NCCIS Management Information Requirement 2014 - 15

December 2013

Contents

1 Introduction

This Management Information (MI) Requirement sets out the information that should be reported to the Department for Education's (DfE) National Client Caseload Information System (NCCIS) in the financial year beginning April 2014. It is designed primarily for data managers who have responsibility for the local client caseload system (CCIS) and reporting information to DfE.

Data managers are urged to ensure that all colleagues that input information to CCIS are familiar with and adhere to the definitions set out in appendix A of this requirement.

Objectives

CCIS is essentially a local database that provides local authorities with the information they need to support young people to engage in education and training; to identify those who are not participating and to plan services that meet young people's needs. It also enables local authorities to provide management information to DfE through the NCCIS. Information recorded on NCCIS is used to:

- monitor the extent to which young people are meeting the duty to participate in education or training (this currently applies for a year after the end of compulsory schooling, and from Summer 2015 will cover young people until their 18th birthday)
- produce monthly tables for services to compare and benchmark their performance against others
- produce tables relating to participation, young people not in education, employment or training (NEET) and the September Guarantee which are made available on the DfE website
- combine with other administrative data to produce KS4 and KS5 Destination Measures and the NEET Quarterly Brief
- evaluate policies such as the youth contract and traineeships

This requirement describes the data that should be stored in CCIS and reported to DfE in a way that is consistent between local authorities and with other data sources. The descriptions of data items (eg field lengths and data types) do not mean that local systems should hold the information in that format, but data must be converted to the required format before being submitted to NCCIS.

Services may choose to record additional data on their local systems, such as educational attainment, or information needed to support a wider range of services delivered by the local authority. As this information will not be reported to DfE it can be held and stored according to local needs.

The XML schemas to support the information exchange required by DfE form part of this requirement. They are available from the [NCCIS portal](#).

Standards

The UK eGovernment Interoperability Framework (e-GIF) aims to prevent problems arising from incompatible content of different computer systems. It has adopted XML (extensible mark-up language) as the primary standard for data integration and presentation tools for all public sector systems

DfE has agreed with the IT software industry, local authorities and schools common standards for the collection and dissemination of data. These standards include XML. The department's development of new systems and interfaces between its legacy systems and other, new government systems, should comply with the e-GIF, which also mandates internet standards.

In compliance with DfE's strategy, the data defined in the schema will use XML tags, and the definitions of data to be passed between elements of the CCIS will be described using XML message structures.

Changes to the requirement in 2014-15

There have been a small number of changes made to the requirement for 2014-15. These are either to reflect policy changes (eg the new activity codes for young people with learning difficulties and/or disabilities (LDD)) or to improve the tracking of young people who move between service areas. The key changes are:

- the addition of new codes to identify the reason why a young person's record is no longer active (YP10)
- the removal of the requirement to report secondary registrations to DfE. The secondary LA code (YP13) has been removed and replaced with a new field which should be used to record the new area responsible for a young person leaving the local authority area
- a new requirement to return a post code of ZZ99 9ZZ in the XML where a young person does not have a fixed address or their address is not known (YP19)
- the addition of a new field (YP62) to record any previous identifier given to that young person – either as a result of restructuring databases, or where a young person moves from a neighbouring area. This field has been in the NCCIS schema since 2007 but has been added to the requirement to aid understanding
- the removal of the requirement to report a young person's 'ActivitySurveyStatus' from the schema to bring the schema into line with the

MI Requirement. The young person's Cohort Status (YP10) will identify those to be covered by the Annual Activity Survey

- the addition of a new field (EP07) to record the UK Provider Reference Number (UKPRN) of an institution being attended by a young person
- the addition of new codes to the current activity field (CA01) to identify young people in education at specialist independent providers or undertaking supported internshipscare
- the requirements to report young people joining NEET from an out of area activity (CA09) or leaving NEET to move to an out of area activity (CA10) have been removed as they are no longer used by DfE. Services are free to retain this information on their local databases
- the removal of the requirement to return an occupational breakdown of young people in employment or training in the Annual Activity Survey

The validation rules and error codes, which were previously available in a separate document, have been added to this requirement to help system developers. A small number of additional validation rules have been introduced, primarily to alert services to any data items that do not meet the required format or to ensure that other conditions are met. There has also been further updating of the additional guidance and definitions in the appendices.

How to use this document

This document is designed to make it as easy as possible to understand the data entities required to be reported via NCCIS. Section 2 defines the groups of data by relevant area, eg current activity or September Guarantee. It also gives guidance on what the items mean and how to submit the monthly XML returns.

If more information is required for a particular data item then the user can navigate to that section by clicking on the data number. For example, for the detail of the data field "Young Person Record ID" in the "Young Person dataset" click on the number "YP01". This takes the user to the relevant page in the document.

We recognise that it is not possible to cover all eventualities in the requirement, and if in doubt guidance should be sought from the NCCIS helpline (see below). To foster consistent interpretation of this guidance, supplements to this requirement may be issued from time to time.

It is expected that local authorities will collect information to support their equal opportunities policy and record information on their own client information system. However, there is only a limited requirement to report equal opportunities information to DfE.

Further information is available from the NCCIS Helpline (helpline@nccis.org.uk)

2 Data requirement to be reported to DfE

This section details the different data sets that need to be consistent within local CCIS systems in order to report information to DfE or exchange with other local authority (LA) systems.

Young person dataset

For all young people in education or training

Current activity dataset

Individual characteristic dataset

Intended destination dataset

Year 11 September Guarantee dataset

Year 12 September Guarantee dataset

3 Data items

This section sets out the format that should be used for each data item that appears in the data sets. There is additional information about the definitions that should be used in appendix A.

The fields are described as follows:

Field type	**Alphanumeric** – a standard string up to the max length **Numeric** – a value containing only numbers **Date** – a valid date (length is not applicable) **Yes / No** – a Boolean that must at least store yes and no. Locally a CCIS may store don't know (length is not applicable)
Field Required	**M** – Mandatory. The CCIS must have provision to store this information locally. Storage need not be against a record directly, but can be derived from other information eg establishment name can be derived from establishment number **R** – Recommended. The CCIS is recommended to store this information
Value Required	**M** – Mandatory. The CCIS must record this data value for a primary cohort client. Where a data entity is Y/N, positive information should be sought; ie 'unknown' or no value is not acceptable. **C** – Conditional Mandatory. The CCIS may conditionally require this information. eg the educational establishment is mandatory for a client activity with an education activity. **O** – Optional. The CCIS should include a value where it is appropriate to do so; eg a young person's middle name.

Data fields

Field	YP01 Young Person ID		
Field Required	M	**Field length**	13
Data Required	M	**Field type**	Numeric
Schema ref	YoungPersonsID		
Description	The identification number of the individual.		
Valid entries	See the notes below. The number must be a unique 13 digit code for each young person.		
Validation rule	'YoungPersonsID' not of the correct length	**Error code**	1

Notes

Services should have a system generated unique reference. The same CCIS Young Person Record ID (YPID) must NOT be allocated to more than one young person. Nor must numbers that have been used previously be re-used.

The unique YPID reported to DfE will be comprised of this unique 10 digit number and prefixed by the 3 digit ID allocated to the database by DfE. This means that all CCIS systems will need to register with DfE before any data can be submitted.

The YPID will be a unique reference within each CCIS database based on where the young person is in the cohort. It must be created as follows:

0009999999999 where:

   000 : DfE Database Registration ID

   9999999999 : Unique number allocated by CCIS database

All numeric values must be leading 0 padded.

Where a service changes software suppliers, or merges with / splits from other services, a new YPID will be created. Where this is the case, the previous YPID must be stored in a new field (YP62) so that it can be referenced in future.

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Field	YP02	Given name	
Field Required	M	**Field length**	20
Value Required	M	**Field type**	Alphanumeric
Schema Ref	GivenName		
Description	The forename or first name of the young person		
Valid entries	Any none Null string		
Validation rule	'GivenName' does not contain a value	**Error code**	*2*

Notes

The young person's name should be in full and not a shortened or familiar version.

For young people of compulsory education age information may be sourced from the pupil census. Schools have a duty to provide the name, address and date of birth (DoB) of all pupils.

Field	YP03	Family name	
Field Required	M	**Field length**	30
Value Required	M	**Field type**	Alphanumeric
Scheme Ref	FamilyName		
Description	Last name		
Valid entries	Any none Null string		
Validation rule	'FamilyName' does not contain a value	**Error code**	3

Notes

For young people of compulsory education age information may be sourced from the pupil census. Schools have a duty to provide the name, address and DoB of all pupils.

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Field	YP04	Middle name	
Field Required	M	**Field length**	30
Value Required	O	**Field type**	Alphanumeric
Schema ref	MiddleName		
Description	Middle name		
Valid entries			
Validation Rule		**Error code**	

Notes

For young people of compulsory education age information may be sourced from the pupil census.

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Field	YP07	Gender	
Field Required	M	**Field length**	1
Value Required	M	**Field type**	Alphanumeric
Schema ref	Gender		
Description	Pupil Gender		
Valid entries	F – Female M – Male U – Not Known N – Not Specified		
Validation rule	'Gender' does not contain a value	**Error code**	4
	'Gender' does not contain a recognised value		5

Notes

For young people of compulsory education age most information will be sourced from the pupil census.

This is a required field for CCIS systems. Where no data is known or the young person refuses to disclose the gender, the CCIS must use the correct corresponding code.

U - 'Not known' means that the gender of the person has not been recorded.

N - 'Not specified' means indeterminate, ie unable to be classified as either male or female.

Return to Dataset List

Field	YP08	Date of birth	
Field Required	M	**Field length**	10
Value Required	M	**Field type**	Date
Schema ref	DOB		
Description	Date of birth		
Valid entries	CCYY-MM-DD		
Validation rules	'DOB' does not contain a value	**Error code**	8
	'DOB'' contains a value which makes the young person over the age of 25		9

Notes

For young people of compulsory education age most information will be sourced from the pupil census. Schools have a duty to provide the name, address and DoB of all pupils.

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Field	YP09	Lead LA code	
Field Required	M	**Field length**	3
Value Required	M	**Field type**	Numeric
Schema ref	LeadLEA		
Description	LA code for the authority responsible for supporting the young person		
Valid entries	See Appendix B for valid LA codes		
Validation rules	'LeadLEA' does not contain a value	**Error code**	14
	'LeadLEA' does not contain a recognised value		15

Notes

This is to identify the LA with primary responsibility for the young person, ie:

For those in **compulsory education** this will be the 3 digit code of the LA area where they are being educated.

