

Circular 01/01

Data Collection

Individualised Student Record: Consultation on Proposed Changes to the 2001-02 Specification

Summary

This circular consults institutions about proposed changes to the individualised student record for 2001-02. Responses are requested by 26 February 2001.

Contents	<i>paragraph</i>
Introduction	1
Previously announced changes for 2001-02	5
Other changes proposed for 2001-02	9
Summary of proposed changes	10
Learning and Skills Council data collections	15
Data collection timetable	16
Responses	17
Enquiries	19

Annexes

- A ISR: Details of previously announced introduction of an HE data set in 2001-02
- B ISR: Other changes proposed for introduction in 2001-02
- C Returns timetable - July 2000 to February 2002
- D Response form

Further Information

Funding and Statistics Support Desk

Tel 024 7686 3224

Fax 024 7686 3249

Email fundstat.desk@fefc.ac.uk

or write to:

The Further Education Funding
Council
Cheylesmore House
Quinton Road
Coventry
CV1 2WT

Website www.fefc.ac.uk

Individualised Student Record: Consultation on Proposed Changes to the 2001-02 Specification

Introduction

1 Changes proposed to the 2001-02 individualised student record (ISR) are set out for consultation in this circular. Responses are requested by 26 February 2001.

2 The Council is consulting on behalf of the Learning and Skills Council (LSC). It is the LSC that will decide which changes are implemented in the ISR specification for 2001-02, as it will be collecting the ISR for that year.

3 The proposed changes reflect advice from the LSC to keep changes to a minimum in 2001-02 and the Council's policy of keeping the ISR specification stable, to minimise the impact on institutions' student record systems. They take account of changes to the funding tariff, the experience of institutions making ISR returns and experience of analysing the data. The management information committee (MIC) has considered the proposed changes and advised the Council about them.

4 This circular also contains information about the LSC's plans for collecting student data from 2002-03.

Previously Announced Changes for 2001-02

5 The Council consulted institutions in Circular 99/51 about introducing for 2001-02:

- a whole programme ISR
- a higher education (HE) data set.

Results of this consultation and confirmation that the Council would implement these changes in 2001-02 were contained in Circular 00/13.

6 The Council has received considerable feedback from institutions and sector groups describing concerns about and difficulties foreseen in collecting a whole programme ISR. The MIC at its meeting on 6 December 2000 advised the Council that it favoured an alternative proposal to create an

additional field to record data indicating eligibility for entry units. Consequently the Council has decided not to implement a whole programme ISR starting in 2001-02. Instead it is consulting on the alternative proposal.

7 The Council thanks the sector for alerting it to difficulties in implementing a whole programme ISR and the MIC for its advice about it.

8 Details of the HE data set are found at annex A. Institutions are invited to comment on them.

Other Changes Proposed for 2001-02

Criteria for assessing proposed changes

9 The Council's intention is that the ISR specification should change from year to year only when there is a clear justification for it to do so. The LSC wishes to keep changes to the ISR for 2001-02 to a minimum. Consequently, in line with practice in previous years, a change for 2001-02 is being proposed only where the reason for change meets one or more of the following criteria:

- a. support the 2001-02 funding methodology;
- b. reflect changes to government funding, including changes resulting from the *Learning and Skills Act 2001*;
- c. address issues raised in feedback from institutions which have returned data;
- d. address issues raised by analysing and using ISR data;
- e. implement changes requested by the LSC and/or the Department for Education and Employment (DfEE).

Summary of Proposed Changes

10 The following changes are proposed for introduction in 2001-02:

- a. amend ethnicity categories in line with those developed by the Office for National Statistics (ONS) for the 2001 national census, criteria c and d;
- b. add a new field in which to collect student forenames as requested by the DfEE, and withdraw the student initials field, field S03, criterion e;
- c. amend the Council's confidentiality and release guidelines to allow release of named data to the DfEE, criterion e;

-
- d. add a new field in which to collect most recent programme start date, criterion a;
 - e. add a new field in which to collect enhanced guided learning hours (glh) to support the funding of programmes delivered wholly or partly by distance learning, criterion a;
 - f. amend codes used in funding, fees and government initiative fields consistent with funding arrangements for 2001-02 and particularly in the light of changed arrangements resulting from the *Learning and Skills Act 2000*, criteria a, b and e;
 - g. encourage Local Authority external institutions to send ISR data for community education provision as requested by the LSC, criterion e.

