For information

Circular 00/17

Data Collection

Staff Individualised Record Data Collection 1999–2000

Summary

This circular contains changes to the specification of the staff individualised record (SIR) for 1999-2000, and confirms arrangements for collection of data. It also summarises the responses to the consultation in Circular 99/41, which contained proposed changes to the specification of the SIR for 1999-2000. Returns are requested by 23 October 2000.

Contents *paragraph*

Staff Individualised Record Data Collection 1999-2000

Introduction

1   This circular requests all colleges to return staff individualised record (SIR) data for 1999-2000 by 23 October 2000

2   The return date for the SIR is normally the first Monday in September. The specification of the SIR for 1999-2000 contains changes to that for 1998-99. To give colleges more time to prepare their data in the new format, and the Council time to test the amended validation software, the return date is for 1999-2000 only changed to 23 October 2000.

Background

3   The Council consulted institutions in Circular 99/41 about:

- five proposals to change the specification of the SIR for 1999-2000
- a proposal to pilot collection of category of work categories for staff supporting teaching and other support staff with volunteer colleges in 1999-2000. This pilot collection would be with the intention of reviewing the categories used and in the light of it asking all colleges to return these data in 2000-01.

Responses were invited by 6 December 1999.

4   The Council indicated in paragraph 10 of Circular 99/41 that subject to the results of consultation the changes would be implemented for 1999-2000. Institutions were given early notice of the changes to the specification of the SIR for 2000-01, in the light of the responses received, in *Technical Discussion Document* 26, published on 22 March 2000.

5   This circular summarises responses and confirms arrangements for collection of SIR data for 1999-2000.

Responses to Consultation in Circular 99/41

6   The Council received 166 responses by 6 December 1999 to consultation in Circular 99/41. In summary:

- of five proposals to change the SIR in 1999-2000 four were supported by 80% or more of those responding and the fifth was supported by 68%
- the proposal to collect category of work for staff supporting teaching and other support staff starting in 2000-01 was supported by 81% of those responding.

7   The responses to consultation are summarised at annex A.

8   The Council is grateful for the helpful advice and comments received in response to this consultation.

9   In the light of the support for the changes proposed in Circular 99/41 all of them are to be implemented in the specification of the ISR for 1999-2000. One new field, the category of work for staff supporting teaching and other staff field, is in 1999-2000 to be completed by volunteer colleges only. A second new field, the annual pay field, is not requested until 2000-01.

10   The Council is grateful to the two colleges which have volunteered to return the category of work for staff supporting teaching and other support staff in 1999-2000. Other colleges which wish to volunteer to join this pilot collection are asked to do so by 30 June 2000 by writing to:

> **Michelle Yeomans**
> **Research and Statistics**
> **The Further Education**
> **Funding Council**
> **Cheylesmore House**
> **Quinton Road**
> **Coventry CV1 2WT**
> **Fax: 024 7686 3249.**

11   The proposal to introduce an annual rate of pay field was supported by 68% of those responding. The comments on this proposal indicated that:

- annual rate of pay would be difficult to calculate and interpret for staff with multiple contracts who worked different hours at different times of year, or who were casual workers
- collecting annual rate of pay for staff supporting teaching and other support staff in 1999-2000 would be of little value as it is proposed to collect category of work for these staff for the first time in 2000-01
- it would be more logical to collect annual pay than annual rate of pay.

12   To address these concerns the Council now proposes to:

- postpone the first collection of pay information to 2000-01 to give colleges more time to prepare and so that it is collected along with category of work without which it is of little value
- request pay for the period 1 August to 31 July rather than annual rate of pay to make the data easier to collect. These data would be consistent with the fraction of full-time field, field 15, more robust and easier to interpret. This proposal is more consistent with the Council's data collection approach to collect verifiable information.

Changes to Specification for 1999-2000

13   As a result of the consultation in Circular 99/41 six changes to the specification of the SIR are to be implemented in 1999-2000. These are:

a.   a new field is to be added in which to collect qualified teacher status;

b.   the three teacher training fields are to be renamed teaching and FE qualification fields and one such field is to be added making four in total;

c.   a new field is to be added in which to collect programme area of highest qualification for teaching staff;

d.   a new field is to be added in which to collect programme area of the main subject taught for teaching staff;

e.   a new field is to be added in which to collect annual pay for all staff. Colleges are

requested not to complete it in 1999-2000. Instead they will be asked to complete it commencing in 2000-01;

f.   a new field is to be added in which to collect category of work for staff supporting teaching and other support staff. Only volunteer colleges taking part in the pilot collection of these data would complete this field in 1999-2000. From 2000-01 all colleges would be asked to complete this field.

14   Details of these changes are given in annex B. The management information committee (MIC) discussed these changes at its meeting on 9 February 2000.

