

## Welcome to the YPLA's Data Sharing with Local Authorities Project

### INTRODUCTION

The Young People's Learning Agency (YPLA) recognises that one of the key measures of its effectiveness will be the efficiency with which it provides high quality data reports that effectively enable Local Authorities (LAs) to fulfil their new role.

Until recently, the Learning and Skills Council has delivered data reports and tables, primarily focussed on performance, for use by providers to plan and monitor their delivery. The YPLA is totally committed to not only enabling LA colleagues to have access to existing provider-specific reports, but also to develop a new suite of reports that are designed to support LAs. This design process will include LA representation, as well as YPLA colleagues nationally and from the Regional Integrated Analytical Services (RIAS) teams as well as those from the Data Service.

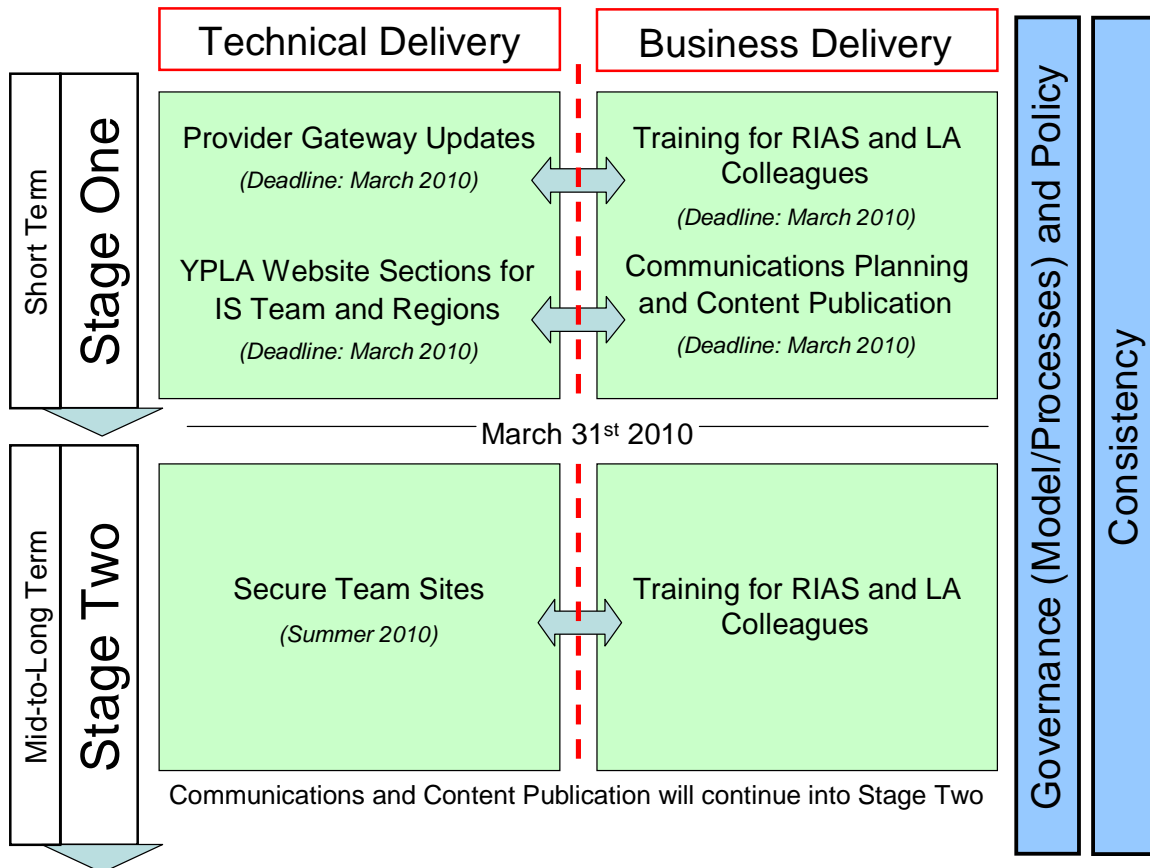
This document introduces the data reporting services and content that the YPLA is planning to introduce, including timelines and details regarding their application.

