YPLA

Young People's Learning Agency

YPLA Policy and Guidance notes for learners in Young People's Custody

Version 1.2

Date 12 November 2010

Acknowledgements

© for guidance

Contents

Overview

1   This guidance is prepared to help Offender Learning and Skills Service (OLASS) providers complete the Learner Responsive Individualised Learner Record (ILR) with reference to the funding methodology and 5% holdback. This should be used in conjunction with *the information authority* ILR documentation and the joint completion of the ILR for OLASS Learners – Policy and Guidance notes for learners in custody from the 10/11 academic year. The full ILR specification is available on *the information authority* website (http://www.theia.org.uk/), alongside the Learner Responsive Provider Support Manual. This guidance is broken down into alphabetical sections for ease of reference.

Achievement

2   Achievement is the measure of the number of qualifications *achieved* as a percentage of the number *completed*. With recording the methodology mentioned above, an achievement can include units and/or full qualifications as long as they are identifiable using the learning aim reference. Please refer to the OLASS ILR guidance and the section below on enrolment.

Achievement rate (OLASS definition)

3   The calculation of the achievement rate is the count of live aims in the academic year that are achievable within the same academic year, i.e. aims which are planned to end or actually ended within the academic year, divided by the count of actual achievements. Annexe B contains example scenarios which show which learning aims would be included or excluded.

4   A sum equivalent to 5% of the overall contract value for each establishment will be held back and paid only if the provider can demonstrate that they have met the required achievement rate across that establishment.

5   Further details on how the YPLA is releasing the 5% hold back on the contract value are available in Annexe B.

Audit

6   Providers must ensure that all ILR returns are completed in an accurate and timely manner, as late or inaccurate returns could impact on the amount of the 5% paid to the provider. All records may also be subject to audit.

Calculating achievements of achievable aims

7   The total number of young people's enrolments will be counted across the establishment and the total number of young people's achieved aims will be used to calculate the achievement rate. This calculation is applicable and effective from the 10/11 academic year onwards.

8   The release of 5% of funding held back is calculated by achievement rate and not success rate in FE terms. The target achievement rate of 62% has been set by taking into account the complex nature of OLASS and the influences which may be outside of the providers' control. The syntax for calculating the achievement rate can be found at Annexe C

Continuing learners

9   As stated in the ILR specification, providers must code the Completion status field, field A34, in the Learner Responsive LR04 and LR05 returns to reflect the situation at 31st July. If the planned end date recorded against the learning aim is on or before 31st of July, and the learner is yet to complete the course, the Completion status field, field A34, should be recorded in the LR04 and LR05 returns as continuing (code 1). When the learner completes the aim that they enrolled on, the actual end date and completion status must be returned in the subsequent year's ILR. The coding of this field affects the calculation of the achievement rate (see Annexe C)

Data cleansing

10   The data quality of ILR returns is of paramount importance as errors in the data are likely to affect the proportion of the final 5% that is released.

Enrolment

11   All OLASS funded learning aims must be recorded.

12   This includes learners on remand and foreign nationals where they are present in OLASS funded education classes.

13   Where a learner with prior learning achieved from a different institution is referred to OLASS funded provision, and is only to be entered for the exam, for, e.g. a GCSE, the learning aim should only be entered into the ILR where some OLASS funded learning activity has taken place, e.g. if at least one revision style lesson has been attended by the learner ahead of the exam, the aim should be recorded on the ILR.

