

# Appendix P – Data quality, standards and field ownership 2010/11

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## Document History

Version 1

## Appendix P – Data quality, standards and field ownership 2010/11

### Introduction

This Appendix is split into 2 sections; Part A – Data Quality and Standards and Part B – Data Owner, Main Stakeholders and Main data uses. More information on each section can be found below.

#### **Part A - Data Quality Standards**

*The information authority* board has requested the secretariat to develop common data standards. One response to this request is to develop and publish data quality standards for the data collected through the individualised learner record (ILR).

This appendix is the first step to developing and publishing comprehensive data quality standards. At this stage the data quality standards are rudimentary. They give a provider a way of assuring itself that the data it prepares is fit for the purposes for which it is requested. With time the standards will be refined so that those stakeholders using ILR data can place increasing confidence in it and that it is adequate to meet their needs.

In the future where a stakeholder wishes to use existing ILR data for a new purpose it will be able to use these data quality standards to identify whether the ILR as it stands is capable of supporting their requirement. Where a stakeholder identifies that the data quality standard does not meet its requirement it will be able to make a request for change which will be processed in the normal way by measuring it against the ILR change criteria.

#### **Part B - Field Specification Owner, Main Stakeholders and Main Data Uses**

*The information authority* board has requested the secretariat to map the data collection and analysis process that is to document what data is collected, for which reports and how the data is analysed. This appendix is a step towards meeting that request.

The appendix identifies for each field in the ILR a data owner, one or more main stakeholders and the main data uses.

The data owner is the organisation which is the main requestor and user of the data collected in a particular data field. Often it is the data owner that made the original request to include the field in the ILR specification. The secretariat would check that any request it received to change the specification of a field was supported by the data owner.

A main stakeholder is any organisation which makes extensive use of and relies on the data in a data field and is not itself the data owner. The secretariat would check with a main stakeholder it was content with the impact on it of any request to change the specification.

The main data use section is used to identify for each field where it makes a significant contribution to:

- general data analysis – this includes statistical first releases and other significant stakeholder internal and external descriptive MI
- SFA/YPLA funding – used in the funding calculations, provider factors or in setting rates for future years
- planning – used in the process for agreeing what provision is procured in the year ahead
- provider performance management – used to monitor delivery against plan
- surveys – used to drive surveys of learners
- equality and diversity – used to monitor equality and diversity
- other – as described in the additional information section.

Most fields are used in a whole range of reporting. Consequently it would not be particularly helpful to describe all the places a field is used in reporting. Instead this table identifies where a particular reporting requirement depends significantly on a field.

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### Part A – Data Quality Standard

In the table below references to the following mean:

- Accuracy - reflects 'reality' - consistent with source documentation and/or the situation described by the data; and
- Complete - all records completed in full compliance with the instructions contained in the current ILR specification

ID	Field Description	Data Quality Standard	COLLECTION			
			LR	ER	ASL	ESF
L01	Provider number	<ul style="list-style-type: none"> <li>• 100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L03	Learner reference number	<ul style="list-style-type: none"> <li>• 100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L04	Dataset identifier code	<ul style="list-style-type: none"> <li>• 100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L05	Learning aim dataset	<ul style="list-style-type: none"> <li>• 100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L07	HE datasets	<ul style="list-style-type: none"> <li>• 100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L08	Deletion flag	<ul style="list-style-type: none"> <li>• Used as required</li> </ul>		X		X
L09	Learner surname & family name	<ul style="list-style-type: none"> <li>• ALL - Consistent with provider documentation in 100% of cases.</li> <li>• LR/ ER / ESF SR - 100% of records completed as described in the ILR specification.</li> <li>• ASL - Completed for 100% of learners studying more than 10 guided learning hours.</li> </ul>	X	X	X	X
L10	Learner forenames	<ul style="list-style-type: none"> <li>• ALL - Consistent with provider documentation in 100% of cases.</li> <li>• LR / ER / ESF SR - 100% of records completed as described in the ILR specification.</li> <li>• ASL - Completed for 100% of learners studying more than 10 guided learning hours.</li> </ul>	X	X	X	X
L11	Date of birth	<ul style="list-style-type: none"> <li>• LR - Providers must aim to have fewer than 0.1 % of cases where the field is not completed by the final return of the year. Providers with more than 1.2% of cases where the field is not completed in-year, will be asked to ensure that this improves by the end-of-year return.</li> <li>• ER - 100% of records completed as described in the ILR specification</li> <li>• ASL - Providers must aim to have fewer than 0.7% of cases where the field is not completed by the final return of the year. Providers with more than 5% of cases where the field is not completed in-year, will be asked to ensure that this improves by the end of-year-return.</li> <li>• ESF SR - Providers must aim to have fewer than 0.3% of cases where the field is not completed by the final return of the year. Providers with more than 1.9% of cases where the field is not completed in-year, will be asked to ensure that</li> </ul>	X	X	X	X

