



The information authority

Paper 5: IFL Data Collection

Author: Graham Keyse

Date: 16 February 2009

1. What are we asking the board to do?

Information: Institute for Learning welcomes the opportunity to speak to the board and update members on its work and provide an outline of the IfL data collection purposes, methods and definitions.

2. Background

The Institute for Learning was formally established in 2002 following work carried out by unions and FEDA which identified clear support for a professional body aimed at teachers in FE.

In 2004, *Equipping our Teachers for the Future* was published, which named the Institute as the professional body to represent the sector and identified its central role in the reform of initial teacher education. In 2007 the Institute was named in Regulations* as the organisation to register teachers in FE colleges, monitor CPD and award QTLS/ATLS.

These regulatory obligations have been widened to include all LSC funded provision and the Institute is also seeking to widen its membership beyond these groups, including pre-service trainee teachers and teacher educators.

* Statutory Instruments 2007 No 2116 and 2007 No 2264.

3. IfL Data Collection

The IfL has implemented a database and website to streamline the collection of data and create a user friendly environment where members can submit, maintain and manage their data online. Ways in which members can submit details are primarily through the Initial Registration route on the IfL Website.

As a professional body and working with a major membership database vendor, the IfL adopted the best practice models for membership bodies and professional associations – in scoping the ‘standards’ for data collection. The IfL was guided by other established professional bodies. We recognise that the sector has moved on since the establishment of *the information authority* and would welcome the opportunity to explore the application of sector norm standards to the IfL’s membership and regulatory processes.

Ongoing maintenance and updates to their details, including the attaining of qualifications, addition of new details or general changes can be done through the My Pages management system online.

CPD recording and submission can be done using the REfLECT tool through the website as well as directly and submission will be facilitated through the My Pages area in a dedicated section designed for this purpose.

The Employers’ Area will be accessible to registered employers allowing the management of member lists, registration queries and potential networking opportunities between employers.

4. FE Sector Implications

Based upon the individual responses from teachers, the Institute's database will be a valuable resource for teachers, employers and stakeholders, both individually and collectively.

The obligation is upon teachers to initially register and subsequently maintain their record, including details of qualifications (especially teaching or training) and CPD. The Institute has developed a personalised learning space to support members with planning, recording, monitoring and evaluating their CPD to streamline the reporting process for them. A recent survey of IfL members revealed that 94% of those surveyed joined-online and were satisfied overall with the level of data required to complete. There have been no specific comments from the membership regarding the level and quantity of data we have asked for to date.

With a membership based extending outside of FE colleges and LSC providers, there is the opportunity to draw upon a wide spectrum of data.

Through the Staff Individualised Record (SIR), LLUK collect, analyse and report workforce information gathered from FE institutions during the year. The annual reports provide a profile of the FE workforce in terms of demographic factors including; age, gender and ethnicity and qualifications.

The SIR is predicated upon teaching contracts within an FE institution and thus offers the possibility that teachers contracted to more than one employer will have multiple entries. This differs from the records within the Institute's dataset, as each individual counts once with any multiple employments recorded against that member.

These two datasets can complement each other and the Institute would welcome support from *the information authority* in avoiding potential duplication.

5. Next Steps

Future plans include an Employers' Area and Directories allowing more access to data within the policies of IfL and empower organisations to manage their registered members and report more accurately on compliance and professional standards.

6. Contact Details

- a. Author: Graham Keyse
- b. Job Title: Data Services Manager
- c. Department/Organisation: Data Services, IfL
- d. E-mail address: Graham.keyse@ifl.ac.uk
- e. Phone Number: 0207 190 1635
- f. Date Paper Created: 16 February 2009