For young people who have **reached statutory school leaving age**, this will be the 3 digit code of where they reside regardless of their current activity.

Field	YP10	Cohort status	
Field Required	M	**Field length**	1
Value Required	M	**Field type**	Alphanumeric
Schema ref	CohortStatus		
Description	The young person's status within the Service cohort		
Valid entries	P = Primary cohort G = No longer in primary cohort but covered by September Guarantee A = Age reached where an "active record" is no longer required T = Transferred to another LA so no longer an "active record" E = Left England so no longer an "active record" M = Found to be a duplicate record D = The young person is deceased		
Validation rules	'CohortStatus' contains an recognised value, the value will not be imported	**Error code**	904
	'CohortStatus' = 'T' but 'Transferred ToLEACode' is blank		13
	YP in Guarantee cohort but either 'GuaranteeStatus' or 'LEACode' is missing from the 'September Guarantee' node		905

Notes

Code P should be used for young people in the primary cohort – see section 4.

Code G should be used for young people are no longer in the primary cohort but for whom the authority is responsible for delivering the September Guarantee.

Code A should be used where there is no longer an "active record" because the young person reached the age of 20 (or 25 for those with LDD).

Code T should be used where there is no longer an "active record" because the young person has moved to a new local authority area who has taken responsibility for them. The young person's new LA code should be recorded in field YP13.

Code E should be used where there is no longer an "active record" because the young person has left England on a permanent or long term basis.

Code M should be used where the record was found to be a duplicate and has been merged with another record on the same database for that young person.

The XML extract to DfE should only cover young people with a cohort status of either "P" or "G" and report once only those who have left the cohort as either 'A', 'T', 'E', 'M' or 'D'.

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Field	YP12	LA code at year 11	
Field Required	M	**Field length**	3
Value Required	C	**Field type**	Numeric
Schema Ref	LEACodeAtYear11		
Description	LA code where young person was educated at the end of Year 11		
Valid entries	See appendix B for valid LA codes		
Validation rule	'LEACodeAtYear11' does not equal the Year 11 Offer 'LEACode' (SG19)	**Error code**	25

Notes

The LA code where the young person was educated at the end of their compulsory education. This will normally coincide with the area responsible for ensuring that the young person has an offer under the Y11 September Guarantee and is surveyed in the annual activity survey.

This field will be used by DfE to track the activities of young people over time, so should be completed for all young people who move into the area after completing compulsory education.

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Field	YP13	Transferred to LA code	
Field Required	M	**Field length**	3
Value Required	C	**Field type**	Numeric
Schema ref	TransferredToLACode		
Description	The local authority code of the area that a young person has moved to		
Valid entries	See appendix B for valid LA codes		
Validation rule	'TransferredToLACode' exists but 'CohortStatus' is not 'T'	**Error code**	34
	'TransferredToLACode' is not a recognised value		35

Notes

Mandatory for Cohort Status = 'T'

This field should be used when a young person has left the local authority area either because:

- They were educated out of area in Year 11 and responsibility for their support has been passed to the authority where they live; or

- The young person has moved to a new local authority area.

Field	YP18	Address	
Field Required	M	**Field length**	See below
Value Required	M	**Field type**	Alphanumeric
Schema ref	**Address1-4, Town, County**		
Description	Address of Young Person		
Valid entries			
Validation rule	Address does not contain any data	**Error code**	31

Notes

Complies with BS7666 standard address formats.

The primary requirement is to store a valid contact address of the following.

Sub dwelling
Dwelling
Street
Locality
Town
County

Where data is not routinely stored in BS7666 format a 4 line address format can be accepted

Return to Dataset List

Field	YP19	Address postcode	
Field Required	M	**Field length**	9
Value Required	M	**Field type**	Alphanumeric
Schema ref	Postcode		
Description	Postcode of the young person's main residence		
Valid entries	BS7666 postcode Valid postcode formats are: An nAA AAn nAA AnA nAA Ann nAA AAnA nAA AAnn nAA, where 'A' is an alphabetical character and 'n' a numeric character.		
Validation rule	Post code does not contain a value	**Error code**	32

Notes

If the young person's current address is not known, or they are of no fixed abode, the XML extract should record their post code as ZZ99 9ZZ.

Services may continue to record their local office address or dummy post code in their local systems, but it should default to ZZ99 9ZZ in the XML extract.

For young people educated away from home (including at independent specialist providers or HE), their main residence should be recorded and not their temporary term time address.

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Field	YP27	Ethnic code	
Field Required	**M**	**Field length**	**4**
Value Required	**M**	**Field type**	**Alphanumeric**
Schema ref	**Ethnicity**		
Description	Ethnicity code of Young Person		
Valid entries	White WBRI = White British WIRI = White Irish WROM = Gypsy or Irish Traveller WOTH = Any other White background Mixed/multiple ethnic groups MWBC = White and Black Caribbean MWBA = White and Black African MWAS = White and Asian MOTH = Any other mixed/multiple ethnic background Asian/Asian British AIND = Indian APKN = Pakistani ABAN = Bangladeshi CHNE = Chinese AOTH = Any other Asian background Black/African/Caribbean/Black British BCRB = Caribbean BAFR = African BOTH = Any other Black background Other ethnic group OARA = Arab OOTH = Any other ethnic group Not known REFU = Refused to disclose NOBT = Information not obtained		
Validation rules	'Ethnicity' does not contain a value 'Ethnicity' does not contain a recognised value	**Error code**	6 7

Notes

Services are required to report to DfE using the 2011 Census classification above. This ensures that data from NCCIS are consistent with those recorded across Government. Services choosing to use the DfE extended codes locally should map these to the codes above before submission to NCCIS. The ethnicity codes can be found at the Data Services website.

Return to Dataset List

Field	YP32	LA code currently educated	
Field Required	M	**Field length**	3
Value Required	C	**Field type**	Numeric
Schema ref	EducatedLEA		
Description	LA Code where the young person is currently educated		
Valid entries	See Appendix B for valid LA Codes		
Validation rule	'EducatedLEA' does not contain a recognised value	**Error code**	19

Notes

Should be blank if not in an education destination.

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Field	YP37	Unique learner number	
Field Required	M	**Field length**	10
Value Required	C	**Field type**	Numeric
Schema ref	UniqueLearnerNo		
Description	Unique Learner Number		
Valid entries	10 digit value		
Validation rule	'UniqueLearnerNo' invalid format	**Error code**	30

Notes

The 10 digit unique learner number (ULN) is allocated to an individual learner once and which will stay with them for life.

The ULN is key to matching information received from schools and colleges with that held on CCIS; for checking for duplicate records; and for sharing information with neighbouring authorities. If there is any doubt about the reliability of a ULN (eg where a young person appears to have two different ULNs) it is better to leave this field blank that to risk recording an incorrect ULN.

Schools are required to obtain ULNs and to include these in their census returns from January 2014.

Further information is available from the Learning Records Service website

Return to Dataset List

Field	**YP45**	**LDD flag**	
Field Required	M	**Field length**	1
Value Required	M	**Field type**	Yes / No
Schema Ref	**LDDFlag**		
Description	Young people with a learning difficulty and/or disability		
Valid entries	Y – Yes N - No		
Validation rule	'LDDFlag' does not contain a value	**Error code**	103
	'LDDFlag' does not contain a recognised value		102

Notes

For CCIS purposes, a young person is deemed to have a learning difficulty and or disability if he/she:

- had a statement of special educational need (SEN) at the time of completing compulsory education; or

- is still attending school and has been given a SEN since completing compulsory education; or

- has received a learning difficulty assessment (LDA); or

- has an education, health and care (EHC) plan.

Young people assessed as school action or school action plus should not be recorded as having a LDD on the XML return. Services may, of course, wish to record this information locally.

[Return to Dataset List](#)

Field	YP59	Guarantee status indicator	
Field Required	M	**Field length**	1
Value Required	C	**Field type**	Yes / No
Schema ref	GuaranteeStatusIndicator		
Description	Guarantee Status Indicator		
Valid entries	Y – Yes N - No		
Validation rule	'GuaranteeStatusIndicator' does not contain a recognised value	**Error code**	27
	'GuaranteeStatusIndicator' = 'Y' but either 'GuaranteeStatus' or 'LEACode' is missing from the 'SeptemberGuarantee' node.		906

Notes

Yes / No indicator to determine whether the young person should be counted in the September Guarantee cohort in the current year.

This means:

Year 11 Guarantee

- young people attending an education provider located in your local authority area on 31 May 2014; or

- young people not in education who are resident on the local authority area on 31 May 2014

Guarantee for 17 year olds

- young people resident in the local authority area on 31 May 2014

Field	YP60	Youth contract indicator	
Field Required	M	**Field length**	1
Value Required	C	**Field type**	Yes / No
Schema ref	YouthContractIndicator		
Description	Youth Contract Indicator (16/17 year old element)		
Valid entries	Y - Yes N - No		
Validation rule	'YouthContractIndicator' does not contain a recognised value	**Error code**	36

Notes

Yes / No indicator to determine whether the young person is receiving support under the 16/17 element of the youth contract.

Young people must be aged 16 or 17 on the data of entry but may remain on the programme for up to 12 months.

The indicator should remain in place as long as the young person is participating in the programme. It should be used alongside the young person's relevant activity code – eg education, training, NEET.

This indicator should not be used for 18/19 year olds jobseekers accessing the Youth Contract through Jobcentre Plus

Return to Dataset List

Field	YP61	Youth contract start date	
Field Required	M	**Field length**	10
Value Required	C	**Field type**	Date
Schema ref	YouthContractStartDate		
Description	Date participation in youth contract started		
Valid entries	CCYY-MM-DD		
Validation rule	'YouthContactStartDate' must contain a value as 'YouthContractIndicator' is "Y"	**Error code**	29

Notes

Field	YP62	Previous YP identifier	
Field Required	M	**Field length**	13
Value Required	C	**Field type**	Numeric
Schema ref	PreviousYPIDIdentifier		
Description	The young person's previous individual identifier		
Valid entries	See below		
Validation rule	'PreviousYPIDIdentifier' not of the correct length.	**Error code**	37

Notes

The young person's identifier (YPID) should normally remain unchanged. But there can be exceptions, for example:

- where a sub-regional database is split into separate local authority databases and young people are given new identifiers;

- where a young person moves between local authority areas.