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ID	Field Description	Data Quality Standard	COLLECTION			
			LR	ER	ASL	ESF
		this improves by the end-of-year return.				
L12	Ethnicity	<ul style="list-style-type: none"> <li>LR / ER - Providers must aim to have fewer than 0.5% 'not known / not provided' ethnicity entries by the final return of the year. Providers with more than 3% 'not known / not provided' ethnicity entries in-year, will be asked to ensure that this improves by the end-of-year return.</li> <li>ASL / ESF SR - Providers must aim to have fewer than 1.5% 'not known / not provided' ethnicity entries by the final return of the year. Providers with more than 8% 'not known / not provided' ethnicity entries in-year, will be asked to ensure that this improves by the end-of-year return.</li> </ul>	X	X	X	X
L13	Sex	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L14	Learning difficulties and/or disabilities and/or health problems	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L15	Disability	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L16	Learning difficulty	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L17	Home postcode	<ul style="list-style-type: none"> <li>LR / ER / ESF SR - Providers must aim to have fewer than 0.2% missing or incomplete postcodes by the final return of the year. Providers with more than 0.8% missing or incomplete entries in-year will be asked to ensure that this improves by the end-of-year return.</li> <li>ASL - Providers must aim to have fewer than 0.2% missing or incomplete postcodes by the final return of the year. Providers with more than 1.8% missing or incomplete entries in-year, will be asked to ensure that this improves by the end-of-year return.</li> </ul>	X	X	X	X
L18	Address line 1	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L19	Address line 2	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L20	Address line 3	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L21	Address line 4	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L22	Current postcode	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	
L23	Telephone number	<ul style="list-style-type: none"> <li>Complete telephone number that is consistent with the ILR specification.</li> </ul>	X	X	X	X
L24	Country of domicile	<ul style="list-style-type: none"> <li>Providers must aim to have fewer than 0.1% 'not known' entries by the final return of the year. Providers with more than 0.7% 'not known' country of domicile entries in-year, will be asked to ensure that this improves by the end-of-year return.</li> </ul>	X	X		

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ID	Field Description	Data Quality Standard	COLLECTION			
			LR	ER	ASL	ESF
L26	National insurance number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X		
L27	Restricted use indicator	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
L28	Eligibility for enhanced funding	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X		
L29	Additional learning support	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
L31	Additional learning support cost	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
L32	Eligibility for disadvantage uplift	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
L33	Disadvantage uplift factor field	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
L34	Learner support reason - other	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X		
L35	Prior attainment level	<ul style="list-style-type: none"> <li><i>Level 2 Provision:</i> <ul style="list-style-type: none"> <li>LR / ER / ESF SR - Providers must aim to have 0% 'Not known' prior attainment Levels recorded by the final, return of the year. For LR and ESF SR collections, providers with more than 5% 'Not known' entries in-year, will be asked to ensure that this improves by the end-of-year return. ER Providers with more than 7% 'Not known' in-year, will be asked to ensure that this improves by the end-of-year return.</li> </ul> </li> <li><i>Level 3 Provision:</i> <ul style="list-style-type: none"> <li>LR / ER / ESF SR - Providers must aim to have 0% 'Not known' prior attainment levels by the final return of the year. For LR collections, providers with more than 3.00% 'Not known' Prior Attainment levels in-year, will be asked to ensure that this improves by the end-of-year return. ER / ESF SR - Providers with more than 5% 'Not known' prior attainment levels in-year, will be asked to ensure that this improves by the end-of-year return.</li> </ul> </li> </ul>	X	X		X
L36	Learner status on last working day before learning	<ul style="list-style-type: none"> <li>This field is no longer required for learners who started their learning aims on or after 1 August 2009 and the null value of 00 should be entered for all new starters in 2009/10.</li> </ul>		X		
L37	Employment status on first day of learning	<ul style="list-style-type: none"> <li>Providers must aim to have fewer than 0.3% 'Not known / not provided' on first day of learning. Providers with more than 5% 'Not known / not provided' entries in-year, will be asked to ensure that this improves by the end-of-year return.</li> </ul>	X	X		
L39	Destination	<ul style="list-style-type: none"> <li>ER (Apprenticeships) - Providers must aim to have fewer than 0.5% 'destination unknown' for apprenticeships by the final return of the year. Providers with more than 6% 'destination unknown' for apprenticeships in-year,</li> </ul>	X	X		X

