

# ISR 2000-01

## Executive Summary

### Summary

This executive summary provides an overview of the individualised student record (ISR) for 2000-01. It is designed to provide for non-technical readers with little or no previous knowledge of the Council's student data collection, an introduction to the ISR, the data requested, the timetable of requests and how data are processed.

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# Individualised Student Record (ISR) 2000-01: Executive Summary

## Introduction

1 The *Institution Support Manual 2000-01* which has been sent to all colleges and external institutions explains how to return the individualised student record (ISR). This executive summary gives an overview of the ISR.

2 This summary refers to the 2000-01 teaching year and the *Institution Support Manual 2000-01*.

3 In this summary and the accompanying manual, the term ‘colleges’ embraces all colleges incorporated under sections 15 and 16 of the *Further and Higher Education Act 1992* (the Act), voluntary-aided sixth form colleges and specialist designated colleges designated under section 28 of the Act. The term ‘external institutions’ refers to institutions maintained by local authorities and others providing further education (FE) courses covered by schedule 2 of the Act, under sponsorship arrangements set out in section 6(5) of the Act. The term ‘institutions’ refers to colleges, external institutions and specialist designated colleges. Where guidance does not apply to all institutions, this is specified.

4 The term ‘institutions’ is also used to refer to dance and drama institutions and where guidance does not apply, the individual institutions will be provided with additional guidance and information.

## Data required

5 The Further Education Funding Council (the Council) requires data about students to be able to:

- ensure that the Council can account for the funds allocated to it by demonstrating the outcomes flowing from its distribution of those funds

- analyse trends for the sector as a whole and, in particular, enable an assessment of the adequacy and sufficiency of Council-funded FE to be undertaken
- comply with requests from the Secretary of State for Education, for information and advice about the sector
- calculate performance indicators and benchmarking data
- aid policy development
- publish information about the sector.

6 Data will also be used to meet many of the requirements of the Department for Education and Employment (DfEE) for statistical data and performance indicators.

7 Data for students studying higher education (HE) level qualifications will be passed to the Higher Education Statistics Agency (HESA) and the Higher Education Funding Council for England (HEFCE). HESA will use these data when compiling statistics for the HE sector — HEFCE will use them for reconciling claims for their funding and for statistical purposes.

## Audit

8 Each institution will be asked to instruct its external auditors to audit its 2000-01 ISR data. The purpose of the audit will be to demonstrate that each institution’s claim for funding units, as set out in the FE sector’s funding methodology, is supported by comprehensive, reliable data on student enrolments, on-programme activities and achievements, as recorded in the institution’s ISR data.

9 The definitions and concepts underlying the ISR are consistent with the FE sector’s funding methodology.

## Confidentiality and release guidelines for data

10 The Council’s confidentiality and release guidelines for data are attached at annex D to the *Institution Support Manual 2000-01*.

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11 The guidelines follow established good practice within the government statistical service and have been developed with input from institutions and the DfEE.

12 Institutions are reminded that their student enrolment forms should include a declaration based on the form of words in annex E to the *Institution Support Manual 2000-01*. They are also asked to take reasonable steps to draw to the notice of students, the policy statement in annex F to the *Institution Support Manual 2000-01*. The advice that students may obtain a copy of the data held by the Council about them is not new, but publicising the policy statement may generate enquiries.

## Timetable

13 In each teaching year an initial data collection takes place with a reference date of 1 November. An all-year collection of data with a reference date of 31 July includes any changes from the original data for new enrolments, withdrawals and information about learning programmes completed. The final collection, with a reference date of 31 December,

collects qualification outcomes, grades and destinations in respect of students in the previous teaching year as known at this reference date. At the final ISR collection (ISR22) data in all other fields should be completed to reflect the position at the second ISR collection (ISR20). Please note the completion status may change at the final collection (ISR22) in light of a student not returning for a second or subsequent year. Institutions have the option of returning the destination, outcome and grade data in an earlier collection if they wish. This cycle is repeated for each teaching year with new records for all students.

### 2000-01

14 The ISR timetable for 2000-01 is shown in table 1. For the first ISR collection (ISR18), all institutions are requested to return student and qualification aim data sets. Qualification on entry data sets are optional for all students for the first collection only.

