

## Paper 9: The information authority - Data Quality Framework

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<b>Audience</b>	the <i>information authority</i> board
<b>Publication intent</b>	PUBLIC DOCUMENT

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### Introduction

1. This paper is the high level introduction to the Data Quality Framework.

### Background

2. One of the key deliverables for *the information authority* secretariat is to provide and pursue 'best practice' for the improvement of data quality within the FE sector.
3. Maximising the value of business information is high on the agenda for many organisations. Accurate and good quality data allows for more informed decision, is key to regulatory compliance and improves productivity levels.
4. Best practice is more than advice and guidance it is also a series of well-recognised and documented methods and techniques that develop and maintain a data quality management system, these are:
  - a. Data quality governance guidelines
  - b. Data standards framework
  - c. Data quality policies, processes and procedures
  - d. Data quality roles and responsibilities
5. The Data Quality Framework outlined in this document should be viewed as one of the components of an overall Data and Information Management Strategy that is underpinned by well-organised governance processes and the development of data standards.

## Purpose

6. The framework is intended to provide a common objective approach to the assessment of data quality within the FE and training system. It is not prescriptive or specific - instead it sets out a framework that all FE and training organisations may adopt to work to a common level of understanding.
7. It is also the intention that the framework document is used to initiate the data quality process across the FE and training system and therein should not be seen as an operational or process document. The framework is written to support the sector and assist in positioning data quality work. It has continuous improvement at the centre, includes guidance on key roles and responsibilities and sets out the changes necessary to both modify work behaviour and the software technology deployed.
8. Good quality data is crucial for the effective use of performance measures and targets within FE and training. Good quality data will assist business areas in the management of delivery against priorities, in the assessment of need for policy and programme revision and ultimately reliable reporting on achievements.

## Recommendation

9. Many organisations within FE and training may already be familiar with data quality methods and have a data quality framework. Such an organisation will already have implemented many elements included in this framework. Where this is the case, and once this framework is approved, we will be asking these organisations to look towards aligning existing frameworks with this FE system-wide offering. Where an organisation has not already implemented such a framework, this one would act as a starting point for its development and implementation.

## Recommendations

10. The board is asked to :
  - approve the Data Quality Framework
  - support the secretariat in its promotion within the FE and training system.

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