11 These proposed changes are described in more detail at annex B. The final ISR specification for 2001-02 will be issued in the *ISR Support Manual* in April 2001.

12 In addition to these changes, the Council wishes to alert institutions that the LSC may need to introduce other late amendments to the specification of the ISR for 2001-02. Late amendments would be to accommodate changes to the funding methodology which result from the provisions of the *Learning and Skills Act 2000* and requests for changes to the ISR from the LSC. Such late changes are judged unlikely.

Timetable for implementing proposed changes

13 The proposed changes would be introduced for the first ISR data collection in respect of the 2001-02 teaching year with a reference date of 1 November 2001. The changes would also apply to the second and third collections in respect of 2001-02 and to collections in respect of subsequent teaching years.

14 The 2000-01 specification was issued in the *ISR Support Manual* which accompanied Circular 00/13. This specification will apply to the second and third collections in respect of the 2000-01 teaching year with reference dates of 31 July 2001 and 31 December 2001 respectively.

Learning and Skills Council Data Collections

15 The LSC has indicated that it intends to implement an individualised learner record (ILR) commencing in 2002-03. The ILR would be collected from all providers and be similar to the Council's ISR.

Data Collection Timetable

16 Annex C contains a timetable of data collections, to help institutions with their planning.

Responses

17 Institutions are invited to comment on:

- details of the previously announced change to the ISR for 2001-02 to collect an HE data set, described in annex A
- the proposals described in this circular to change the ISR specification for 2001-02, described in annex B.

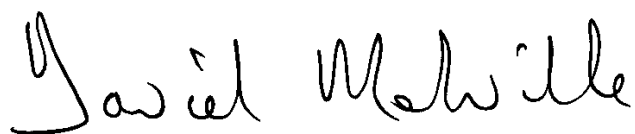
18 A form on which to make a response is included at annex D. Institutions may find it convenient to photocopy it and return a completed copy to the Council. To enable the issue of a final specification as soon as possible, responses should be sent to arrive by 26 February 2001 to:

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

Enquiries

19 Enquiries about this circular should be directed to the Council's funding and statistics support desk. The support desk can be contacted by:

- a. email at the following address: (fundstat.desk@fetc.ac.uk). A form is available on the Council's website at www.fetc.ac.uk. This should be used to address queries to the support desk via email;
- b. fax on 024 7686 3249. Faxes should be marked 'Circular 01/01: ISR Consultation 2001-02';
- c. telephone on 024 7686 3224.



ISR: Details of Previously Announced Introduction of an HE Data Set in 2001-02

1 This annex sets out more details of the specification of the previously announced HE data set for implementation with effect from the first data collection in respect of the 2001-02 teaching year.

2 Institutions are invited to comment on the details of this change.

3 The Council consulted institutions in Circular 99/51 about introducing an HE data set for 2001-02. The proposal was supported by 95% of institutions which responded to it. Results of the consultation and confirmation that the Council would implement an HE data set in 2001-02 were contained in Circular 00/13.

4 The Council has taken forward this proposal with the Higher Education Statistics Agency (HESA) and the Higher Education Funding Council for England (HEFCE).

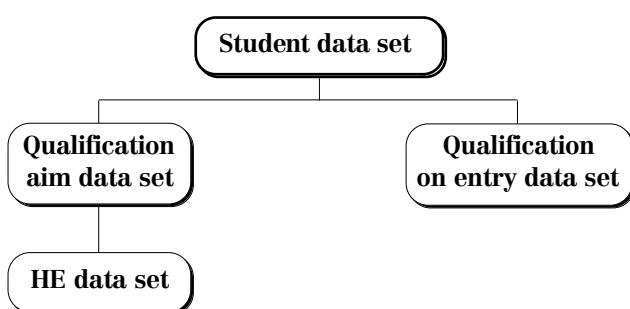
5 Currently there are HE fields in both the student and qualification aim data sets, so potentially there is a need to introduce two new data sets. There are fewer than four HE fields which it would be appropriate to collect in an HE student data set. Consequently, to avoid increasing the complexity of the ISR structure unnecessarily, the three organisations have agreed that only one new data set, an HE qualification aim data set, would be introduced.

