Education
Funding
Agency

16 to 18 institution data and management information reports

A user guide and technical annex to support the release

June 2014: version 9

Contents

1   Introduction

The User Guide

This User Guide provides guidance, data sources and definitions to assist local authorities (LAs) and Institutions.

What 16-18 data are available to local authorities and Institutions?

The 16-18 Data and MI reports are one element of the data available to LAs. In June 2014 each LA will receive:

- a 16-18 Data and MI Pdf report for each of the following: Further Education Colleges; Commercial and Charitable Providers (CCPs) and; Higher Education Institutions that receives funding from the EFA.

- ILR data for FE and schools census data for learner responsive provision are included within these reports.

- a separate EFA funded pivot table for the LA. This contains more data than the pdf reports and enables you to conduct further analysis for your LA.

Institutions will receive a Pdf report for their institution. This is the same report that LAs will have access to.

LAs can request reports for Institutions delivering in their areas (e.g. CCPs that are based in other areas). Please contact your EFA territorial office.

The reports are available to Institutions and LAs on the Information Exchange.

Changes and Updates since the last release

In December 2013, a series of 16-19 Data and MI pivot tables and reports were made available to Institutions and local authorities (LAs) on the Information Management (IM) portal. A summary of the changes is given below:

- Since the December release, additional Further Education (FE) data has been collected about delivery in the 2013/14 academic year. This data (R06) reflects a part year position for that academic year. The reports and pivots contain data for end year 11/12, end year 12/13 and as of February in 13/14.

- For schools and academies the reports and pivots contain data sets based on the October census, with an end year data for 11/12 and 12/13 and a start year data for 13/14.

- 1213 HESA data has been added. The reports and pivots contain 1112 and 1213 HESA data.

- We have incorporated changes which occurred since the December release. These include:

  - Institution reorganisation (renaming, merging etc);

  - Schools collections have been updated to capture any institutes that may have changed UPIN or institute name as a result of a merger or academy converter.

Purpose of the Data and MI reports

Data and MI Reports have been produced in previous years to provide a single source of data and information to support Institutions and Local Authorities with their planning and allocations. As the role of the EFA has evolved, it has become clear that the EFA should only be providing data and information for which it is responsible. As a result, the reports now include only data owned or used by the EFA to produce allocations. However, links to other sources of information are included ensuring Local Authorities and Institutions can quickly access data and information which they might find useful.

The products aim to provide a balance between a regular supply of data and a comprehensive data source to inform decision making.

The reports have been developed to fulfill the following key functions:

- To assist Institutions in self-improvement

- To act as a light touch, desk based evaluation by the EFA to provide assurance for continued funding

- To inform LAs about the provision in their area

- As a consistent source of information available to Ofsted as part of the material they collate prior to inspection (and a replacement to the pre-inspection briefing)

- To inform LAs' overview of the provision on offer to young people in its area.

Version 9.0 is the June refresh of the Data and MI reports released to local authorities and Institutions via the Information Exchange.

Scope of the Data and MI reports

The report brings together a range of data, some of which have previously been published externally, into a single 16-18 Institution level report. It includes information on:

- Data from the Individualised Learner Record (ILR)

- Data from the School Census

- Links to Success Rates reports (where relevant), Ofsted, Office for National Statistics, Statistical First Releases, 16-18 Minimum Standards tables, School Performance Tables and Allocations data.

A report has been generated for every Institution which received a 16-18 allocation for 2014/15 from the EFA, including:

- Further Education – GFE Colleges, Sixth Form Colleges and Independent Private Institutions (CPP)

- Maintained School Sixth Forms (SSF), including Academies (both sponsor and converter).

This data represents the operational data that the EFA uses in its role to fund 16-18 Institutions. As a result the definitions that are used differ from those in other publications, including:

- the Department for Education's 16-18 participation Statistical First Release (SFR); and

- the SFRs published by the Data Service

The SFR documents should be used as the primary source of performance information about 16-18 participation and attainment.

Accessing the reports

The reports are available to Institutions and LAs on the Information Exchange.

Sharing the information

The data within the 16-18 Data and MI Pdf reports and pivot tables is supplied for internal Education Funding Agency (EFA) use and shared with Institutions and local authorities. It cannot be used or shared for any other purpose and should not be released and / or quoted in the public domain without the written consent of the EFA. This can be requested from Enquiries.EFA@education.gsi.gov.uk

Contact Us

If you have any questions regarding these reports then you should contact your EFA Territorial team in the first instance. Contact details can be found GOV.UK

- Northern territory (North West, North East and Yorkshire and Humberside) YPNorthern.EFA@education.gsi.gov.uk

- Southern territory (South East, East of England and London) YPSouthern.EFA@education.gsi.gov.uk

- Central & South West territory (South West, West Midlands and East Midlands) YPCentralSW.EFA@education.gsi.gov.uk

2   User Guide: Description of report contents

Section 1   High Level Institution Summary

Retention Rates

A table showing the headline Student and retention volumes and % retained.