In these cases, the young person's previous identifier should be recorded. This should be the full 13-digit identifier made up of the 3-digit database code plus 10-digit unique number previously allocated to that young person.

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Field	EP03 DfE number		
Field Required	M	**Field length**	7
Value Required	C	**Field type**	Numeric
Schema Ref	EstablishmentNumber		
Description	DfE Establishment Number for the educational establishment attended by the young person		
Valid entries	A list of valid establishment numbers is available from the EduBase portal		
Validation rule	Field "EstablishmentNumber" does not contain a valid value.	**Error code**	228

Notes

Mandatory for all young people in full time education (other than HE) ie activity codes 110, 120, 210, 220, 230 and 270.

The DfE number should be the 3-digit LA code followed by the 4-digit establishment number. Establishment numbers can be found on the EduBase portal. Where a young person is educated at home or there is no valid establishment number use code 9999 prefixed by the relevant LA code.

Return to Dataset List

Field	EP04	Unique pupil number	
Field Required	M	**Field length**	13
Value Required	C	**Field type**	Numeric
Schema Ref	UniquePupilNumber		
Description	Unique pupil number (UPN)		
Valid entries	See Unique Pupil Numbers (UPN) - A guide for schools and local authorities		
Validation rule	'UniquePupilNumber' not of correct length	**Error code**	38

Notes

The unique pupil number (UPN) identifies each pupil in England. UPNs are allocated to pupils according to a nationally specified formula on first entry to school (or in some cases earlier). Pupils' UPNs are intended to remain with them throughout their school career and transfer with them when they change school.

It is particularly important for the UPN to be recorded if the ULN is not known.

The UPN would normally be obtained from the school census.

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Field	EP06	Establishment name	
Field Required	M	**Field length**	80
Value Required	C	**Field type**	Alphanumeric
Schema ref	EstablishmentName		
Description	Name of the education/training establishment attended by young person		
Valid entries	A valid school or college name or description of young person's education activity eg educated at home		
Validation rule		**Error code**	

Notes

A list of valid establishment names is available from the EduBase portal

Names of other providers can found at the UK Register of Learning Providers.

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Field	EP07	UK Provider Reference Number (UKPRN)	
Field Required	M	**Field length**	8
Value Required	C	**Field type**	Numeric
Schema Ref	UKProviderReferenceNumber		
Description	A reference number issued by the UK Register of Learning Providers (UKRLP). This number is issued to all educational establishments registered on the UKRLP		
Valid entries	A list of valid establishment numbers is available from the UKRLP		
Validation rule	'UKProviderReferenceNumber' is not of the correct length	**Error code**	39

Notes

The UKPRN is a reference number issued by the UK Register of Learning Providers (UKRLP). The UKPRN is widely used by the Education Funding Agency (EFA) and recording it on NCCIS can help with the upload and matching of data both locally and nationally. It also identifies education and training establishments that do not have a DfE number.

Services are not expected to source UKPRNs for all learners, but should record this information where it is provided as part of a data exchange with the EFA.

UKPRNs can be checked on the UK Register of Learning Providers.

Return to Dataset List

Field	CA01 Current activity indicator		
Field Required	M	**Field length**	3
Value Required	M	**Field type**	Numeric
Schema Ref	ActivityCode		
Description	The current activity of the young person		
Valid entries	**For those in year 11 who have not yet reached the statutory school leaving age** 110 – Registered at a school or other educational establishment 120 – Educated at home 130 – Custodial sentence 140 – Not registered at school or educational establishment 150 – Current situation not known **For those who have reached the statutory school leaving age** Education 210 – Full time education - school sixth-form 220 – Full time education - sixth-form college 230 – Full time education - further education 240 – Full time education - higher education 250 – Part time education 260 – Gap Year students 270 – Full time education - other 280 – Independent specialist provider Employment 310 – Apprenticeship 320 – Employment combined with accredited training/part time study 330 – Employment without training 340 – Employment with non-accredited training 350 – Temporary employment 360 – Part time employment 380 – Self-employment 381 – Self-employment combined with part time study 550 – Working not for reward combined with part time study Training 410 – EFA/SFA funded Work Based Learning 430 – Other training (eg private training organisations) 440 – Training delivered through the Work Programme 450 – Traineeship 460 – Supported Internship Re-engagement activities 530 – Re-engagement provision NEET 540 – Working not for reward 610 – Not yet ready for work or learning 616 – Start Date agreed (education/employment or training) 619 – Seeking employment, education or training		

620 – Not available to labour market/learning – young carer
630 – Not available to labour market/learning - parent
640 – Not available to labour market/learning - illness
650 – Not available to labour market/leaning - pregnancy
660 – Not available to labour market/learning - religious grounds
670 – Not available to labour market/learning - unlikely ever to be economically active
680 – Not available to labour market/learning - other reason

Other
710 – Custody
720 – Refugees/Asylum seekers who have not yet been granted citizenship

Current situation not known
810 – Current situation not known
820 – Cannot be contacted
830 – Refused to disclose activity

Validation rule	Mandatory field 'ActivityCode' does not contain a value	**Error code**	200
	Field 'ActivityCode' does not contain a recognised value		201
	Young person is not old enough to have a post-16 activity code		229
	Young person is too old for a compulsory education activity		230
	Activity of Young Carer without supporting characteristic		233
	Activity of Teenage Parent without supporting characteristic		234
	Activity of Pregnancy without supporting characteristic		235
	Activity of Refugee/Asylum Seeker without supporting characteristic		236
	Activity of Work Programme not allowed for 16 and 17 year olds		253
	Activity of Independent Specialist Provider without 'LDDFlag' of 'Y'		254
	Activity of Supported Internship without 'LDDFlag' of 'Y'		255

Notes

Evidence of a young person's current activity must be verified either:

 - through exchange of information with schools, colleges or other services working with the young person, or

 - directly from the young person or their representative (this might be a parent or other family member).

Codes 110-150 are valid only to those who have not yet reached statutory school leaving age. Young people who have reached the statutory leaving age, but are in Year 10/11, should be counted under code 270.

Codes 210 - 830 are valid only for those of compulsory education age. **Code 440** is not valid for 16/17 year olds.

Code 280 is only valid for young people with LDD.

Code 620 is only valid for a young person with a characteristic type 140 (Carer – not own child).

Code 630 is only valid for a young person with a characteristic type 120 (Parent caring for own child).

Code 650 is only valid for a young person with a characteristic type 180 (Pregnant).

Code 720 is only valid for a young person with a characteristic type 130 (Refugee/Asylum Seeker).

Recording the current activity of all young people in the cohort allows services to identify those who require support to participate under S68 of the 2008 Education and Skills Act.

Current activity is also used by DfE to produce NEET and participation estimates, in the production of Destination Measures and for evaluation. **It is, therefore, essential that local authorities record this information in a standard way. Please refer to the definitions at [appendix A](#).**

One and only one current activity should apply to each young person, and that should be their primary positive activity.

[Return to Dataset List](#)

Field	CA02	Current activity start date	
Field Required	M	**Field length**	10
Value Required	M	**Field type**	Date
Schema Ref	StartDate		
Description	The date on which the young person began their current activity		
Valid entries	CCYY-MM-DD		
Validation rule	'StartDate' does not contain a value	**Error code**	202

Notes

The young person's current activity start date will be one of the fields used to assess whether a young person was in a sustained employment or NEET outcome in the education destination measures.

It is important, therefore, that the young person's current activity start date is established when a young person changes activity.

Return to Dataset List

Field	CA03	Current activity recorded date	
Field Required	M	**Field length**	10
Value Required	M	**Field type**	Date
Schema Ref	DateAscertained		
Description	The date on which the young person's current activity was recorded or input to CCIS		
Valid entries	CCYY-MM-DD		
Validation rule	'DateAscertained' does not contain a value	**Error code**	203
	'DateAscertained' is greater that 'DateVerified'		237

Notes

This date must <u>not</u> be earlier than the current activity start date (CA02)

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[Return to Dataset List](#)

Field	CA04	Current activity verification date	
Field Required	M	**Field length**	10
Value Required	M	**Field type**	Date
Schema Ref	DateVerified		
Description	The date on which the young person's current activity was last confirmed		
Valid entries	CCYY-MM-DD		
Validation rules	'DateAscertained' is greater than 'DateVerified'	**Error code**	237
	'DateVerified' is less than 'StartDate'		256

Notes

Current activity verification date is one of the fields used to check that the young person's record remains current (see appendix A).

The date verified is the date when the young person's school, college, training provider or employer last confirmed that the young person was attending their institution/employment.

This field should be updated every time a young person's current activity is verified; even if there is no change to their current activity.

Return to Dataset List

Field	CA06	Current activity review date	
Field Required	M	**Field length**	10
Value Required	C	**Field type**	Date
Schema ref	ReviewDate		
Description	The date on which the young person's activity is due to be reviewed		
Valid entries	CCYY-MM-DD		
Validation rule	'ReviewDate' is greater than the 'PredictedEndDate'	**Error code**	257
	'ActivityCode' is 350, 260, 710, or 720 and the 'ReviewDate' doesn't contain a value		262

Notes

The current activity review date alerts services when a young person's circumstances are liable to change.

A review date is **required** for all young people whose current activity is:

- temporary employment

- gap year

- custodial sentence

- refugee/asylum seeker

Local services may also use review dates for young people who are not meeting the duty to participate or who have been identified as being at risk of dropping out. On no account should the activity review date extend beyond the young person's expected course end date.

See appendix A for further information.

Return to Dataset List

Field	CA07	Currency due to lapse date	
Field Required	M	**Field length**	10
Value Required	M	**Field type**	Date
Schema Ref	DueToLapseDate		
Description	The date on which the young person's current activity is due to lapse		
Valid entries	CCYY-MM-DD		
Validation rule	'DueToLapseDate' does not contain a value	**Error code**	220
	'DueToLapseDate' does not contain a recognised value		221
	'DueToLapseDate' is greater than 'PredictedEndDate'		238

Notes

A young person's current activity recorded on CCIS will lapse on the **earliest** of the three dates below:

- they have reached their expected course end date (CA16) or

- 4 weeks after their current activity review date (CA06) or

- when the currency period for that activity has been reached

On **no** account should the currency due to lapse date extend beyond the young person's expected course end date.

See appendix A for further information.

