
2 June 1998

CIRCULAR

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

**INDIVIDUALISED STUDENT
RECORD DATA COLLECTION
1998-99**

Cheylesmore House
Quinton Road
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To

Principals of colleges
Heads of higher education
institutions receiving Council funds
Heads of external institutions
Chief education officers

Circular type

Request for data

Summary

The specification of the
individualised student record for
1998-99 and the arrangements for
the collection of data.
Returns are requested by
7 December 1998, 6 September
1999 and 7 February 2000

Reference number: 98/17

Enquiries:
Research and statistics
support desk
01203 863224

98/17

INDIVIDUALISED STUDENT RECORD DATA COLLECTION 1998-99

INTRODUCTION

1 This circular and its two accompanying documents are relevant to both colleges and external institutions. The first accompanying document is the *Individualised Student Record (ISR) Institution Support Manual* (the support manual) which contains a detailed specification of the student data requested for 1998-99. The second is an executive summary. Higher education (HE) institutions are asked to note the information in paragraphs 10 and 11.

BACKGROUND

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

3 The Council consulted institutions in Circular 97/42 on proposals to change the specification of the ISR for 1998-99. Following this, institutions were given early notice of proposed changes in *Technical Discussion Document 12*, published on 18 March 1998. This circular summarises the responses to consultation, and confirms the arrangements for the collection of ISR data for 1998-99.

CHANGES FOR 1998-99

4 In summary, the key changes to the ISR specification for 1998-99 following consultation are:

- the primary learning goal field is withdrawn
- the codes in the destination field are revised
- fields Q11 and Q12 (the major and minor sources of funding other than tuition fees and Council/HEFCE funding fields) are increased in length to three characters, the codes in them are revised and institutions are for the first time requested to complete them in reduced records
- at the request of the Higher Education Statistics Agency (HESA), for students studying higher education (HE) qualifications, one field is withdrawn and five new ones added
- the codes in field Q10 (the Council or HEFCE funding field) are revised

- a field for new initiatives is introduced
- the aggregate return is revised
- field Q30 (the collaborative provision partner field) is introduced, which will reduce the amount of additional data which colleges are asked to return in respect of collaborative provision
- institutions are for the first time requested to complete fields Q07A and Q07B (the tuition fees received or expected fields) for economic cost recovery qualification aims
- a new code is introduced in field Q03 (the mode of attendance field)
- a field to identify students eligible for an uplift in units in respect of widening participation is introduced
- a new code is introduced in field S10 (the additional support band field)
- the name and purpose of field Q27 (the NVQ delivery period field) are changed.

5 Details of the responses to Circular 97/42 and the Council's plans in the light of them are given in annex B.

6 Institutions are reminded that, as explained in Circular 97/29, from 1998-99 there will be course/qualification codes for schedule 2(j) provision similar to those available in 1997-98 for schedule 2(e) to 2(g). In particular, institutions in 1998-99 should not use the general qualification codes listed in annex E of Circular 97/29 for recording schedule 2(j) provision.

Pilot Collection of Type of Learning Difficulty and/or Disability

7 Following advice from the data and software advisory group (DASAG), the proposed new field for type of learning difficulty and/or disability will not be implemented in 1998-99. Instead, institutions wishing to take part in a pilot implementation in 1998-99 will be asked to return a spreadsheet containing this information. Any institution which wishes to volunteer to take part in this pilot implementation is asked to write to:

Michelle Yeomans
Research and Statistics Team
Further Education Funding Council
Cheylesmore House
Quinton Road
Coventry CV1 2WT.

ARRANGEMENTS FOR MAKING ISR RETURNS FOR THE 1998-99 TEACHING YEAR

Colleges and External Institutions

8 All colleges and external institutions are asked to make ISR returns on three occasions in respect of a teaching year. These have reference dates of 1 November, 31 July and 31 December, the latest date being during the following teaching year. The arrangements for 1998-99 are based on this pattern of returns and are explained in the following sections.

9 The Council has agreed similar arrangements for the return of data with specialist designated colleges.

Higher Education Institutions

10 Higher education (HE) institutions are not required to make ISR returns to the Council. Instead they should return data for students studying further education qualifications to HESA, as set out in Circular 94/10. The present circular is sent to HE institutions for information only. Revised arrangements for providing data in support of funding claims by HE institutions, are now in place. The Council has received student data from HESA and is currently feeding back estimated funding units based on these data to the HE institutions concerned.

