

Minutes

Date	15 November 2011
Subject	Data Users Group
Location	Room 15B, Cheylesmore House, Quinton Road, Coventry CV1 2WT
Time	11:00
Publication intent	PUBLIC DOCUMENT

Present

John Perks (Chair), Pete Ashton (*the information authority*), Nick Ayton (National Apprenticeship Service), Nicola Bibby (Department for Works and Pensions), Helen Bray (Department for Education), Jessie Evans (Department for Business Innovation and Skills), Sallie Ann Harrison (Ofsted), Ann Hughes (YPLA), Selvy Kasparis (*the information authority*), Jean McLaren (Quality Assurance Agency for HE), Nigel Nicholds (Norfolk County Council and DfE Star Chamber Scrutiny Board), Jennifer Powles (Learning Records Service), (Richard Puttock (HEFCE), Mike Wicks (The Data Service)

Apologies

Apologies have been received from:

Brenda Alexander (Department for Education- Connexions), Karen Bell (Learning and Skills Improvement Service), Manjit Galsinh (EU Skills), Jeanette Miller (Southampton City Council and DfE Star Chamber Scrutiny Board), Paul Moore (Ofsted), John Pawsey (Prospects), Cathy Piotrowski (DfE Star Chamber Scrutiny Board), Lesley Robinson (Jobcentre Plus), Gary Seaman (Medway Youth Trust), Ian Thomson (Department for Business Innovation and Skills), Rob Walcott (Department for Education- Connexions)

Other invitees

Ruth Mahon (The Data Service), Rich Williams (The Data Service), David Young (The Data Service)

Item 1. Welcome and introductions

1.1 John Perks welcomed all attendees and the group introduced themselves.

Item 2. Minutes of last meeting

- 2.1 John Perks went through the minutes of the last meeting and updates were provided on the action points.
 - a. Action 4.5 – codes and structures have changed completely since the last meeting and have taken account of comments made about the national learning aim monitoring field;
 - b. Action 5.3 – *the information authority* colleagues have been liaising with Ofsted on the impact of the single ILR on their management information needs;
 - c. Action 5.4 – no longer applicable as the data model has been adopted with individual liaison outside this group;
 - d. Action 8.2 – action closed as meeting attendees did not express an interest for further information.
- 2.2 The notes were agreed as accurate account of the meeting.

Item 3. Information needs with the single ILR

- 3.1 Pete Ashton updated the group and informed them that recent changes, including the single ILR, will not affect the information they receive. A draft manual has been drafted for government departments and agencies which will assist.
- 3.2 Training providers have been steadily returning data. The R04 return due on 6 December will be the acid test as all returns from all providers will be received then.

Item 4. ILR changes for 2012/13

- 4.1 Pete Ashton provided a presentation on the ILR changes for 2012/13.
- 4.2 The following points were raised and discussed:
 - a. An announcement about government policy changes is expected on 30 November but this will be too late for the 2012/13 late change request process. Colleagues are meeting with YPLA and Skills Funding Agency to scope possible late change requests;
 - b. There are a number of HESA changes to be incorporated in the ILR and there will be some planned changes on the HESA data set expected to be agreed later in the year;
 - c. Feedback from providers on the single ILR includes:
 - frustration at loss of A and L fields and having to get accustomed to short names
 - 2011/12 is a flexible year with the possibility to convert flat file to xml and therefore the greatest challenge will be in 2012/13
 - The Statistical First Release (SFR) at the end of January based on the number of training providers returning data will be the main indicator of the how well the process has worked
 - There will be further consultation on other funded and non-funded fields and YPLA asked to be included in the discussion.

Action: Pete Ashton to liaise with Ann Hughes on future consultation of funded and non-funded fields

Item 5. Data user impact on Data Service projects

- 5.1 David Young provided an update on Data Service projects:
- a. Learning Aims Reference Application (LARA) is live;
 - b. Online Data Collection (OLDC) portal is live and a few technical issues are being resolved;
 - c. Providers were paid on actuals when they submitted their R03;
 - d. Monitoring the impact of R04 returns due to the expected volume;
 - e. Strategic replatforming work ongoing and will not affect data receipt by data users;
 - f. The Provider Information Management System (PIMS) is being reviewed to assess its use/ability and the level of inappropriate information held within it;
 - g. 2012/13 data will appear the same as 2011/12 data but it is currently uncertain what 2013/14 data will look like;
 - h. Shadow funding calculation is being run for the Skills Funding Agency and will also be run for the YPLA.
- 5.2 Rich Williams attended the meeting to provide a high level view of developments in the Data Service. He mentioned developments in the second phase of the Strategic Replatforming project and suggested that specific data set requests are made to the Data Service so the available suite of reports can be used by the majority of data users.