Return to Dataset List

Field	CA08	Currency lapsed	
Field Required	M	**Field length**	1
Value Required	M	**Field type**	Alphanumeric
Schema Ref	CurrencyLapsed		
Description	Identifies a young person whose record is no longer current		
Valid entries	Y - Yes N - No		
Validation rule	Mandatory field 'CurrencyLapsed' does not contain a value	**Error code**	220
	Field 'CurrencyLapsed' does not contain a recognised value		221
	'CurrencyLapsed' is 'Y' but 'DueToLapseDate' is greater than 'PeriodEndDate'		231
	'CurrencyLapsed' is 'N' but 'DueToLapseDate' is less than 'Period End Date'		232

Notes

Local systems may want to automate this field based on whether the 'currency due to lapse date' has been passed.

Field	CA13	Level of need indicator	
Field Required	M	**Field length**	1
Value Required	M	**Field type**	Numeric
Schema Ref	LevelOfNeedCode		
Description	Indicates Young Person's Level of Need		
Valid entries	1 – Intensive support 2 – Supported 3 – Minimum Intervention		
Validation rule	'LevelOfNeedCode' does not contain a value	**Error code**	100
	'LevelOfNeedCode' does not contain a recognised value		101

Notes

This section identifies the young person's current level of need. Each young person must have an associated level of need entity; this should default to 3 if the actual level has not yet been determined.

The national definitions for this field have been removed to allow local areas to adapt this indicator to meet their local needs; for example, to match the definitions agreed locally in their risk of NEET indicators (RONI).

[Return to Dataset List](#)

Field	CA15	NEET start date	
Field Required	M	**Field length**	10
Value Required	C	**Field type**	Date
Schema Ref	NEETStartDate		
Description	The actual date that the young person entered the NEET group as their current destination		
Valid entries	CCYY-MM-DD		
Validation rule	No value in 'NEETStartDate' for a Young Person with a current NEET Activity	**Error code**	224
	'NEETStartDate' is after the Young Persons current Activity 'StartDate'		225
	'NEETStartDate' should not be populated for a Young Person whose current activity is not NEET		226
	'NEETStartDate' is before the YoungPerson's 15th Birthday		251

Notes

NEET Start Date is required to capture the actual date that the young person entered the NEET group as their current destination. This is necessary so that a young person's activity history can be created, and it may determine their eligibility for certain programmes (eg DWP Work Programme). Because there are so many different categories of NEET, DfE requires this date to be completed for each young person in the NEET group in order to calculate their length of stay in NEET. This field should be blank when the current activity is not a NEET destination.

Required for all NEET activities.

Return to Dataset List

Field	CA16	Expected course end date	
Field Required	M	**Field length**	10
Value Required	C	**Field type**	Date
Schema Ref	PredictedEndDate		
Description	The date that the young person's current activity is expected to end		
Valid entries	CCYY-MM-DD		
Validation rule	'PredictedEndDate' doesn't contain a recognised value	**Error code**	258
	YP's Current Activity in Education or Training (except Apprenticeships) without a 'PredictedEndDate'		259

Notes

Course end date is mandatory for all young people in education and training (except apprenticeships). Information should be obtained from the young person's school, college or ILR.

The expected course end date will be used in the currency calculations as the calculated expiry date cannot be greater than the expected end of the course.

See appendix A for more information.

Return to Dataset List

Field	IC01	Characteristic type	
Field Required	M	**Field length**	3
Value Required	C	**Field type**	Numeric
Schema Ref	CharacteristicCode		
Description	Type of characteristic assigned to young person		
Valid entries	Values to be reported to DfE are: 110 – Looked-after / In care 120 – Parent - caring for own child 130 – Refugee / Asylum seeker 140 – Carer not own child 150 – Client disclosed substance misuse 160 – Care Leaver 170 – Supervised by YOT 180 – Pregnant 190 – Parent – not caring for own child		
Validation rule	'CharacteristicCode' does not contain a recognised value	**Error code**	104
	'CharacteristicCode' is 180 but Gender is recorded as Male		260

Notes

Code 180 is not a valid entry if field YP07 = Male.

See appendix A for additional guidance and definitions.

Multiple entries should be recorded where appropriate.

Return to Dataset List

Field	ID01	Year 11 intended destination	
Field Required	M	**Field length**	3
Value Required	M	**Field type**	Numeric
Schema Ref	IntendedDestinationYr11		
Description	Intended destination of a young person on reaching statutory school leaving age		
Valid entries	110 – Staying in same school 120 – Other school or sixth-form college 130 – College 220 – Training/apprenticeship – definite place 230 – Training/apprenticeship – no definite place 310 – Labour market – definite place 320 – Labour market – no definite place 410 – Undecided 510 – Other 610 – Not obtained		
Validation rule	'IntendedDestinationYr11' does not have a value	**Error code**	301

Notes

This field should reflect the young person's post-16 plans. The intended destination field is aimed to help local authorities deliver the 'September Guarantee' by:

i) identifying young people who are undecided about their future (or whose aspirations are unrealistic) and who will need additional advice to help them make a choice, and

ii) providing information on the demand for post-16 education and training which local authorities and the YPLA can use to ensure that there is sufficient provision to meet demand.

Intended destinations are not recorded as current activity as they are liable to change.

When exporting to NCCIS **if the young person does not have any information relating to the 'IntendedDestination', the value should default to 610.**

[Return to Dataset List](#)

Field	SG02	Year 11 September Guarantee status	
Field Required	M	**Field length**	3
Value Required	M	**Field type**	Numeric
Schema Ref	GuaranteeStatus		
Description	Offer status		

Valid entries	**Offer of education and training to start**
	    110 - Offer Made
	    124 - Re-engagement activities
	
	Offer not appropriate at this time
	    120 – Going into employment without accredited training
	    122 - Personal circumstances prevent learning at this time
	    123 - Other Reason
	
	No Offer Made
	    140 - Application made and awaiting outcome
	    150 - No appropriate provision
	    151 - Considering options/ not applied for learning
	
	No contact
	    153 - Unable to contact - known to have moved away
	    154 - Unable to contact - other Reason
	    159 - Guarantee status not yet recorded		

Validation rule	'GuaranteeStatus' does not contain a recognised value	**Error code**	27

Notes

All young people in their last year of compulsory education are entitled to an offer of a suitable place in education or training. When exporting to NCCIS **if the Young Person does not have any information relating to the offer, the status should default to 159.** The XML export should also include the LA code at Y11 (SG19) of the area responsible for delivering the offer to the young person.

Note: Previous codes for offers
        111 - by October guaranteed
        112 - November - January conditional
        113 - November - January guaranteed
can be retained for local use and mapped to code 110 in the XML extract.

There is further guidance in appendix A.

Return to Dataset List

Field	SG19	Year 11 September Guarantee LA code	
Field Required	M	**Field length**	3
Value Required	M	**Field type**	Numeric
Schema Ref	LEACode		
Description	LA code for the area responsible for making the offer - Y11		
Valid entries	See appendix A for valid codes		
Validation rule	'LEACode' is not a recognised value	**Error code**	261

Notes

The LA code of the area responsible for reporting on the September Guarantee and the Annual Activity Survey.

This is the code of the authority where the young person was in education in May of their final year of compulsory education.

Return to Dataset List

Field	SG11	Year 12 September Guarantee status	
Field Required	M	**Field length**	3
Value Required	M	**Field type**	Numeric
Schema Ref	GuaranteeStatus		
Description	Y12 offer status		

Valid entries	**Offer of education and training to start**
	    110 - Offer made
	    114 - Continuing in education or training
	    115 - Continuing in employment combined with accredited
	          training
	    124 - Re-engagement activities
	
	Offer not appropriate at this time
	    120 - Already in or going into employment without
	         accredited training
	    122 - Personal circumstances prevent learning
	    123 - Other reason
	
	No Offer Made
	    140 - Application made and awaiting outcome
	    150 - No appropriate provision
	    151 - Considering options / not yet applied for learning
	
	No contact
	    153 - Unable to contact - known to have moved away
	    154 - Unable to contact - other reason
	    159 - Guarantee status not yet recorded			

Validation rule	'GuaranteeStatus' does not contain a recognised value	**Error code**	27

Notes

When exporting to NCCIS **if the young person does not have any information relating to the September Guarantee offer, the status should default to 159.**

The XML export should also include the LA code of the area responsible for delivering the Guarantee to the young person SG20 (where resident).

The September Guarantee for 17 year olds applies to all those of academic age = Year 12.

Codes 111-113 may continue to be used locally but should be mapped to code 110 in the XML extract

Return to Dataset List

Field	SG20	Year 12 September Guarantee LA code	
Field Required	M	**Field length**	3
Value Required	M	**Field type**	Numeric
Schema Ref	LEACode		
Description	LA Code for the area responsible for making the offer - Y12		
Valid entries	See appendix B for valid codes		
Validation rule	'LEACode' is not a recognised value	**Error code**	261

Notes

LA code of the area responsible for reporting on the Y12 September Guarantee (17 year olds). This is the LA where the young person was resident at the end of May 2014.

Return to Dataset List

4 Cohort

This section describes the cohort of young people to be included in the datasets above and the arrangements that services are expected to have in place when young people move between local authority areas.

Primary cohort

Compulsory education age: Young people who have not yet reached the statutory school leaving age (ie who have not attained the age of 16 on 31 August 2014). Young people who are registered at school or other educational establishments should be recorded against the local authority area in which their education establishment is located. Young people who are not registered at an educational establishment should be recorded according to the area where they are resident.

16-19 year olds: Young people who have reached the statutory school leaving age and who are resident in the local authority area. This includes students whose permanent address is within the local authority area, but who are currently studying away from home or serving a custodial sentence.

This is consistent with local authorities' duties to encourage, enable and assist young people to participate in education or training (Education and Skills Act, S68). The Act defines young people as those below the age of 20.

20-24 year olds with LDD: Relevant young adults aged 20-24 whose permanent address is within the local authority area and who have a learning difficulty and/or disability.

Young people educated out of area

If the information recorded on CCIS is to be robust, services must have arrangements for sharing information about young people who are educated out of area with the authority responsible for delivering the duty above.

Schools and colleges are only expected to provide information about students to the local authority where the school/college is located. It is for authorities to agree with neighbouring areas how and when any information relevant to young people who are resident in their area will be passed to them. This includes information given by educational institutions under the duty to notify their local authority about any 16 year old 'dropping out' of education and training and set out in the [Statutory Guidance on the Participation of Young People in Education, Employment or Training](#).

The NCCIS portal will continue to offer a facility for local authorities to pass information between one another on a secure basis.