6 There would be one HE data set for each qualification aim data set where the qualification is HEFCE funded and/or HE level. The new HE data set would relate to the other data sets in ISR as set out in figure 1.

7 The proposed record layout for the HE qualification aim data set is attached at the appendix to this annex. This record layout identifies for each field the field number of the corresponding field in the HESA student record layout. Using this field number a field description can be obtained from the HESA website (www.hesa.ac.uk).

8 Institutions are invited to comment on the HE data set.

Figure 1. Structure of ISR including HE data set



FEFC ISR – HE Data Set Record Layout

Reference Circular 01/01

Field number	Field name	Field length	Field type	Status	Previous FE ISR field number	HESA field abbreviation	HESA student record field number
HQ01	HE qualification aim data set reference	27	alphanumeric	compulsory			
HQ02	Qualification aim reference code	8	alphanumeric	compulsory			
HQ03	Student instance number	20	alphanumeric	compulsory		NUMHUS	136
HQ04	Student nationality	4	alphanumeric	not compulsory	SHE03	NATION	013
HQ05	Highest qualification on entry	2	numeric	compulsory	SHE01	QALENT2	021
HQ06	New entrant to HE	1	numeric	compulsory	SHE05	ENTRYCDE	027
HQ07	Type of programme year	1	alphanumeric	compulsory	SHE09	TYPEYR	138
HQ08	Mode applicable to Funding Council early statistics, HEIFES	2	alphanumeric	compulsory	SHE10		
HQ09	Level applicable to Funding Council HEIFES	2	alphanumeric	compulsory	SHE11	FUNDLEV	139
HQ10	Completion of year of programme of study	1	alphanumeric	compulsory	SHE12	FUNDCOMP	140
HQ11	Student FTE	5	numeric	compulsory	SHE13	STULOAD	074
HQ12	Qualification year of programme	2	numeric	compulsory	QHE02	YEARPRG	072
HQ13	Franchising arrangement	2	numeric	compulsory	Q13		
HQ14	Fee band	2	numeric	compulsory		FEEBAND	067
HQ15	Major source of tuition fees	2	numeric	compulsory	QHE01	MSTUFEE	068
HQ16	Term time accommodation	1	numeric	compulsory for full-time and sandwich students	SHE06	TTACCOM	031
HQ17	UCAS applicant number	9	numeric	compulsory for students entering through UCAS	SHE04	UCASNUM	133
HQ18	SOC occupation code	4	numeric	compulsory for students entering through UCAS.		OCCCODE	025
HQ19	Last institution	7	alphanumeric	compulsory for students entering through UCAS. Optional for non-UCAS entrants		LASTINST	018
HQ20	Year at last institution	4	numeric	compulsory for students entering through UCAS. Optional for non-UCAS entrants		YRLINST	019
HQ21	Number of A levels	2	alphanumeric	compulsory for undergraduate students entering through UCAS with highest qualifications on entry of A or A/AS levels		ALEVELS	142
HQ22	A/AS level score	2	numeric	compulsory for undergraduate students entering through UCAS with highest qualifications on entry of A or A/AS levels	SHE02	ALEVPTS	023