To support LAs in their new role, YPLA designate colleagues have been working with current and future LA colleagues to develop a considered and consistent approach to sharing data.

A mixture of data tables and reports will be shared using two mechanisms:

- The YPLA website for non-sensitive data
- The secure Provider Gateway for sensitive data

This area of work is currently planned to be delivered in two stages.



Stage One – To ensure a continuity of service to the sector beyond April 1<sup>st</sup>, 2010 when LAs assume their new responsibilities.

Stage Two – With the support of LAs, advance the data reporting content and the mechanisms its delivery to ensure LAs are equipped with useful and high quality information and tools to perform their roles.

Throughout this development process, the YPLA's RIAS teams are committed to supporting LAs should they have any additional data and analysis needs, and are the first point of contact for LAs.

## *...national consistency with regional flexibility...*

### **APPROACH**

In terms of data provision, the YPLA approach is national consistency for core data reports with regional flexibility. A standard set of reports is being developed by the YPLA in readiness for the hand-over of responsibilities from the LSC. YPLA RIAS teams will also further support the management information needs of LAs, Sub-Regional Groups and their Regional Planning Groups by adding a 'local flavour' to data and strategic analysis reporting.

To ensure consistency, all content will be organised using a set of headings that were endorsed by LA colleagues from three pilot regions. These reflect the National Commissioning Framework:

- Planning
- Commissioning & Allocations
- Funding & Contracts
- Targets
- Performance

Reports will be shared using two mechanisms:

- The YPLA website for non-sensitive data
- The secure Provider Gateway for sensitive data

**Non-Sensitive Data** - Non-sensitive reports will initially be made available through regional areas of the LSC website and will be accessible through the new YPLA website when it is launched in April. RIAS teams will share information and policy documents, links to external reports and data, and RIAS produced data and reports. Links to key partner data (like LLUK data dashboards) will also be available from the website.

**Sensitive Data** - It has been agreed that Local Authorities will be able to view and download sensitive reports specific to their region and local area through the Provider Gateway's Document Exchange and Learner Achievement Tracker (LAT). LAs will also have access to individual provider reports on the Document Exchange and LAT where they are the lead commissioner.

To support this, each LA will need to nominate 2-3 User-Approvers who will be responsible for authorising user access for other LA colleagues. In the summer of 2010, the YPLA plans to use teamsites to securely share sensitive data reports.

Further details on how to distinguish between the purpose and functions of YPLA Website and the Provider Gateway can be found in Appendix A. Furthermore, a guide to distinguish between which data and information content will be available via which delivery mechanism is provided in Appendix D.

## *...what content will be available when...*

### **TIMELINES**

The table below summarises key deliverables and estimates of their delivery.

<b>Month</b>	<b>Notice</b>
<b>March 2010</b>	<ul style="list-style-type: none"> <li>• LAs to notify RIAS User-Approvers of their nominations for 2-3 LA User-Approvers (<i>See Appendix C for contact details of RIAS User-Approvers</i>)</li> <li>• RIAS Teams prepare content for the new YPLA Website</li> <li>• YPLA to test and launch new Provider Gateway services for RIAS teams and LAs to trial</li> </ul>
<b>April 2010</b>	<ul style="list-style-type: none"> <li>• YPLA launch</li> <li>• YPLA Website launched</li> <li>• New Provider Gateway services go live</li> <li>• LA User-Approver begin creating accounts for LA Users</li> <li>• LA Users begin registering for Document Exchange updates using the Provider Gateway's Email notification subscription service</li> <li>• RIAS Team finalise Core Data Tables for production</li> </ul>
<b>May 2010</b>	<ul style="list-style-type: none"> <li>• Core Data Tables published by 31 May</li> </ul>
<b>June 2010</b>	<ul style="list-style-type: none"> <li>• LAs to provide feedback to RIAS Teams on data reports and tables, their organisation, presentation and content.</li> </ul>
<b>July 2010</b>	<ul style="list-style-type: none"> <li>• Supplementary Core Data Tables published</li> <li>• Framework Excellence comparison Tables published on Document Exchange</li> </ul>