Collection Arrangements

Request for data

15   All colleges are requested to return SIR data for the 1999-2000 teaching year by 23 October 2000.

Support manual for 1999-2000

16   The support manual, which accompanies this circular, contains a detailed specification of the staff data requested for 1999-2000 and advice and guidance based on experience gained from previous SIR collections.

Further Information

17   From time to time the Council provides topical information about its data collections under support news in the data section of its website (www.fefc.ac.uk).

Enquiries

18   Enquiries about this circular should be made to the funding and statistics support desk, preferably by fax on 024 7686 3249. Faxed enquiries help the support desk provide the most responsive service. They should be marked 'Circular 00/17 – SIR 1999-2000'. Telephone enquiries may be made on 024 7686 3224.

David Melville

Results of Consultation

Summary of responses to Circular 99/41

Number of institutions that responded   166

	Proposal	*Agree*		*Disagree*		*No response*
		No.	*%*	*No.*	*%*	*No.*
1	The Council's proposal to add a field in which to collect qualified teacher status	148	91	15	9	3
2	The Council's proposal to rename the three teaching training fields and add one such new field	146	92	13	8	7
3	The Council's proposal to add a field in which to collect programme area of highest qualification for teaching staff	135	84	26	16	5
4	The Council's proposal to add a new field in which to collect programme area of main subject taught for teaching staff	136	84	26	16	4
5	The Council's proposal to add a new field in which to collect category of work for staff supporting teaching and other staff	132	81	30	19	4
6	The Council's proposal to add a new field in which to collect annual rate of pay	109	68	51	32	6

Changes to SIR Specification for 1999-2000

Summary of changes

1 As a result of the consultation in Circular 99/41 six changes to the specification of the SIR are to be implemented in 1999-2000. These are:

a. a new field is to be added in which to collect qualified teacher status;

b. the three teacher training fields are to be renamed teaching and FE qualification fields and one such field is to be added making four in total;

c. a new field is to be added in which to collect programme area of highest qualification for teaching staff;

d. a new field is to be added in which to collect programme area of the main subject taught for teaching staff;

e. a new field is to be added in which to collect annual pay for all staff. Colleges are requested not to complete it in 1999-2000. Instead they will be asked to complete it commencing in 2000-01;

f. a new field is to be added in which to collect category of work for staff supporting teaching and other support staff. Only volunteer colleges taking part in the pilot collection of these data would complete this field in 1999-2000. From 2000-01 all colleges would be asked to complete this field.

These changes are described in more detail below.

Detailed description of changes

New field for qualified teacher status

2 A new field is added from 1999-2000 in which to collect qualified teacher status. This field is compulsory for all teaching staff and may optionally be supplied for staff supporting teaching and other support staff.

3 The codes for this field are:

Code	Description
1	Member of staff has qualified teacher status
2	Member of staff does not have qualified teacher status
8	Not applicable (use only for teaching support staff and other support staff)
9	College has been unable to establish whether member of staff has qualified teacher status (use for teaching staff only)

Teaching and FE qualification fields

4 In order to monitor teaching qualifications and other qualifications of interest to FENTO:

• the teacher training fields, fields 08, 09 and 10, are renamed as teaching and FE qualification fields

• one new and extra teaching and FE qualification field, field 07 is added to give a total of four such fields

• the codes used in the fields are extended to include qualifications of interest to FENTO, the revised list of codes is attached at appendix 1 to this annex.

5 Colleges are asked to return data in these four fields for all teaching staff employed for 15 hours or more each year and for all other staff employed for 25% or more of full-time.

Programme area of highest qualification for teaching staff

6 To allow the Council to monitor the relevance of qualifications to teaching a new two-digit field, a programme area of highest qualification field, is added to the SIR for 1999-2000. Colleges are asked to use it to record the programme area of highest qualification for teaching staff.

7 Where the subject of the highest qualification is wider than one programme area colleges are asked to identify the programme area of the subject which comprises most of the

qualification. In some cases it may not be clear which subject contributes most to the highest qualification or the subject may divide equally between more than one programme area. In such cases colleges are asked to use their judgement and to favour the programme area which is most relevant to the subject taught by the member of staff.

8 For a member of teaching staff with a highest qualification lower than HND/HNC level colleges are asked not to indicate the programme area of the highest qualification; instead they are asked to return a code to indicate that the highest qualification was below this level.

9 The list of codes for use in the programme area of highest qualification field are:

01 sciences

02 agriculture

03 construction

04 engineering

05 business

06 hotel and catering

07 health and community care

08 art and design

09 humanities

10 basic education

80 member of staff providing teaching and promoting learning with highest qualification with a level lower than HND/HNC

99 not a member of staff providing teaching and promoting learning

Programme area of main subject taught

10 To allow the Council to monitor the relevance of qualifications to teaching, a new two digit field, a programme area of main subject taught field, is added to the SIR for 1999-2000. Colleges are asked to complete it only for teaching staff.