Field number	Field name	Field length	Field type	Status	Previous FE ISR field number	HESA field abbreviation	HESA student record field number
HQ23	Number of SCE Highers and CSYS	2	alphanumeric	compulsory for undergraduate students entering through UCAS with highest qualifications on entry of highers or CSYS		HIGHERS	143
HQ24	Scottish higher points	2	numeric	compulsory for undergraduate students entering through UCAS with highest qualifications on entry of highers or CSYS		HIGHPTS	024
HQ25	Number of vocational qualifications	2	alphanumeric	compulsory for undergraduate students entering through UCAS who are coded 'Any combination of GCE 'A'/SCE 'Higher' or GNVQ/GSVQ or NVQ/SVQ at level 3' in Highest qualification on entry		VOCQUALS	144
HQ26	Reason for leaving	2	numeric	compulsory for students who left the institution or completed their programme of study since the last collection	SHE07	RSNLEAVE	033
HQ27	Proportion not taught by this institution	5	numeric	compulsory for qualifications delivered by franchising			
HQ28	Proportion taught in Superclass 1 subject	5	numeric	compulsory			
HQ29	Proportion taught in Superclass 2 subject	5	numeric	compulsory			
HQ30	Proportion taught in Superclass 3 subject	5	numeric	compulsory			

Using the student record field number in the above table a field description can be obtained from the HESA web site at www.hesa.ac.uk

ISR: Other Changes Proposed for Introduction in 2001-02

Introduction

1 This annex sets out other proposed changes to the specification of the ISR to be introduced with effect from the first data collection in respect of the 2001-02 teaching year. They would apply to all data collections for 2001-02 and subsequent years.

Proposed Changes for 2001-02

Ethnicity categories

2 The list of ethnicity codes in the ISR was developed by using the categories which the ONS, formerly the Office of Population Censuses and Surveys (OPCS), uses when publishing their standard tables of information from the 1991 national census. As recommended by the Commission for Racial Equality (CRE) the codes are listed alphabetically by description. These codes are unchanged since 1994-95, the first year for which the ISR was collected. ONS is planning to change ethnicity categories for the 2001 national census.

3 The Council proposes to update its list of ethnicity categories and codes used in the ethnicity field, field S08, in line with the change to ethnicity categories used in the national census. The proposed new list of categories and codes is attached at appendix 1 to this annex.

Student forenames

4 The DfEE is planning to use ISR data to update its 14-21 database used to track post-16 education, training and employment of young people. In a pilot exercise it has found student forenames to be very useful in matching data from different sources. Consequently it has asked the Council to add a new field to the ISR in which to collect student forenames.

5 The Council proposes to add a new 40-character field to the student data set in which to collect student forenames and to withdraw the student initials field, field S03.

Confidentiality guidelines

6 In line with the DfEE's request for student forenames, the Council is changing its confidentiality guidelines to allow the LSC to release ISR data containing names to the DfEE so that it can update its 14-21 database. A draft of the revised guidelines are attached at appendix 2 to this annex. These are being discussed with the DfEE and the LSC which will implement them.

Most recent programme start date

7 In Circular 99/51, the Council proposed introducing a whole programme ISR commencing in 2001-02. The advantages of doing so were laid out in paragraph 5 of annex B to that circular. In summary they were:

- it would be simpler for institutions
- it would help the funding program in the context of key skills and calculating entitlement units for Curriculum 2000
- it would in many cases allow more accurate calculation of funding units where a student studies for more than one year and thereby reduce the number of students for whom it is necessary to make a manual adjustment to the final funding unit claim
- it would allow simpler analysis of student programmes lasting more than one year.

8 As described in paragraph 6 of this circular, the Council is now consulting on an alternative proposal to add a field to record data indicating eligibility for entry units instead of implementing the whole programme ISR.

9 Where a student studied in the year immediately prior to the current one and completed some or all of their qualifications in that year, these would not appear in the ISR for the current year. In some cases, these qualifications missing from the current year ISR affect the eligibility, timing and number of entry units in the current year.

10 If the whole programme ISR had been implemented in 2001-02, then it would have addressed this difficulty.

11 The proposed most recent programme start date field would allow the funding program to more accurately calculate funding units where a student studies for more than one year. Consequently the number of students for whom it is necessary to

make a manual adjustment to the final funding unit claim would be reduced and in-year estimates of funding units would be more accurate.

Enhanced guided learning hours

12 During the last two teaching years, there have been changes to the funding of programmes delivered wholly or partly by distance learning. In summary most such programmes are now loadbanded and guided learning time in support of distance learning is subject to a multiplier of 14.

