
19 June 1998

CIRCULAR

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

**STAFF INDIVIDUALISED
RECORD DATA COLLECTION
1997-98**

Cheylesmore House
Quinton Road
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To _____ Principals of colleges

Circular type _____ Request for data

Summary _____ The specification of the staff individualised record for 1997-98. Returns are requested by 7 September 1998

Reference number: 98/20

Enquiries:
Research and statistics
support desk
01203 863224

98/20

STAFF INDIVIDUALISED RECORD DATA COLLECTION 1997-98

INTRODUCTION

1 This circular requests all colleges to return staff individualised record (SIR) data for 1997-98 by 7 September 1998.

ARRANGEMENTS

Changes to the SIR for 1997-98

2 The specification of the SIR remains unchanged for a third year.

Request for Data

3 All colleges are requested to return SIR data for the 1997-98 teaching year by 7 September 1998.

Support Manual for 1997-98

4 The support manual which accompanies this circular contains a detailed specification of the staff data requested for 1997-98 and advice and guidance based on experience gained from previous SIR collections. Attention is drawn in particular to the guidance on:

- completing the apportionment of work fields
- completing the fraction of full-time field.

Further Information

5 For further information, please contact the Council's research and statistics support desk.

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