14   The learning aim the provider records in the ILR must reflect the expected outcome of the learner's current programme as recorded in their individual learning agreement. Where a learner is intending to achieve a qualification, only the qualification should be recorded. Where it is expected that a unit

or units will be achieved in the current learning programme, and not the whole qualification, then a QCF unit(s) class code (i.e. a 'ZUQA' code) should be recorded in the Learning aim reference field, field A09. In OLASS it is expected that learners are enrolled on bite-size courses of achievable level and length, which may be units in the first instance. Valid learning aim class codes include those that start **ZUNA, ZUXA, ZUQA and ZUNE**. Appendix H to the ILR specification has details of the class codes for approved units, and there is also guidance available on completing the Planned credit value and Credits achieved fields, fields A59 and A60) on *the information authority* website which may be useful.
www.theia.org.uk/NR/rdonlyres/DA4FA666-ED4D-49DA-9653-71A308479563/0/lscguidanceILRFieldsA59andA60.pdf

15   If the learning aim is funded by the prison, it is deemed as 'out of scope' activity, therefore that learning aim should not be recorded on the ILR.

Guided Learning Hours

16   Guided learning hours (glh) are defined as all times when a member of staff is present to give specific guidance towards the learning aim being studied on a programme. This definition includes lectures, tutorials and supervised study in, for example, open learning centres and learning workshops. It also includes time spent by staff assessing a learner's achievements, for example in the assessment of competence for National Vocational Qualifications (NVQs). It does not include time spent by staff in the day-to-day marking of assignments or homework where the learner is not present. It does not include hours where supervision or assistance is of a general nature and is not specific to the study of the learners.

Prior attainment (field L35)

17   The information provided by learners themselves should be regarded as acceptable. There is no requirement for OLASS learning that evidence of attainment be provided. The qualification should have been completed and passed for recording.

18   Information on prior attainment will be used to report on the distance travelled by an individual learner. Information on the prior qualifications completed is typically collected with little formal evidence and where it becomes obvious during learning that the information was wrong this should, with the agreement of the Education Manager, be corrected.

Transfer - transferring their enrolment to a new aim within the same provider and establishment

19   Only the aim to which the learner transfers will be counted in the achievement rate calculation.

Withdrawal

20   Where a learner is removed from learning temporarily, eg for sickness, the following will apply:

- If a learner returns to learning but leaves the establishment, it can be counted as an OLASS learner withdrawn due to circumstances outside the providers' control and recorded in the Reason learning ended field, field A50, using code 28.when they leave the establishment.
- If the learner returns to learning and achieves, this achievement will be counted as long as it is within the academic year.
- If the learner returns to learning and was expected to achieve within the academic year, but does not, this will count as a fail.
- Code 6, Learner has temporarily withdrawn from the aim due to an agreed break in learning, in the Completion status field, field A34, should not be used.

21   No withdrawals coded 28 in the Reason learning ended field, field A50, will be counted in the YPLA OLASS achievement rate calculation.

22   Providers MUST NOT delete the learner records of those who are no longer in learning with them since this information will be used to measure the effect that learner travel has on achievements.

YOL1

23   In addition to the ILR returns detailed in the joint guidance note, providers must return a YOL1 form as per the YOL1 guidance for each establishment. This must be returned to the local contract manager by the 10th working day of the following month. *These forms will not be used to calculate the achievement rate.*

Annexe A: Scenarios

For 2010/11

- Learners with a learning aim start date before 1 August 2010 will not be counted in the calculation.
- If the learning aim planned end date is in 2009/10 but the learner completes the learning aim in 2010/11, the achievement will not be counted.
- If the learning aim planned end date is in 2010/11 but the learner completes in 2011/12 this will count as a fail in 10/11 but may count as an achievement in 11/12. Further guidance on the 2011/12 academic year will follow, as we will continuously review this methodology to ensure that it is fit for purpose.
- If the learning aim planned end date is in 2011/12 but the learner completes in 10/11 the record will need to be returned in both years.