13 The ISR specification for 2000-01 does not adequately support the arrangements for distance learning in that:

- for programmes involving a mixture of distance learning and other delivery there is no way of identifying how much time is subject to a multiplier of 14
- glh are recorded in whole hours which is not sufficiently precise once a multiplier of 14 is applied.

Consequently, the funding program is not able to calculate funding correctly for many qualifications delivered by distance learning and all qualifications delivered in a mixed mode including distance learning. To overcome this difficulty, institutions need to make manual adjustments to final funding unit claims and in-year estimates of funding units generated by the funding module of the Learner Information Suite (LIS).

14 To address the above weaknesses, the Council proposes to add a new field, an enhanced guided learning time field. Institutions would be asked to record:

- all glh, including any time spent supporting distance learning, in the existing glh fields, fields Q15 and Q37, in the ISR as they are requested to do at present
- record enhanced glh in the new field. These would be calculated by institutions using the algorithm below:
(glh for non-distance learning element of the programme) + (guided learning time for distance learning, in minutes x 14)

All guided learning times would be rounded to the nearest whole hour as the last step before entering them in the ISR.

15 This solution would be robust in that it would support any mixed learning programmes and allow for any future refinements to the funding methodology which involved using different enhancement factors for different kinds of provision.

Amend codes used in funding, fees and government initiative fields

16 The Council may need to amend codes used in funding, fees and government initiative fields consistent with funding arrangements for 2001-02 particularly in the light of changed arrangements resulting from the *Learning and Skills Act 2000*.

17 One example of such a change arises because schedule 2 is likely to be repealed in April 2001. The LSC may wish to identify students for whom funding is being claimed on the basis of schedule 2 applying at the start of a programme.

18 A second such example arises because an institution may receive funding from the LSC based on more than one funding arrangement. It may enrol some students studying qualifications for which it is claiming funding as part of an allocation from the LSC to which the 2001-02 funding unit based methodology applies. It may also enrol other students on work-based training programmes for which it is claiming funding from the LSC that is not part of the unit-based allocation. The LSC is likely to wish to identify such cases separately.

19 Where it finds it necessary to change codes in funding, fees and government initiative fields, the Council will do so. If the codes in the Council and HEFCE funding field, field Q10, need to be changed significantly, the Council may need to increase the length of the field to two digits to accommodate the change.

Encourage external institutions to send ISR data for community education

20 The LSC is implementing an ILR which is expected to be similar to the Council's ISR. Consequently the LSC has asked the Council to encourage local authority external institutions to send ISR data for community education provision in 2001-02. This is not a requirement. Institutions wishing to do so are asked to indicate this in their response to this consultation (annex D).

Proposed Ethnicity Categories and Codes for 2001-02

Code: 11	Asian or Asian British - Bangladeshi
12	Asian or Asian British - Indian
13	Asian or Asian British - Pakistani
14	Asian or Asian British - any other Asian background
15	Black or Black British - African
16	Black or Black British - Caribbean
17	Black or Black British - any other Black background
18	Chinese
19	Mixed - White and Asian
20	Mixed - White and Black African
21	Mixed - White and Black Caribbean
22	Mixed - any other Mixed background
23	White - British
24	White - Irish
25	White - any other White background
98	any other
99	not known/not provided

Council Confidentiality and Release Guidelines for Data

Introduction and Background

1 These guidelines provide guidance on the circumstances in which the Council may release statistical data to third party organisations or individuals. Specific requests will be considered in the light of these guidelines. The guidelines will also apply to the Learning and Skills Council (LSC) with respect to data formerly collected by the Council, until the LSC introduces separate guidelines.

Code on Access to Information

2 The Council's *Code on Access to Information* sets out its approach to providing information to those with an interest in its work. It sets out the Council's commitment to publish statistical information; its definition of confidential information, its procedure for dealing with requests for information and its policy for charging for some such requests. It was published as annex E to Circular 96/24. Copies are available from the Council on request.