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ID	Field Description	Data Quality Standard	COLLECTION			
			LR	ER	ASL	ESF
		<p>will be asked to ensure that this improves by the end-of-year return.</p> <ul style="list-style-type: none"> <li>ER (non-apprenticeships) / LR &amp; ESF SR (ESF co-financed) - Providers must aim to have fewer than 0.3% 'Destination unknown' entries by the final return of the year. Providers with more than 2.5% 'destination unknown' entries in-year, will be asked to ensure that this improves by the end-of-year return.</li> </ul>				
L40	National learner monitoring	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases</li> </ul>	X	X	X	
L41	Local learner monitoring	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases</li> </ul>	X	X		X
L42	Provider specified learner data	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases</li> </ul>	X	X	X	X
L45	Unique learner number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification Where the ULN is not null i.e. not 9999999999, this must be a valid ULN i.e. one that is issued.</li> </ul>	X	X	X	X
L46	UK provider reference number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification</li> </ul>	X	X	X	X
L47	Current employment status	<ul style="list-style-type: none"> <li>Providers must aim to have fewer than 0.3% 'Not known / not provided' employment status' on first day of learning. Providers with more than 5% 'Not known / not provided' entries in-year, will be asked to ensure that this improves by the end-of-year return.</li> </ul>		X		
L48	Date employment status changed	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases</li> </ul>		X		
L49	Discretionary learner support type	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases</li> </ul>	X			

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ID	Field Description	Data Quality Standard	COLLECTION			
			LR	ER	ASL	ESF
A01	Provider number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
A02	Contract & Allocation type	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>		X		
A03	Learner reference number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
A04	Dataset identifier code	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
A05	Learning aim dataset sequence	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
A07	HE datasets	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
A08	Dataset format	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
A09	Learning aim reference	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
A10	Funding model	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
A11	Sources of funding	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification</li> </ul>	X	X	X	X
A13	Tuition fee received for year	<ul style="list-style-type: none"> <li>LR - 100% of records completed as described in the ILR specification</li> <li>ASL - Must be accurate in 99% or more of cases.</li> </ul>	X		X	
A14	Reason for full funding & co-funding of learning aim	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	
A15	Programme type	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X		
A16	Programme entry route	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>		X		
A17	Delivery mode	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases.</li> </ul>	X			
A18	Main delivery method	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X		
A19	Employer role	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases.</li> </ul>	X			
A20	Re-take	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
A22	Franchise and partnership delivery provider number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X		
A23	Delivery location postcode	<ul style="list-style-type: none"> <li>LR / ASL / ESF - Must be accurate in 99% or more of cases.</li> <li>ER - 100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
A26	Framework code	<ul style="list-style-type: none"> <li>LR - Must be accurate in 99% or more of cases.</li> <li>ER - 100% of records completed as described in the ILR specification.</li> </ul>	X	X		
A27	Learning start date	<ul style="list-style-type: none"> <li>In 100% of cases; accurate to within a week of the actual start date providing any approximation does not result in the learner being wrongly included, or excluded, from being funded.</li> </ul>	X	X	X	X

