

# ESF Match Data Collection Guidance

Requirements for the collection of ESF  
Match data in London for 2009/10



## Version 5

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Data Collection Document GL09/01

For organisations that collect ESF Match data in  
London

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- Version 4     published 16 April 2008.
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## INTRODUCTION

- 1 The Learning and Skills Council (“LSC”) has produced this document to assist providers making ILR data returns that are required to include match data for the LSC’s co-financed ESF programme.
- 2 This guidance is intended for all London LSC providers that deliver the following programmes (“Match Programmes”):
  - Skills for Jobs;
  - Foundation Learning Tier;
  - Entry to Employment;
  - Train to Gain;
  - Apprenticeships;
  - Employability Skills Programme;
  - ESOL Pathfinders;
  - Response to Redundancy and the Offer for those Unemployed for Six Months.

### Overview

- 3 As an ESF Co-financing Organisation, the LSC must identify funding streams to be used as match funding to demonstrate the added value of its ESF programme. For its 2007-10 London ESF programme, the LSC can use the Match Programmes as match funding.
- 4 If a provider is delivering provision through a Match Programme, the provider is required to:
  - Collect the data required for ESF match in the ILR; and
  - Ensure that the form it uses to collect beneficiary information is compliant with ESF requirements if a provider does not gather data from a learner to complete the ESF match data through use of the ILR signed by the learner.
- 5 The LSC collects match data to:
  - Identify learners to be matched against ESF activity in target areas;
  - Calculate levels of matched funding used in conjunction with ESF spend; and
  - Monitor progress against programme targets and demonstrate the outcomes of its distribution of funds.

### Related Documents

- 6 This document should be read in conjunction with the relevant guidance documents about making ILR returns for the academic year (including the ILR Specification), which are available on the Information Authority website at:  
<http://www.theia.org.uk/downloads/ilrdocuments/>
- 7 In particular, providers should note the requirements around the data required for ESF match. Providers that have collected such

information in previous academic years should note the changed requirements required for the 2009/10 academic year (particularly the removal of the ESF co-financing data set and the movement of some fields previously collected through this data set to the learning aim data set).

## DATA COLLECTION REQUIREMENTS

- 8 Providers delivering Match Programmes are requested to return ESF match data for all their learners, unless other arrangements have been made with the London LSC. This must be done by returning the ESF match data for all the learning aims undertaken by a learner.

### Requirements for Enrolment Forms

- 9 If a provider is not gathering data from a learner to complete the ESF match data through use of the ILR signed by the learner, the enrolment form used must comply with ESF requirements. In such cases, providers delivering Match Programmes must submit their enrolment forms to LSC Partnership Teams for checking and approval prior to printing.
- 10 The ESF logo must be included on your enrolment forms:



- 11 Further guidance on the use of this logo, including alternative formats such as black and white and the guidelines for its use, can be found at: [http://www.esf.gov.uk/publicity/esf\\_logo.asp](http://www.esf.gov.uk/publicity/esf_logo.asp)
- 12 The following publicity statement must **also** be included as part of your Enrolment Form:

“This activity is part-financed by the European Union through the European Social Fund (ESF). ESF supports activities to extend employment opportunities and develop a skilled workforce.”
- 13 **In addition to and separately from** this publicity statement, providers must also include the LSC’s “Data Protection Statement” (which can also be found as Appendix F to the ILR Specification):

“Data Protection Act 1998 – The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is

responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Business Innovation and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at [www.lsc.gov.uk/providers/Data/help/dataprotection](http://www.lsc.gov.uk/providers/Data/help/dataprotection).

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision. Tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England.

The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Please tick here if you do not wish to be contacted about courses or learning opportunities by post.  ”

- 14 Providers are requested to use the **exact** form of words above for both the publicity statement and the Data Protection Statement. They should not amend, paraphrase, truncate or supplement the statements in any way when including it on their enrolment forms.

### Data Quality

- 15 Providers should ensure that their enrolment forms ask sufficient information from their learners in order to be able to complete the ILR, including all ESF match data fields.

- 16 Providers are discouraged from using “not known / not provided” values in ILR fields except where absolutely necessary, as over-use of these values places significant limitations on the ability of the LSC to use the data for match funding purposes. Consequently, the LSC is requesting that providers do not offer “not known / not provided” as an option on their enrolment forms. The “not known / not provided” codes will still be available in the ILR for circumstances where, for example, a learner leaves a question on their enrolment form unanswered.
- 17 The LSC is particularly concerned about the quality of the data in fields relating to prior attainment level (L35), destination (L39) and employment status (A66 and A67 (previously E12 and E14)). Providers are asked to pay particular attention to the quality and credibility of the data in these fields, as they are specifically required in order for the LSC to claim and distribute ESF funding.

**ENDS**