Item 6. ULNs and data feeds from DfE

- 6.1 Nigel Nicholds introduced the item and stated that it is linked to the changing role of local authorities and their increased involvement with training providers. Local authorities are producing more data analysis for training providers, including learner level profiles.
- 6.2 Current privacy and permissions notices mean the local authorities cannot process learner specific data.
- 6.3 The following points were raised and discussed:
- a. Whether other local authorities find similar issues and whether this could be raised at local authority level;
 - b. Whether the Personal Learning Record can assist in the process. Learning Records Service offered to take part in the exploring the possibility;
 - c. Privacy notice issues around free school meals which is 'sensitive' data due to what it represents and the difficulties for training providers in gleaming the information from learners;
 - d. It was acknowledged that although a central set of reports from the Data Service would be beneficial, there may not be sufficient resource to

enable production of these reports. The group indicated that it would be prudent to invest in developing these reports;

- e. YPLA analysis and data sets are limited and do not link with the growing involvement of local authorities;
- f. Ofsted also stated that they would find these reports beneficial;
- g. The group raised its concern for monitoring academies at local and national levels;
- h. Noted that local authority profiles are available on the MI Library;
- i. Local authorities receive apprenticeships data from the National Apprenticeship Service and these have been expanded to provide more detail.

Action: Mike Wicks to liaise with local authorities to assess if there is appetite to commission a series of reports for the Data Service to consider.

Item 7. Statistical First Releases and other data

- 7.1 Ruth Mahon informed the meeting that the Data Service complies with the UK Statistics Authority's code of practice and associated protocols, including the user engagement, release practices and administration processes. The Data Service also works very closely with BIS on the reports.
- 7.2 Ruth Mahon then went through the [Statistical First Release section](#) on the Data Service website to inform attendees of the information held within.

Item 8. Introduction to the MI Library

- 8.1 Ruth Mahon informed the group that the [MI Library](#) is available on the Data Service website and holds information at very detailed levels, including that of local authority constituency which everyone has access to. Ruth made the following points:
 - a. The MI Library will be re-launched in the near future;
 - b. The only schools data available is for learners who are FE funded. There is no schools sixth forms information and therefore 16-18 provision is not fully represented;
 - c. The differences in definitions makes schools data collections difficult;
 - d. Success rates methodologies are different between YPLA and the Skills Funding Agency and may need to be addressed by the Data Harmonisation Group if there are plans to include 16-18 provision.

Item 9. BIS and its data use

- 9.1 Jessie Evans informed the group that they regularly use the information available on the Statistical First Releases and MI Library to respond to the various data requests at all levels, including everything from parliamentary questions to individual parent enquiries.
- 9.2 The reports that BIS have relied on includes:
 - a. Information on participation to assess the impact of learning and outcome;

- b. Level of apprentices at particular constituencies to respond to a parliamentary question from a member of parliament;
- c. Assessment of train to gain provision by subject;
- d. General FE and skills enquiries received.

Item 10. News from the Learning Records Service

10.1 Jennifer Powles provided the following updates from the Learning Records Service:

- a. The OGC Gateway 5 Benefits Realisation Review indicated that the shared service saved £64 million. The data quality of the ULN is being constantly reviewed and improved with the use of matching algorithms and increased character sets;
- b. Update on the reporting within the Data Analysis Capability Project;
- c. There is a change process run twice a years and those requesting a change can directly forward them to the Learning Records Service;
- d. Development in the Learner Passport project where learners can access their Personal Learning Record and generate their own ULN;
- e. Working with awarding organisations to use an upload facility for QCF qualifications. This includes the Federation of Awarding Bodies, JCQ and most large awarding organisations. The aim is to include NQF qualifications;
- f. The A2C project which will enable direct uploads from awarding organisations to the Personal Learning Record. This does not affect training providers. Discussion revolved around the resolution of errors where there is a difference in the awarding organisation information and the Personal Learning Record and delay in the awarding organisations uploading the data;
- g. Involvement in the Large Employer Pilot as the ULN is being used as the learner identifier.

10.2 The following points were raised and discussed:

- a. Department for Work and Pensions uses the same five data items (given name, family name, current postcode, gender, date of birth) as the Learning Records Service with the addition of NI number;
- b. The Learning Records Service is working with UCAS to use ULNs in higher education but this is still in early stages;
- c. Means of identifying whether learner was in receipt of free school means within the Personal Learning Record. Although this is not currently possible, it may be sourced from a master data set. Sensitivity of the data must be considered and there is an advantage of a permanent record so a learner is only asked the question once.

Item 11. Any other business

11.1 There as no other business raised at the meeting.

Item 12. Dates of future meetings

12.1 The meetings for 2012 are scheduled for:

- a. 09 February 2012;
- b. 24 May 2012;
- c. 18 October 2012.

Action: Selvy Kasparis to send calendar invitations for the meetings for next year.

Publication no.

Meeting chair

John Perks

Minute taker

Selvy Kasparis

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