**Table 1. Timetable for the collection of ISR records in respect of 2000-01**

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<b>Reference date and number</b>	<b>Information requested</b>
1 November 2000 (ISR18)	Valid student and qualification aim data sets Valid qualification on entry data sets may be deferred to ISR20 Returned by 4 December 2000
31 July 2001 (ISR20)	Valid student, qualification aim (completion status field correct as at 31 July 2000-01) and qualification on entry data sets Returned by 3 September 2001
31 December 2001 (ISR22)	The same valid data sets as returned for ISR20 with destination, qualification outcome and grade data as appropriate, as known at 31 December 2001. Completion status and achievement should also be changed for students who were expected to return in 2000-01 and who subsequently did not do so. Returned by 4 February 2002

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15 For the second ISR collection (ISR20) all institutions are requested to return student, qualification aim and qualification on entry data sets and are requested to complete the completion status field within the qualification aim data set as at 31 July 2001.

16 The final ISR collection (ISR22) from all institutions should consist of a copy of the records sent at the second collection (ISR20) with student destinations, qualification outcomes and grades added as known at the 31 December reference date. ISR22 should also contain amendments to completion status and achievement for students who at ISR20 were expected to return for the 2001-02 teaching year and who subsequently did not do so.

## Coverage of the ISR

### Institution coverage

17 The ISR covers all students enrolled at colleges in the FE sector, including specialist designated colleges. This includes HE students at FE colleges. The ISR also covers all students enrolled at external institutions on provision funded by the Council and all students enrolled at dance and drama institutions on places funded by the Council or DfEE.

18 HE institutions will be requested to make returns to the HESA on behalf of the HEFCE. This will include FE students enrolled at HE institutions. The funding councils will exchange data, thus avoiding duplicate requests for information from institutions.

### Student coverage – Colleges

19 ISR data should be returned for all students enrolled at the college in 2000-01 except those:

- whose programme begins on or after 1 August 2000 and who withdraw without completing the programme before 1 November 2000
- who are studying on provision delivered by the college on behalf of another institution, that is franchised-in to the college

- who attend more than one institution to study for a single qualification aim and are enrolled at one of the other institutions and not this college
- who are registered at the college for examinations but do not, and have not, received tuition in respect of those qualification aims
- who are detained in prison or in a secure hospital.

### Student coverage – External institutions

20 ISR data should be returned for all students enrolled at the external institution in 2000-01 on provision funded by the Council except those:

- whose programme begins on or after 1 August 2000 and who withdraw without completing the programme before 1 November 2000
- who are studying on provision delivered by the institution on behalf of another institution, that is franchised-in to the external institution
- who attend more than one institution to study for a single qualification aim and are enrolled at one of the other institutions and not this external institution
- who are registered at the external institution for examinations but do not, and have not, received tuition in respect of those qualification aims
- who are detained in prison or in a secure hospital.

Institutions should check to ensure that the same student is not enrolled more than once at the institution, since this would lead to a multiple claim for entry units for the student. Such checks should cover all sites on which the institution operates.

### Types of records

21 The ISR for 2000-01 consists of full records only. The aggregate return, form ISRAGG3, is withdrawn from 2000-01. Colleges are requested to provide full ISR data records for all students enrolled. This includes students:

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- a. where provision is funded either wholly or partly by the Council under section 2 or section 3 of the Act. This includes all full-time students aged 16–18 and all part-time students enrolled on courses covered by schedule 2 to the Act. Full-time students of compulsory school age should also be included;
  - b. eligible to benefit from HEFCE funding whether or not such funding is claimed. This would include students studying higher national certificate (HNC) and higher national diploma (HND) qualifications, as responsibility for the funding of HNCs and HNDs in FE colleges and the associated funding has transferred to the HEFCE;
  - c. enrolled on provision which is not funded by the Council, including provision not funded by the HEFCE and provision which is not eligible for HEFCE funding;
  - d. students with unspecified or non-externally validated qualification aims who are not benefiting from Council or HEFCE funding and are not eligible for HEFCE funding.

22 The full ISR record is described in the section ‘Structure of the ISR’ in the *Institution Support Manual 2000-01*.

23 External institutions are requested to return full ISR records only for students enrolled on provision funded by the Council.

