

the information authority - Timeliness of Employer Responsive Data

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Introduction

1. This paper sets out the proposal to introduce a standard for the timing of data collected within the Employer Responsive (ER) ILR. The Board is asked to confirm it supports this proposal.

Background

2. The ILR specification (Appendix A) includes a detailed timetable for ER return dates without clear guidance on standards for the timeliness of data included. For Learner Responsive (LR) returns it contains both a timetable and standard for timeliness.
3. The Skills Funding Agency has confirmed that it would wish to set standards for ER returns. To this end it has included within the Guidance Note 3 (March 2010) a section on Timeliness of Data – Employer Responsive that goes some way to set out the business perspective and requirements.

See Appendix A – Guidance Note 3 Paragraph 19 through 26

Purpose

4. The purpose of this proposal is to establish the need for Providers to send data in a timely manner and adhere to the guidelines set out in this document.
5. Secondly to seek agreement from the board that the guidelines are robust and are a clear representation of the business requirement.

6. Finally that the guidelines, if agreed, should be included within the next version of the ILR specification, Appendix A and Provider Support Manual.

Recommendation

7. The guidelines for ER timeliness maximums are detailed within the following table:

| Data Type | For Inclusion | Notes |
|---------------------|----------------------------|---|
| Learner Starts | Within 2 reporting months* | For learner starts the data must be included and reported within the return for either month 1 or 2 following the start date. For example a learner starting in early August must be included within the data collection closing in early October. |
| Achievements | Within 3 reporting months* | For Learner Achievements the data must be included and reported within the return for either month 1, 2, or 3 following the achievement date. For example learner achievements received in early August must be included within the data collection closing in early November. |
| Leavers/Withdrawals | Within 3 reporting months* | For Leavers or Withdrawals the data must be included and reported within the return for either month 1, 2, or 3 following the leaving date. For example leavers withdrawing in early August must be included within the data collection closing in early November. |

* This includes the month in which the activity takes place.

8. These guidelines whilst expressed differently to those found in the LR return guidance give Providers a similar amount of time to prepare returns.

Board input

9. The board is asked to:

- approve the ER timeliness guidelines
- support the secretariat in its promotion within the FE sector

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