

# Circular 01/04

## Data Collection

### Staff Individualised Record Data Collection 2000-01 **Amended 24/04/01**

#### Summary

This circular confirms the specification of the staff individualised record (SIR) for 2000-01 and arrangements for its collection. A return is requested from colleges by 3 September 2001.

<b>Contents</b>	<i>paragraph</i>
Introduction and Background	1
Request for New Data in 2000-01	4
Arrangements for Making SIR Returns for the 2000-01 Teaching Year	6
Enquiries	9

#### Further information

Funding and Statistics  
Support Desk

Tel 024 7686 3224

Fax 024 7686 3249

E-mail [fundstat.desk@feffc.ac.uk](mailto:fundstat.desk@feffc.ac.uk)

or write to:

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

Website [www.feffc.ac.uk](http://www.feffc.ac.uk)

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# Staff Individualised Record Data Collection 2000-2001

## Introduction and Background

1 This circular requests that all colleges make a staff individualised record (SIR) return for 2000-01 by 3 September 2001.

2 The Council is requesting these data on behalf of the Learning and Skills Council (LSC). It is the LSC that will be collecting the SIR for 2000-01.

3 The Council confirmed results of consultation on changes to the specification of the SIR in Circular 00/17 published in June 2000. Most of these changes were implemented in 1999-2000. The Council confirmed that implementation of two changes would be delayed until 2000-01. These are the collection of:

- category of work
- annual pay for all members of staff.

## Request for New Data in 2000-01

4 The Council confirms that for 2000-01, colleges are asked to return category of work for staff supporting teaching and other support staff and annual pay for all members of staff. The layout of the SIR remains unchanged as it was amended in 1999-2000 to include new fields for these data.

5 The Council is grateful to volunteer colleges which piloted return of category of work in 1999-2000. It is still receiving feedback from them. When it has completed its collection of feedback, the Council will confirm the categories and codes to be used for 2000-01. It expects to do so by April 2001 and that the categories of work and codes for them will be similar to those included at pages 45 and 46 of the SIR 1999-2000 college support manual.

## Arrangements for Making SIR Returns for the 2000-01 Teaching Year

### Request for data

6 All colleges are asked to return SIR data for the 2000-01 teaching year by 3 September 2001.

### Support manual for 2000-01

7 The support manual, which accompanies this circular, contains a detailed specification of the staff data requested for 2000-01 and advice and guidance based on experience gained from previous SIR collections.

### Further information

8 From time to time the Council provides topical information about its data collections under support news in the data section of its website ([www.fefc.ac.uk](http://www.fefc.ac.uk)). Colleges are asked to check these pages regularly to keep themselves aware of any changes which may affect them.

## Enquiries

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

- a. email at the following address: [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 e-mail;
- b. fax on 024 7686 3249. Faxes should be marked 'Circular 01/04 - SIR 2000-01';
- c. telephone on 024 7686 3224.



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Funding Council  
Cheylesmore House  
Quinton Road  
Coventry CV1 2WT

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Fax 024 7686 3025  
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