

ESF Match Data Collection in FE

Requirements for the collection of ESF
Match data for 2005/06, 2006/07 and
2007/08



Version 3

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Data Collection Document GL07/01

For FE Principals, MI Managers and Programme
Managers in organisations that collect ESF
Match data in London

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Document history:

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INTRODUCTION

- 1 The Learning and Skills Council (the LSC) has produced this data collection document to assist FE providers making ILR data returns that include match data that will be used in the LSC's co-financed ESF programmes.
- 2 This guidance is intended for FE providers that obtain their mainstream FE funding from the London Learning and Skills Council.

Overview

- 3 The LSC collects match data to:
 - identify learners that are eligible to be matched against ESF activity in target areas;
 - monitor progress to targets;
 - calculate levels of matched funding used in conjunction with ESF spend; and to
 - demonstrate the outcomes of its distribution of funds.

Related Documents

- 4 This document should be read in conjunction with the relevant guidance documents about making ILR returns for the academic year (including the ILR Specification, FE Provider Support Manual and Annex A of the ILR Specification specifying the timetable for returns), which are available on the LSC web site at:
<http://www.lsc.gov.uk/providers/Data/Datacollection/ILR/>

DATA COLLECTION REQUIREMENTS

- 5 Colleges are requested to return match data for all their learners, unless other arrangements have been made with the London Learning and Skills Council.
- 6 Colleges are requested to return an ESF data set for all the learning aims undertaken by a learner, unless other arrangements have been made with the London Learning and Skills Council.

Publicity Requirements

- 7 The ESF logo must be included on your enrolment forms:



EUROPEAN UNION
European Social Fund

- 8 Further guidance on the use of this logo, including alternative formats such as black and white, can be found at:
http://www.esf.gov.uk/03_Applying/20_PUBLICITY_-_Guidance/50_Logo_and_brand_images.asp
- 9 Of particular interest will be the “ESF Logo Guidelines”, available via this link: <http://www.esf.gov.uk/docs/ESFLogoGuidelines7.pdf>
- 10 The following publicity statement must **also** be included as part of your Enrolment Form:
- 11 Colleges are requested to use the **exact** form of words above. They should not amend, paraphrase, truncate or supplement the statement in any way when including it on their enrolment forms.
- 12 **In addition to and separately from** this publicity statement, Colleges must also include the LSC’s “Data Protection Statement”:

“This activity has been directly or indirectly part-financed by the European Union through European Social Fund – helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.”

“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 Education 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 <http://www.lsc.gov.uk/providers/Data/help/>, and by following the links to data protection. 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 this box if you do not wish to be contacted about courses or learning opportunities by post. ”

Data Quality

- 13 Colleges should ensure that their enrolment forms ask sufficient information from their learners in order to be able to complete the ILR, including ALL the fields in the ESF data set.
- 14 Colleges 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.
- 15 The LSC is particularly concerned about the quality of the data in fields relating to prior attainment level (L35), destination (L39) and employment (E11 to E15). An analysis of the FE data returned in the past has shown there continues to be significant over-use of “not known / not provided” in these fields. Colleges 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.

Required Fields

- 16 Colleges are reminded of the requirement to complete field A24 (occupation relating to learning aim) for all learning aims that are being returned as match funded. The valid entries for this field are listed in annex L of the *Specification of the Individualised Learner Record*. To make data collection easier for the FE sector, colleges may optionally use the reduced set of codes in the following table:

Code	Meaning
1000	Managers and administrators
2000	Professional
3000	Associate Professional and Technical (such as computer programmers or nurses)
4000	Clerical or Secretarial
5000	Craft and related
6000	Personal and protective (such as health or childcare)
7000	Sales
8000	Plant and Machine Operatives
9000	Other

Colleges are requested not to routinely use code 9000 (other), but only to use this code where appropriate.

- 17 Colleges are reminded of the requirement to complete field L39 (destination) for all learning aims that are being returned as match funded. This field would normally be changed from code 95 (continuing existing programme of learning) to a valid destination code on completion of the learner's programme of learning.

ENDS