

# Circular 00/13

## Data Collection

### Individualised Student Record Data Collection 2000-01

#### Summary

This circular contains the changes to the specification of the individualised student record (ISR) for 2000-01, and confirms arrangements for collection of data. It also summarises the responses to the consultation in Circular 99/51, which contained proposed changes to the specification of the ISR for 2000-01. Returns are requested by 4 December 2000, 3 September 2001 and 4 February 2002.

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# Individualised Student Record Data Collection 2000-01

## Introduction

1 This circular and its two accompanying documents comprise a request for data from colleges and external institutions. Higher education (HE) institutions are asked to note the information in paragraph 14. The first accompanying document is an executive summary of the individualised student record (ISR) for 2000-01. The second is the *Individualised Student Record 2000-01 Institution Support Manual*, which contains a detailed specification of the student data requested for 2000-01.

## Background

2 The Council consulted institutions in Circular 99/51 about 14 proposals to change the specification of the ISR for 2000-01, and two proposals to change the specification of the ISR for 2001-02. Responses were invited by 7 February 2000.

3 Following this, institutions were given early notice of proposed changes to the specification of the ISR for 2000-01 in *Technical Discussion Document 27*, published in April 2000.

4 This circular summarises the responses to consultation, and confirms the arrangements for the collection of ISR data for 2000-01.

5 A list of ISR collections showing reference and return dates is included at annex A.

## Responses to Consultation

6 The Council received 173 responses by 7 February 2000 to the consultation in Circular 99/51. In summary:

- of the 14 proposals to change the ISR in 2000-01, 13 were supported by 75% or more of those responding and one was supported by 68% of those responding
- of the two proposals to change the ISR in 2001-02, one was supported by 95% of those responding and one by 73%.

The responses to consultation and changes in the light of them are described in more detail at annex B.

## Changes to Specification for 2000-01

7 After Circular 99/51 was published, a change to the funding tariff for 2000-01 was announced which would require four further changes to the specification of the ISR for 2000-01 to allow the Council to implement it.

8 The further changes to the specification of the ISR for 2000-01 and the 14 changes to it in the light of the results of consultation in Circular 99/51 were discussed at the management information committee (MIC) meeting on 9 February 2000. The MIC supported them.

9 The MIC advises the Council on the structure, content, timing and feasibility of its data collection. A list of members of the group and a description of the work of the committee is included in *Council News No. 52*, published in April 1999.

10 Nineteen changes to the specification of the ISR are to be implemented in 2000-01. Of these, 14 are changes to codes used in existing fields or are other minor adjustments to data already collected.

11 In summary the changes are:

- one previously confirmed in Circular 99/21, change (a)
- 14 in the light of consultation, changes (b) to (o)
- four further changes to take account of recently announced changes to the funding tariff for 2000-01 and funding arrangements, changes (p) to (s).

These are to:

- a. withdraw the aggregate return and instead requested individualised records for all students;
- b. withdraw the qualification delivery period field;
- c. restrict the coverage of qualification on entry data;
- d. restrict the coverage of destination data;
- e. rationalise the data collected about mode of attendance by withdrawing the existing field and adding three new fields using simple coding structures;

- 
- f. rationalise the government initiative field by adding a new field in the student data set and amending codes used in the government initiative field in the qualification aim data set;
  - g. add a new field in the student data set in which to identify students in residential accommodation;
  - h. move the childcare field to the student data set;
  - i. add two new fields for students with learning difficulties and/or disabilities, one for type of learning difficulty and one for type of disability;
  - j. add a new field for actual guided learning hours;
  - k. add a new field to indicate whether the institution is claiming the 16–18 year-old full-time funding entitlement;
  - l. add a new field in which to collect national insurance number;
  - m. add a new code in the additional support assessment field in the student data set for higher education (HE) students only;
  - n. add a code in the franchised-out arrangements field and change the way data are returned in the franchised partner field for students benefiting from Higher Education Funding Council for England (HEFCE) consortia arrangements funding. This field has also been changed to reflect University for Industry (Ufi) funding arrangements;
  - o. amend the data requested about qualifications on entry for students on HE level programmes benefiting from HEFCE funding;
  - p. amend the length and type of the additional support band field in order to collect additional support cost;
  - q. add a new code to the major source of tuition fees fields, fields S16 and Q09, for individual learning accounts (ILAs);
  - r. add two new codes to the reason for partial or full non-payment of tuition fees field, field Q08, for fees waived for asylum seekers and for those undertaking non-schedule 2 pilot funding;
  - s. make minor changes to codes used in the major and minor source of funding other than tuition fees and Council/HEFCE funding fields, fields Q11 and Q12, to reflect changes to public funding and the years for which such funding is available.

