**SDF Meeting notes**

Post-16 collection – August 24, 2016

**Audience**

Capita and Internal Welsh Government stakeholders.

|  |  |
| --- | --- |
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| Ruth Vincent | Capita |

**Apologies:**

|  |  |
| --- | --- |
| **Name** | **Organisation** |
| Marian Jebb | WG |
| Jayne Thomas | NPT |
| Simon Chilvers | RM |
| Mike Jones | Swansea |
| James Boyd | Cardiff |

**Date of issue**

August 2016

**Further information**

Please send queries to:

|  |  |
| --- | --- |
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# Overview

Workshop to discuss options for implementing QN (Qualification Numbers) from 2017/18 collection onwards.

Summary of data quality issues for 14/15 shared with group by Bethan Milton.

Summary of funding data issues for 14/15 shared with group by Geoff Hicks.

From the above discussions ‘missing pupils‘,(comparing PLASC Yr.12,13,14 and Post-16 pupil data data) may be due to different ‘Enrolment status’ between PLASC and Post-16 collections being used for submissions.

Categories

|  |
| --- |
|  **C** Current (single registration at this school) |
|  **M** Current main (dual registration) |
|  **G** Guest pupil (pupil not registered at this school but attending some  lessons or sessions) **S** Current Subsidiary (dual registration) |

Note: Only ‘C’ and ‘M’ categories attract funding for Post-16.

**Post meeting note**: The query for data comparison between PLASC and Post-16 only used Enrolment Status ‘C’ and ‘M’ categories as well as UPN and Pupil NC Year Group ‘12’,’13’,’14’, so this does not account for the discrepancy found between pupil numbers.

## Benefits from Welsh Government perspective

* + *Easier to map to programmes via SSA (sector subject area)*
	+ *Easier to map attainment to awarding organisations*
	+ *Single source of data for all stakeholders*
	+ *Schools/LAs can calculate performance data for self evaluation*

### Easier to map to programmes via SSA (sector subject area)

Each qualification in [QiW](https://www.qiw.wales/?lang=en) has a SSA and a Qualification type which can be used to map to Programmes’ learning activity reference code first two characters (see ’Post meeting additional information on mapping programme to QN/QWAN.’)

E.g. Programme Learning Activity Reference ‘0303A01B’ Equine Studies Level 1 maps to SSA 03= Agriculture, Horticulture and the sub sector of 3.3 Animal Care and Veterinary Science using third and fourth characters.

There are 15 SSA codes as listed below with sub sectors listed next to them:

|  |  |  |  |
| --- | --- | --- | --- |
| **Code**  | **Sector subject area (SSA)** | **Code** | **Sub-sector subject area** |
| 1 | Health, Public Services and Care | 1.1 | Medicine and Dentistry |
| 1.2 | Nursing and Subjects and Vocations Allied to Medicine |
| 1.3 | Health and Social Care |
| 1.4 | Public Services |
| 1.5 | Child Development and Well Being |
| 2 | Science and Mathematics | 2.1 | Science |
| 2.2 | Mathematics and Statistics |
| 3 | Agriculture, Horticulture and  | 3.1 | Agriculture Animal Care |
|  | 3.2 | Horticulture and Forestry |
|  | 3.3 | Animal Care and Veterinary Science |
|   | 3.4 | Environmental Conservation |
| 4 | Engineering and Manufacturing Technologies | 4.1 | Engineering |
| 4.2 | Manufacturing Technologies |
| 4.3 | Transportation Operations and Maintenance |
| 5 | Construction, Planning and the Built Environment | 5.1 | Architecture |
| 5.2 | Building and Construction  |
| 5.3 | Urban, Rural and Regional Planning |
| 6 | Information and Communication Technology | 6.1 | ICT Practitioners |
| 6.2 | ICT for Users |
| 7 | Retail and Commercial Enterprise | 7.1 | Retailing and Wholesaling |
| 7.2 | Warehousing and Distribution |
| 7.3 | Service Enterprises |
| 7.4 | Hospitality and Catering  |
| 8 | Leisure, Travel and Tourism | 8.1 | Sport, Leisure and Recreation |
| 8.2 | Travel and Tourism |
| 9 | Arts, Media and Publishing | 9.1 | Performing Arts |
| 9.2 | Crafts, Creative Arts and Design |
| 9.3 | Media and Communication |
| 9.4 | Publishing and information Services |
| 10 | History, Philosophy and Theology | 10.1 | History |
| 10.2 | Archaeology and Archaeological Sciences |
| 10.3 | Philosophy |
| 10.4 | Theology and Religious Studies |
| 11 | Social Sciences | 11.1 | Geography |
| 11.2 | Sociology and Social Policy |
| 11.3 | Politics |
| 11.4 | Economics |
| 12 | Languages, Literature and Culture | 12.1 | Languages, Literature and Culture of the British Isles |
| 12.2 | Other Languages, Literature and Culture  |
| 13 | Education and Training  | 13.1 | Teaching and Lecturing |
| 13.2 | Direct Learning Support |
| 14 | Preparation for Life and Work | 14.1 | Foundations for Learning and Life |
| 14.2 | Preparation for Work |
| 15 | Business, Administration, Finance and Law | 15.1 | Accounting and Finance |
| 15.2 | Administration |
| 15.3 | Business Management |
| 15.4 | Marketing and Sales |
| 15.5 | Law and Legal Services |

 All of the 10,174 qualifications listed on [QiW](https://www.qiw.wales/?lang=en) (@ 23/8/16) have a SSA.

