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CIRCULAR

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

**Staff Individualised Record
Data Collection 1998-99**

Cheylesmore House
Quinton Road
Coventry CV1 2WT

To _____ Principals of colleges

Circular type _____ Request for data

Summary _____ The specification of the staff individualised record for 1998-99. Returns are requested by 6 September 1999

Reference number: 99/28

Enquiries:
Funding and statistics support
desk
(01203 863224)
Website <http://www.fefc.ac.uk>

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Staff Individualised Record Data Collection 1998-99

Further information

7 For further information, please contact the Council's funding and statistics support desk.

Telephone 01203 863224

Fax 01203 863249.

Introduction

1 This circular requests all colleges to return staff individualised record (SIR) data for 1998-99 by 6 September 1999.



Arrangements for Collecting Staff Individualised Record Returns for the 1998-99 Teaching Year

Changes to the SIR specification for 1998-99

2 The Council wrote to colleges on 17 July 1998 to inform them that in 1998-99 they would be asked to identify separately teaching staff employed by an agency and self-employed teaching staff. How to do so was described in the accompanying *Technical Discussion Document 15*.

3 The minor change described in paragraph 2 above is confirmed. It is described in the *Staff Individualised Record (SIR) 1998-99: College support manual* (the support manual) which accompanies this circular.

4 There are no other changes to the specification of the SIR for 1998-99.

Request for data

5 All colleges are requested to return SIR data for the 1998-99 teaching year by 6 September 1999.

Support manual for 1998-99

6 The support manual which accompanies this circular contains a detailed specification of the staff data requested for 1998-99 and advice and guidance based on experience gained from previous SIR collections. Attention is drawn in particular to the guidance on completing:

- apportionment of work fields
- the fraction of full-time field
- start date and end date fields.