Details of these changes are given in annex C.

## Arrangements for Making ISR Returns for 2000-01

### Colleges and external institutions

12 All colleges and external institutions are asked to make ISR returns on three occasions for each teaching year. The reference dates are 1 November, 31 July and 31 December, the latest date being during the following teaching year. The arrangements for 2000-01 are based on this pattern of returns and are explained in the following sections.

13 The Council has agreed similar arrangements for the return of data with specialist designated and dance and drama colleges.

### Higher education institutions

14 HE institutions are not required to make ISR returns to the Council. Instead they should return data for students studying further education qualifications to the Higher Education Statistics Agency (HESA), as set out in Circular 94/10. The present circular is sent to HE institutions for information only. For 1998-99 the Council received student data from HESA and fed back estimated funding units based on these data to the HE institutions concerned. Further improvements to the arrangements are being implemented for 1999-2000 and subsequent years.

### Data requested with a collection reference date of 1 November 2000

15 For ISR18 (1 November 2000; 2000-01) all colleges and external institutions are requested to return data for students who are enrolled at the institution at 1 November 2000, together with data for students who completed their planned programme of study between 1 August 2000 and 1 November 2000. The return date is 4 December 2000. Data should not be returned for students who enrolled on a programme of study starting on or after 1 August 2000 and who withdrew without completing it before 1 November 2000.

16 The data should consist of:

- a. a full record for all students, student and qualification aim data sets;
- b. a reconciliation list identifying certain students for whom data were returned in ISR17 (31 July 2000; 1999-2000).

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17 More information about the reconciliation list can be found in the *Individualised Student Record 2000-01 Institution Support Manual* (the support manual) accompanying this circular.

18 For 2000-01, institutions are asked to return qualification on entry data for all students. This information may be used to calculate widening participation funding for 2001-02 and it is important that the data are complete and accurate. The extent of this qualification on entry data is described in the support manual that accompanies this circular. Institutions may choose to defer returning this data until ISR20 (31 July 2001; 2001-02).

19 Analysis of November and July ISR returns for 1998-99 shows that on average institutions fail to record 4% of Council-funded and 10% of non-Council-funded students on their November return when they should have been included under the criteria in paragraph 15 above. The November ISR data are used:

- when making decisions about an individual institution's funding for the next year
- for making early estimates of growth in the sector which can affect the funding available to the sector.

Consequently it is important that institutions do not omit students from the November return.

### **Data requested with a collection reference date of 31 July 2001**

20 For ISR20 (31 July 2001; 2000-01) all colleges and external institutions are requested to return by 3 September 2001 data for students enrolled at the institution during the 2000-01 teaching year. Data should not be returned for students who enrolled to start a programme of study on or after 1 August 2000 and withdrew without completing it before 1 November 2000.

21 In addition, institutions are requested to provide a reconciliation list identifying certain students for whom data were returned in ISR18 (1 November 2000; 2000-01), but who are not included in ISR20 (31 July 2001; 2000-01). Typically these will be students who withdrew near to 1 November 2000 but were not classified as withdrawn until after the ISR18 return had been made.

22 Institutions are requested to return qualification on entry data as described in the support manual that accompanies this circular.

