		Fazia Saleem		Closed	26/05/2011	Superseded by LARA project and training
06 - 20-01-10	20/01/2010	Selvy Kasparis to liaise with LSC on the issue raised around the poor performance of the EMA system with the appropriate team.	The main concern was that the LSC was not liaising with Own Software Writers on systems development to ensure system suitability	Selvy Kasparis		Closed	26/05/2011	Ian advised the group that Capita visited to investigate the issues with processing and admitted that other colleges were experiencing similar problems. The system is almost unusable once the full amount of learners have been added. Update April 2011: Superseded by closure of EMA. Liaison between <i>the information authority</i> and Skills Funding Agency should prevent future issues

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07 - 20-01-10	20/01/2010	SAMS development - the group are invited to share their concerns via Selvy Kasparis. Selvy to also liaise with the LSC regarding external facing reference of this project to share this information with providers.		Group		Closed	26/05/2011	Selvy to liaise with Steve Woods (project manager) and feedback to the group. No comments received from attendees 14/10/2010 - Sally had emailed with concerns in response to Selvy's email. Sally to forward this email again to Selvy. Update April 2011: Query from Sally Burke dealt with.
08 - 20-01-10	20/01/2010	David Young invited attendees to consider the redevelopment of LAD and to provide a "wish list" of how they would like it to look in future.		Group		Closed	26/05/2011	Tim Barrett gave a presentation on the LAD redevelopment project. Providers will be invited to send their comments/requirements as part of a consultation on feconnect or direct to cst@theia.org.uk. Suggestions on fields to be removed would also be welcome.
09 - 20-01-10	20/01/2010	Selvy Kasparis to invite the YPLA to attend a future meeting, to respond to some of the QCF issues relating to YPLA		Selvy Kasparis	Jan-11	Closed	26/05/2011	Selvy Kasparis to invite YPLA colleagues to the meeting on 14 October 2010 to ensure attendees raise their concerns, particularly in relation to Learners with Learning Difficulties and Disabilities. Holding on until Comprehensive Spending Review on 20 October and will invite to January 2011 meeting. 14/10/2010 - YPLA unable to attend on 14/10/2010. Selvy to invite to the next meeting on 20 January 2011.
15 - 20-01-10	20/01/2010	Provider Gateway unreliable and crashes often		Lisa MacDougall		Closed	26/05/2011	Concern to be passed to the Data Service for response 14/10/2010 - Files on the gateway on not always in a format that can be opened although this has improved recently.
05-14-10-10	14/10/2010	OLDC will be down for maintenance in the days leading up to the reference date for the ER03 return, which will cause problems for providers trying to submit valid returns on time. Maintenance windows should be planned to not coincide with return dates.		David Young/Mike Wicks		Closed	26/05/2011	Concern passed to the DC team in the Data Service.
06-14-10-10	14/10/2010	Providers are invited to contribute 'top tips' on good practice which will be published on the <i>information authority</i> website during the run up to Christmas.		Group		Closed	26/05/2011	Closed
01-14-10-10	14/10/2010	It is difficult to navigate the provider gateway. Clearer signposting required with acronyms given in full.		Mike Wicks		Closed	26/05/2011	Update 26 May 2011: Provider gateway being phased out and replaced by B2B portal so no longer relevant.

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02-14-10-10	14/10/2010	Moving the ILR to XML - Selvy to set up a consultation site on feconnect for providers to discuss the proposals to move to XML.		Selvy Kasparis		Closed	26/05/2011	Available on feconnect
03-14-10-10	14/10/2010	ILR changes 2011/12 - there is a conflict between the change to remove field A50 from the programme aim and the change to revise the A50 codes for Foundation Learning programmes.		Lisa MacDougall	End October 2010	Closed	26/05/2011	Update 26 May 2011: A50 now split into withdrawal reason and actual progression
04-14-10-10	14/10/2010	New ULNs are being generated for learners that already have ULNs if they change name or postcode etc.		Katy Maguire		Closed	26/05/2011	Katy to pass this query to the LRS Helpdesk. Update 26 May 2011: Mike Coulson updated the meeting and stated responsibility lies with providers to ensure changes taken into account. Also that duplicate ULNs can be linked together if necessary.
01-21-10-09	21/10/2009	Ian Bloomfield to send David Young examples of A2 LAD codes that are causing issues.		Ian Bloomfield		Closed	26/05/2011	Ian confirmed that 2009/10 LAD issues are now resolved.
10-20-01-10	20/01/2010	Community and Stakeholder Team wanting volunteers to become actively involved in the consultation process which is taking place between April and June 2010. Volunteers to the ILR Change Request Panel to contact Selvy Kasparis.		Group		Closed	26/05/2011	Attendees came to meetings over the summer to contribute to the 2011/12 ILR change process
14-20-01-10	20/01/2010	Lisa Macdougall to circulate the draft specification for the group to review and provide feedback		Lisa MacDougall	Early February	Closed	26/05/2011	Draft circulated
01-07-03-11	07/03/2011	Status of data type number		Lisa MacDougall		Closed	26/05/2011	Data type number confirmed as number and not script
02-07-03-11	07/03/2011	Dummy xml file to be circulated		Lisa MacDougall		Closed	26/05/2011	Dummy xml file circulated and available on the website.
03-07-03-11	07/03/2011	Confirmation that leading and trailing zeros would be accepted		Lisa MacDougall		Closed	26/05/2011	Confirmed that these would be accepted
05-07-03-11	07/03/2011	Timetable of planned delivery dates		David Young/Alan Billingham				Available on Data Service website
07-07-03-11	07/03/2011	Next Step Course Directory	Concern expressed that Next Step colleagues were not present to listen to the concerns of attendees. Regular attendance at meetings requested	Karen Milner		Closed	26/05/2011	Update 26 May 2011: Queries raised at the meeting responded to and attendee present to give a presentation and take questions
06-07-03-11	07/03/2011	Update on the LARA project		David Young		Closed	05/10/2011	Update 26 May 2011: Advisory groups would be informed as the project develops. Update 13 October 2011: LARA project live
01-26-05-11	26/05/2011	Availability of a known issues log	Attendees were informed that <i>the information authority</i> has published a known issues log which will be updated fortnightly. Attendees were encouraged to inform <i>the information authority</i> of issues they discover.	Anita Holcroft		Closed	05/10/2011	Known issue log available on the website
02-26-05-11	26/05/2011	Need for guidance on which software can be used for validating XML	Lack of certainty on which software can be used	Hardip Ratan		Closed	05/10/2011	Data Service is currently using XML Spy but warn that there may be a difference between the schema validation for XML Spy and LIS
03-26-05-11	26/05/2011	Need for sample file with more dummy data to test		Hardip Ratan		Closed	05/10/2011	Data Service provide a sample beta file with dummy data