### **Qualification coverage**

24 Institutions are requested to return information about all the qualifications on which a student is enrolled to study.

### ***Qualification database***

25 The Council has created a database of qualifications relevant to the FE sector in England and Wales, to assist with completion of the ISR. The database has been made available in computer-readable format to all institutions where provision is funded by the Council and new versions are issued regularly. It is intended that a new version of the database will be issued three times for each teaching year, in February, July and November.

26 Each qualification on the database has been assigned a reference code to be used in the qualification aim and qualification on entry data sets of the ISR. The database holds the qualification-specific information required by the Council and is a vital tool for institutions returning ISR data. The first version of the database, version 13.1 containing 2000-01 tariff information, was issued with full guidance on its use to all institutions in May 2000. A second version, version 13.2 containing more up to date tariff information for 2000-01, will be issued in July 2000. A final version of the tariff for 2000-01 will be issued on version 14.3 of the database in November 2001.

27 Institutions may request qualification codes for qualifications which are not included in the qualification database at any time during the year. Institutions which delay requesting codes for qualifications until after the year is complete, that is until after July 2001, may find they are delayed in making returns because the Council’s software may not recognise these codes. Full details and forms for making requests for qualification codes are included at annex G to the *Institution Support Manual 2000-01*.

### ***Qualification on entry data***

28 Institutions are requested to return qualifications on entry data with respect to a student’s entry on to a programme of study.

29 Qualification on entry data sets are requested as follows:

- a. for students aged under 25 on publicly funded qualifications: complete qualification on entry data containing all qualifications on entry;
- b. students studying on one or more qualifications indicated as HE level on the qualification database, as requested by HESA: complete qualification on entry data containing all qualifications on entry.

30 The Council will refer to the LSC the future need to request qualification on entry data for students aged 25 and over. The full ISR record is described in paragraphs 50 to 56 of this summary.

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31 Institutions are requested to provide qualification on entry data as described in paragraph 29 with respect to 2000-01 in the second ISR collection (ISR20) and the final ISR collection (ISR22).

32 A field is included in the student data set for institutions to confirm full qualification on entry data are being returned. Institutions' auditors will be asked to carry out sample checks on the accuracy of this information.

33 Institutions providing complete qualification on entry data for students studying HE level qualifications are requested to use the status of qualification on entry data field, field S22, to confirm the completeness of the data. Where this field indicates these data are complete, the highest qualification on entry field, field SHE01, and the A/AS level score field, field SHE02, should not be completed.

34 Where institutions have not returned complete qualification on entry data this should be indicated in the status of qualification on entry data field, field S22; for students studying HE level qualifications, institutions are requested to complete the highest qualification on entry field, field SHE01, and the A/AS level score field, field SHE02.

## **Franchising**

### ***Colleges***

35 Colleges may provide teaching and learning to the students they enrol either directly or through a franchising arrangement with an outside organisation (franchised-out). Students who are enrolled at the college, some or all of whose provision is franchised-out, should be included in the college's ISR returns.

36 Colleges are requested to return a franchising partners register with each return. The register is in the form of a spreadsheet provided by the Council. A sample register is included in annex G to the *Institution Support Manual 2000-01*. The Council issued the register separately in October 1998. At that time it was known as the outward collaborative provision partners register.

37 Students who are not enrolled at the college but who are studying on provision franchised-in to the college, for some or all of their programme of study, should be recorded on the aggregate return for students studying on provision franchised-in to the college using form ISRFANIN (see annex G to the *Institution Support Manual 2000-01* for details). Colleges should not return individualised records for them. In previous years form ISRFANIN was known as form ISRCOLLPIN.

38 Link students should be treated like students studying on provision franchised-in.

## **Franchising**

### ***External institutions***

39 Students who are enrolled at an external institution, on provision funded by the Council, some or all of whose provision is franchised-out, should be included in the external institution's ISR returns.

40 Institutions which have franchising partners are requested to return a franchising partners register with each return. The register is in the form of a spreadsheet provided by the Council. A sample register is included in annex G to the *Institution Support Manual 2000-01*. The Council issued the register separately in October 1998. At that time it was known as the outward collaborative provision partners register.