Young Offenders Institutions Achievement Rate 2010/2011 - Scenarios

*Review 1 - August 1, 2010 - January 31, 2011

*Review 2 - August 1, 2010 - April 30, 2011

*Final Review - August 1, 2010 - July 31, 2011

	2009/2010	2010/2011												2011/2012
		REVIEW 1						REVIEW 2			FINAL REVIEW			
		Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	
Learning Aim A				Plan End		A35=1								
Learning Aim B					A35=1		Plan End							
Learning Aim C														Plan End
Learning Aim D	Plan End		A35=1											
Learning Aim E									A34=4		Plan End			
Learning Aim F								Plan End		A35=4			A35 = 1	
Learning Aim G			A50=28		Plan End									
Learning Aim H						Plan End			A35=3					
Learning Aim I								Plan End					A35=4	
Learning Aim J								A50=27					Plan End	
Learning Aim K						Plan End								
Learning Aim L					Plan End								A50=28	
Learning Aim M					Plan End								A50=27	
Learning Aim N													Plan End	A35=1

◗ For guidance

Learning Aim A – Planned to end in Oct 2010, achieves in Dec 2010. Included in review 1, 2 and Final as achievement.

Learning Aim B – Planned to end Jan 2011, achieves in Nov 2010. Included in Review 1, 2 and Final as an achievement.

Learning Aim C – Planned to end in 2011/2012, excluded from calculation.

Learning Aim D – Planned to end 2009/10, achieves Sept 2010. Excluded from calculation as planned to end in 2009/10.

Learning Aim E – Planned to end May 2011, transfers to a new learning aim in March 2011. Excluded from calculation in Reviews 1 and 2 as planned-end date not within review period. Excluded from Final calculation as learner has transferred[1].

Learning Aim F – Planned to end Feb 2011, April 2011 flagged as A35=4 Excluded from calculation in Review 1 as planned end date outside of review period. Excluded from calculation in Review 2 as outcome is not yet known. Included as an achievement in Final Review as A35=1 in July 2011.

Learning Aim G – Planned to end Nov 2010, withdraws in Sep 2010 as A50=28. Excluded from calculation in review 1, 2 and Final.

Learning aim H – Planned to end in Dec 2010, non achiever in March 2011. Included as a fail in Review 1 as passed planned end date and did not achieve, Included in Review 2 and Final Review as a fail as recorded as a non achiever.

Learning Aim I – Planned to end Feb 2011, A35=4 in July 2011. Excluded from Review 1 as planned end date not in period of review. Included as a fail in Review 2 as passed planned end date and did not achieve. Included as a fail in Final Review as recorded as exam taken, result not yet known.

Learning Aim J – Planned to end in July 2011, A50=27 in Feb 2011. Excluded from Reviews 1 and 2 as planned end-date not within review period. Included as a fail in Final Review.

Learning Aim K – Planned to end in Dec 2010. Included as a fail in all reviews as field A35 has not been completed.

Learning Aim L – Planned to end in Nov 2010, A50=28 in Jul 2011. Included as a fail in Reviews 1 and 2 as passed end date with no achievement. Excluded from Final review due to learner withdrawing outside provider's control.

Learning Aim M – Planned to end in Nov 2010, A50=27 in July 2011. Included as a fail in Reviews 1 and 2 as passed planned end date with no achievement. Included as a fail in Final Review as learner has withdrawn in circumstances within provider's control.

Learning Aim N – Planned to end in July 2011, A35=1 in 2011/12. Excluded from calculation as planned end-date not within review period. Included as a fail in Final Review as achievement not until following academic year. Included as an achievement in the calculation for 2011/12.

---

[1] Note that a check will be made to ensure that the learner has transferred to a new learning aim and not simply withdrawn,

◗ **For guidance**

ILR Fields	Codes	Description
A34	4	Completion Status = The learner has transferred to a new learning aim
A35	1	Learning Outcome = Achieved
A35	3	Learning Outcome = No Achievement
A35	4	Learning Outcome = Exam taken / assessment completed but result not yet known
A50	27	Reason Learning Ended = OLASS learner withdrawn due to circumstances within the provider's control
A50	28	Reason Learning Ended = OLASS learner withdrawn due to circumstances outside the provider's control

Annexe B – Collection deadlines and payment dates

LR01 Data up to 1 November 2010 can be returned from 2 November 2010 till 6pm 6 December 2010.