11 Based on its analysis of data from HESA, the Council has identified validation rules to be applied to HESA format individualised records for FE students from HE institutions. These rules will help to ensure that the Council can reconcile institutions' HESA individualised records with their funding unit claims. HESA is introducing these rules at the July 1998 collection. They will apply to subsequent collections.

Data Requested with a Collection Reference Date of 1 November 1998

12 For ISR12 (1 November 1998; 1998-99) all colleges and external institutions are requested to return data for students who are enrolled at the institution at 1 November 1998, together with data for students who completed their planned programme of study between 1 August 1998 and 1 November 1998. The return date is 7 December 1998. Data should not be returned for students who enrolled on a programme of study starting on or after 1 August 1998 and who withdrew without completing it before 1 November 1998.

- 13 The data should consist of:
- for students for whom a full record is requested, student and qualification aim data sets, together with module delivery data sets where there is accreditation of prior learning (APL);
 - for certain other students, reduced records;
 - for a third group of students, an aggregate return;
 - a reconciliation list identifying certain students for whom data were returned in ISR11 (31 July 1998; 1997-98).

Institutions may, if they find it more convenient, return full records for all students or return reduced records instead of an aggregate return. More information about which type of record or return is requested for a given student and about the reconciliation list can be found in the support manual accompanying this circular.

14 Institutions are asked to return qualification on entry data for students for whom a full record is required. This information may be used to calculate widening participation funding 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 which accompanies this circular. Institutions may choose to defer returning this data until ISR14 (31 July 1999; 1998-99).

15 Institutions are requested to return module delivery data sets for students studying qualification aims which involve APL. Institutions which have modular provision may if they wish provide module delivery data for students whose mode of study does not include APL. How to return module delivery data sets is explained in section L of the support manual.

16 Analysis of November and July ISR returns for 1996-97 shows that about 100 colleges have omitted 5 per cent or more students from the November return when they should have been included under the criteria in paragraph 12 above. The November ISR data are used:

- when making decisions about an individual institution's funding
- 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 1999

17 For ISR14 (31 July 1999; 1998-99) all colleges and external institutions are requested to return by 6 September 1999 data for students enrolled at the institution during the 1998-99 teaching year. Data should not be returned for students who enrolled to start a programme of study on or after 1 August 1998 and withdrew without completing it before 1 November 1998.

18 The individual records will fall into one of three categories:

- a. records included in the 1 November 1998 return which are unchanged;
- b. records included in the 1 November 1998 return where changes have been made;
- c. records for students who enrolled after 1 November 1998.

In the second case, the Council will accept changes, as long as the amended data are valid.

19 In addition, institutions are requested to provide a reconciliation list identifying certain students for whom data were returned in ISR12 (1 November 1998; 1998-99), but who are not included in ISR14 (31 July 1999; 1998-99). Typically these will be students who withdrew near to 1 November 1998 but were not classified as withdrawn until after the ISR12 (1 November 1998; 1998-99) return had been made.

20 Institutions are requested to return qualification on entry data for students for whom a full record is required.

Data Requested with a Collection Reference Date of 31 December 1999

21 For ISR16 (31 December 1999; 1998-99), all colleges and external institutions are asked to return qualification outcome and destination data by 7 February 2000.

22 The data should contain the same student records returned at ISR14 (31 July 1999; 1998-99) 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 1998-99**Decision**

23 In the light of responses to consultation in Circular 97/42, the Council confirms that the option for colleges to return reduced records is to be withdrawn from 1999-2000. Where colleges have the option to return reduced records in 1998-99, they will be asked to return full records in 1999-2000. External institutions do not have the option to return reduced records and are unaffected by this change.

Under Consideration

24 Institutions are asked to note that the Council is considering withdrawing the module delivery data set by 2000-01 at the latest. It may be replaced by a new qualification unit data set.

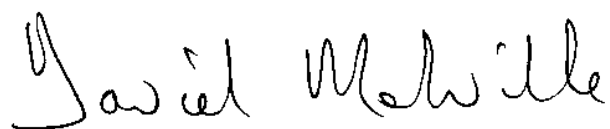
25 The Council is:

- investigating and evaluating ways of simplifying the funding methodology
- evaluating a proposal to fund units of qualifications
- planning to redevelop the funding program, ISR validation software and qualifications database.

26 DASAG and other sector groups are advising the Council on these proposals. The Council will be consulting institutions about them.

ENQUIRIES

27 Enquiries about this circular should be made to the research and statistics support desk, preferably by fax. The use of a fax helps the support desk offer the most responsive service. Faxes should be marked 'Circular 98/17 – ISR 1998-99' and sent to the 'Research and Statistics Support Desk' on 01203 863249. Telephone enquiries may be made on 01203 863224.