11 The main subject taught is the one which a member of staff spends most time teaching.

Where the main subject taught is wider than one programme area colleges are asked to use their judgement in assigning a programme area.

12 The list of codes for use in the programme area of main subject taught field are:

01 sciences

02 agriculture

03 construction

04 engineering

05 business

06 hotel and catering

07 health and community care

08 art and design

09 humanities

10 basic education

99 not a member of staff providing teaching and promoting learning

Category of work for non-teaching staff

13 To allow the Council to monitor changes in staff employed supporting teaching and other support staff in the sector and to identify recruitment and training needs a new two digit field, the category of work field, is added to the SIR for 1999-2000. Colleges which volunteered to take part in the pilot collection of these data are asked to complete it in 1999-2000 for staff supporting teaching and other support staff. Other colleges which wish to volunteer to join the pilot are asked to do so by 30 June 2000 by writing to:

Michelle Yeomans
Research and Statistics
The Further Education
Funding Council
Cheylesmore House
Quinton Road
Coventry CV1 2WT
Fax: 024 7686 3249.

14 Colleges not taking part in the pilot collection are asked not to complete this field in 1999-2000.

15   A list of codes to use in the field is attached at appendix 2 to this annex. This list is based on the categories used by the Sixth Form Colleges' Employers' Forum Limited (SFCEF) in their annual survey of staff. In the light of the pilot collection the list will be reviewed for 2000-01. All colleges will be asked to complete the field in 2000-01 for staff employed supporting teaching and other support staff.

Annual pay field

16   A new two digit field, the annual pay field, is added to the SIR for 1999-2000. Colleges are requested not to complete it in 1999-2000. From 2000-01 they are asked to return annual pay for the college year, 1 August to 31 July, for all staff in bands of £1,000.

17   The following should not be included in annual pay: employer's national insurance contributions and cost of payment in kind such as accommodation or vehicles made available as part of a salary package or other arrangement.

18   Where staff are paid in arrears colleges should take this into account when completing this field.

19   The codes for use in the annual pay field are:

Code	Description
01	£0 to £1,999
02	£2,000 to £2,999
03	£3,000 to £3,999
	through to:
74	£74,000 to £74,999
75	£75,000 or more

Teaching and FE Qualification Fields – List of Codes

Code	Description
	teaching qualifications requested for all teaching staff and which may be optionally provided for non-teaching staff
01	BEd/BA/BSc with concurrent qualified teacher status (QTS)
02	Certificate of Education
03	City and Guilds G730
04	PGCE
05	TDLB
	qualifications requested for non-teaching staff who work for 25 % or more of full-time
51	qualification at NVQ level 3 related to the non-teaching member of staff's main role
52	professional qualification at NVQ level 4 or above related to the non-teaching member of staff's main role
	other codes for all staff
97	no further qualification on the above list
98	none
99	not known

Category of Work for Non-Teaching Staff – List of Codes for 1999-2000

Code	Description
	Managers
01	College Administrator/Manager
02	Centre (sub-college) Administrator/Manager
03	Finance Administrator/Manager (Bursar)
04	Librarian
05	Marketing Administrator/Manager
06	Computer/Database Manager
07	Estate/Site Manager
08	Other Administrator/Manager
	Administrative and Professional Staff
21	Careers Officer
22	Student Co-ordinator
23	Admissions Co-ordinator
24	Examinations Co-ordinator
25	Sports Centre Manager
26	Finance Officer
27	Personnel Officer
28	Adult Education Administrator
29	Assistant Librarian
30	Office Manager
31	Principal's Secretary/Personal Assistant
32	Other Administrative/Professional Staff
	Technical Staf f
41	Computer/Database Officer
42	Computer Technician
43	Reprographics Manager
44	Senior Laboratory/Workshop Technician
45	Laboratory/Workshop Technician
46	Arts Technician
47	Audio/Video Technician
48	Other Technical Staff
49	Learning Support Technician
	Word Processing, Clerical and Secretarial Staf f
61	Word Processor Operator/Clerical Assistant
62	Administrative Assistant
63	Secretary
64	Receptionist/Telephonist
65	Finance Assistant
66	Personnel Assistant
67	Library Assistant
68	Exams Assistant
69	Admissions Assistant
70	Reprographics Assistant
71	Other Clerical/Secretarial Staff
	Service Staf f
81	Caretaker
82	Site Assistant
83	Security Officer
84	Maintenance Staff e.g. Electrician, Plumber
85	Learning Support Assistant
86	Nurse (including Nursery Nurse)
87	Nursery/Crèche Assistant
88	Catering Manager
89	Catering Assistant
90	Gardener/Groundsperson
91	Cleaner
92	Other Service Staff