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ID	Field Description	Data Quality Standard	COLLECTION			
			LR	ER	ASL	ESF
A28	Learning planned end date	<ul style="list-style-type: none"> <li>In 100% of cases; accurate, as known at start of programme.</li> </ul>	X	X	X	X
A31	Learning actual end date	<ul style="list-style-type: none"> <li>In 100% of cases; accurate to within a week of the actual end date providing any approximation does not result in the learner being wrongly included or excluded from being funded.</li> </ul>	X	X	X	X
A32	Guided learning hours	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X		X	
A34	Completion status	<ul style="list-style-type: none"> <li>LR / ER - 100% of records completed as described in the ILR specification</li> <li>ASL / ESF - Must be accurate in 99% or more of cases.</li> </ul>	X	X	X	X
A35	Learning outcome	<ul style="list-style-type: none"> <li>LR / ER - 100% of records completed as described in the ILR specification</li> <li>ESF / ASL - Must be accurate in 99% or more of cases.</li> </ul>	X	X	X	X
A36	Learning outcome grade	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification in all cases where it affects funding.</li> <li>For all other cases it must be accurate in 99% or more of cases.</li> </ul>	X	X	X	X
A40	Achievement date	<ul style="list-style-type: none"> <li>Accurate to date requested and consistent with any provider source documents.</li> </ul>		X		
A44	Employer identifier	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification</li> </ul>	X	X		
A45	Workplace location postcode	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases.</li> </ul>	X	X		
A46	National learning aim monitoring	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases.</li> </ul>	X	X	X	X
A47	Local learning aim monitoring	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases</li> </ul>	X	X		X
A48	Provider specified learning aim data	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases</li> </ul>	X	X	X	X
A49	Special projects and pilots	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases.</li> </ul>	X	X		X
A50	Reason learning ended	<ul style="list-style-type: none"> <li>Must be 100% accurate in all cases where it affects funding. For other cases it must be accurate in 99% or more of cases.</li> </ul>	X	X		X
A51a	Proportion of funding remaining	<ul style="list-style-type: none"> <li>Must be 100% accurate in all cases where it affects funding. For other cases it must be accurate in 99% or more of cases.</li> </ul>	X	X		
A52	Distance learning SLN	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
A53	Additional learning needs	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>		X		
A55	Unique learner number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification</li> <li>Where the ULN is not null i.e. not 9999999999, this must be a valid ULN i.e. one that is issued.</li> </ul>	X	X	X	X
A56	UK provider reference number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X

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ID	Field Description	Data Quality Standard	COLLECTION			
			LR	ER	ASL	ESF
A57	Source of tuition fees	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases.</li> </ul>	X			
A58	ASL provision type	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases.</li> </ul>	X		X	X
A59	Planned credit value	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases.</li> </ul>	X	X	X	X
A60	Credits achieved	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases.</li> </ul>	X	X	X	X
A61	Project dossier number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X		X
A62	ESF local project number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X		X
A63	National skills academy	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X
A64	Planned group-based hours	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>		X		
A65	Planned one-to-one contact hours	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>		X		
A66	Employment status on day before starting learning aim	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X		X
A67	Length of unemployment before starting ESF project	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X		X
A68	Employment outcome	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X		X
A69	Eligibility for enhanced ER funding	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>		X		
A70	Contracting organisation code	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X	X	X	X

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ID	Field Description	Data Quality Standard	COLLECTION			
			LR	ER	ASL	ESF
H01	Provider Number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H02	Contract/Allocation type	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H03	Learner reference number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H04	Data set identifier code	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H05	Learning aim data set sequence	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H07	HE data set sequence	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H09	Student instance identifier	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H10	Nationality	<ul style="list-style-type: none"> <li>Providers must aim to have fewer than 0.5% 'not known / not provided' nationality entries by the final return of the year. Providers with more than 3% 'not known / not provided' nationality entries in-year, will be asked to ensure that this improves by the end-of-year return.</li> </ul>	X			
H11	Highest qualification on entry	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H12	New entrant to higher education	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H13	Type of instance year	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H14	Mode of study	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H15	Level applicable to Funding Council HESES	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H16	Completion of year of instance	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H17	Student instance FTE	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H18	Year of student on this instance	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H20	Major source of tuition fees	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases</li> </ul>	X			
H21	Term time accommodation	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H23	Occupation code	<ul style="list-style-type: none"> <li>Must be accurate in 99% or more of cases</li> </ul>	X			
H24	Last institution attended	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H31	Reason for ending instance	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H32	Percentage not taught by this institution	<ul style="list-style-type: none"> <li>Must accurate in 99% or more of cases.</li> </ul>	X			
H33	Percentage taught in first LDCS subject	<ul style="list-style-type: none"> <li>Must be 100% accurate in all cases where it affects funding. For other cases it must be accurate in 99% or more of cases.</li> </ul>	X			
H34	Percentage taught in second LDCS subject	<ul style="list-style-type: none"> <li>Must be 100% accurate in all cases where it affects funding. For other cases it must be accurate in 99% or more of cases.</li> </ul>	X			
H35	Percentage taught in third LDCS subject	<ul style="list-style-type: none"> <li>Must be 100% accurate in all cases where it affects funding. For other cases it must be accurate in 99% or more of cases.</li> </ul>	X			