41 Students who are not enrolled at the external institution but are studying on provision delivered by the external institution on behalf of another institution, that is franchised-in to the institution for some or all of their programme of study, should not be included in the ISR returns.

## **Coverage of the three annual ISR returns**

42 The first ISR collection (ISR18) should include all students undertaking a programme of study on 1 November 2000, all students whose programme began on or after 1 August 2000 and was completed before 1 November 2000, and all students whose programme commenced prior to 1 August 2000 and which continued

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after 31 July 2000. Records should not be returned for students whose programme began on or after 1 August 2000 and who withdraw without completing the programme before 1 November 2000.

43 Those students who are undertaking a programme of study at the institution during the 2000-01 teaching year and whose programme began after the 1 November 2000 reference date, and on or before 31 July 2001, should be included in the second ISR collection (ISR20), in addition to those students described in paragraph 42. In this way the ISR will provide a full picture of the teaching year.

44 The final ISR collection (ISR22) should contain records for all students for whom a record was returned in the second collection (ISR20), updated to record their qualification outcomes and grades, and their destinations as known at 31 December 2001. At ISR22, data in all other fields should be completed to reflect the position at 31 July 2001. Consequently completion status and achievement should be changed at ISR22 for students who at the second collection (ISR20) were expected to return in 2001-02 but who did not do so. Institutions should not record completion information in ISR22 for students who complete or withdraw after 31 July 2001.

45 The Council would expect much of the data returned for a teaching year to remain consistent between returns. Some changes will occur between the first and second ISR collections (ISR18 and ISR20) and these will be acceptable provided that the scale of changes is not excessive compared with other institutions and that the data collected at the second collection (ISR20) are valid. Changes between the second and final ISR collections (ISR20 and ISR22) should be minimal. If the second ISR collection (ISR20) was incorrect, amendments can be made in the final ISR collection (ISR22). However, if this involves the creation or deletion of student data sets then the institution is requested to explain this in an accompanying commentary to avoid unnecessary queries to it.

## **Whole programme ISR**

46 From 2001-02 the Council proposes to request from institutions an ISR which contains details of a student's whole programme (a whole-programme ISR). This would mean asking for all qualifications a student has studied during the current period of continuous study at the institution. A period of continuous study would cover all years in which a student studied without having a break of a whole teaching year. A break would be a period from 1 August to 31 July inclusive in which the student did not study at the institution. The Council will be consulting further with institutions about this proposal during 2000.

47 Although institutions need not send a whole programme ISR until 2001-02, the Council encourages institutions to send one in 2000-01, if they are able.

## **ISR reconciliation**

48 The ISR is the auditable basis for calculating funding units. In order to calculate funding units generated by a student it is necessary to have complete and unambiguous information about each student's programme of study at an institution. The reconciliation process is designed to ensure that each student is recorded consistently in successive ISR returns in respect of a single teaching year and, where a student studies in two or more successive teaching years, that the recording between years is also consistent.

49 Guidance on the reconciliation lists required to support the 2000-01 ISR is included in the section 'Reconciliation Lists 2000-01' to the *Institution Support Manual 2000-01* and the technical format of the reconciliation list is described at annex H to the *Institution Support Manual 2000-01*.

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## Structure of the ISR

### The full record

50 The full ISR consists of the following three data sets (related groups of data fields):

- a student data set
- a qualification aim data set
- a qualification on entry data set.

51 The full ISR is made up of 80 fields which fall into the three data sets as laid out in table 2. Eighty-nine fields are shown, but nine are not currently used. Not all fields are compulsory for all students and further details can be found in the sections ‘Student Data Set Fields’, ‘Qualification Aim Data Set Fields’ and ‘Qualification on Entry Data Set Fields’ of the *Institution Support Manual 2000-01*.

52 The relationship between data sets is shown in figure 1 and is explained in more detail in the following sections.

### *Student data set*

53 There is only one student data set for each student enrolled at the institution. The student data set contains basic information such as the name, date of birth, sex and ethnicity.