Data Protection Act 1998

3 The data holdings and general interests of the Council are registered under the *Data Protection Act 1998* (DPA).

4 The Council's position under this registration is currently under review and the Council will amend its registration under the new notification procedure which has yet to be published in relation to the *Data Protection Act 1998*.

General Principles

5 The Council regards data about individual students and staff as confidential. It regards individual financial data items about institutions as confidential unless already published by the institution.

6 The Council will only release confidential data to third parties as specified in these guidelines. In other cases, the express permission of the individual or institution will be sought.

7 Where the Council publishes analyses drawn from confidential data, the groupings used will be sufficiently large to protect individual confidentiality.

8 Individuals have the right to request a copy of those confidential data held by the Council about them.

Specific Guidelines

Data about individual students

9 Named data about individual students will only be released to:

- staff in the Council's research and statistics team who require access for operational reasons
- staff in the Department for Education and Employment's (DfEE's) Analytical Services who require access for further analysis
- staff in the DfEE (including Employment Service) and staff in Connexions service who require access for providing advice and guidance to the learner
- consultants working under contract to the Council or the DfEE who require the information for their work
- external contractors for the purpose of collecting additional information on behalf of the Council
- other agencies, where there is evidence of possible fraud.

10 Anonymised data about individual students will be made available to organisations and individuals seeking the data for the purpose of research or analysis of the sector. This will include academic institutions and their research staff and students. Users of anonymised data will be subject to these guidelines. Data will not be released to 'for profit' organisations unless they are working on behalf of organisations or individuals doing research. Data will not be released to marketing organisations.

11 To ensure that individual confidentiality is protected, Council analyses using data defining students by ethnicity, disability, age or date of birth, postcode qualifications on entry, qualifications obtained or destination on leaving will not be released where groups contain fewer than five individuals. A similar condition applies to analyses by other organisations.

12 As set out in the DPA, individual students have the right to request a printout of the data about them held by the Council or the DfEE. From 1998-99, the *ISR Support Manual* provides guidance on how students may request this information from the Council.

Data about individual staff

13 Data about individual staff held by the Council are anonymous. The Council will not collect named staff data.

14 Anonymous data about individual staff will be made available to organisations and individuals seeking the data for the purpose of research or analysis in support of the sector, in a similar way to anonymised student data.

15 To ensure that individual confidentiality is protected, analyses using data defining staff by age or date of birth, ethnicity, disability, or terms of employment will not be released where groups contain fewer than five individuals.

Data about individual institutions

16 Data about individual institutions will be accessible within the Council.

17 The Council will wish to publish information about individual institutions such as their total funding units or their total enrolments.

18 Analyses providing sensitive data about institutions will not be released where groups contain fewer than five institutions.

19 Sensitive data include:

- individual items of financial data which are not included in the published college annual accounts
- individual financial data items broken down below whole institution level
- college strategic plans and student number projections, subject to confirmation of the results of consultation in Circular 00/18.

Publications

20 In the context of these guidelines, references to publications or analyses include all tables or other statistical analyses for use outside the Council such as:

- Council bulletins and circulars
- tables supplied to researchers or other outside enquirers
- advice to the secretary of state or other government departments.

Linking between data sets

21 The Council is registered under the DPA for purpose P058 'Crime prevention and the prosecution of offenders'. This allows the Council to undertake data matching between data sets for the purpose of detecting fraud. The Council will only make use of this power where it has reasonable grounds for believing that fraud has occurred or where a third party has such grounds and requests the Council's co-operation.

22 The Council may undertake linking with other data sets for statistical purposes, within the provisions of the DPA.

Data exchange with the DfEE

23 The DfEE will be provided with individual data about students and staff solely for its own use. The data will be made available only to those DfEE or Connexions staff who require access in order to subject the data to further analysis or to consultants working on behalf of the DfEE or Connexions who require the information for their work. The Council will also make individual institution statistical data available to the DfEE, unless the intention not to do so has been indicated on the particular Council return.

24 A code of practice with the DfEE specifies that the DfEE is subject to these guidelines in respect of any data supplied to it by the Council and that it will follow the Council's guidelines when publishing data.