## *...ensuring consistency through evolution...*

### **CORE DATA TABLES**

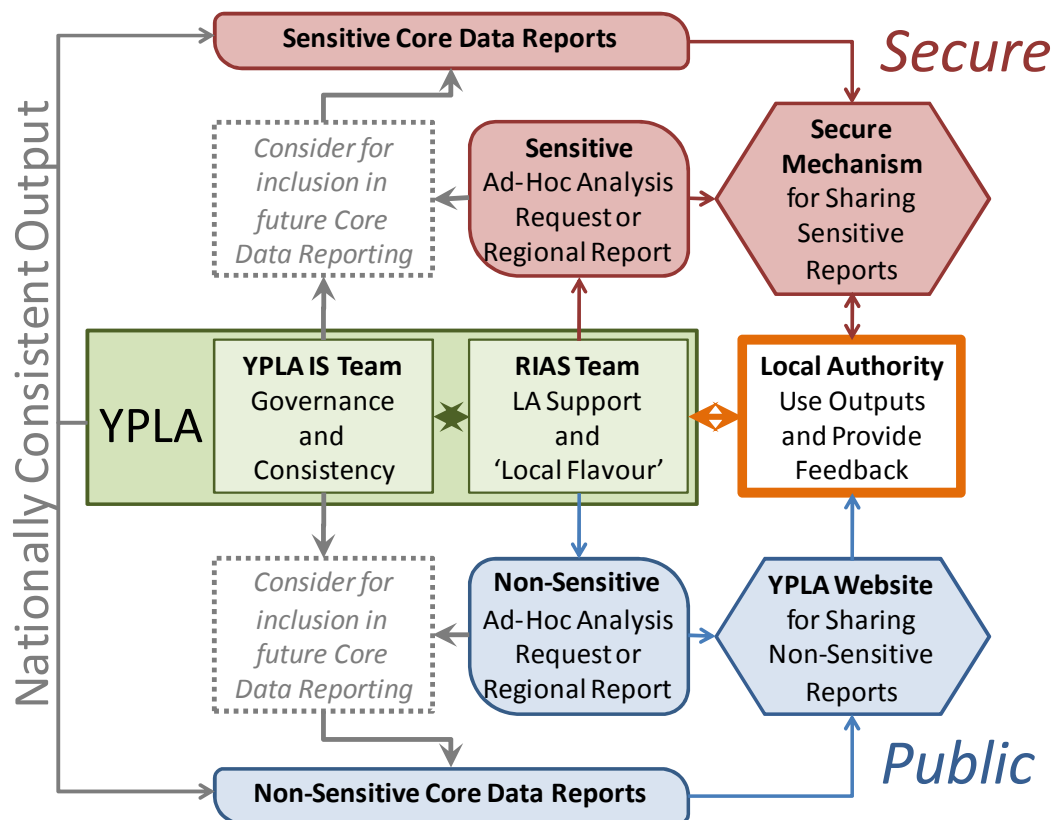
The Core Data Tables are a suite of static reports that will equip LAs with data organised in a logical manner to assist their work. The first set of Core Data Tables will be produced and published by the end of May 2010, with supplementary publication in July.

These Core Data Tables will be produced to consistent data definitions, content and presentation format. The purpose of this consistent approach is to better-support the requirements of all LAs to update their 14-19 plans.

More detailed information regarding the content and application of the Core Data Tables will be communicated by May 2010. It is important that all LA Users who wish to be notified of the upload or publishing of any secure data tables and reports subscribe to the Email Notification subscription service which is available via the Provider Gateway. An automatic email update will be sent within 24 hours of upload to notify the LA User of any recent activity.

Although these initial publications are designed to service immediate LA needs, they only represent the beginning of the support the YPLA will be providing to LAs. YPLA RIAS teams are already engaging with LAs and will be adding further content to the core data tables as requirements are agreed regionally and sub-regionally.

Based on these interactions between LAs and RIAS, opportunities and reasons to enhance future Core Data Tables will arise, and it is important that through this evolution, a consistent approach remains.



The diagram above describes the basic roles of the YPLA RIAS Teams and National IS Team in consistently serving LA data and information needs in the short and longer term. It is important that LA Colleagues contribute to the future success of the LA Data Sharing Project by interacting with and feeding back to their RIAS Team.