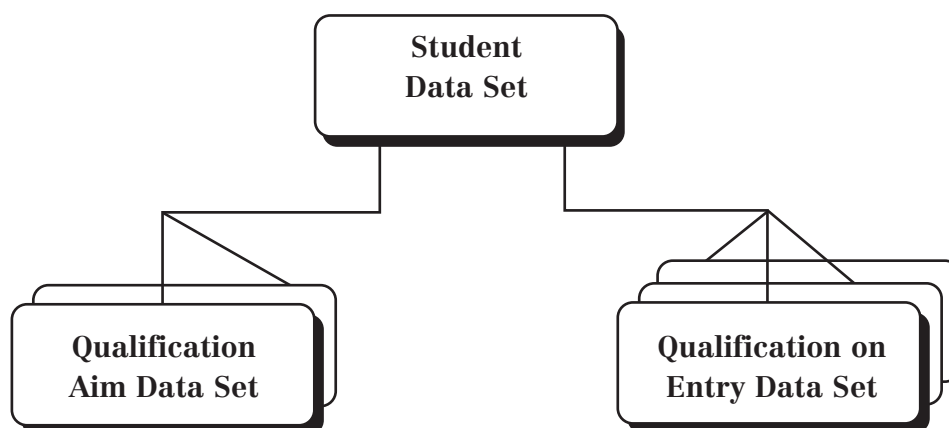
54 Each student data set has associated with it one or more qualification aim data sets and from zero to many qualifications on entry data sets as shown in figure 1. These other data sets are linked to the student data set. That is, the student data set ‘owns’ these other data sets.

### *Qualification aim data set*

55 There is one qualification aim data set for each qualification for which a student is studying. For example, where a student is studying for three GCE A levels, there would be three qualification aim data sets. A qualification aim data set contains qualification-related information such as start date, end date, fee information and outcome. The information in a qualification aim data set relates specifically to the student data set which owns the qualification aim data set.

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**Figure 1. Individualised student record structure**





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### **Qualification on entry data set**

56 There is one qualification on entry data set for each qualification that a student has gained before enrolment to a programme of study. Each qualification on entry data set is owned by only one student data set. The qualification on entry data set does not own any other data sets.

### **Aggregate return**

#### **ISRAGG3**

57 From 2000-01 the option to return the form ISRAGG3 has been withdrawn. Colleges are requested to return full records for those students previously recorded on the form ISRAGG3.

#### **ISRFRANIN**

58 Aggregate return form ISRFRANIN should be returned for students not enrolled at the college who are studying on provision franchised-in to the college. The form is attached at annex G to the *Institution Support Manual 2000-01*. A student studying on provision delivered by the college on behalf of another institution, that is franchised-in to the college, for part of their programme, but enrolled directly at the college for another part of their programme, would have an entry on the ISRFRANIN form for the former part and an ISR record for the latter part of the programme.

59 External institutions are not required to complete this return.

### **Treatment of optional fields**

60 Where a value is not required in a field for a student and there is no appropriate null value, the field should be returned as below:

<b>Field type</b>	<b>Complete</b>
numeric	zero fill
alphanumeric	space fill
alphabetic	space fill
date	zero fill

### **Fields for HE students in the full ISR**

61 Fourteen fields in the ISR are required for HE students only. For the purpose of the ISR 2000-01 returns, HE students are defined as students studying on a programme eligible for HEFCE funding and/or studying for a qualification aim which is indicated as HE level on the Council's qualification database. The fourteen fields are included within the student and qualification aim data sets and further details can be found in the sections 'Student Data Set Fields' and 'Qualification Aim Data Set Fields' of the *Institution Support Manual 2000-01*. The specific fields are as follows:

- highest qualification on entry (SHE01)
- A/AS level score (SHE02)
- nationality (SHE03)
- Universities and Colleges Admissions Service (UCAS) applicant number (SHE04)
- new entrant to HE (SHE05)
- term-time accommodation (SHE06)
- reason for leaving (SHE07)
- type of programme year (SHE09)
- mode applicable to Funding Council Early Statistics/HEIFES (SHE10)
- level applicable to Funding Council HEIFES (SHE11)
- completion of year of programme of study (SHE12)
- student FTE (SHE13)
- major source of tuition fees (QHE01)
- year of programme (QHE02).

The fields SHE01–13 are within the student data set, and fields QHE01 and QHE02 are within the qualification aim data set.