LIST OF INDIVIDUALISED STUDENT RECORD COLLECTIONS SHOWING REFERENCE AND RETURN DATES

<i>Collection reference</i>	<i>Collection reference date</i>	<i>Collection return date</i>	<i>Data for</i>
ISR8 (31 July 1997; 1996-97)	31 July 1997	1 September 1997	1996-97
ISR9 (1 November 1997; 1997-98)	1 November 1997	1 December 1997	1997-98
ISR10 (31 December 1997; 1996-97)	31 December 1997	2 February 1998	1996-97
ISR11 (31 July 1998; 1997-98)	31 July 1998	7 September 1998	1997-98
ISR12 (1 November 1998; 1998-99)	1 November 1998	7 December 1998	1998-99
ISR13 (31 December 1998; 1997-98)	31 December 1998	1 February 1999	1997-98
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

RESPONSES TO CONSULTATION

1 The Council consulted institutions about proposals to change the specification of the ISR for 1998-99 in Circular 97/42. Responses were invited by 9 February 1998.

2 The Council received 200 responses by 9 February 1998. These are summarised at the appendix to this annex. Of the 16 proposals:

- 12 were supported by over 80 per cent of those responding to the particular proposal
- three were supported by between 70 and 79 per cent of those responding to the proposal
- one was supported by 66 per cent of those responding to it.

3 DASAG discussed responses to the proposals at its meeting on 11 February 1998.

4 In the light of the responses, DASAG advised that it supported implementation of 13 of the 16 proposed changes in 1998-99. DASAG asked the Council to consider two changes further and to implement a third on a pilot basis only.

Changes Given Further Consideration

5 The two changes which DASAG advised the Council to consider further were the changes to destination codes requested by the Department for Education and Employment (DfEE) and fee information where full economic cost recovery fees apply.

6 The DfEE requested the Council to change destination codes to make them more consistent with those used by training and enterprise councils (TECs) and so that they would be able to identify the extent of progression to employment which includes formal training. Consequently the Council confirms the changes to destination codes.

7 When the Council withdrew the standard institution tuition fees field in 1997-98 it failed to identify that by doing so it no longer collected sufficient information to identify the total fee income for the sector. The minor change to the fee information requested for students studying economic cost recovery qualifications allows the Council to identify total fee income. Consequently the change is confirmed.

Change to be Implemented on a Pilot Basis

8 DASAG advised that the proposal to collect type of learning difficulty and disability should be implemented on a pilot basis by volunteer institutions in 1998-99. The Council has accepted DASAG's advice. Institutions wishing to take part in a pilot implementation in 1998-99 will be asked to return a spreadsheet containing this information. Institutions are invited to volunteer to take part in this pilot in paragraph 7 of this circular.

Summary of Changes to be Implemented in 1998-99

9 In the light of consultation and the advice of DASAG the following changes to the specification are implemented in 1998-99:

- the primary learning goal field is withdrawn
- the codes in the destination field are revised
- the major and minor sources of funding other than tuition fees and Council/HEFCE funding fields are increased in length to three characters, the codes in them are revised and institutions are for the first time requested to complete them in reduced records
- one field is withdrawn and five new fields are added for students studying HE qualifications
- the codes in field Q10 (the Council or HEFCE funding field) are revised
- field Q29 (the government initiative field) is introduced
- the aggregate return is revised
- field Q30 (the collaborative provision partner number field) is introduced
- institutions are for the first time requested to complete fields Q07A and Q07B (the tuition fees received or expected fields) for economic cost recovery qualification aims
- a new code is introduced in the mode of attendance field
- a field to identify students eligible for an uplift in units in respect of widening participation is introduced
- a new code is introduced in the additional support band field

- the name of the NVQ delivery period field is changed.

Withdraw the Primary Learning Goal Field

10 The primary learning goal field, field Q04, is withdrawn.

Revised Codes in the Destination Field

11 The list of destination codes for the destination field, field S12, is revised. A list of the codes for 1998-99 is contained in the support manual. All institutions are requested to use them when making their ISR16 (31 December 1999; 1998-99) return.

Revised Codes in the Source of Funding Fields

12 To accommodate a revised list of codes for the major and minor sources of funding other than tuition fees and Council/HEFCE funding fields, fields Q11 and Q12, the length of them is to be increased from two to three characters. The revised list of codes is contained in the support manual.