*...how can the reports and tables be used...*

## ADDITIONAL CONTENT

Although the Core Data Tables have been specifically designed and produced by YPLA RIAS Teams for use by LAs, there are other reports, tools, and data produced by various other sources that the YPLA will enable LAs to access in order to evaluate a provider's performance and identify the best available provision it wishes to secure to support its plan.

Before listing the various types of documents and reports that will be available to LAs to perform their roles, it is important to link the key elements of the National Commissioning Framework and the associated themes. These elements will be used as the headings to organise future outputs and link the existing outputs shared in this section.

### Planning

- Demography
- Economy
- Participation

### Commissioning and Allocations

- Commissioning
- Allocation Calculations

### Funding and Contracts

- Funding Distribution
- Contract Management

### Targets

- Target Setting
- Attainment

### Performance

- Performance
- Quality Assurance

The table below summarises various Performance and Quality Assurance data, reports, and tools that an LA can use to evaluate a provider's performance and identify the best available provision for their learners. All of these will be available via the Provider Gateway. To assist further, training and guidance documents are accessible via the Provider Gateway 'Training/Help' menu option. In addition the YPLA, SFA and LGA/React are working with LAs to develop national guidance about how to use the data to evaluate a provider's performance and secure the right provision. This will be available to support the dialogue with providers in the autumn.

Name	Location	Availability	Owner	Notes
<b>SAR – Provider Self Assessment Report</b>	Document Exchange (Provider Gateway)	Deadline for upload is December 31 annually	Provider	Content and Presentation is decided by Providers
<b>FfE – Framework for Excellence grades</b>	FfE/SFA Website, Provider Gateway	Next publication is due July 2010	Skills Funding Agency (SFA)	YPLA to share cross-comparison summaries in July 2010
<b>QSR – Qualification Success Rate Reports</b>	Document Exchange (Provider Gateway)	Published throughout the year for various funding streams	Provider (produced by The Data Service)	

<b>Name</b>	<b>Location</b>	<b>Availability</b>	<b>Owner</b>	<b>Notes</b>
<b>MLP – Minimum Levels of Performance Reports</b>	Document Exchange (Provider Gateway)	Uploaded at the beginning of the calendar year	Provider (produced by The Data Service)	Produced for multiple funding streams
<b>VA/DT – Value Added/Distance Travelled Reports and Data</b>	Learner Achievement Tracker and Document Exchange (Provider Gateway)	Published annually with an additional amended update	YPLA (produced by The Data Service)	Produced for multiple funding streams
<b>The Data Dashboard</b>	The Data Service Website		YPLA (managed by The Data Service)	
<b>CPR – College Performance Reports</b>	Document Exchange (Provider Gateway)	Uploaded in August with a VA/DT supplement the following April	Ofsted	Particular to FE Colleges only
<b>PPR – Provider Performance Reports</b>	Document Exchange (Provider Gateway)	Uploaded at the beginning of the calendar year	Ofsted	Particular to Employer Responsive/Work-Based Learning providers
<b>S6F PANDA – Sixth Form School PANDA Reports</b>	Document Exchange (Provider Gateway)		Ofsted	Particular to Sixth Form provision
<b>PFM – Provider Financial Management Reports</b>	Document Exchange (Provider Gateway)	Uploaded throughout the year by providers	Providers	There are 5 Types of specific PFM Reports
<b>Health and Safety Reports</b>	Document Exchange (Provider Gateway)	Uploaded throughout the year by providers	Providers	
<b>Provider Briefings and Post-AAV Letters</b>	Document Exchange (Provider Gateway)	Uploaded throughout the year by providers	Providers	Often contain qualitative inspection information
<b>Benchmarking Data</b>	The Data Service Website	Final set uploaded March/April	Ofsted (produced by The Data Service)	
<b>Provider Development and Delivery Plans</b>	Document Exchange (Provider Gateway)	Uploaded near the start of the academic year by providers	Providers	Can contain plans for up to 3 years however not compulsory

Name	Location	Availability	Owner	Notes
Notices to Improve	Part of LSC information transfer	April 2010	Skills Funding Agency/LAs (passported from LSC)	