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H36	Socio-economic indicator	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H37	Unique learner number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification Where the ULN is not null i.e. not 9999999999, this must be a valid ULN i.e. one that is issued.</li> </ul>	X			
H38	UK provider reference number	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H39	UCAS tariff points	<ul style="list-style-type: none"> <li>Must be 100% accurate in all cases where it affects funding. For other cases it must be accurate in 99% or more of cases.</li> </ul>	X			
H40	UCAS personal identifier	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H41	UCAS application code	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H42	Special fee indicator	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H43	Learner FTE completed	<ul style="list-style-type: none"> <li>Must be 100% accurate in all cases where it affects funding. For other cases it must be accurate in 99% or more of cases.</li> </ul>	X			
H44	NHS Bursary	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			
H45	Qualification on entry	<ul style="list-style-type: none"> <li>100% of records completed as described in the ILR specification.</li> </ul>	X			

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Part B - Field Specification Owner, Main Stakeholders and Main Data Uses

ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
L01	Provider Number	Data service	analysis team	Y	Y	Y	Y	N	Y	N	
			funding Team								
L03	Learner Reference Number	Information Authority	Data service	N	N	N	N	N	N	Y	Used to maintain data integrity at the learner record level
L04	Data Set Identifier	Information Authority	Data service	N	N	N	N	N	N	Y	Used to maintain data integrity at the learner record level
L05	Learning Aim Data Set Sequence	Information Authority	Data service	N	N	N	N	N	N	Y	Used to maintain data integrity at the learner record level
L07	HE Data Sets	Information Authority	Data service	N	N	N	N	N	N	Y	Used to maintain data integrity at the learner record level
L08	Deletion Flag	Information Authority	Data service	N	N	N	N	N	N	Y	Used by data service systems.
L09	Learner Surname/ Family Name	research team	analysis team	Y	N	N	N	Y	N	Y	Used by: Learner satisfaction survey. DBIS/SFA/YPLA and their agents in data matching.
			DBIS analysis team, HEFCE								
L10	Learner Forenames	research team	analysis team	Y	N	N	N	Y	N	Y	Used by: Learner satisfaction survey. DBIS/SFA/YPLA and their agents in data matching
			DBIS analysis team, HEFCE								
L11	Date of Birth	funding Team	Data service analysis team	Y	Y	Y	Y	N	Y	N	
			equality and diversity HEFCE								

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ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
L12	Ethnicity	equality and diversity	analysis team	Y	N	N	N	N	Y	N	
			Data service analysis team HEFCE								
L13	Sex	equality and diversity	analysis team HEFCE	Y	N	N	N	N	Y	N	
L14	Learning Difficulties and/ or disabilities and/ or health problems	equality and diversity		Y	N	N	N	N	Y	N	
L15	Disability	equality and diversity		Y	N	N	N	N	Y	N	
L16	Learning Difficulty	equality and diversity		Y	N	N	N	N	Y	N	
L17	Home Postcode	funding team	analysis team	Y	Y	Y	N	N	N	N	
			Data service analysis team HEFCE								
L18	Address Line 1	research team		N	N	N	N	Y	N	Y	Used by: Learner satisfaction survey. DBIS / SFA/YPLA and their agents in data matching.
L19	Address Line 2	research team		N	N	N	N	Y	N	Y	Used by: Learner satisfaction survey. DBIS / SFA/YPLA and their agents in data matching.
L20	Address Line 3	research team		N	N	N	N	Y	N	Y	Used by: Learner satisfaction survey. DBIS/SFA/YPLA and their agents in data matching.