LR02 Data up to 1 February 2011 can be returned from 13 December 2010 till 6pm 14 February 2011

LR03 Data up to 1 May 2011 can be returned from 28 February 2011 till 6pm 16 May 2011

LR04 Data up to 31 July 2011 (full academic year) can be returned from 23 May 2011 till 6pm 5 September 2011

LR05 Full academic year plus achievements that were not confirmed in-year can be returned from 12 September 2011 till 6pm 21 November 2011

Review 1: The YPLA will take the data from the LR02 return. Included in this calculation will be any aims that started on or after 1 August 2010 which have a planned end date between then and the 31 January 2011.

Where the achievement rates in the following table are achieved, the corresponding funding will be released on a per contract (and therefore) establishment basis in March.

Please note that for review 1 and 2 A35=4 will be excluded from the calculation. These will only be counted as fails at the final reconciliation.

Min % achievement	% of funding released
62%	2.5%
61%	2%
60%	1.5%
59%	1%
58%	0.5%
<58%	0%

- There will be no rounding up of figures, for example 61.6% achievement will enable 2% of the funding to be released.

- Providers will have the percentage calculated on a 'per establishment' basis.

○ For guidance

Review 2: The YPLA will take the data from the LR03 return. Included in the calculation will be any aims that started on or after 1 August 2010 which have a planned end date between then and 30 April 2011.

Again, we will calculate the rate per contract (and therefore) establishment and where the achievement rate has been maintained or increased the appropriate balance of the 5% will be paid in June 2011. Where the rate has dropped, clawback will not be applied until the final reconciliation review.

% Achievement	Total funding released (to include any payment made in March)
62%	5%
61%	4%
60%	3%
59%	2%
58%	1%

Final review (reconciliation): The YPLA will take data from the LR05 return. This will include all returns for the 2010/11 academic year which must be submitted by **21 November 2011**. This date is deliberately later than the end of the academic year to allow awarding bodies to confirm all achievements and for these to be subsequently recorded. At this point, if the achievement rate of an establishment has increased, payment will be made as per the table above. Where the rate has decreased, clawback will be initiated to ensure a provider has not received more than their entitlement to the 5%.

Payment/clawback will be made in January 2012

No provider will receive more than 5%.

In order to allow providers to maximise the funding available to them, all reviews will require the provider to submit robust and timely data.

Annexe C: Syntax

Young Offenders Institutes - Achievement Rate Methodology 2010/2011

Purpose

The purpose of this Annexe is to provide the business rules and a Young Offenders achievement rates methodology for 2010/11.

Background

This methodology is developed and tested by the Young People's Learning Agency (YPLA). This is to enable the provision of accurate advice and information to the business.

Summary

The Young Offenders Achievement Rate Methodology is calculated from base 'ILR' data submitted by providers who offer, 'Offender in Custody' provision delivered through the provider, with the YOI being identified through A23 (delivery postcode) field.

Three reviews will be undertaken to consider evidence of the provider's performance as follows:

Review 1: The review will be based on LR02 return
 The review will consider:
- Number of aims planned to end (**A28**) or have already ended between 1 August 2010 and 31 January 2011.
- Number of achievements (**A35=1**) between 1 August 2010 and 31 January 2011.

Review 2: The review will be based on LR03 return
 The review will consider:
- Number of aims planned to end (**A28**) or have already ended between 1 August 2010 and 31 April 2011.
- Number of achievements (**A35=1**) between 1 August 2010 and 31 April 2011.

Final Review*:* The review will be based on LR05 Final return.
 The review will consider:
- Number of aims planned to end (**A28**) or have already ended between 1 August 2010 and 31 July 2011.
- Number of achievements (**A35=1**) between 1 August 2010 and 31 July 2011.