## Appendix A – Comparing the YPLA Website vs. the Provider Gateway

Category	YPLA Website	Provider Gateway
Sensitivity of Content	Non-Sensitive	Sensitive
Type of Access	Public ( <i>No access credentials required</i> )	Secure ( <i>Username and Password required</i> )
Availability	From April 1 <sup>st</sup> , 2010	School Sixth Form reporting is already available, with the expanded service scheduled to be launched by April 1 <sup>st</sup> , 2010
Access Route	Internet	Internet, however a LA User-Approver must authorise access. RIAS teams will publish contact details for LA User-Approvers in the Regional Data Reporting Sections of the YPLA Website
Contact	RIAS teams ( <i>See Appendix B for contact details</i> )	LA Users must contact their LA User-Approver for support. LA User-Approvers can contact RIAS User-Approvers. ( <i>See Appendix C for contact details of RIAS User-Approvers</i> )
Location	Regional Data Reporting Sections	Document Exchange application and Learner Achievement Tracker Application
URL	<a href="http://www.ypla.gov.uk">www.ypla.gov.uk</a> ( <i>Specific location to be provided at a later date</i> )	<a href="http://thegateway@lsc.gov.uk">http://thegateway@lsc.gov.uk</a> ( <i>Note that this could change due to the closure of the LSC</i> )
Partition	National/Regional	Local Authority
Main Headings	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Commissioning &amp; Allocations</li> <li>• Funding &amp; Contracts</li> <li>• Targets</li> <li>• Performance</li> </ul>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Commissioning &amp; Allocations</li> <li>• Funding &amp; Contracts</li> <li>• Targets</li> <li>• Performance</li> <li>• Other</li> </ul>
Sub-Sections	<ul style="list-style-type: none"> <li>• Information and Policy</li> <li>• External Data and Reports</li> <li>• RIAS Data and Reports</li> </ul>	None ( <i>However certain associated documents may be grouped into zip files</i> )

Category	YPLA Website	Provider Gateway
<b>General Levels of Reporting Aggregation</b>	<ul style="list-style-type: none"> <li>• National</li> <li>• Regional</li> <li>• Sub-Regional</li> </ul> <p><i>(Some non-sensitive reports at lower levels of aggregation could be published here as well)</i></p>	<ul style="list-style-type: none"> <li>• Local Authority</li> <li>• Provider</li> </ul>
<b>Automated Notification of Updates?</b>	Yes via website subscription service	Yes via the Provider Gateways Email Notification Service
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>• Internet Access</li> <li>• An unzipping tool such as Winzip Version 9 or later</li> </ul>	<ul style="list-style-type: none"> <li>• Internet Access</li> <li>• Internet Explorer 5 or later (Some older versions of Mozilla Firefox have caused issues displaying graphs in the LAT application)</li> <li>• Username and Password</li> <li>• An unzipping tool such as Winzip Version 9 or later</li> </ul>
<b>Maximum Requirements</b>	<ul style="list-style-type: none"> <li>• None known</li> </ul>	<ul style="list-style-type: none"> <li>• Please be aware that some older versions of Mozilla Firefox have caused issues displaying graphs in the LAT application, however no known issues in Document Exchange.</li> </ul>

## Appendix B – RIAS Web-Coordinators

A list of YPLA Regional Web-Coordinators is provided below.

<b>Region</b>	<b>Name</b>	<b>Email</b>
East of England	Mark Jary	Mark.Jary@lsc.gov.uk
East of England	Jo Eckersley	Jo.Eckersley@lsc.gov.uk
East Midlands	Seema Sharma	Seema.Sharma@lsc.gov.uk
Greater London	Nasim Deilaminia	Nasim.Deilaminia@lsc.gov.uk
North East	Joe Carr	Joe.Carr@lsc.gov.uk
North West	Deborah Howarth	Deborah.Howarth@lsc.gov.uk
North West	Simon Patten	Simon.Patten@lsc.gov.uk
South East	Louise Hemsley	Louise.Hemsley@lsc.gov.uk
South West	James Norton	James.Norton@lsc.gov.uk
West Midlands	Stephen Larking	Steven.Larking@lsc.gov.uk
West Midlands	Paul Harrington	Paul.Harrington@lsc.gov.uk
Yorkshire & the Humber	Asif Hussain	Asif.Hussain@lsc.gov.uk

## Appendix C – RIAS User-Approvers

A list of YPLA Regional User-Approvers is provided below.