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ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
L22	Current Postcode	research team		N	N	N	N	Y	N	Y	Used by: Learner satisfaction survey. DBIS / SFA/YPLA and their agents in data matching.
L23	Telephone Number	research team		N	N	N	N	Y	N	Y	Used by Learner satisfaction survey.
L24	Country of Domicile	DBIS on behalf of British Council.	funding team	Y	N	N	N	N	N	Y	Used by: The British Council to monitor volume of education delivered to foreign students. Audit teams to identify high risk provision
			audit team								
L26	National Insurance Number	DWP / Job Centre Plus		N	N	N	N	N	N	Y	Used to confirm eligibility for tax and National Insurance benefits.
L27	Restricted use Indicator field	research team		N	N	N	N	N	N	Y	Used to identify learners who consent to further contact with stakeholders.
L28	Eligibility for Enhanced Funding	funding team		N	Y	Y	Y	N	N	N	
L29	Additional Learning Support	funding team	HEFCE	N	Y	Y	Y	N	N	N	
L31	Additional Learning Support Cost	funding team		N	Y	Y	Y	N	N	N	
L32	Eligibility for Disadvantage Uplift	funding team		N	Y	Y	Y	N	N	N	
L33	Eligibility for Disadvantage Uplift Factor	funding team		N	Y	Y	Y	N	N	N	
L34	Learner Support Reason - Other	learner support team	funding team	N	Y	Y	Y	N	N	N	

## Appendix P – Data quality, standards and field ownership 2010/11

ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
L35	Prior Attainment Level	SFA/YPLA	DBIS analysis team funding Team	Y	Y	Y	Y	N	N	Y	Used in measuring progress to PSA and other Government targets and to validate fee remission eligibility under the first full level 2 and 3 entitlement.
L36	Learner Status on Last Working Day Before Learning	skills team		N	N	N	N	N	N	Y	Used to measure the effectiveness of learning with respect to employment.
L37	Employment Status on First day of Learning	skills team		Y	N	N	N	N	N	Y	Used to measure numbers of programme led apprenticeships.
L39	Destination	National Apprenticeship service	Train to Gain ESF team	N	N	N	N	N	N	Y	For apprenticeships and ESF. Used to measure effectiveness of learning with respect to employment.
L40	National Learning Monitoring	Policy Team		Y	N	N	N	N	N	Y	Used to monitor participation in SFA/YPLA programmes and initiatives.
L41	Local Learning Monitoring	regional and local partnership teams.		Y	N	N	N	N	N	Y	
L42	Provider Specified Learner Data	Information Authority with Providers		N	N	N	N	N	N	Y	
L45	Unique Learner Number	MI Across Partners		N	N	N	N	N	N	Y	Used to match data across learning episodes to track progression and inform policy.
L46	UK Provider Reference Number	Data service analysis team	analysis team	Y	Y	Y	Y	N	Y	N	
L47	Current Employment Status	skills team		N	N	N	N	N	N	Y	Used to monitor the effect of programmes on employment.

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ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
L48	Date Employment Status Changed	skills team		N	N	N	N	N	N	Y	Used to monitor the effect of programmes on employment.
L49	Discretionary Learner Support	Learner support team		N	Y	N	N	N	N	N	

## Appendix P – Data quality, standards and field ownership 2010/11

ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
A01	Provider Number	Data service analysis team	analysis team	Y	Y	Y	Y	N	Y	N	
			funding team								
A02	Contract and Allocation Types	Finance Team	Allocations team	N	Y	Y	Y	N	N	N	
A03	Learner Reference Number	Information Authority	Data service	N	N	N	N	N	N	Y	Used to identify records with validation errors and to maintain data integrity between data sets
A04	Data Set Identifier	Information Authority	Data service	N	N	N	N	N	N	Y	Used to identify records with validation errors and to maintain data integrity between data sets
A05	Learning Aim Data Set Sequence	Information Authority	Data service	N	N	N	N	N	N	Y	Used to identify records with validation errors and to maintain data integrity between data sets
A07	HE Data Sets	Information Authority	Data service	N	N	N	N	N	N	Y	Used to identify records with validation errors and to maintain data integrity between data sets
A08	Data Set Format	Information Authority	Data service	N	N	N	N	N	N	Y	Used to identify records with validation errors and to maintain data integrity between data sets
A09	Learner Aim Reference	Information Authority	funding team	Y	Y	Y	Y	N	N	N	
			Data Service								
A10	Funding Model	funding team		Y	Y	Y	Y	N	N	N	
A11	Sources of Funding	funding team	funding team	Y	Y	N	N	N	N	N	
A13	Tuition Fee Received for Year	funding team		N	Y	N	N	N	N	N	