The achievement rate calculation is :
> The number of actual achievments, divided by the number of aims that are achievable within the academic year multiplied by 100 to give the percentage.
>> *For example, for the 2010/2011 academic year, all aims that are planned to end or have actually ended between 1st of August 2010 and 31st July 2011 are included in the calculation.*

Inclusions

Other funded aims only (**A10=80** or **A10=82**)

Offenders in Custody aims only (**A46A=34** or **A46B=34**)

Exclusions

If the learning aim's Completion Status is 'The learner has transferred to a new learning aim'. That is, the learner has withdrawn from this learning aim and as a direct result has at the same time started studying for another learning aim within the same provider it is excluded (**A34=4**)

If the learning aim's Learning Outcome is 'Exam taken / assessment completed but result not yet known' it is excluded (**A35=4**)
NOTE: This A35=4 exclusion only applies to Review 1 and 2. Where the learning outcome is anything other than A35=1 (6 or 7 for AS levels) in the Final review the aim will be counted as a fail.

If the learning aim's Reason learning ended is 'OLASS learner withdrawn due to circumstances outside the providers' control' it is excluded (**A50=28**)

List of Young Offenders Institutions by Age*
***A_AGEST - The Age of Learner at Start of Aim**

15, 16, 17 and 18 Year Olds
Cookham Wood
Warren Hill
Werrington
Wetherby
Hindley

15, 16 and 17 Year Olds Only (split sites)
Stoke Heath
Feltham
Downview
Eastwood Park
Foston Hall
New Hall

Syntax for calculation of achievement rates for Young Offenders.

Get file containing ILR data of the appropriate return and freeze.
*Select offenders in custody only.
SELECT IF (A46A=34 or A46B=34).

*Select other funded.
SELECT IF (ANY(A10, 80, 82)).

*Select if Reason Learning Ended is not learner has withdrawn due to circumstances outside the providers control.
SELECT IF (A50<>28).

*Select if Learning Outcome is not exam taken / assessment completed but result not yet known.
USE FOR REVIEW 1 and 2 BUT WILL NOT APPLY FOR FINAL REVIEW.
SELECT IF (A35<>4).

 For guidance

*Select if Completion Status is not the learner has transferred to a new learning aim. That is, the learner has withdrawn from this learning aim and as a direct result has at the same time started studying for another learning aim within the same provider.
SELECT IF (A34<>4).

USE FOR REVIEW 1.
*Select aims with planned end date between 1st August 2010 and 31st January 2011.
SELECT IF (A28>=date.dmy(01,08,2010) and A28<=date.dmy(31,01,2011)).

USE FOR REVIEW 2.
*Select aims with planned end date between 1st August 2010 and 31st April 2011.
*SELECT IF (A28>=date.dmy(01,08,2010) and A28<=date.dmy(31,04,2011)).

USE FOR FINAL REVIEW.
*Select aims with planned end date between 1st August 2010 and 31st July 2011.
*SELECT IF (A28>=date.dmy(01,08,2010) and A28<=date.dmy(31,07,2011)).

*Compute if Learning Outcome is aim has been achieved.
DO IF A35=1.
COMPUTE P_ACHIEVE=1.
END IF.

SORT CASES BY A09.

*Match to LAD.
 MATCH FILES
/FILE=*
/TABLE=(this is our standard LAD table, the filepath is not relevant externally)
/BY=A09.

** Match to Postcode of Institute.
SORT CASES BY L01 A23 A47A.

MATCH FILES
  /FILE = *
  /TABLE = (this is a table of prison postcodes)
  /BY L01 A23 A47A.

SORT CASES BY L01 A23 A_AGEST.

** Output by Institution.
AGGREGATE
  /OUTFILE = *
  /BREAK = L01 A23 A_AGEST
  /NAME =FIRST(PRISON_NAME)
  /P_ACHIEVE = SUM(P_ACHIEVE)
  /P_COUNT = N