Row categories: Students, Retained and % Retained.

A graph showing the headline Student and retention volumes by academic year.

Section 2   Student Numbers

The tables in Section 2 are based on analysis of the data at a student level including Outturn learner numbers and Funding. Data are available for two complete academic years (2011 to 2012, 2012 to 2013 and part academic year 2013 to 2014).

The tables provide a range of student demographics (e.g. age, gender, LLDD, ethnicity) and by other core aim characteristics (level of core learning aim, Mode of Study).

Section 3   Student Numbers by Core Aim

The tables in Section 3 break down student numbers by sector subject area as well as by whether the core aim is academic or vocational.

Section 4   Retention Rates

Analysis of retention by type of programme (academic/vocational) and sector subject area, gender, ethnicity.

Section 5   Useful Links

Links to Ofsted inspection reports, success rate reports, population statistics, performance tables and 16-18 Minimum Performance tables, Allocations data.

3   Technical Annex to Reports

The following is a technical annex which describes the data sources and definitions used in compiling the reports. The report brings together information from a number of different data sources into one Institution level report. Wherever possible the annex contains embedded links to already published data sources and definitions used in the report.

Note from the Data Service:

The definitive source of information on participation, achievement and success rate information for the FE Sector is the Post-16 SFR. The SFR is a separate publication to these Institution level reports. The SFR is a quarterly publication and is available on GOV.UK.

The SFR is a National Statistic and the 'National Statistics' Quality Mark indicates that the statistics have been produced in accordance with a Code of Practice for Official Statistics.

The Code of Practice requires the statistics to be produced, managed and disseminated to high professional standards. The statistics must be well-explained and meet users' needs. The SFR meets this standard.

National Statistics publications are regularly reviewed by the UK Statistics Authority's Monitoring and Assessment team to ensure that they comply with the Code of Practice for Official Statistics. A number of documents are published on the GOV.UK in line with the Code of Practice for Official Statistics.

Data sources and definitions

Section 1   Student Numbers

Information within Tables 2.1 to 2.7 is sourced from analysis of the ILR. It contains data for 2011 to 2012, 2012 to 2013 and 2013 to 2014 and is based the following files and freezes of data from the Data Service:

FE collection	Schools collection	HESA collection
11/12 R15 (December 2012)	11/12 (October Census 2012)	1112 HESA
12/13 R14 (December 2013)	12/13 (October Census 2013)	1213 HESA
13/14 R06 (February 2014)	13/14 (October Census 2013)	

The majority of definitions used within these tables are available via the Data Dictionary on the Data Service website.

All individuals who attend independent specialist Institutions as part of our dedicated provision for individuals with limiting learning difficulties and disabilities are not included in these figures.

Student

A student is defined as:

Any person receiving government funding via the YPLA/EFA to support the provision of structured learning.

Age

Age is defined as:

Age of learner as at 31 August

Students' Local Authority

This is based on a mapping of students' home postcode (L17) using a postcode file from the Office of National Statistics.

FT/PT Banding (Full time and part time students)

FT/PT Banding definition is included in the funding guidance:

Link FT/PT Banding

Section 2   Student Numbers by Core Aim

Information within Tables 3.1 and 3.2 is sourced from analysis of the learning aims on the ILR. It contains data for 2011 to 2012, 2012 to 2013 and part academic year 2013 to 2014 and is based on the same files and freezes of data as Section 1.

Core Aim

Core aim definition is included in the funding guidance:

Link   Core Aim

Main Programme Type/Programme Type

Programme Type definition is included in the funding guidance:

Link   Programme Type

Sector Subject Area

Sector Subject Area definition is available via the Data Dictionary on the Data

Service website:

Link   Sector Subject Area

Section 3   Retention Rates

Data are sourced from the ILR as above.

4   Known Issues

SEN

11/12 missing SEN status values are for off roll pupils. The values were missing from the data sent to the Data Service by the DfE. Most schools' QSR reports have approximately 50% of the aims with an SEN Status of 'Unknown'.

Travel to Learn Table

Delivery location info is not in the source data at learner level so we cannot therefore produce travel to learn tables as previously.

5   Frequently Asked Questions

Q1 What is the purpose of the data release?
The purpose is to support local authorities and institutions in fulfilling their statutory duties by providing information on 16-18 year olds' provision.