13 Ten unassigned codes are also introduced which will be accepted by the ISR validation program in 1998-99. Institutions will be informed how to use these codes should they be needed during the year.

Revised Format of File Names used by External Institutions

14 The format of the file name used by external institutions is revised for 1998-99 to:

AAAAABBC.DDD

where:

AAAAA is the Council institution reference code

BB is the two-digit allocation number for external institutions

C is the serial number of the disk starting at 1 and progressing to 9 and then A to Z, where A would be the tenth disk, B the eleventh and so on

DDD is the survey reference number. The 1998-99 reference numbers are:

1 November 1998 012

31 July 1999 014

31 December 1999 016

The format of the file name for colleges is unchanged for 1998-99.

New Fields in the Reduced Record

15 From 1998-99 colleges are for the first time requested to return the major and minor sources of funding other than tuition fees and Council/HEFCE funding fields, fields Q11 and Q12, in reduced records.

16 Colleges are reminded that the option to return reduced records is to be withdrawn from 1999-2000. Where colleges have the option to return reduced records in 1998-99 they will be asked to return full records in 1999-2000.

Changes Requested by HESA and HEFCE

17 At the request of HESA, the following changes are implemented in the ISR for 1998-99 in respect of HE students:

- the good standing marker field, field SHE08, is withdrawn
- a new one-character field, type of programme year, is introduced in the student data set
- a new two-character field, mode applicable to Funding Council early statistics in HESES, is introduced in the student data set
- a new two-character field, level applicable to Funding Council HESES, is introduced in the student data set
- a new one-character field, completion of year of programme of study, is introduced in the student data set
- a new five-character field, student FTE, is introduced in the student data set.

Detailed descriptions of the new fields are contained in the support manual.

Changed Codes in the Council or HEFCE Funding Field

18 The list of codes for the Council or HEFCE funding field, field Q10, is revised. It is contained in the support manual.

New Field to Identify Initiatives such as University for Industry

19 A new two-character field, the government initiative field, is introduced in the qualification aim

data set to identify government initiatives. A code is introduced for university for industry (UfI).

20 Ten unassigned codes are also introduced which will be accepted by the ISR validation program in 1998-99. Institutions will be informed how to use these codes should they be needed during the year.

21 A list of codes is contained in the support manual.

Changes to the Aggregate Return

22 The aggregate return is revised for 1998-99. An example of the layout is contained in the support manual.

New Field for Collaborative Provision Partner

23 A new five-character alphanumeric field, the collaborative provision partner field, is introduced in the qualification aim data set.

24 Institutions are requested to assign a five-character code to each of its collaborative provision (CP) partners and complete and return a register of partners, in the form of a standard spreadsheet provided by the Council, each time they make an ISR return or ADD-CP return. They will be asked to keep the same collaborative provision partner codes between years.

25 The collaborative provision partner code should be either:

- a five-character code commencing with an alphabetic character and containing only characters A to Z and digits 0 to 9 in the second to fifth characters, or
- a five-digit numeric code which may contain leading zeroes.

26 The standard spreadsheet will contain columns for:

- the five-character collaborative provision partner code assigned by the institution
- name of the partner
- address of the partner
- postcode of the partner's head office or main address.

27 Institutions will be able to use the CP partner code of the organisation which is delivering the provision on its behalf in the ISR and on the ADD-CP form. In this way consistency will be achieved

between collections and years and the work involved in completing the ADD-CP return will be reduced.

28 The Council will write to institutions in June 1998 to provide them with the register of partners spreadsheet and guidance on how to complete it.

Tuition Fees Received or Expected for Economic Cost Recovery

29 Institutions are requested to complete the tuition fees received or expected fields, fields S14A and S14B, or fields Q07A and Q07B, as appropriate where a qualification is delivered by an economic cost recovery programme.

A New Code in Mode of Attendance Field

30 A new code is introduced in the mode of attendance field, field Q03, to record where a student studies a qualification aim on dedicated provision delivered for an employer, normally on the employer's premises. A revised list of codes for the mode of attendance field is contained in the support manual.

New Field to Identify Students Eligible for an Uplift for Widening Participation

31 A new six-digit numeric field, the widening participation factor field, is introduced to allow institutions to identify students who have been recruited from an area eligible for additional units for widening participation and to contain the widening participation value which applies to that area. The format of the field is 9.9999. A value of 1.0796 would be recorded as '1.0796', one of 1.03 would be recorded as '1.0300'. The default would be '0.0000'.

32 Software suppliers are being asked to provide facilities to create entries in this field using a postcode file containing factors supplied by the Council.