Data exchange with the HEFCE

25 Anonymised individual records for higher education (HE) students will be made available to the Higher Education Statistics Agency (HESA) and to the Higher Education Funding Council for England (HEFCE). The data will be made available only to those HESA or HEFCE staff who require access in order to subject them to further analysis.

26 A memorandum of agreement between the Council and HESA, on behalf of the HEFCE, specifies that HESA and HEFCE are subject to these

guidelines in respect of any data supplied to them by the Council, and that they will follow the Council's guidelines when publishing data.

Providing data to institutions

27 The Council will not provide sensitive data about an identifiable institution to another Council-funded institution without the express permission of the originating institution.

28 Where an institution requests anonymised information about other institutions, their staff or students, the Council will consider such requests. The requesting institution will be required to state clearly why it wishes to have such information. The Council will bear in mind that in practice institutions and their staff and students might be identifiable even after the data have been anonymised. There will be a presumption against meeting such requests, because of the risk of unintended disclosure and the likely costs of such analyses.

29 Where a Council-funded institution requests information about another identifiable institution that the Council would publish under these guidelines, then such requests will be considered, subject to the *Code on Access to Information*, in particular the charging policy.

30 Where an institution requests information about a group of five or more other Council-funded institutions, then such a request will be considered, subject to the *Code on Access to Information* in particular the charging policy.

External agents

31 The Council may wish to use external agents, researchers or contractors to collect data on its behalf.

32 Agents will be given access to individual student names and identifiers only in so far as they require them in order to collect additional data. The Council may also wish to use staff identifiers as a means for selecting staff to be included in sample surveys. The anonymity of staff will not be compromised.

33 Agents collecting data on behalf of the Council under contract will be subject to these guidelines. The data will not be used for any other purpose by the agent and all copies will be destroyed as soon as the work is complete.

Implementation of the Guidelines

34 Responsibility for ensuring the observance of these guidelines rests with the Council's chief statistician.

35 The Council undertakes to publish these guidelines. Institutions are encouraged to make a copy available to anyone who requests it.

Returns Timetable: July 2000 to February 2002

C - Colleges, E - External institutions, S - Specialist designated institutions, H - Higher education institutions