### **Data requested with a collection reference date of 31 December 2001**

23 For ISR22 (31 December 2001; 2000-01), all colleges and external institutions are asked to return qualification outcome and destination data by 4 February 2002.

24 The data should contain the same student records returned at ISR20 (31 July 2001; 2000-01) with outcome and destination fields completed. Where this is not the case, each institution is asked to send a commentary explaining why the two data returns contain records for different students.

### **Changes After 2000-01**

25 In the light of consultation in Circular 99/51 and the responses to it, the Council will develop and consult about a HE data set to be introduced in 2000-01.

26 The Council and the Learning and Skills Council (LSC) transition teams are discussing the need for and nature of a whole-programme ISR. The Council will consult about its introduction in 2001-02.

### **Enquiries**

27 Guidance and support is available from the Council's funding and statistics support desk. The support desk can be contacted by:

- a. email at: [fundstat.desk@fefc.ac.uk](mailto:fundstat.desk@fefc.ac.uk). A form is available on the Council's website at [www.fefc.ac.uk](http://www.fefc.ac.uk), which should be used to address queries to the support desk via email;
- b. fax on **024 7686 3249**. Faxes should be marked 'Circular 00/13 – ISR 2000-01';
- c. telephone on **024 7686 3224**.



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**ISR Collections: Reference and Return Dates**

<i>Collection reference</i>	<i>Collection reference date</i>	<i>Collection return date</i>	<i>Data for</i>
ISR14 (31 July 1999; 1998-99)	31 July 1999	6 September 1999	1998-99
ISR15 (1 November 1999; 1999-2000)	1 November 1999	6 December 1999	1999-2000
ISR16 (31 December 1999; 1998-99)	31 December 1999	7 February 2000	1998-99
ISR17 (31 July 2000, 1999-2000)	31 July 2000	4 September 2000	1999-2000
ISR18 (1 November 2000; 2000-01)	1 November 2000	4 December 2000	2000-01
ISR19 (31 December 2000; 1999-2000)	31 December 2000	5 February 2001	1999-2000
ISR20 (31 July 2001; 2000-01)	31 July 2001	3 September 2001	2000-01
ISR21 (1 November 2001; 2001-02)	1 November 2001	3 December 2001	2001-02
ISR22 (31 December 2001; 2000-01)	31 December 2001	4 February 2002	2000-01

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# Results of Consultation in Circular 99/51

## Summary of proposals in Circular 99/51

1 The Council consulted institutions in Circular 99/51 about:

- 14 proposals to change the specification of the ISR for 2000-01
- two proposals to change the specification of the ISR for 2001-02.

Responses were invited by 7 February 2000.

## Responses to consultation

2 The Council received 173 responses by 7 February 2000. These are summarised at the appendix to this annex.

## Changes to the specification of the ISR for 2000-01

3 The Council consulted institutions about 14 proposals to change the specification of the ISR for 2000-01. These proposals are to:

- withdraw the qualification delivery period field
- restrict the coverage of qualification on entry data
- restrict the coverage of destination data
- rationalise the data collected about mode of attendance by withdrawing the existing field and adding three new fields using simple coding structures
- rationalise the government initiative field by adding a new field in the student data set and amending codes used in the government initiative field in the qualification aim data set
- add a new field in the student data set in which to identify students in residential accommodation
- move the childcare field to the student data set
- add two new fields for students with learning difficulties and/or disabilities, one for type of learning difficulty and one for type of disability

- add a new field for actual guided learning hours
- add a new field to indicate whether the institution is claiming the 16–18 year-old full-time funding entitlement
- add a new field in which to collect national insurance number
- add a new code in the additional support assessment field in the student data set for higher education (HE) students only
- add a code in the franchised-out arrangements field and change the way data is returned in the franchised partner field for students benefiting from Higher Education Funding Council for England (HEFCE) consortia arrangements funding
- amend the data requested about qualifications on entry for students on HE level programmes benefiting from HEFCE funding.