New Codes in the Additional Support Band Field

33 A new code is introduced for additional support above the upper limit in line with the change to the funding methodology. The value of this upper limit is £18,800. A revised list of codes for the additional support band field is contained in the support manual.

Change to Field Name

34 An NVQ delivery period field, field Q27, was introduced in the specification of the ISR for 1997-98.

35 A change to the tariff for 1998-99 introduces a tariff value of 48 basic on-programme units (BOPUs) for GCE A levels studied part time during the day over two years. The value for similar qualifications delivered over one year remains at 24 BOPUs. A similar circumstance applies to GCE AS levels studied part time during the day. Consequently there is a need to identify the period over which these qualifications are being delivered to allow the funding program to assign the correct number of units to them.

36 The circumstances described above are similar to those which led to the introduction of the NVQ delivery period field. To meet these new circumstances the NVQ delivery period field is to be renamed 'the qualification delivery period field' and institutions will be asked to complete it for:

- individually listed NVQs, as at present
- GCE A and AS levels studied part time during the day, a new request.

37 Institutions were not consulted about this change in Circular 97/42 because the Council had not identified the implications for the ISR of the proposed change to the tariff at the time the consultation was published. The change is relatively minor and is being made to allow institutions to claim more funding units in certain circumstances.

SUMMARY OF RESPONSES TO CONSULTATION

<i>Proposal and reference in Circular 97/42</i>	<i>Number of institutions which...</i>		
	<i>Percentage of institutions which...</i>	<i>... agreed with the proposals</i>	<i>... disagreed with the proposals</i>
1 The Council's proposal to withdraw the primary learning goal field (paragraphs 2 and 3 in annex A of Circular 97/42) is supported.	193 96.5	5 2.5	2 1.0
2 The Council's proposal to revise codes in the destination field (paragraphs 4 to 6 in annex A) is supported.	127 63.5	66 33.0	7 3.5
3 The Council's proposal to increase the length of and revise the codes used in the major and minor sources of funding fields (paragraphs 7 to 15 in annex A) is supported.	165 82.5	27 13.5	8 4
4 The Council's proposal to introduce a new field in which to collect categories of learning difficulties and disabilities (paragraphs 16 to 19 in annex A) is supported.	143 71.5	48 24	9 4.5
5 The Council's proposal to amend the file names used by external institutions (paragraphs 20 to 22 in annex A) is supported.	141 70.5	1 0.5	58 29.0
6 The Council's proposal to collect two extra fields in the reduced record (paragraph 25 in annex A) is supported.	154 77.0	8 4.0	3.8 19.0
7 The Council's proposal to withdraw reduced records in favour of full records in 1999-2000 (paragraphs 26 to 28 in annex A) is supported.	168 84.0	8 4.0	24 12.0
8 The Council's proposal to introduce the changes requested by HESA (paragraphs 30 to 36 in annex A) is supported.	140 70.0	16 8.0	44 22.0
9 The Council's proposal to revise codes in the Council/HEFCE funding field (paragraphs 40 to 43 in annex A) is supported.	155 77.5	10 5.0	35 17.5

<i>Proposal and reference in Circular 97/42</i>	<i>Number of institutions which...</i>		
	<i>Percentage of institutions which...</i>	<i>... agreed with the proposals</i>	<i>... disagreed with the proposals</i>
10 The Council's proposal to introduce a new field to identify new initiatives (paragraphs 45 and 46 in annex A) is supported.	179 79.5	14 7.0	7 3.5
11 The Council's proposal to simplify the aggregate return (paragraphs 47 and 48 in annex A) is supported.	175 87.5	1 0.5	24 12.0
12 The Council's proposal to introduce a new field to identify collaborative provision partner (paragraphs 49 to 51 in annex A) is supported.	167 83.5	18 9.0	15 7.5
13 The Council's proposal to request institutions to return tuition fees received or expected for economic cost recovery (paragraphs 52 to 54 in annex A) is supported.	133 66.5	57 28.5	10 5.0
14 The Council's proposal to add a new code in the mode of attendance field (paragraphs 55 and 56 in annex A) is supported.	161 80.5	25 12.5	14 7.0
15 The Council's proposal to add a new field to identify students funded to widen participation (paragraphs 57 and 58 in annex A) is supported.	143 71.5	50 25.0	7 3.5
16 The Council's proposal to revise codes in the additional support band field (paragraphs 59 and 60 in annex A) is supported.	184 92.0	5 2.5	11 5.5