Young people leaving the cohort

As CCIS data is reported by academic age, it is expected that 16-19 cohorts will remain largely unchanged from one month to the next. However, there will be exceptions, for example, where:

- a young person is known to have moved to a neighbouring area **and** the 'exporting authority' has confirmed that the 'importing authority' has recorded the young person on their CCIS. In such circumstances, the young person's cohort status (YP10) should be recorded as "T". It is appreciated that in many cases the young person can be identified as having left the area, but not where they have gone to. In these cases, services should continue to record the young person as 'cannot be contacted'
- a young person is known to have left the country on a permanent basis. The young person's cohort status (YP10) should be recorded as "E" as long as the adviser is satisfied that this is a permanent move. Young people travelling abroad, or taking an extended holiday, must remain in cohort and recorded as appropriate

Duplicate records

Management checks can sometimes identify duplicate records for the same young person. The records should be merged and any duplicate record that is no longer active given a cohort status of 'M'.

5 Annual Activity Survey

The purpose of the Annual Activity Survey, often referred to as the "Destinations Survey" is to find out what students are engaged in after leaving school. The survey is intended to reflect the young person's settled activity on 1 November, rather than their first destination after leaving school, which may be only a temporary activity.

The collated results of the survey will be made available in the annual 'Moving On' publication which is published on the DfE website. The survey should not be confused with the Key Stage 4 Destination Measure which measures sustained destinations over a period of time.

Coverage

The Annual Activity Survey should cover <u>all</u> young people who reached the statutory school leaving age in 2014 who were educated in schools or other institutions in the local authority area on 31 May 2014.

The survey should also include young people resident in the authority area who are not enrolled at a school, including those receiving home tuition.

This is the same as the cohort covered by intended destinations and the year 11 September Guarantee, and services are expected to ensure that the data they provide under the Activity Survey is consistent with both intended destinations and the year 11 Guarantee.

Data reference period

The date of the reported activity should be as close to **1 November 2014** as possible. It is expected that by this time clients will have made firm decisions as regards to going to further education etc.

Conduct of the survey

Information on activity status should be sought from institutions in the first instance. Those not covered by institutional information or where inadequate information has been obtained should be surveyed, whether through postal, telephone or other means.

Those who are known to have left the country need not be followed-up but services should endeavour to identify the activity of those who have moved out of the area since completing Year 11, working with neighbouring authorities where appropriate.

Individual activity status will be grouped by DfE as follows

	Item	Activity Code
IN LEARNING	**Full time education - TOTAL**	
	School sixth-form	210
	Sixth-form college	220
	Further education	230
	Higher education	240
	Other post-16 education	270
	Independent specialist provider	280
	Full time training –TOTAL*	
	EFA delivered work based learning	410
	Other training	430
	Traineeship	450
	Supported Internship	460
	Full Time Employment-TOTAL	
	Apprenticeship	310
	Employment combined with accredited training	320+381+550
	Employment with locally recognised training	340
	Job without training	330+350+380
NOT SETTLED	**Not Settled in a Full time Activity-TOTAL**	
	Not settled-Active TOTAL	
	Available to the labour market	610 to 619
	Part time education	250
	Part time employment	360
	Re-engagement activities	530
	Working not for reward	540
	Not settled- Not Active TOTAL	
	Supporting family - young carers	620
	Supporting family - teenage parents	630
	Illness	640
	Pregnancy	650
	Custodial sentence	710
	Asylum seekers without citizenship	720
	Other reason	660+670+680
	Others	
	Moved out of contact cannot be contacted	820
	Current situation not known	810
	Refused to disclose activity	830
	Survey-TOTAL	

*Code 440 (DWP Work Programme) is not a valid code for 16 year olds

Data to be returned to DfE

Item	Description
DatabaseID	3 digit database identifier of sending organisation used to return monthly XML data available from NCCIS Helpline (helpline@nccis.org.uk).
YoungPersonsID	3-digit database ID + the CCIS Young Persons Record ID padded to 10 characters with 0s. **(The full length of the field must be 13 characters long**)

CohortStatus	Indicates if the young person's status within the service cohort:
	    P – primary
	    G – no longer in primary cohort but covered by the September Guarantee (and Activity Survey)
	    T – transferred to another LA so no longer an active record
	    E – left England so no longer an active record
	    M – duplicate record
	    D – the young person is deceased

Postcode	Young person's postcode

Gender	Gender of the young person. Valid entries are:
	    F – Female
	    M – Male
	    U – Unknown
	    W - Withheld

Ethnicity	White WBRI = White British WIRI = White Irish WROM = Gypsy or Irish Traveller WOTH = Any other White background Mixed/multiple ethnic groups MWBC = White and Black Caribbean MWBA = White and Black African MWAS = White and Asian MOTH = Any other mixed/multiple ethnic background Asian/Asian British AIND = Indian APKN = Pakistani ABAN = Bangladeshi CHNE = Chinese AOTH = Any other Asian background Black/African/Caribbean/Black British BCRB = Caribbean BAFR = African BOTH = Any other Black background Other ethnic group OARA = Arab OOTH = Any other ethnic group Not known REFU = Refused to disclose NOBT = Information not obtained
Lead LEA	LA code where YP was educated in year 11. Only those codes contained in Appendix B are valid.
LDDFlag	Young people with a statement of special educational needs and/or learning difficulty assessment/education, health and

Item	Description
	care plan. Valid entries are: Y – Yes N - No
StartDate	Date reported activity started Format: CCYY-MM-DD
ActivityCode	Activity status as at 1 November See appendix A for definitions of valid activity codes
DateAscertained	The date when the current activity was ascertained Format: CCYY-MM-DD
EstablishmentNumber	DfE establishment number for each educational establishment attended in Y11 prefixed with the 3 digit LEA code. **Where the establishment number is invalid eg educated at home please return the LEA code followed by 9999.** **The following codes are not valid to prefix the establishment number** 000 – Moved into area from abroad (outside UK) 001 – Moved into area from Wales 002 – Moved into area from Scotland 003 – Moved into area from Other UK Province 004 – Moved into area from unknown area
EstablishmentName	Name of the establishment to help identify institutions without a number Format: Alphanumeric string

Format of the data

Data must be in **CSV format** and **compressed.**

Files should be sent to DfE using the secure file upload facility on the NCCIS website. The data file should be returned no later than end of **January 2015**.

It is important that only LA codes covered by that area are returned in the CSV file, ie the LA code where the young person was educated in Year 11 and not the LA code responsible for supporting the young person in November.

Appendix A: Additional guidance and definitions

Current activity

The following table defines what each term in the education category means and how to apply them to young people's circumstances. These definitions relate to the Current Activity, Intended Destinations and September Guarantee data sets.

Those who have not yet reached statutory school leaving age and attending education in your area	
For MI purposes data will be counted by school year group. Those young people who have reached the statutory school leaving age but are continuing in school should be reported to DfE as being in post compulsory education. For example where a young person is repeating Y11 this should be reported as in full time education – other post-16 education.	
Registered at a school or other educational establishment in the authority area (110)	Young people who are registered at a school or educational establishment (including FE colleges) in the area. Include those young people who are resident in another authority area but attend education in your area. Include both maintained and independent schools.
Educated at home (120)	Young people resident in the authority area whose parents have opted to educate their child at home. Most authorities have a 'home education service' that will be able to provide details of young people educated in this way. However parents are not legally required to inform their local authority when they decide to educate their children at home.
In a custodial institution (130)	All young people attending a custodial institution in the area.
Not registered at a school or other educational establishment (140)	Young people who are resident in the area and who are not known to be registered with any school, being educated at home through parental choice, or in custody. This would include those excluded from school or who have long term health issues and are receiving LA home tuition.
Not known (150)	Young people who are believed to be resident in the area but whose current activity is not known.

Those who have reached statutory school leaving age (ie aged 16-19 or 24 with LDD) and resident in your area	
See section 4 for details of the cohort to be reported here	
Full time education (210, 220, 230, 240, 270)	Young people who have reached statutory school leaving date and are continuing in full time education.
	Full time education means a minimum of 540 hours per year. This is the equivalent of around 18 hours per week and may include work experience and other development activities as well as formal learning. It can be assumed that Education Funding Agency (EFA) funded 16-19 study programmes will meet the criteria for full time education.
	Young people in full time education should be broken down as follows:
	School sixth-forms (including independent and maintained schools,

	academies, City Technology colleges and free schools),
	Sixth-form colleges
	Further education (including FE courses delivered in higher education institutions)
	Higher education (including HE courses delivered in FE institutions)
	Other full time post-16 education (including young people who are taking or re-taking years 10 or 11 or home educated)
Independent specialist provider (ISP) (280)	Specialist provision young people who are over compulsory school age but under 25 and are subject to a learning difficulty assessment. A list of ISPs can be found in annex 3 of Placement Information: Learners with learning difficulties and/or disabilities at independent specialist providers.
Part time education (250)	Courses of less than 540 hours of learning per year as set out in individual learning agreements. Courses not funded by EFA or National Council for Education and Training (Wales) are still generally defined as full/part time and are therefore not subject to the guided learning hours rules. For these courses decisions should be made on the basis of the evidence available including any statement from the course provider.
Gap year (260)	Young people who have an actual **agreed** deferred entry date to higher education. All young people who meet this definition should be recorded as gap year students including those who are known to be in employment or travelling abroad.
Apprenticeship (310)	Full time employees who are undertaking an apprenticeship that has been commissioned and delivered through the National Apprenticeship Service.
Employment with accredited training/part time study (320)	Full time employees in a job that provides training or is combined with part time study accredited by Ofqual.
	The training or study must be the equivalent of at least 280 hours per year. This is the equivalent of around a day a week, but may be undertaken on a block release basis.
	For those young people with a duty to participate the employment must be for 8 or more weeks consecutively and for 20 or more hours per week. Where a young person's employment hours vary, employment of an average of 40 or more hours over a two-week period can be considered as meeting the requirement.
	Young people serving in the armed forces should be recorded here.
	Services may consider full time caring responsibilities as full time work in which case the young carer would be meeting their duty to participate if they were also undertaking accredited part time accredited study. This is only likely to be appropriate where the young person is on the register of carers and/or is in receipt of carer's allowance.
Employment without training (330)	Full time employees in a job that does not provide any training that is not accredited by Ofqual.
Employment with non-accredited training (340)	Full time employees in a job that provides training not accredited by Ofqual but which does offer a structured package of on and/or off the job training.
	In order to count here the training must be more than a simple health and safety or induction training and should incorporate a structured written training plan at the conclusion of which the employee will be