In addition to the SSA there is also a Qualification type which would assist in the mapping of ‘General education’ programmes as there are only 20 distinct types when compared to the 88 distinct types available in the current ‘Activities list’.

The 20 QiW qualification types are listed below:

|  |
| --- |
| Advanced extension award  |
|  CVET  |
|  English For speakers of other languages  |
|  Essential skills Wales  |
|  Entry level  |
|  GCE A level  |
|  GCE AS level  |
|  GCSE (9-1)  |
|  General Certificate of Secondary Education  |
|  Higher level  |
|  IVET  |
|  Key skills  |
|  National Vocational Qualification  |
|  Occupational qualification  |
|  Other general qualification  |
|  Principal learning  |
|  Project  |
|  QCF  |
|  Vocationally-Related Qualification  |
|  Welsh Baccalaureate  |

All of the 10,174 qualifications listed on [QiW](https://www.qiw.wales/?lang=en) (@23/8/16) have a qualification type.

### Easier to map attainment to awarding organisations

As there is currently no 1-1 mapping between LA and QN it is not always possible to currently map LA to QN to Award ; QN to Award mapping would make the process leaner.


### Single source of data for all stakeholders

One place for qualifications data for Wales which minimizes version and configuration issues that may occur.

### Schools/LAs can calculate performance data for self evaluation

QiW also has a list of qualifications with grading structure and performance points which would allow schools to calculate their own performance for self evaluation.

# Options identified for a move from Learning Activities (LA) to Qualification Numbers(QN)

``

1. Do Nothing
2. Parallel running (Learning Activity & Qualification Number)
3. Drop and replace (Learning Activity replaced by Qualification Number)
4. Other – Drop Post16 collection and get data from Awards data returned

## Risks for Option A - Do Nothing

Mapping between LA and Programme activities is approximately 65 percent accurate which impacts on analysis

### Pros Do Nothing

No changes to software or collection process for schools

## Risks identified for Option B - Parallel running

* QN numbers being changed from the beginning of the start of the activity start date by the organisation issuing the QN. QN needs to remain the same unless the activity is dropped, withdrawn, transferred to a different activity.
* No 1-1 mapping with Learning Activities(LA) as more QN than LA.
* Potentially double the errors occurring if QN and LA submitted incorrectly.
* Need for a separate container.
* Where no Learning Activity(LA) exists one would need to be created for the monthly updates to QN list.
* Will QN remain the same for whole of period
* No notification in advance of any ‘new’ QN being available for delivery by a school. Needs to be available at the start of an academic year.
* Complexity of a parallel return could lead to the need for two returns - one with QN and one with LA.
* Exams in Northern Ireland can be taken without a QN.
* Performance being manipulated to take ‘best’.

###  Pros for Parallel running

* Initially thought of as a pro was collecting inside the current Learning activities. Once the detail was investigated on how this could be achieved the pro was quickly dismissed as a con due to complexity in mapping QN to the current learning activities.
* Can still use old data.

## Risks identified for Option C-Drop & replace

Timings, schools to change before academic year 17/18.

Software to be ready for Summer 2017.

Specification and Modular CBDS to be ready by October 2016.

Are there any adjustments required for legislation/ regulations to move from Learning activities to Qualification Numbers?

Dataset from QiW (Qualifications in Wales) linked to MIS systems for automatic updates.

Subsets not issued by QiW could lead to configuration/ version control issues.

Communications on the move to QN need to be issued.

Is it the same format for QWAN (Qualifications Wales Authorization/Designation Numbers) for those qualifications which are only available in Wales where a QN is not issued by QiW (Qualifications in Wales)?

Capita specific: need to find out if Exams can accommodate the list from QiW rather than from QWS.

###  Pros for Drop & replace

* No difference for schools as can swap one number for another
* QN are already available in the MIS system, albeit in a different module.

# Key questions for guidance purposes

## Will the QN entered at the start match the QN submitted for an exam?

Example



## For validation purposes what is the minimum and maximum number of hours for a Programme?

The typical learner studying a Programme will have no more than 700 Guided Contact Hours (GCH) and no less than 350 GCH. These validations should be Queries rather than Errors as there are always exceptions to the rules.