Ref. date	Return date	Research and statistics Funding and strategic plan returns	Finance and property returns	Required from	Circular ref.
N/A	03-Jul-2000		Minor works expenditure profile	C S	
2000-01	11-Aug-2000	Dance & Drama awards - certificate of acceptance of terms and conditions attached to payment of funds (annex B)		All schools in receipt of dance & drama awards	Unique Financial Memorandum
31-Jul-2000	04-Sept-2000	ISR17 (31 July 2000; 1999-2000)		C E S	99/21
2000-01 to 2002-03	29-Sept-2000		Three year financial forecast	C E S H	00/18
1999-2000	29-Sept-2000	Strategic Planning & Accommodation strategies - update	Strategic Planning & Accommodation strategies - update	C E S H	00/18
31-Jul-2000	23-Oct-2000	SIR8 (31 July 2000;1999-2000)		C S	00/17
2000-01	08-Nov-2000	Childcare places - institution's first interim report (include places achieved)		Institutions in receipt of childcare funds	00/21
01-Nov-2000	04-Dec-2000	ISR18 (1 November 2000; 2000-01)		C E S	00/13
2000-01	08-Dec-2000	Dance & Drama awards - changes in award students - termly record (annex C)		All schools in receipt of dance & drama awards	Unique Financial Memorandum
1999-2000	31-Dec-2000		Audited annual accounts	C S	
1999-2000	31-Dec-2000		Finance record for 1999-2000	C S	
2000-01	12-Jan-2001	Learner support - early indication of need for childcare fund - sixth form colleges only		Sixth form colleges only	00/14
2000-01	17-Jan-2001	Childcare places - institution's second interim report (include places achieved)		Institutions in receipt of childcare funds	00/21
1999-2000	05-Feb-2001	Audit of student numbers and funding units for 1999-2000 AND Final claim for funding 1999-2000		C E S H	99/43
31-Dec-2000	05-Feb-2001	ISR19 (31 December 2000; 1999-2000)		C E S	99/21
2000-01	09-Mar-2001	Childcare places - institution's third interim report (include forecast, places and expenditure)		Institutions in receipt of childcare funds	00/21
2000-01	31-Mar-2001	Dance & Drama awards - changes in award students - termly record (annex C)		All schools in receipt of dance & drama awards	Unique Financial Memorandum
2001-02	09-Apr-2001*	Response to Provisional allocation 2001-02 and supporting strategic planning information.		C E S H	
2000-01	09-Apr-2001	Childcare places - institution's final confirmation of places and expenditure		Institutions in receipt of childcare funds	00/21
2000-01	01-Jun-2001	Childcare places - institution's final report		Institutions in receipt of childcare funds	00/21
2000-01	31-Jul-2001	Dance & Drama awards - changes in award students - termly record (annex C)		All schools in receipt of dance & drama awards	Unique Financial Memorandum
2000-01	24-Aug-2001	Learner support - return completed copies, as appropriate, of annex G forms - all institutions allocated learner support funds		All institutions allocated learner support funds	00/14
2000-01	24-Aug-2001	Dance & Drama awards - claim for the payment of funds		All schools in receipt of dance & drama awards	Unique Financial Memorandum
31-Jul-2001	03-Sept-2001	ISR20 (31 July 2001; 2000-01)		C E S	00/13
31-Jul-2001	03-Sept-2001	SIR9 (31 July 2001; 2000-01)		C S	
01-Nov-2001	03-Dec-2001	ISR21 (1 November 2001; 2001-02)		C E S	
31-Dec-2001	04-Feb-2002	ISR22 (31 December 2001; 2000-2001)		C E S	00/13
2000-01	04-Feb-2002	Audit of student numbers and funding units for 2000-01 AND Final claim for funding 2000-01		C E S H	

* to be confirmed

Response Form

(Reference Circular 01/01)

Please photocopy, complete and return to Mary Claricoats at the Council's Coventry office by 26 February 2001.

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

Institution name

Contact

Signature

Telephone number

Cheylesmore House
Quinton Road
Coventry CV1 2WT
Telephone 024 7686 3000
Fax 024 7686 3100

	<i>Agree</i>	<i>Disagree</i>	<i>Comments</i>
Proposed changes to ISR in 2001-02			
1			
The Council's proposal to change the categories and codes for ethnicity, field S08 (as described in paragraphs 2 and 3 in annex B) is supported.	<input type="checkbox"/>	<input type="checkbox"/>	
2			
The Council's proposal to collect student forenames in place of student initials (as described in paragraphs 4 and 5 in annex B) is supported.	<input type="checkbox"/>	<input type="checkbox"/>	
3			
The Council's proposal to change its confidentiality guidelines (as described in paragraph 6 in annex B) is supported.	<input type="checkbox"/>	<input type="checkbox"/>	
4			
The Council's proposal to collect most recent programme start date (as described in paragraphs 7 to 11 in annex B) is supported.	<input type="checkbox"/>	<input type="checkbox"/>	
5			
The Council's proposal to collect enhanced guided learning hours (as described in paragraphs 12 to 15 in annex B) is supported.	<input type="checkbox"/>	<input type="checkbox"/>	

**Published by the
Further Education
Funding Council**

© FEFC 2001

January 2001

**Extracts from this publication
may be reproduced for
non-commercial educational
or training purposes on
condition that the source is
acknowledged and the
findings are not
misrepresented.**

**This publication is available
in an electronic form on the
Council's website
(www.fefc.ac.uk).**

Further copies can be obtained
by contacting the
communications team at:

The Further Education
Funding Council
Cheylesmore House
Quinton Road
Coventry CV1 2WT.

Telephone 024 7686 3265
Fax 024 7686 3025
E-mail fehcpubs@fefc.ac.uk

The print run for this document was
3,000 copies.

Please quote the reference
number below when ordering.

Reference CIRC/1186/01