	competent to do the job to which he/she has been appointed and which will enable the young person to progress.
Temporary employment (350)	Full time employment with a fixed term of appointment of fewer than 8 weeks and not offering accredited training.
Part time employment (360)	Part time means working an average of less than 16 hours a week.
Self-employment (380 and 381)	Young people who are in business for themselves or who work on a freelance basis. Self-employment should be treated as the same way as employment for young people under a duty to participate.
EFA/SFA funded work based learning (410)	EFA/SFA funded work based learning for 16-19 year olds such as Access to Apprenticeships, Work Pairings or locally branded programmes with non-employed status.
Training delivered through the Work Programme (440)	Jobcentre Plus customers (aged 18-24) who are undertaking a formal work related training course as part of the Work Programme. These young people will generally be in receipt of a training allowance rather than Jobseekers Allowance (JSA). Do not count here short periods of work preparation such as work trials, work experience or sector based academies where the young person continues to be unemployed and in receipt of JSA.
Other training (430)	Full time training that is not EFA/SFA funded (for example, private colleges or training centres, specialist dance and drama colleges).
Traineeship (450)	EFA/SFA funded traineeship that includes a high quality work placement, work preparation training and English and maths. The duration of traineeships will be a maximum of six months. This code should only be used for EFA/SFA funded traineeships that meet the requirements set out in 'Traineeships: Framework for Delivery' Young people undertaking work related learning that does not conform to the traineeships framework (eg pre-apprenticeship courses) should continue to be recorded under 'work based learning' above.
Supported internships (460)	Supported internships provide young people aged between 16 and 25 who have complex learning difficulties or disabilities with a structured learning programme at an employer that is tailored to their individual needs of the young person.
Working not for reward combined with part time study (550)	Young people who are undertaking voluntary work, an internship, or holding office on a full time basis. Part time study must be the equivalent of at least 280 hours per year. This is the equivalent of around a day a week, but may be undertaken on a block release basis. The young person must be studying towards a qualification accredited by Ofqual.
Re-engagement provision (530)	Young people undertaking a re-engagement programme that meets the requirements set out in the DfE's 'Principles for effective re-engagement provision'. There are no minimum hours for re-engagement provision, recognising that participants may have significant barriers to learning and that full time participation may not be possible at this stage.

	Young people who are participating in the youth contract should only be recorded here if they have enrolled on a programme of re-engagement activities.
NEET (not in education, employment or training)	Young people who are not in any form of education, employment or training. This includes those who are actively seeking help via other agencies eg Jobcentre and those not seeking assistance from the local authority in finding a suitable opportunity.
Not yet ready for work or learning (610)	Young people who have reached statutory school leaving age but who will to need intensive support and/or specialised provision to prepare them for full time education or training. This may include, for example, motivational, behavioural or social issues that need to be addressed before they would be able to effectively engage in education or training. To be included in this situation we would expect the young person to have been assessed and be working with targeted services and/or your youth contract provider. Young people facing barriers that PREVENT them from accessing education or training should be recorded in one of the economically inactive NEET situations.
Working not for reward (540)	Young people who are undertaking voluntary work, an internship, or holding office on a full time basis.
Start date agreed (616)	Young people who have an agreed start date for education, employment or training but have yet to take up that offer. If the start date is vague or conditional on finding a placement the young person should be counted as seeking education, employment or training.
Seeking education, employment or training (619)	Young people, other than those above, who are unemployed and looking for a suitable place in education, employment or training and where there are no barriers to prevent take up. This category should be used as a transition for those clients referred by JobCentre Plus who have yet to be interviewed.
Not available to the labour market: Young carers (620)	Young carers who are looking after siblings, parents or other family members and because of this are unable to enter education, training or employment at this time. Services may consider full time caring responsibilities as full time work in which case the young carer would be meeting their duty to participate if they were also undertaking accredited part time study. This is only likely to be appropriate where the young person is on the register of carers and/or is in receipt of carer's allowance.
Not available to the labour market: Teenage parent (630)	Young parents who are unable to enter any form of education, training or employment because they are looking after their own children. New mothers, such as those still within the statutory maternity period, should be recorded as 'Not available – pregnancy'. 16 year old parents should only be recorded here while ever their adviser feels that their parenting responsibilities require the young person to take a temporary break from education or training.
Not available to the labour market: illness (640)	Young people who have a serious or on-going health problem which prevents them taking up education, training or employment at this time.
Not available	Young women whose pregnancy (or those who have recently had a

to the labour market: Pregnancy (650)	baby) prevents them from entering full time education, training or employment. As a general rule this means in receipt of Statutory Maternity Benefit or Maternity Allowance.
NEET - unlikely to be economically active (670)	Young people with a permanent disability or illness that prevents them from undertaking any form of education, employment or training. This activity should **not** be used for any young person who with, the relevant support, could continue their learning with an independent specialist provider or in a sheltered environment.
NEET – Other reason not available (680)	Any young people who are unable to enter education, training or employment at this time *and* who are not covered by any of the other categories. This would include, for example, young people who are out of the country for an extended period. This category must not be used to count those who are not seeking help from the service.
Custody (710)	Young people for whom a custodial, non-custodial sentence or being held on remand in custody means that they are not at present able to enter education, training or employment.
Asylum seekers not yet granted asylum or extended leave (720)	Young people who have not yet been granted either full asylum status or granted extended leave to stay until their 18th birthday. Where this status has been granted then count by current activity.
Current situation not known (810)	The destination of the young person is unknown and information has not yet been gained from other reliable sources about his/her whereabouts. This includes young people who: - have reached their course end date - are known to have left their previous activity but whose new destination has not yet been determined.
Cannot be contacted (820)	This category should only be used to record those whose current situation is not known and where all reasonable efforts to contact the young person over a sustained period of time have been exhausted. For example where it is known that the young person no longer lives at the last known address, but it cannot be determined that they have moved out of the area.
Refused to disclose activity (830)	Young people who have successfully been contacted but have refused to confirm their current activity.

Currency

It is extremely important that information on the activity of young people is as up to date as possible to ensure that those who are not participating, or who are NEET, can be identified and supported to re-engage. To support this, a young person's current activity recorded on CCIS will lapse on the <u>earliest</u> of the three dates below:

- expected course end date, or
- 4 weeks after their current activity review date, or
- when the currency period for their current activity has been reached

All young people whose current activity cannot be confirmed before the earliest of these dates will be classified as 'not known' until their current activity is re-established.

Expected course end date

All young people in education or training (except employed status apprentices) **must** have an expected course end date (CA16). This should be set as follows:

- young people of compulsory education age should have a course end date of 31 August
- the expected course end date for young people in EFA funded provision should recorded on the young person's Individualised Learner Record (ILR) and obtained from their college or EFA
- the expected course end date for young people in school sixth-form (or repeating Y11) should assumed to be the end of the summer term (ie July). 'A' level courses should be deemed to be 2-year courses although the currency period (see below) will require services to verify that the young person has continued into the second year

Current activity review date

There are some groups for whom it is mandatory to set a review date on which their current activity should be confirmed:

- in temporary employment that is expected to end on a specific date
- who are taking a gap year which is expected to end when they take up their deferred HE place in September/October
- serving a custodial sentence which has an planned release date or
- asylum/seekers or refugees who are waiting to be granted citizenship

Services may also want to set review dates for young people who are covered by the duty to participate, but who are not in education or training, to ensure that they are contacted regularly, or who have been identified as being at risk of 'dropping out' (for example, though local RONI arrangements).
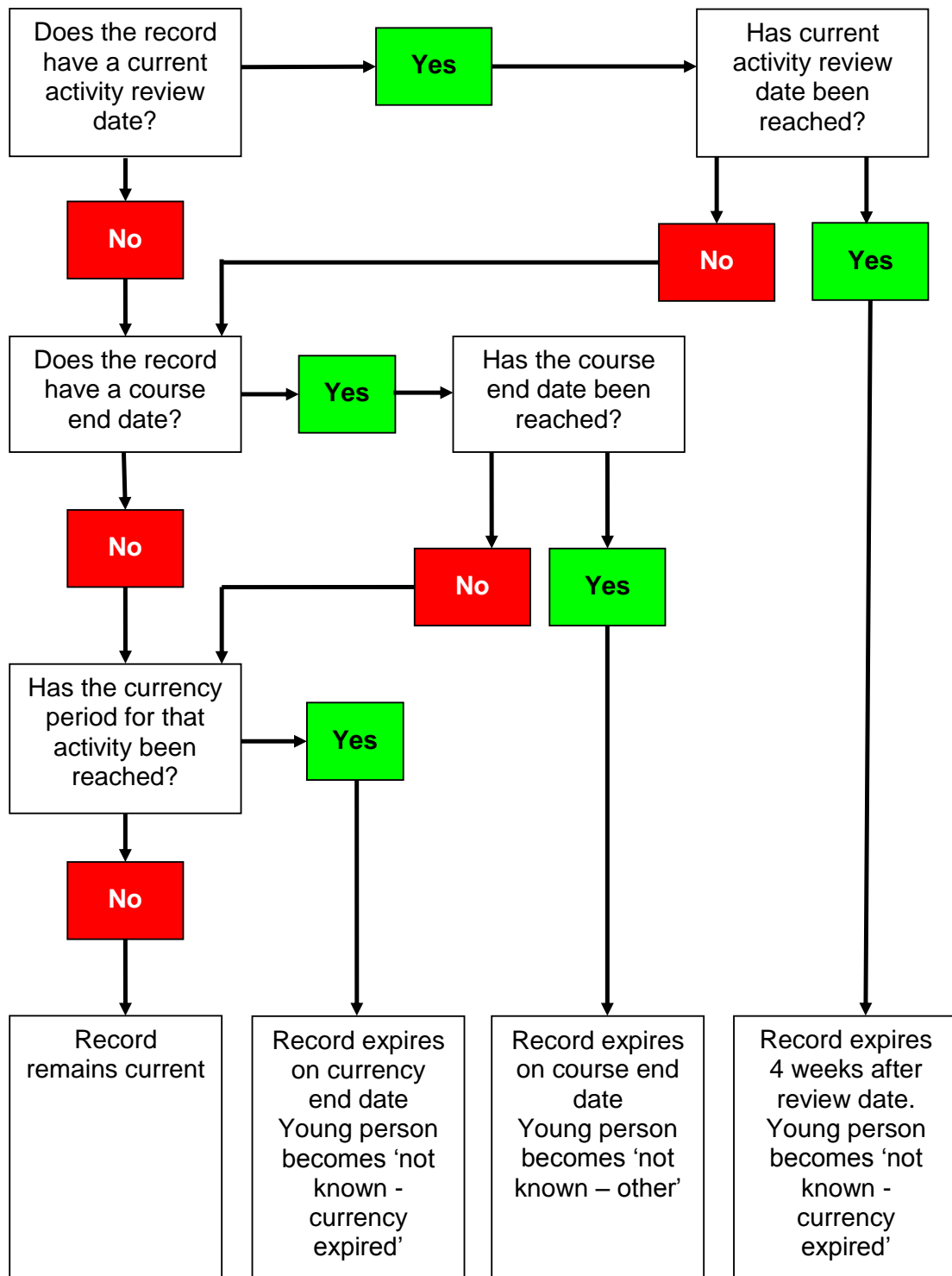
Currency period