62 HESA have asked the Council to rationalise the HE specific fields mentioned in paragraph 61. The Council will carry out a full review of the data requested by them during 2000 with a view to developing an HE data set.

63 From 2001-02 this HE data set would be collected only for students following a programme containing a HE level qualification as indicated on the qualification database.

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**Table 2. ISR data fields**

<b>Field number</b>	<b>Field name</b>
S01	Student data set reference
S02	Student surname/family name
S03	Student initials
S04	Date of birth
S05	Sex
S06	Home postcode
S07	Country of domicile
S08	Ethnicity
S09	Learning difficulties and/or disabilities
†S10	
S10A	Additional support cost
S11	Additional support assessment
S12	Destination
†S13	
S14A	Annual fees indicator
S14B	Amount of tuition fees received or expected for the student
S15	Reason for partial or full non-payment of tuition fees
S16	Major source of tuition fees
S17	Institution-specified data 1
S18	Institution-specified data 2
S19	GCE/GCSE boards' reference
S20	Widening participation factor
S21	Widening participation category
S22	Status of qualification on entry data
S23	Student initiative
S24	Residential accommodation
S25	Childcare
S26	Disability
S27	Learning difficulty
S28	16–18 year old full-time funding entitlement
S29	National insurance number

\* *HE students only*

† *field not used*

**Table 2. ISR data fields (cont.)**

<b>Field number</b>	<b>Field name</b>
<b>STUDENT DATA SET (cont.)</b>	
*SHE01	Highest qualification on entry
*SHE02	A/AS level score
*SHE03	Nationality
*SHE04	UCAS applicant number
*SHE05	New entrant to HE
*SHE06	Term-time accommodation
*SHE07	Reason for leaving
†SHE08	
*SHE09	Type of programme year
*SHE10	Mode applicable to Funding Council Early Statistics/HEIFES
*SHE11	Level applicable to Funding Council HEIFES
*SHE12	Completion of year of programme of study
*SHE13	Student FTE
<b>QUALIFICATION AIM DATA SET</b>	
Q01	Qualification aim data set reference
Q02	Qualification reference code
†Q03	
†Q04	
Q05	Type of tuition fees
†Q06	
Q07A	Annual fees indicator
Q07B	Amount of tuition fees received or expected for the student
Q08	Reason for partial or full non-payment of tuition fees
Q09	Major source of tuition fees
Q10	Council or HEFCE funding
Q11	Major source of funding other than tuition fees and Council/HEFCE funding
Q12	Minor source of funding other than tuition fees and Council/HEFCE funding
Q13	Franchised-out arrangements
†Q14	

\* *HE students only*

† *field not used*

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**Table 2. ISR data fields (cont.)**

<b>Field number</b>	<b>Field name</b>
<b>QUALIFICATION AIM DATA SET (cont.)</b>	
Q15	Expected guided learning hours
Q16	Start date
Q17	Expected end date
Q18	Actual end date
Q19	Completion status
Q20	Outcome
Q21	Grade
Q22	Resit
†Q23	
Q24	Institution-specified data 1
Q25	Institution-specified data 2
Q26	NVQ delivery arrangement
†Q27	
Q28	Expected end date at 1 February
Q29	Government initiative
Q30	Franchising partner
Q31	Implied rate of Council partial funding for ESF in Q11
Q32	Implied rate of Council partial funding for ESF in Q12
Q33	APL hours
Q34	Delivery mode
Q35	Employer role
Q36	Main delivery method
Q37	Actual guided learning hours
*QHE01	Major source of tuition fees
*QHE02	Year of programme
<b>QUALIFICATION ON ENTRY DATA SET</b>	
E01	Qualification on entry data set reference
E02	Qualification on entry reference code
E03	Grade
E04	Date awarded

\* *HE students only*

† *field not used*

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## Validation Procedures

64 Before returning ISR data to the Council for each ISR collection, institutions are requested to use the Council's ISR validation software. All institutions will receive a copy of the Council's ISR validation software with full instructions prior to the first ISR collection for 2000-01. The ISR validation software implements the ISR validation rules which will form annex J to the *Institution Support Manual 2000-01*. The rules for 2000-01 will be published shortly.

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