

MANAGEMENT INFORMATION ACROSS PARTNERS (MIAP)

Purpose of the MI Across Partners Group

B1.1 The group will help, support and encourage a more effective and co-ordinated approach to the management and handling of data and information relating to learners and providers (delivery agents). This will include:

- ? Understanding each others data and information requirements;
- ? Identifying gaps and overlaps;
- ? Defining and agreeing shared data and information requirements;
- ? Recognising different focuses and uses of operational and management information, and also individual and aggregate information;
- ? Considering options for longer-term collaboration and strategies. This might include database development or the sharing of databases.

Terms of Reference

B2.1 The terms of reference are as follows: -

- i) The group will support the drive to deliver quality and value for money whilst helping to remove wasteful and unnecessary bureaucracy from Post 16 learning. It will seek to develop, agree and operate within an agreed set of principles, which shall underpin performance management arrangements for Post 16 learners and delivery agents. These principles will cover:
 - a. Agreeing respective roles and responsibilities in relation to data and information collection, storage, access, sharing and usage;
 - b. Considering options for rationalising data collection through better sharing and use of information;
 - c. Agreeing arrangements for how changes to partner data requirements are managed (to minimise adverse impacts on other partners/ learners).
- ii) The Group will recognise the range of cross-government interests and work to ensure a shared understanding and coherence in approaches.
- iii) The group will focus on learning and skills within England, but with recognition of the links for some partners with Scotland, Wales and Northern Ireland.
- iv) The group will share and map current and new MI and data requirements to help identify areas of overlap, duplication or mutual interest for further development in line with the principle “collect once use many times”.
- v) The group will look at opportunities for developing and agreeing common definitions.
- vi) The group will share data as far as is possible within the constraints of the Information Commissioner and seek to improve access to data and information.

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vii) The group will challenge practices and arrangements that have an adverse impact on learners and / or delivery agents (members referred to ESF).

viii) Members will advise the group on any changes they are proposing to make to their data collection arrangements, particularly those that will affect partners/learners and delivery agents. The group will consider the changes being proposed by other member organisations and the implications for their own arrangements, discuss options, provide constructive feedback and agree pragmatic ways forward.

ix) Members of the group will seek to actively promote awareness of the principles for Performance and MI arrangements within their organisations, with other partners and through established groups, mechanisms and relationships.

Membership

B3.1 Peter Lauener (DfES Director) chairs the group and the DfES, Learning and Skills Performance and MI Team provide Secretariat support. The following organisations are members of the MIAP Group.

Organisation	Common abbreviation	Additional Notes
Adult Learning Inspectorate	ALI	
Association of Colleges	AoC	
Association of Learning Providers	ALP	
British Education Communication and Technology	BECTA	
Connexions Card		
Connexions Customer Information System	CCIS	within CSNU
Connexions Service National Unit	CSNU	
Department for Employment and Learning, Northern Ireland	DELNI	
Department for Education and Skills	DfES	Includes Lifelong Learning Directorate, Analytical Services, Strategy and Comms, Success for All, HE and ICT teams.
Department for Work and Pensions – IAD	DWP	IAD = Analytical Services
Department for Work and Pensions – ESF Team	DWP	ESF = European Social Fund
Department of Health	DoH	
East of England Development Agency	eeda	Representing RDAs (Regional Development Agencies)
Education and Learning in Wales	ELWa	

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Higher Education Funding Council for England	HEFCE	
Higher Education Statistics Agency	HESA	
Holex		
Jobcentre Plus		
Joint Information Systems Committee	JISC	
Learning and Skills Council	LSC	
Learning and Skills Development Agency	LSDA	
Local Government Association	LGA	Representing LEAs (Local Education Authorities)
Office for Standards in Education	OfSTED	
Office of the e-Envoy	OeE	
Office of Information Commissioner	OIC	
Qualifications and Curriculum Authority	QCA	
Quality Assurance Agency	QAA	
Scottish Executive		
Scottish Qualifications Authority	SQA	
Secondary Heads Association	SHA	
Sector Skills Development Agency	SSDA	
Sheffield First for Learning		Representing Learning Partnerships (LPs)
Small Business Service	SBS	
Student Loans Company	SLC	
Universities – United Kingdom	UUK	
Universities and Colleges Admissions Service	UCAS	
University for Industry	Ufi	
Yorkshire Forward		Representing RDAs (Regional Development Agencies)

General

B4.1 The general principles agreed by the LSC and DfES, prior to establishing MIAP, were reviewed and accepted by the first meeting of the MIAP group. These principles are set out on the next page for information. They provide the basis for developing wider arrangements with partner organisations.