In addition to the expected course end and review dates described above, records should also have a fixed currency period to ensure that the young person's activity is verified at a regular interval. Currency periods are set out below:

Young people of compulsory education age	
All activities	Course end date mandatory
	Current activity review data should be used where appropriate (eg young people serving a custodial sentence)
	12 months after the latest 'current activity verification date'
16-19 year olds and 20-24 year olds with LDD	
210-240, 270, 280 Full time education	Course end date mandatory
	12 months after the latest 'current activity verification date'
	This can be extended to two years for those in HE
250 Part time education	Course end date mandatory
	6 months after the latest 'current activity verification date'
320 Employment combined with training or p/t study 310 Apprenticeship	12 months after the latest 'current activity verification date'
	May be extended to 2 years for those 18 and over at the time of verification
330 Employment without training 340 Employment with non-accredited training 360 Part time employment 380 Self-employment 381 Self-employment combined with p/t study 550 Working not for reward combined with p/t study	Current activity review date advisory for young people of compulsory participation age
	6 months after the latest 'current activity verification date'

410 Work based learning 430 Other training 440 Training through the Work Programme 450 Traineeship 460 Supported internship	Course end date mandatory 6 months after the latest 'current activity verification date'
530 Re-engagement provision	Course end date mandatory 3 months after the latest 'current activity verification date'
350 Temporary employment 260 Gap year 710 Custodial sentence 720 Asylum seekers/refugees	Current activity review date mandatory. Currency expires 4 weeks after the activity review date unless contact has been made to confirm status

Currency flow chart

Individual characteristics

Item	Definition
Looked-after children (110)	A child is looked-after by a local authority if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act.
Parent - caring for own child (120)	A young person who provides regular and on-going care for their own child whether as part of a larger family unit or as a single parent.
Young Carer (140)	Young people who provide regular and on-going care and emotional support to family members who are physically or mentally ill, disabled or drug/alcohol addiction. The term does not apply to the everyday and occasional help around the home that may often be expected of or given by children in families.
Care leaver (160)	A young person, who was looked-after when they reached the age of 16, who has subsequently left care. Local authority statutory responsibilities regarding care leavers, and more detailed definitions, can be found here: The Children Act 1989 Guidance and Regulations Volume 3: Planning Transition to Adulthood for Care Leavers.
Parent – not caring for own child (190)	A young parent who does not provide regular and on-going care for their own child.
Refugee/Asylum Seeker (130)	According to the 1951 Convention Relating to the Status of Refugees, a **refugee** is a person who "owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership in a particular social group, or political opinion, is outside the country of his nationality, and is unable to or, owing to such fear, is unwilling to avail himself of the protection of that country." **Asylum** is "protection granted by a State on its territory against the exercise of jurisdiction by the State of origin, based on the principle of non-refoulement and characterised by the enjoyment of internationally recognised refugee rights, and generally accorded without limit of time."
Supervised by YOT (170)	A young person who is the subject of: • Activity Requirement • Curfew Requirement • Exclusion Requirement • Local Authority Residence Requirement • Education Requirement • Mental Health Treatment Requirement

- Unpaid Work Requirement (16/17 years)
- Drug Testing Requirement
- Intoxicating Substance Misuse Requirement
- Supervision Requirement
- Electronic Monitoring Requirement
- Prohibited Activity Requirement
- Drug Treatment Requirement
- Residence Requirement
- Programme Requirement
- Attendance Centre Requirement
- Intensive Supervision and Surveillance (based on the current ISSP)
- Intensive Fostering

Please see link for further information can be found on the Ministry of Justice website.

The youth offending team (YOT) is required to provide a supervising officer for every young person falling into any of these categories. Young people generally make the transition to adult services after their 18th birthday, although exact timing will depend on the needs of the young person.

Intended destination

This field identifies where the young person *intends* to move to following the completion of compulsory education. The intended destination field helps local authorities identify those who have still to make a decision about their future and who might need additional support; and to ensure that there is sufficient, suitable provision to meet young people's needs.

It is recognised that young people may have more than one intended destination depending on for example outcome of GCSE results. For MI purposes the intended destination should be reported to DfE by the end of May.

The local system may allow for "dependency comments" to support the recorded intended destination.

Item	Definition
Staying in same school (110)	Intending to continue in education at the same school that the young person attended in year 11.
Other school or sixth-form college (120)	Intending to continue in post compulsory education but attending a different school from that the young person attended in year 11.
College (130)	Intending to continue in post compulsory education at a college (including private colleges).
Training/Apprenticeship – definite place (220)	Intending to take up an apprenticeship or other training place and has a definite offer to start training.
Training/Apprenticeship – no definite place (230)	Intending to take up an apprenticeship or other training place but does not have a definite offer to start training
Labour Market – definite place (310)	Intending to take up employment combined with part time training and has a definite offer to start work.
Labour Market – no definite place (320)	Intending to take up employment (but does not have a definite offer to start work)
Undecided (410)	Has not made any firm decisions about where they want to be in September. This category should only be used where the young person is wholly undecided, and considering a wide range of options.
Other (510)	A destination other than those listed above, for example may be travelling abroad with relatives; taking up voluntary work etc.
Not obtained (610)	The young person has not yet been contacted, or has not provided information about their post-16 plans.

September Guarantee

All young people who reach statutory school leaving age in 2014, or who did so in 2013, are entitled to a place in education or training. This includes young people who are not on a school roll, are home educated, or are in a custodial institution.

The offer of a place in education or training **must** meet the young person's needs. Education and training places that are dependent on GCSE attainment may count as an offer, but should be reviewed when the results are known.

It is expected that most of this information will be collected and recorded before the young person completes Year 11. This is essential if those who have not received an offer are to be identified and supported throughout the summer.

Item	Definition
Offer made Offer of education or training made (110)	Offer of a place in education, an apprenticeship or employment with training that meets the duty to participate. To be deemed as 'suitable' and recorded on CCIS, the young person's PA must be satisfied that the offer is: • of a place on a specific course in school, college, with a independent provider, or apprenticeship • includes both the training element and a job or work placement where this is a condition of the young person taking up the place • is appropriate to the young person's individual needs. That means it must be at the right level; geographical location; occupational sector and learning method; and • includes an agreed start date (which should be no later than the beginning of the January term). Young people taking up full time employment, self-employment or working not for reward can be recorded here as long as they have an offer of part time education or training.
Offer of re-engagement activities (124)	Offer of a place on a re-engagement programme or youth contract
Continuing 2 year course (114, 115)	17 year olds only Young people who are undertaking 2 year courses, or who are in employment with training to level 2 and who are expected to continue in the next year. Completion of this field will be automated using the young person's expected completion date.
Offer of education or training not appropriate at this time	
Employment (120)	Young people who have a firm offer of a job which they intend to take up (or have already started). This includes 17 year olds who are expected to remain in employment and who have not indicated that they wish to return to learning This includes jobs with non-accredited training, jobs without training, temporary or part time employment.

Item	Definition
	Include all young people who might have gone into education or training, but who were not able to find a suitable place.
	Young people who want to go into employment, but who have not been offered a job, must <u>not</u> be recorded here.
Personal circumstances (122)	The young person's personal circumstances <u>prevent</u> them from taking up any form of learning before January; eg serious illness or pregnancy.
	It is expected that these young people will be engaged with targeted services, and that they will be offered a place in education, training or re-engagement activity when they are ready to progress.
Other reason (123)	Young people for who an offer would not be appropriate because they have other plans. This would include those who:
	- have chosen to do some other activity, such as voluntary work
	- are travelling or temporarily living outside England
	- despite advice to the contrary, have made it clear that they will not consider any form of post-16 education or training and have not, therefore, submitted any applications
No offer made	
No appropriate provision (150)	Young people who do not have an offer because:
	- they cannot find a place that meets their needs
	- they applied for a course that is fully subscribed, and no additional places are being made available
	- had their application rejected and cannot find a suitable alternative
	- have been offered an apprenticeship place which they cannot take up until they have found a job
	- are on a waiting list or who do not have a start date
Considering options/ not yet applied for learning (151)	Young people who do not have a job, or a reason why they cannot take up education or training, and who are undecided about what they want to do. Because of this, they have not applied for a learning place (including a re-engagement activity if that is the most appropriate route).
Application awaiting outcome (140)	The young person has applied for a place in learning but the result is not yet known.
Not contacted	
Unable to contact (153)	The young person is not known to have been made an offer. The service has tried to contact the young person to discuss their next steps, but they have not responded to phone calls, letters, e-mails, text messages, home visits or any other attempted contact.
Unable to contact: moved away (153)	The young person does not appear to have been made an offer. The young person cannot be contacted as they are known to have moved away from the address held on CCIS and have not left a forwarding address.
Guarantee status not recorded (159)	CCIS systems should default blank entries to this code so that any 16 and 17 year old who does not have a Guarantee status can be identified and contacted.