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ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
A14	Reason for Full Funding/Co-Funding of Learning	funding team		N	Y	N	N	N	N	N	
A15	Programme Type	funding team	Policy Team	Y	Y	Y	Y	N	N	N	
A16	Programme Entry Route	skills directorate	funding team	Y	Y	Y	Y	N	N	N	
A17	Delivery Mode	funding team		Y	N	Y	Y	N	N	N	
A18	Main Delivery Method	funding team	Policy Team	N	Y	N	N	N	N	N	
A19	Employer Role	skills team		Y	N	N	Y	N	N	N	
A20	Retake	funding team		N	Y	N	N	N	N	N	
A22	Franchise and Partnership Delivery Provider Number	Policy Team	Finance Team	Y	Y	Y	Y	N	N	N	
			funding team								
			DBIS policy team								
A23	Delivery Location Postcode	funding team	planning team HEFCE	N	Y	N	N	N	N	N	
A26	Framework Code	funding team	skills team	Y	Y	Y	Y	N	N	N	
			Sector skills councils								
A27	Learning Start Date	funding team	quality team HEFCE	Y	Y	Y	Y	N	N	N	
A28	Learning Planned End Date	funding team	quality team HEFCE	Y	Y	Y	Y	N	N	N	
A31	Learning Actual End Date	funding team	quality team HEFCE	Y	Y	Y	Y	N	N	N	

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ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
A32	Guided Learning Hours	funding team		Y	Y	Y	Y	N	N	N	
A34	Completion Status	funding team	Data service analysis team	Y	Y	N	N	N	N	N	
			analysis team								
A35	Learning Outcome	quality team	funding team	N	Y	N	Y	N	N	N	
			Ofsted HEFCE								
A36	Learning Outcome Grade	quality team	funding team	N	Y	N	N	N	N	N	
			Ofsted HEFCE								
A40	Achievement Data	funding team	Data service analysis team	Y	Y	Y	Y	N	N	N	
			analysis team								
A44	Employment Identifier	skills team		N	N	N	N	N	N	Y	Used to measure employer engagement.
A45	Workplace Location Postcode	skills team		N	N	Y	N	N	N	N	
A46	National Learning Aim Monitoring	Policy Team		Y	N	N	N	N	N	Y	Used to monitor participation in SFA/YPLA programmes and initiatives.
A47	Local Learning Aim Monitoring	regional and local partnership teams.		Y	N	N	N	N	N	N	
A48	Provider Specified Learning Aim Data	Providers		N	N	N	N	N	N	Y	Use determined by providers.

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ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
A49	Special Projects and Pilots	Policy Team		Y	N	N	N	N	N	Y	Used to monitor participation in SFA/YPLA projects and pilots.
A50	Reason Learning Ended	funding team	Policy Team	Y	Y	N	N	N	N	N	
A51a	Proportion of Funding Remaining	funding team		N	Y	N	N	N	N	N	
A52	Distance Learning SLN	funding team		N	Y	N	N	N	N	N	
A53	Additional Learning Needs	funding team	E&D team	N	Y	N	N	N	Y	N	
A55	Unique Learner Number	MI Across Partners		N	N	N	N	N	N	Y	Used to match data across learning episodes to track progression and inform policy.
A56	UK Provider Reference Number	Data service	analysis team	Y	Y	Y	Y	N	Y	N	
		analysis team	funding team								
A57	Source of Tuition Fees	funding team	DBIS policy team	N	N	N	N	N	N	Y	
A58	ASL Provision Type	ASL policy team		N	N	Y	Y	N	N	N	
A59	Planned Credit Value	VQ Reform Programme Team		N	N	N	Y	N	N	Y	Being used to pilot a new measure of success within QCF.
A60	Credits Achieved	VQ Reform Programme Team		N	N	N	Y	N	N	Y	Being used to pilot a new measure of success within QCF.
A61	Project dossier number	ESF team			Y		Y				
A62	ESF local project number	ESF team			Y		Y				