4 Of these 14 proposals:

- 13 were supported by 75% or more of those responding
- one, the proposal to introduce a new field in which to collect national insurance number, was supported by 68% of those responding.

These changes were discussed at the MIC meeting on 9 February 2000 and the MIC supported them. They are to be implemented starting in 2000-01 and are described in more detail along with the other changes to be implemented in 2000-01 in annex C to this circular.

## Changes to the specification of the ISR for 2001-02

5 The Council consulted institutions about two proposals to change the specification of the ISR for 2001-02. These are to:

- develop and consult about a HE data set
- request whole-programme ISR data.

6 The first of these proposals was supported by 95% of those responding, while the second was supported by 73%.

These changes were discussed at the MIC meeting on 9 February 2000 and the MIC supported them. They are to be implemented starting in 2001-02.

## Summary of Responses

Number of institutions that responded

173

<i>Proposed changes to ISR in 2000-01</i>		<i>Agree</i>		<i>Disagree</i>		<i>No response</i>
1	The Council's proposal to withdraw the qualification delivery period field is supported	167	99%	1	1%	5
2	The Council's proposal to restrict the coverage of qualification on entry data is supported	162	95%	8	5%	3
3	The Council's proposal to restrict the coverage of destination data is supported	153	91%	15	9%	5
4	The Council's proposal to rationalise the collection of mode of attendance data is supported	131	78%	37	22%	5
5	The Council's proposal to rationalise the collection of government initiative data is supported	162	95%	8	5%	3
6	The Council's proposal to introduce a new field in which to collect data for students living in residential accommodation is supported	130	93%	10	7%	33
7	The Council's proposal to move the childcare field to the student data set is supported	159	96%	6	4%	8
8	The Council's proposal to add new fields for type of learning difficulty and disability is supported	137	80%	34	20%	2
9	The Council's proposal to add a new field to collect actual guided learning hours is supported	131	78%	36	22%	6
10	The Council's proposal to add a new field to indicate a 16–18 year-old full-time entitlement claim is supported	153	92%	13	8%	7
11	The Council's proposal to add a new field to collect national insurance number is supported	113	68%	54	32%	6
12	The Council's proposal to add a code in the additional support assessment field is supported	142	96%	6	4%	25
13	The Council's proposal to add a code in the franchised-out arrangements field is supported	137	96%	6	4%	30
14	The Council's proposal to amend the data requested about qualifications on entry for students on HE level programmes is supported	138	96%	6	4%	29
<i>Proposed changes to ISR in 2001-02</i>		<i>Agree</i>		<i>Disagree</i>		<i>No response</i>
1	The Council's proposal to develop and consult about an HE data set is supported	140	95%	7	5%	26
2	The Council's proposal to request whole-programme ISR data is supported	116	73%	44	27%	13

# Changes to ISR Specification for 2000-01

## Summary of changes

1 Nineteen changes to the specification of the ISR are to be implemented in 2000-01. Of these 14 are changes to codes used in existing fields or are other minor adjustments to data already collected.

2 In summary the changes are:

- one previously confirmed in Circular 99/21, change (a)
- 14 in the light of consultation, changes (b) to (o)
- four further changes to take account of recently announced changes to the funding tariff for 2000-01 and funding arrangements, changes (p) to (s).

These changes are:

### Change confirmed in May 1999 in Circular 99/21

- a. the aggregate return is withdrawn, instead individualised records are requested for all students;

### Changes proposed in December 1999 in Circular 99/51

- b. withdraw the qualification delivery period field;
- c. restrict the coverage of qualification on entry data;
- d. restrict the coverage of destination data;
- e. rationalise the data collected about mode of attendance by withdrawing the existing field and adding three new fields using simple coding structures;
- f. rationalise the government initiative field by adding a new field in the student data set and amending codes used in the government initiative field in the qualification aim data set;
- g. add a new field in the student data set in which to identify students in residential accommodation;
- h. move the childcare field to the student data set;
- i. add two new fields for students with learning difficulties and/or disabilities, one for type of