Appendix B: Local authority codes

Code	Local authority name
301	Barking and Dagenham
302	Barnet
370	Barnsley
800	Bath and North East Somerset
822	Bedford
303	Bexley
330	Birmingham
889	Blackburn with Darwen
890	Blackpool
350	Bolton
837	Bournemouth
867	Bracknell Forest
380	Bradford
304	Brent
846	Brighton and Hove
801	Bristol
305	Bromley
825	Buckinghamshire
351	Bury
381	Calderdale
873	Cambridgeshire
202	Camden
823	Central Bedfordshire
895	Cheshire East
896	Cheshire West and Chester
201	City of London
908	Cornwall
331	Coventry
306	Croydon
909	Cumbria
841	Darlington
831	Derby
830	Derbyshire
878	Devon
371	Doncaster
835	Dorset
332	Dudley
840	Durham
307	Ealing
811	East Riding of Yorkshire
845	East Sussex

Code	Local authority name
308	Enfield
881	Essex
390	Gateshead
916	Gloucestershire
203	Greenwich
204	Hackney
876	Halton
205	Hammersmith and Fulham
850	Hampshire
309	Haringey
310	Harrow
805	Hartlepool
311	Havering
884	Herefordshire
919	Hertfordshire
312	Hillingdon
313	Hounslow
921	Isle of Wight
420	Isles of Scilly
206	Islington
207	Kensington and Chelsea
886	Kent
314	Kingston upon Thames
810	Kingston upon Hull
382	Kirklees
340	Knowsley
208	Lambeth
888	Lancashire
383	Leeds
856	Leicester
855	Leicestershire
209	Lewisham
925	Lincolnshire
341	Liverpool
821	Luton
352	Manchester
887	Medway
315	Merton
806	Middlesbrough
826	Milton Keynes
391	Newcastle upon Tyne

Code	Local authority name		Code	Local authority name
316	Newham		861	Stoke on Trent
926	Norfolk		935	Suffolk
812	North East Lincolnshire		394	Sunderland
813	North Lincolnshire		936	Surrey
802	North Somerset		319	Sutton
392	North Tyneside		866	Swindon
815	North Yorkshire		357	Tameside
928	Northamptonshire		894	Telford and Wrekin
929	Northumberland		883	Thurrock
892	Nottingham		880	Torbay
891	Nottinghamshire		211	Tower Hamlets
353	Oldham		358	Trafford
931	Oxfordshire		384	Wakefield
874	Peterborough		335	Walsall
879	Plymouth		320	Waltham Forest
836	Poole		212	Wandsworth
851	Portsmouth		877	Warrington
870	Reading		937	Warwickshire
317	Redbridge		869	West Berkshire
807	Redcar and Cleveland		938	West Sussex
318	Richmond upon Thames		213	Westminster
354	Rochdale		359	Wigan
372	Rotherham		865	Wiltshire
857	Rutland		868	Windsor and Maidenhead
355	Salford		344	Wirral
333	Sandwell		872	Wokingham
343	Sefton		336	Wolverhampton
373	Sheffield		885	Worcestershire
893	Shropshire		816	York
871	Slough			
334	Solihull			
933	Somerset			
803	South Gloucestershire			
393	South Tyneside			
852	Southampton			
882	Southend on Sea			
210	Southwark			
342	St Helens			
860	Staffordshire			
356	Stockport			
808	Stockton on Tees			

Appendix C: Procedures to upload data to DfE

Data returns are provided to DfE using the secure NCCIS website to capture the local management information in XML format which then uploads the data to the NCCIS database. The information is collected to provide a national picture on participation as well as providing information to which will allow local authorities to compare their performance with neighbouring services to help with local accountability.

The specific process of extracting the data from local systems is defined by the software vendor of those local systems to meet the standard contained in the NCCIS xsd. The XML schema definition document details what information is required to be supplied to DfE on a monthly basis. The data specified within the document corresponds to the NCCIS data requirements in section 2 of this document.

The NCCIS website maintains the latest version of the XML schema definition and reporting requirements.

Timetable of Returns

Month	Month ending	Due Date	Performance Monitoring tables available via NCCIS
April	30 April 2014	16 May 2014	23 May 2014
May	31 May 2014	13 June 2014	20 June 2014
June	30 June 2014	17 July 2014	23 July 2014
July	31 July 2014	15 August 2014	22 August 2014
August	31 August 2014	17 September 2014	23 September 2014
September	30 September 2014	15 October 2014	21 October 2014
October	31 October 2014	14 November 2014	21 November 2014
November	30 November 2014	15 December 2014	19 December 2014
December	31 December 2014	15 January 2015	21 January 2015
January	31 January 2015	13 February 2015	20 February 2015
February	28 February 2015	16 March 2015	20 March 2015
March	31 March 2015	17 April 2015	23 April 2015

A separate CSV data file is also required for the 2014 Annual Activity Survey due date end of January 2015.

Appendix D: DfE report definitions

The table below shows how current activities will be grouped in order to calculate the number of young people meeting the duty participate and NEET.

		Duty to participate	EET, NEET or NK
210	FTE – school sixth-form	Participating	EET
220	FTE – sixth-form college	Participating	EET
230	FTE – further education	Participating	EET
240	FTE – higher education	Participating	EET
250	Part time education	Not participating	EET
260	Gap year Students	Participating	EET
270	FTE - other	Participating	EET
280	Independent specialist provider	Participating	EET
310	Apprenticeship	Participating	EET
320	Employment with accredited training	Participating	EET
330	Employment without training	Not participating	EET
340	Employment with non-accredited training	Not participating	EET
350	Temporary employment	Not participating	EET
360	Part time employment	Not participating	EET
380	Self-employment	Not participating	EET
381	Self-employment with accredited training	Participating	EET
550	Work not for reward with accredited training	Participating	EET
410	EFA/SFA funded WBL	Participating	EET
430	Other Training	Participating	EET
440	Training through Work Programme	n/a at age 16/17	EET
450	Traineeship	Participating	EET
460	Supported internship	Participating	EET
530	Reengagement provision	Working towards participation	EET
540	Working not for reward	Not participating	NEET
610	Not yet ready for work or learning	Not participating [1]	NEET
616	Start date agreed	Working towards participation	NEET
619	Seeking employment, education or training	Not participating [1]	NEET
620	Young carer	Not participating	NEET
630	Teenage parent	Temporary break	NEET
640	Illness	Temporary break	NEET
650	Pregnancy	Temporary break	NEET
660	Not available of religious grounds	Not participating	NEET
670	Not economically active	Not participating	NEET
680	Not available – other reason	Not participating	NEET
710	Custody	Participating	[3]
720	Refugees/asylum seekers	[2]	[3]
810	Current situation not known	Not participating	Not known
820	Cannot be contacted	Not participating	Not known
830	Refused to disclose activity	Not participating	Not known

[1] Will be counted as working towards participation if the youth contract indicator has been applied

[2] Refugees/asylum seekers are excluded from the denominator used to calculate participation rates

[3] Refugees/asylum seekers and young people in custody are excluded from the denominator used to calculate NEET rates

NEET adjustment

The Department has applied an adjustment factor to the NEET figures since 2003 when mandatory currency rules were introduced. As a result of the currency rules large numbers of young people whose records had not been followed up were removed from the NEET group and recorded as 'currency expired – NEET'.

The adjustment factor that has been used since 2003 was updated from April 2013 to reflect the decision to no longer apply currency rules to young people NEET.

The adjustment factor used from April 2013 is:

Adjusted NEET = NEET + 8% currency expired EET

Adjusted EET = EET + 92% currency expired EET

$$\text{Adjusted \% NEET} = \frac{\text{adjusted NEET}}{\text{adjusted NEET + adjusted EET}}$$

Estimated number NEET = adjusted % NEET x cohort

Worked example

Unadjusted figures

Total EET	2,540	
Total NEET	300	
Currency lapsed EET	82	

EET adjustment

Total EET	2,540	
Plus 92% lapsed EET	75	(82 x 92%)
Adjusted EET	**2,615**	

NEET adjustment

Total NEET	300	
Plus 8% lapsed EET	7	(82 x 8%)
Adjusted NEET	**307**	
		307
Adjusted % NEET	10.5%	(2,615 + 307)

NEET joiners and leavers

Tables 4 and 5 in the monthly tables show how many young people have joined or left the NEET group since the end of the previous month.

NEET joiners and leavers are defined as follows:

NEET leaver: A young person who has a NEET activity code at the end of the one month, but who is not recorded NEET in the following month is counted as a NEET leaver. Young people who leave the NEET group because they have reached the age of 20 or moved from the local authority area will also be recorded as a NEET leaver, but will be identified separately.

NEET joiner: A young person who did not have a NEET activity code at the end of one month, but who did have a NEET activity code at the end of the next month is counted as a NEET joiner.

Services that cover multiple local authorities should note that a young person who moves between local authorities at the same time as they leave or join the NEET group may not be identified as a joiner/leaver in their local statistics. But they would be identified as such on NCCIS.

Appendix E: DfE reports

Monthly tables

DfE will make available each month, on the NCCIS portal, a series of tables that show the numbers and proportions of young people in education, training and employment. These tables allow local areas to benchmark their performance against neighbours.

Summary Tables

Actual and academic age summary-

3-month average - NEET

3-month average - In learning

3-month average - Not known

3-month averages are less prone to 'statistical blips' and provide a more robust assessment of year-on-year performance

Detailed Tables

1   16-18 year olds NEET (headlines)

1b   NEET (available) by activity indicator

1c   NEET (not available) by activity indicator

1d   NEET – activity last verified

1e   NEET by age

1f   Youth contract participants by activity indicator

2   16-18 year olds whose current activity is not known

2a   Not known by activity indicator

2b   Not known by age

2c   Cohort by age

3   16-18 in learning (headlines)

3a   In learning by activity indicator

3b   In learning by age

3c   In employment by activity indictor

3d   16/17 year olds meeting RPA duty

3e   In employment without training at age 16 and 17

4   NEET joiners - headlines

4a   NEET joiners – analysis

5   NEET leavers – headlines

5a   NEET leavers - analysis

6   September Guarantee – headlines *

6a   Intended Destinations *

6b   Y11 Guarantee status *

6c   Y12 Guarantee status *

*June – September only

DfE website tables

In addition to the tables above, DfE will also make available the information below publicly available on the DfE website. Local areas will have an opportunity, through the NCCIS portal, to verify data in advance of publication.

	Period ending	Published
Participation of 16 and 17 year olds in education and training		
Age and gender	June 2014	Sept 2014
Ethnic Group	Dec 2014	March 2015
LDD		
Time series	March 2015	June 2015
September Guarantee		
Year 11 leavers from schools in local authority area and 17 year olds resident in local authority area	Sept 2014	Jan 2015
Proportion receiving an offer or for whom an offer is not appropriate		
16-18 year olds NEET		
Academic age 16, 17 and 18	Nov 14 – Jan 15 average	April 2015
Time series		
Annual Activity Survey		
Year 11 leavers from schools in local authority area	1 November	April 2015
Disability		
Ethnic group		