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ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
A63	National skills academy	skills team		Y			Y				
A64	Planned group-based hours	funding team								Y	Used to inform future funding rates
A65	Planned one-to-one contact hours	funding team								Y	Used to inform future funding rates
A66	Employment status on day before starting learning aim	Skills team		N	N	N	N	N	N	Y	Used to monitor the effect of programmes on employment.
A67	Length of unemployment before starting ESF project	Skills team		N	N	N	N	N	N	Y	Used to monitor the effect of programmes on employment.
A68	Employment outcome	Skills team		N	N	N	N	N	N	Y	
A69	Eligibility for enhanced ER funding	funding team		N	Y	Y	Y	N	N	N	
A70	Contracting organisation code	SFA/YPLA		N	Y	Y	Y	N	N	N	

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ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
H01	Provider Number	HESA / HEFCE		Y	Y	Y	Y	N	Y	N	
H02	Contract / Allocation Type	HESA / HEFCE		N	Y	Y	Y	N	N	N	
H03	Learner reference number	HESA / HEFCE		N	N	N	N	N	N	Y	
H04	Data set identifier code	HESA / HEFCE		N	N	N	N	N	N	Y	
H05	Learning aim data set sequence	HESA / HEFCE		N	N	N	N	N	N	Y	
H07	HE data set sequence	HESA / HEFCE		N	N	N	N	N	N	Y	
H09	Student instance identifier	HESA / HEFCE		N	N	N	N	N	N	Y	Used to link learning episodes over years
H10	Nationality	HESA / HEFCE		Y	N	N	N	N	N	Y	
H11	Highest qualification on entry	HESA / HEFCE		Y	Y	Y	Y	N	N	Y	
H12	New entrant to higher education	HESA / HEFCE		Y	N	N	N	N	N	Y	Used to measure key government targets
H13	Type of instance year	HESA / HEFCE		N	Y	N	N	N	N	Y	Affects when learner activity is counted for funding purposes
H14	Mode of study	HESA / HEFCE		Y	Y	Y	Y	Y	Y	Y	Key feature of most HEFCE processes
H15	Level applicable to Funding Council HESES	HESA / HEFCE		Y	Y	Y	Y	Y	N	Y	
H16	Completion of year of instance	HESA / HEFCE		N	Y	N	N	N	N	N	
H17	Student instance FTE	HESA / HEFCE		Y	Y	Y	Y	Y	N	N	

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ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
H18	Year of student on this instance	HESA / HEFCE		Y	N	N	N	Y	N	Y	Critical in determining eligibility for the National Student Survey
H20	Major source of tuition fees	HESA / HEFCE		N	N	N	N	N	N	Y	
H21	Term time accommodation	HESA / HEFCE		N	N	Y	N	N	N	Y	
H23	Occupation code	HESA / HEFCE		Y	N	N	N	N	N	Y	Used to understand participation patterns in HE
H24	Last institution attended	HESA / HEFCE		Y	N	N	N	N	N	Y	
H31	Reason for ending instance	HESA / HEFCE		Y	N	N	N	N	N	N	
H32	Percentage not taught by this institution	HESA / HEFCE		Y	N	Y	Y	N	N	N	
H33	Percentage taught in first LDCS subject	HESA / HEFCE		Y	Y	Y	Y	N	N	N	
H34	Percentage taught in second LDCS subject	HESA / HEFCE		Y	Y	Y	Y	N	N	N	
H35	Percentage taught in third LDCS subject	HESA / HEFCE		Y	Y	Y	Y	N	N	N	
H36	Socio-economic indicator	HESA / HEFCE		Y	N	N	N	N	N	Y	
H37	Unique learner number	HESA / HEFCE		N	N	N	N	N	N	Y	

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ID	Field	Field Specification Owner	Main Stakeholder	Main Data Use							Additional information about 'Other' data use
				General Data Analysis	Funding	Planning	Provider Performance Management	Surveys	Equality and Diversity	Other	
H38	UK provider reference number	HESA / HEFCE		Y	Y	Y	Y	Y	Y	N	
H39	UCAS tariff points	HESA / HEFCE		Y	Y	N	Y	N	N	Y	
H40	UCAS personal identifier	HESA / HEFCE		N	Y	N	N	N	N	Y	
H41	UCAS application code	HESA / HEFCE		N	Y	N	N	N	N	Y	
H42	Special fee indicator	HESA / HEFCE		N	Y	N	N	N	N	N	
H43	Learner FTE completed	HESA / HEFCE		Y	Y	N	N	N	N	N	
H44	NHS Bursary	HESA / HEFCE		Y	Y	N	N	N	N	N	
H45	Qualification on entry	HESA / HEFCE		Y	Y	N	N	N	N	N	