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Education
Funding
Agency

Guidance

16 to 18 Institution Data and MI reports

Updated 17 December 2015

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1.   Introduction

1.1   The user guide

This user guide provides guidance, data sources and definitions to assist local authorities (LAs) and institutions. To accompany this user guidance, following feedback from LAs, we developed a demonstration of how to manipulate the data contained in the pivot tables.

1.2   16 to 18 data available to local authorities and institutions

The 16 to 18 data and MI reports are one element of the data available to LAs. In December 2015 each LA will receive:

- a 16 to 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 (eg CCPs that are based in other areas).

The reports are available to institutions and LAs on the EFA's Information Exchange, at the following folder location Revenue Funding > AY 2014-15.

1.3   Changes and updates since the last release

In June 2015, a series of 16 to 18 data and MI pivot tables and reports were made available to institutions and local authorities (LAs) on the EFA's Information Exchange. A summary of the changes is given below:

- since the June release, additional further education (FE) data has been collected about delivery in the 2014 to 2015 academic year. This data (R14) reflects a final full year position for that academic year
- we have incorporated changes which occurred since the June 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

1.4   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 LAs 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 such as data on apprenticeships 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. It should be noted, however, that this is not live/real time data.

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 12.0 is the December refresh of the data and MI reports released to local authorities and institutions via the EFA's Information Exchange at the following folder location Revenue Funding > AY 2014-15.

Following feedback received from LAs as part of a review carried out by the EFA in late 2014, we produced a demonstration to assist LAs in making the best use of the data held in the pivot tables eg, how to determine travel to learn patterns and access information at student ward level.

1.5   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 to 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), apprenticeships data, Ofsted, Office for National Statistics, statistical first releases, 16 to 18 minimum standards tables, school performance tables and allocations data

Destination data is being collected for the first time in the academic year 2014 to 2015. We will be able to include this data for the first time in the June 2016 data and MI publication.

A report has been generated for every institution which received a 16 to 18 allocation for 2015 to 2016 from the EFA, including:

- further education – GFE Colleges, sixth-form colleges and commercial and charitable providers (CPPs)
- 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 to 18 institutions. As a result the definitions that are used differ from those in other publications, including:

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

- the SFRs published by the <u>Skills Funding Agency</u>.

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

1.6 Accessing the reports

The reports are available to institutions and LAs on the <u>EFA's Information Exchange</u> at the following folder location Revenue Funding > AY 2014-15.

1.7 Sharing the information

The data within the 16 to 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 under the terms of the data sharing protocol issued in May 2015. 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.

1.8 Contact Us

If you have any questions regarding these reports contact us at:

EFA enquiries
Contact form
https://form.education.gov.uk/fillform.php?
self=1&form_id=HR41uA2F8Dh&type=form&ShowMsg=1&form_name=Knowledge+centre+enquiry+form&noRegister=false&ret=%2Fmodule%2Fservices&noLoginPrompt=1
For all enquiries for the Education Funding Agency

2. User guide: Description of report contents

2.1 Section 1 high level institution summary

Retention rates: this is 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.

2.2   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 (2012 to 2013, 2013 to 2014 and part academic year for schools and complete academic year for FE in 2014 to 2015).

The tables provide a range of student demographics (eg age, gender, LLDD, ethnicity) and by other core aim characteristics (level of core learning aim, mode of study).

2.3   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.

2.4   Section 4 retention rates

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

2.5   Section 5 useful links

Links to Ofsted inspection reports, success rate reports, population statistics, performance tables and 16 to 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.

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 published by the SFA.

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 by the SFA in line with the code of practice for official statistics.

4. Data sources and definitions

4.1 Section 1 Student numbers

Information within tables 2.1 to 2.7 is sourced from analysis of the ILR. It contains data for 2012 to 2013, 2013 to 2014 and 2014 to 2015 and is based on the following files and freezes of data from the data service:

FE collection	Schools collection	HESA collection
12/13 R14 (December 2013)	12/13 S05(m)	12/13 HESA
13/14 R14 (December 2014)	13/14 S05(m)	13/14 HESA
14/15 R06 (December 2015)	14/15 S02(m)	

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

Student

A student is defined as: any person receiving government funding via the 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 for National Statistics.

FT/PT banding (full time and part time students)

FT/PT___ banding definition is included in the funding guidance.

4.2 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 2012 to 2013, 2013 to 2014 and 2014 to 2015 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.

Main programme type/programme type

Programme Type definition is included in the funding guidance.

Sector subject area

Sector Subject Area___ definition is available via the Data Dictionary.

4.3 Section 3 Retention rates

Data is sourced from the ILR as above.

5. Known issues

5.1 Travel to learn table

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

6. Useful information

6.1 Purpose of the data release

The purpose is to support local authorities and institutions in fulfilling their statutory duties by providing information on 16 to 18 year olds' provision.

6.2 Accessing the pivot tables

The tables will be available on Information Exchange at the following folder location Revenue Funding > AY 2014-15.

6.3 Guidance on using a pivot table

A guide to using pivot tables is available below.

6.4 The data

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
12/13 R14 (December 2013)	12/13 S05(m)	12/13 HESA
13/14 R14 (December 2014)	13/14 S05(m)	13/14 HESA
14/15 R06 (December 2015)	13/14 S05(m)	

Further information about the remit of the EFA

Further information on the remit of the EFA, including academies funding and finance, funding 16 to 18 education, student support and capital, is available on GOV.UK

7. Using pivot tables

The Data and MI analysis tool for LAs is an Excel pivot table that brings together data from the school census and the ILR to enable users to conduct specific analyses of local data – either on a student residence basis or by institution.

An example of how LAs can use the data and MI tools for further analysis is given below. We have produced a demonstration on how to manipulate the data in the pivot tables. This is published on GOV.UK.

Producing 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 below.

EFA Funded Students - xxxxxxxxxxx   back

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

Institution Data Type	FTPT Banding	2012/13	2013/14	2014/15	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 - 280-369 GLH	Number	Number	Number	Number
	Part Time - 360-449 GLH	Number	Number	Number	Number
	Part Time - 450-539 GLH	Number	Number	Number	Number
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 - 280-369 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

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