Region	Name	Email
East of England	Mark Jary	Mark.Jary@lsc.gov.uk
East of England	Brenda Marquiss	Brenda.Marquiss@lsc.gov.uk
East Midlands	Sally Ann Kimberlin	Sally-Ann.Kimberlin@lsc.gov.uk
East Midlands	Seema Sharma	Seema.Sharma@lsc.gov.uk
Greater London	Rob Sparks	Robert.Sparks@lsc.gov.uk
Greater London	David Clayton	David.Clayton@lsc.gov.uk
Greater London	Nasim Deilaminia	Nasim.Deilaminia@lsc.gov.uk
Greater London	Jane Swanscott	Jane.Swanscott@lsc.gov.uk
Greater London	Tom Reed	Thomas.Reed@lsc.gov.uk
North East	Andrew Rowell	Andrew.Rowell@lsc.gov.uk
North East	Julie Gilmore Pyle	Julie.GilmorePyle@lsc.gov.uk
North East	Rachel Bartley	Rachel.Bartley@lsc.gov.uk
North West	Deborah Howarth	Deborah.Howarth@lsc.gov.uk
North West	Simon Patten	Simon.Patten@lsc.gov.uk
South East	Louise Hemsley	Louise.Hemsley@lsc.gov.uk
South East	Wayne Burden	Wayne.Burden@lsc.gov.uk
South East	Andrew Watts	Andrew.Watts@lsc.gov.uk
South West	Margaret Jones	Margaret.Jones@lsc.gov.uk
South West	Theresa Scogings	Theresa.Scogings@lsc.gov.uk
South West	David Howard	David.Howard@lsc.gov.uk
West Midlands	Sonia Bange	Sonia.Bange@lsc.gov.uk
West Midlands	Minh-Truc Smith	Minh-Truc.Smith@lsc.gov.uk
West Midlands	Rob Birkett	Rob.Birkett@lsc.gov.uk
Yorkshire & the Humber	David Jarvis	David.Jarvis@lsc.gov.uk
Yorkshire & the Humber	Asif Hussain	Asif.Hussain@lsc.gov.uk
Yorkshire & the Humber	Mick Bentley	Michael.Bentley@lsc.gov.uk

## Appendix D – Data Sharing Guide

### Level of Aggregation

Data, Report, Document or Information Type

	National	Regional	Sub-Regional	LA	Ward / District	Provider	Learner
Intended for any member of the public	W	W	W	W	W	W	N/A
All Content Derived from External Public Data Source	W	W	W	W	W	W	N/A
Descriptive (without <5 learner numbers)	W	W	W	W	W	W	N/A
Demographic or Economic Analysis	W	W	W	W	W	N/A	N/A
Pivot Tables	W	W	W	W	W	S	S2
Containing Learner Characteristics	W	W	W	W	S	S	S2
Performance Related	W	W	W	S	S	S	S2
Financially Related (to one or multiple organisations)	W	W	W	S	S	S	S2
Containing Learner Characteristics	W	W	W	S	S	S	S2
All Content Derived from External Private/3 <sup>rd</sup> Party Data Source*	S/W	S/W	S/W	S/W	S/W	S/W	S2
Intended for an LA audience only	S	S	S	S	S	S	S2
Descriptive (with <5 learner numbers)	S	S	S	S	S	S	S2
LA-Specific Private Content and Ad-Hoc Analysis Requests	S**	S**	S**	S**	S**	S**	S2**

\*.Sharing content that is derived from external 3<sup>rd</sup> Party Suppliers will depend on the nature of the data sharing agreement

\*\* Will only be accessible to the LA which requested the report or pivot table from their RIAS team

Key	Description	Rule
W	Web Sharing Freely Permitted	Share without caution
W/S	Favours Web over Secure Mechanism	Share with caution
S/W	Favours Secure Mechanism over Web	Share with greatest caution
S	Secure Mechanism Only	Share only via secure access
S2	Two-Factor Authentication Required	Share only via 2-Factor Authenticated Access