**Minutes of the Post-16 Workshop, 30th January 2014**

**Welsh Government Offices, Bedwas**

**\*Please note that these are an edited version of the handout at the February 4th SDF\***

**Present:**

Ceri Davies (CD) Cardiff/ SIMS user group

Kenny Barker (KB) Advanced Learning

Tony Selby (TS) RM

Sarah Nurse (SN) Swansea/ ONE user group

Luke Howells (LH) Carmarthenshire/ RM user group

Jim Haywood (JH) Capita

Caryl Harding (CHa) Capita

Sam Hooker (SHo) Capita

Phil Jones (PJ) Capita

Claire Horton (CHo) WG

Lindsay Lewis (LL) WG

Steve Hughes (SHu) WG

Tom Hume (TH) WG

Arfon Owen (AO) WG

Bethan Milton (BM) WG

Natalie Hughes-Owen (NH) WG

Craig Hughes (CHu) Method4

**1. Apologies and introductions**

Eileen Baxandall Wrexham/ SIMS user group

Mike Jones Swansea/ ONE user group

Geoff Hicks (GH) WG

CHo welcomed all to the meeting, introduced the new members to the group and thanked representatives for taking the time to attend. GH sent apologies. It was agreed that therefore it was not possible to obtain a full picture of GH’s requirements and this impacted on decisions on later items on the agenda.

**2. Purpose and Objectives of the 2015 collection**

*WG- Post-16 Team*

* Performance measures consistent across p-16 settings
* Recommended in the Review of Qualifications
* Enables comparison on completion rates
* Enables to see if pupils complete their programme and if they complete the year- along with destination (e.g. to work-based learning etc)
* Information needed about all pupils and their involved programmes for funding purposes

*L.A.s and Schools*

* Make sure information is not asked for multiple times
* Learning activities updated to limit use of ‘other’
* Up-to-date providers list
* As easy as possible, with least possible labour needed to reduce the burden
* Community college learners (all-ages learners) included on returns?
* Schools will be aware of losing funding if numbers of pupils are overestimated, reassurance needed
* Clear guidance on dual registration and data use needed

*School suppliers*

* Design must be useable, workable and preferably familiar. Common look and feel allows better quality returns.
* Ensure schools are meeting statutory obligations
* Knowing about spreadsheet collections so can help schools- use MIS where possible
* The earlier the better for the release of new software- getting required information from WG in a timely manner a priority

*L.A. suppliers*

* Summary-level data
* Will predicted data be stored?

**2. Identifying the Measures Needed**

* School 6th forms and F.E. colleges need to be consistent
* WED and LLWR to be compared to identify the discrepancies, then WED will be used for a database pilot with four L.A.s
* ‘Success’ measure used in F.E. in LLWR to record pupils who have successfully completed courses.
* Destination data
* ‘Learner Voice’
* Information is mostly in systems
* Need something common between systems to link them and enable comparisons
* Link between activity codes and qualification QAN codes- QAN codes could be collected
* QAN codes are identifiers for qualifications across England, Wales and Northern Ireland
	+ Are schools using them?
	+ Should they be used to link Post-16 data?

**3. Identifying the Required Data Items**

 *School-level data items*

* Survey reference date- for Primary Attendance the date is the last day of term
* Which period will be collected?
* Pupils currently in years 12/13 or also those who have left? And those who haven’t yet started Post-16?
* Boundaries needed for the previous academic year- September 1st to August 31st?
* Estimates of pupils should be school-level, but possibly would not fit in with timings (March, November spreadsheet returns)

*Pupil-level data items*

* Forenames and surnames: legal or preferred?
* On-roll at any point in the collection period (previous academic year)
* Enrolment status at reference date
* Part-time indicator- is it needed? Definition needed in terms of EOTAS
* Postcode: justification needed to collect it. Is it needed? Is the full address needed? How does it relate in terms of ULN verification? Full address could be too sensitive.

*Learning activities*

* Can pupils do more than one programme?
* If pupils change programme, how is this recorded? Which programme is tracked?
* Period at beginning of the year to allow changes?
* Could record programme at beginning of the year (after agreed ‘change period’), then also record at the end of the year (dates would need to be specified)
* Difficult to

**4. Agree timescales**

* To record programmes from September 2014 (for collection in September 2015) information is needed now to be ready for summer release.
* If programmes are just other activity codes this could cause confusion for schools
* Capita indicated it is possible to add programme codes for summer release but this will probably not resolve the issue
* Specification needed by SDF on February 11th