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MIAP underpinning principles

B5.1 Agreed Principles for collecting and using Management Information:

- ? Ensure that there is a clear rationale for what, why and how information is being collected;
- ? Enable information to be collected only once (ideally through one set of source documents, if possible) but used for many purposes;
- ? Ensure that information is easily accessible, flexible and responsive enough to meet changing needs and information requirements;
- ? Ensure that where this is appropriate, there is consistency in reporting across LLSCs and learning providers;
- ? Avoid unnecessary bureaucracy and promote coherence, by for example, meeting the needs of (or being complementary to arrangements established by) other key partners such as RDAs, Connexions, SBS and Jobcentre Plus;
- ? Take account of the resource and cost implications for the LSC, partner organisations and providers of the introduction of any changes, including new requirements;
- ? Assume that ad hoc requests for major new information requirements will be kept to a minimum, with a presumption that all new requests will be supported by a clear rationale and consideration of resource implications and impact e.g. a new Ministerial initiative, and that reasonable deadlines are set;
- ? Do not adversely distort performance or delivery;
- ? Collect data based on those which providers need to collect themselves to manage their provision and improve on its quality.
- ? Enable providers to input to the process so that they can influence arrangements and work with the DfES and LSC to identify improvements.

MIAP Programme of Work

B6.1 The MIAP group commissioned a Mapping Report (published November 02), which recommended some major, wide-ranging projects, along with a number of 'quick win' recommendations for individual organisations.

B6.2 The MIAP group accepted the recommendations and agreed a programme of work. Key aspects of the work programme are outlined below.

- ? The **Unique Learner Number Feasibility Report**, produced by PA Consulting, completed the first phase of the ULN project. The next phase of the project is the wider consultation focusing on costs, benefits and options for implementation which will report in April 2004.

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? A **Data Warehouse Feasibility Project** is also being taken forward by PA Consulting as an extension to their existing contract on the ULN. This work is expected to report late February 2004.

? A **Common Data Definitions Project** has just started, led by DfES. We expect this work to report by the end of March 2004.

? The **Data Sharing Framework Project** aims to bring consistency to data sharing amongst partners. Work is being taken forward to clarify what current legal gateways exist for data sharing and what gateways might be needed in the future. There is also a need to investigate the legalities of sharing data amongst the countries that make up the United Kingdom. This further work is now underway and the framework is expected to be completed and shared formally with the MIAP network by February 2004.

? The **Bureaucracy Review Group**, chaired by Sir Andrew Foster has been set up to provide an independent high level group of senior practitioners and stakeholders to focus on preventing unnecessary bureaucracy. The group will actively seek out examples of bureaucratic burdens and have the power to review and challenge the bureaucratic impact of new policies imposed by all types of agencies (i.e. not just the DfES or the LSC). From a MIAP perspective, the formation of this group represents a key success to date.

? The **Sector Subject Framework** aims to develop a single framework of sector/subject areas across relevant education agencies and departments in England, Wales and Northern Ireland. QCA are leading on this and have obtained a significant degree of agreement on the framework and plans for implementation.

? The **Achievement EDI Project** will look at the feasibility of enabling the electronic data interchange of achievement data between institutions/ providers, awarding bodies, and other partners. QCA has agreed to lead the project and will shortly be going out to tender.

? **National Register of Providers** a feasibility study, led by Xansa, is underway and due to report in March 2004. The Skills Strategy committed to establishing a National Register of Providers as the means of informing an Employer Guide to Good Training.

B6.3 For more information on MIAP or any of these projects contact the MIAP Programme Manager: John Olivera - john.olivera@dfes.gsi.gov.uk