- learning difficulty and one for type of disability;
- j. add a new field for actual guided learning hours;
- k. add a new field to indicate whether the institution is claiming the 16–18 year-old full-time funding entitlement;
- l. add a new field in which to collect national insurance number;
- m. add a new code in the additional support assessment field in the student data set for higher education (HE) students only;
- n. add a code in the franchised-out arrangements field and change the way data is returned in the franchised partner field for students benefiting from Higher Education Funding Council for England (HEFCE) consortia arrangements funding. This field has also been changed to reflect University for Industry (Ufi) funding arrangements;
- o. amend the data requested about qualifications on entry for students on HE level programmes benefiting from HEFCE funding;

### Changes subsequent to consultation

- p. withdraw the additional support band field and add a new field in which to collect additional support cost;
- q. a new code is added to the major source of tuition fees fields, fields S16 and Q09, for individual learning accounts (ILAs);
- r. a new code is added to the reason for partial or full non-payment of tuition fees field, field Q08, for fees waived for those undertaking non-schedule 2 pilot funding;
- s. minor changes to codes used in the major and minor source of funding other than tuition fees and Council/HEFCE funding fields, fields Q11 and Q12, to reflect changes to public funding and the years for which such funding is available.

### Withdraw aggregate r eturn

3 The aggregate return previously used by a small proportion of colleges is withdrawn as confirmed in Circular 99/21. Instead individualised records are requested for every student enrolled at a college.

### **Withdraw qualification delivery period field**

4 The qualification delivery period field was introduced to support calculation of funding units for certain qualifications. The funding program for 1999-2000 no longer used the data. Consequently the field is withdrawn from 2000-01.

### **Restrict coverage of qualification on entry data**

5 From 2000-01 institutions are requested to return full qualification on entry data for:

- students on publicly funded programmes who were aged under 25 at the start of the programme
- students on programmes which include one or more qualifications indicated as HE level on the qualification database.

### **Restrict coverage of destination data**

6 The Department for Education and Employment (DfEE) is strongly urging the Council and other organisations collecting information about students to improve the quality and extend the coverage of destination data. The Council proposes to review its collection of destination data with institutions and the DfEE during 2000.

7 As an interim measure for 2000-01 the Council requests institutions to return destination data for:

- all students in receipt of Council, HEFCE or other public funding
- all other students studying on programmes of longer than 60 guided learning hours.

The Council would expect institutions to return destination data for 90% of students on full-time full-year programmes.

### **Rationalise mode of attendance**

8 For 2000-01 the mode of attendance field is withdrawn and replaced by three new fields of one character each in the qualification aim data set. These are:

- delivery mode field
- employer role field
- main delivery method field.

### **Rationalise government initiative field**

9 A new field, the student initiative field, is added to the student data set and the codes used in it and the government initiative field rationalised for 2000-01.

### **New field for residential accommodation**

10 The Council has introduced a new residential accommodation field for 2000-01 in which institutions are asked to indicate students living in college accommodation.

### **Move childcare field to the student data set**

11 In 2000-01 childcare funding is consolidated within access funds. To reflect this change the childcare field is withdrawn from the qualification aim data set and added to the student data set in the ISR for 2000-01.

### **New fields for type of learning difficulty and disability**

12 In 1998-99 four colleges volunteered to undertake a pilot collection of type of learning difficulty and disability. The Council, in the light of their experience, is introducing in 2000-01 two new fields in the student data set. These are:

- a disability field
- a learning difficulty field.

### **New field for actual guided learning hours**

13 To enable the funding program to calculate funding more accurately where delivery of the qualification changes significantly after it has commenced the following changes are made to the ISR for 2000-01:

- the guided learning hours field, field Q15, is renamed expected guided learning hours field
- a new field, the actual guided learning hours field, is added to the qualification aim data set.

14 Institutions are requested to complete the actual guided learning hours field where delivery of the qualification changes significantly after it has commenced and the actual guided learning hours delivered differ by 20% or more from the expected guided learning hours.