Q2 Where and when will I be able to access the pivot tables?
The tables will be available on Information Exchange.

Q3 Is guidance available on using a pivot table?
A guide to using pivot tables is available below.

Q4 What data is used?
The products are all from the same data source and provide 3 years' data for post-16 provision, further information below

FE collection	Schools collection	HESA collection
11/12 R15 (December 2012)	11/12 (October Census 2012)	1112 HESA
12/13 R14 (December 2013)	12/13 (October Census 2013)	1213 HESA
13/14 R06 (February 2014)	13/14 (October Census 2013)	

Q5 Where can I go for further information?
Please contact your EFA Territorial team. Contact details can be found on GOV.UK

Q6 Where can I find more information about the remit of the EFA?
Further information on the remit of the EFA, including Academies funding and finance, funding 16-18 education, student support and capital, is available on GOV.UK

6   Using Pivot tables

The Data and MI Analysis Tool for Local Authorities is an Excel pivot table that brings together data from the School Census and the Individualised Learner record to enable users to conduct specific analyses of local data – either on a student residence basis or by institution.

The names of the data fields can be confusing, so there is a glossary explaining the meaning of each of them.

An example of how local authorities can use the data and MI tools for further analysis:

Q How do I produce a report on resident FE and SSF Students split by their FTPT banding for my area?

- On the front page of the pivot table for the area you want to analyse, click on 'Student Analysis' in the 'Residents' column.

- A lot of the available data fields are already shown at the top of the worksheet, but not all of them. If you want to use one that isn't visible, click anywhere within the pivot columns and the Pivot Field List (which shows all the available fields in the pivot) will pop up to the right. If it doesn't, right click the mouse while your cursor is in the pivot table and in the pop-up menu you will see the option 'Show Field List' – click on it.

- In Excel 2003, remove fields that you don't want by clicking and dragging the column headings over to the Pivot Field List. In Excel 2007, just deselect in the field list any fields you don't want.

- The only fields you need for a basic analysis of Students split by their FTPT banding are 'Students', 'Learner Upper Tier Local Authority' (the Local Authority in which Students live), 'Year' and 'FTPT Banding'.

- In Excel 2003, click and drag the 'FTPT Banding, 'Students' and 'Year' fields from the Pivot Field List to the main table. Add other filters as required – such as the type of disability, ethnicity or gender. In Excel 2007, you can choose to tick the required fields or click and drag them.

The output of this analysis is shown overleaf.

EFA Funded Students - xxxxxxxxxxx

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Collection	(All)	
Student Upper Tier Local Authority	(All)	
Student Lower Tier Local Authority	(All)	
Student Ward	(All)	
Institution Upper Tier Local Authority	(All)	
Institution Lower Tier Local Authority	(All)	
Institution Name	(All)	
Institution Type	(All)	
Mode of Attendance Short	(All)	

Mode of Attendance Long	(All)
National Curriculum Year	(All)
Notional Level	(All)
Ethnicity	(All)
Ethnicity Banded	(All)
L_AGEB_16171819_Desc	(All)
Gender	(All)
Disability	(All)
Disadvantage Uplift	(All)

Additional Learning Support L29	(All)
Student Learning Difficulty	(All)
LLDD	(All)
ALS Band	(All)
19-24 Funded Learner	(All)
FSM Eligible	(All)

Students		Year			
Institution Data Type	FTPT Banding	2011/12	2012/13	2013/14	Grand Total
HESA	Full Time >=540 GLH	Number	Number	Number	Number
	Part Time - 450-539 GLH	Number	Number	Number	Number
HESA Total		Number	Number	Number	Number
LR_FE_IPP	FTE <=279 GLH	Number	Number	Number	Number
	Full Time >=540 GLH	Number	Number	Number	Number
	Part Time - 280-359 GLH	Number	Number	Number	Number
	Part Time - 360-449 GLH	Number	Number	Number	Number
		Number	Number	Number	Number
	Part Time - 450-539 GLH				
LR_FE_IPP Total		Number	Number	Number	Number
LR_S6F	FTE <=279 GLH	Number	Number	Number	Number
	Full Time >=540 GLH	Number	Number	Number	Number
	Part Time - 280-359 GLH	Number	Number	Number	Number
	Part Time - 360-449 GLH	Number	Number	Number	Number
	Part Time - 450-539 GLH	Number	Number	Number	Number
LR_S6F Total		Number	Number	Number	Number
HE FE Merger	Full Time >=540 GLH	Number	Number	Number	Number
HE FE Merger Total		Number	Number	Number	Number
Grand Total		Number	Number	Number	Number