### **New field for 16–18 year-old full-time entitlement**

15 The Council is introducing a new 16–18 year-old full-time entitlement field in the student data set in 2000-01 in which to indicate which students are eligible for 16–18 year-old full-time entitlement.

### **New field for national insurance number**

16 A new national insurance number field is introduced in the student data set for 2000-01. The Council is seeking advice from the DfEE Learning and Skills Council (LSC) transition team for guidance on which students the field should apply to. The Council expects that in 2000-01 the field would be completed only for a small proportion of students.

### **New code in the additional support assessment field**

17 At the request of the Higher Education Statistics Agency (HESA) the Council is adding a new code in 2000-01 for students in receipt of HEFCE disabled students' allowance in the additional support assessment field, field S11.

### **Changes for HEFCE consortia arrangements**

18 At the request of HESA the following changes are made to the specification of the ISR for 2000-01 to collect information about HEFCE consortia arrangements:

- a. a new code, 81, is added to the list of codes in the franchised-out arrangements field, field Q13, for students on provision delivered in another FE college under a HEFCE consortia arrangement;
- b. institutions are asked to identify HEFCE consortia partners using the five-character Council institution code in the franchising partner field, Q30, of the ISR and on the franchising partner register.

### **Qualifications on entry for students on HE programmes**

19 The collection of ISR data for students studying a programme containing one or more qualifications indicated as HE level on the qualification database is changed for 2000-01 as follows:

- a. complete qualification on entry data are requested;

- b. the status of qualification on entry data field, field S22, is used to confirm the completeness of these data;
- c. where qualification on entry data are confirmed as complete in field S22 – institutions need not complete the highest qualification on entry field, field SHE01, and the A/AS level score field, field SHE02;
- d. where qualification on entry data are not confirmed as complete in field S22 institutions are requested to complete fields SHE01 and SHE02.

### **Withdraw additional support band field and add additional support costs field**

20 The amount of funding for additional support is based on additional support bands indicating the cost of support. In 1999-2000 and earlier years institutions were asked in the ISR to indicate additional support costs using a code in the additional support band field, field S10. The structure of the bands has changed in several years with the result that the codes in the ISR have also been changed. Circular 00/03 proposed increasing the number of bands for 2000-01 resulting in the need for further changes to the codes in field S10.

21 It is possible the range of support costs for each additional support band may change in subsequent years resulting in a need to make further changes to the codes used in field S10. Consequently the Council is now changing the collection of data for additional support costs as follows:

- a. the field S10 is withdrawn and renamed the additional support costs field;
- b. the field length is increased to five numeric digits;
- c. institutions are requested to return the additional support costs in whole pounds in field S10.

22 Following the change the funding program will assign additional support band and calculate funding units based on additional support costs as recorded in field S10 and the additional support tariff for the particular year.

23 The main advantage of this change is that were the tariff for additional support to change in the future there would be no need to make further changes to the ISR and the way it is completed.

**New code in major source of tuition fees field**

24 The Council is developing its advice and guidance about ILAs. It expects to introduce in the ISR for 2000-01 a new code for ILAs in the major source of tuition fees fields, fields S16 and Q09.

**New codes in partial or full non-payment of tuition fees field**

25 The administration of public financial support for asylum seekers has been revised in the last year so that they are no longer in receipt of a means tested benefit. Such students continue to be eligible for tuition fee remission.

26 Students undertaking study as part of the non-schedule 2 pilot funding project are eligible for fee remission on the basis that they are funded as part of this project.

27 Two new codes are introduced in 2000-01 in the partial or full non-payment of tuition fees field, field Q08, to cater for these new arrangements.

**Changes to codes used in the major and minor source of funding fields**

28 Minor changes have been made to the codes used in the major and minor source of funding fields other than tuition fees and Council/HEFCE funding fields, fields Q11 and Q12, to reflect changes to public funding and the years for which such funding is available.

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