Note: Guided Contact Hours are different to Guided Learning Hours (GLH)

## Format of QN and QWAN

Qualifications delivered in Wales and not in England will have a QWAN not a QN.

QN (Qualification number) format:

100/2928/X (nnn/nnnn/A) n= number/integer (0-9),A=‘X’ or integer (0-9), 10 characters (CHR10)

QWAN (QW Approval/Designation number) format:

C00/0000/2 (Ann/nnnn/n), A=‘C’, n= integer (0-9), 10 characters (CHR10).

Current Learning Activity format where the ID is 001-099:

 3210128E (nnnnnnnA) n= number/integer (0-9), A = ‘E’, 8 characters (CHR8)

Current Program format where ID is 100 to 999

0303B03B (nnnnAAAA) n= integer (0-9), A = integer (0-9) or ‘A’,’B’,’C’,’D’,’E’,’F’,’G’,’H’,’I’,’J’,’K’.

# Additional potential requirements identified

Ideally ‘learning activities should be linked to a programme of study via an ID on a hierarchy basis (Primary key).

Currently Programme = Learning Activity Identifier >= 100 E.g. ‘101’ has no primary key identifier with ‘Learning activities’ = Learning Activity Identifier 001- 099 E.g. ‘001’.

Can’t identify if activities are part of the Programme or separate Key skills, etc. which are not part of the Programme. Requires changes to the Modular CBDS.

|  |
| --- |
| <LearningActivity> |
|   | <LearningActivityID>101</LearningActivityID>  |
|   | <LearningActivityReference>**0012A03B**</LearningActivityReference>  |
|   | <LearningActivityStartDate>2015-10-10</LearningActivityStartDate>  |
|   | <LearningActivityExpectedEndDate>2016-07-15</LearningActivityExpectedEndDate>  |
|   | <LearningActivityEndDate>9999-12-31</LearningActivityEndDate> No direct identifier between Programme(ID>=100) and Learning activities (ID 001-099)  |
|  | <GuidedContactHours>400</GuidedContactHours>  |
|   | <CompletionStatus>1</CompletionStatus>  |
| </LearningActivity>  |
| <LearningActivity>  |
|  | <LearningActivityID>001</LearningActivityID>  |
|  | <LearningActivityReference>**3200019E**</LearningActivityReference>  |
|  | <LearningActivityCategory>M</LearningActivityCategory> |
|  | <LearningActivityStartDate>2015-09-01</LearningActivityStartDate>  |
|  | <LearningActivityExpectedEndDate>2016-07-15</LearningActivityExpectedEndDate>  |
|  | <LearningActivityEndDate>2015-10-09</LearningActivityEndDate>  |
|  | <LLDDLearner>2</LLDDLearner>  |
|  | <WelshMediumLearningActivity>C</WelshMediumLearningActivity>  |
|  | <LearningActivityProvider>S6604025</LearningActivityProvider>  |
|  | <CompletionStatus>3</CompletionStatus>  |
| </LearningActivity>  |
| <LearningActivity>  |

# Next steps

## Actions for WG

* Identify any legal/regulation requirements to switch from collecting LA to QN.
* See if Qualifications in Wales (QiW) have facilities for automatic downloads (API compatibility)
* Produce specification and associated amendments to Modular CBDS by October 2016

## Actions for suppliers

* Confirm likelihood of using QiW as the source for QNs as a direct replacement for QWS.
* Liaise with Qualifications Wales on possibility of API **(application program interface)** compatibility.
* Feedback any further ideas or comments on the proposal so far and feedback during supplier review period following the release of v0.1 of the specification for 2018.

# Post meeting additional information on mapping programme to QN/QWAN.

**The programme coding system**

**8 character codes:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Seq.** | **Code** | **Comments** |  |
| 12 | SSA1 | Two character numbers as text – representing the first tier sector subject areas (SSAs) from 01 to 15. | Programme lead in code |
| 34 | SSA2 | Second tier SSAs identified by two character numbers as text. |
| 5 | Pathway | To differentiate between programmes in the same second tier area. |
| 67 | Level | Entry levels 1, 2 and 3; levels 1, 2 and 3; etc…  |
| 8 | Type | Part-time or full-time. |

For example, the code for an Animal Care Programme at Level 3 is 0303B03B.

|  |  |
| --- | --- |
| **03**03B03B | The first tier SSA is 3 (Agriculture Horticulture and Animal Care) |
| 03**03**B03B | The second tier SSA code is 3.3 (Animal Care and Veterinary Science) |
| 0303**B**03B | The pathway is Animal Care  |
| 0303B**03**B | This is a programme at level 3 |
| 0303B03**B** | This is a full-time programme |

# Annex A: Current data collected for ‘Learning activities’ (See completion notes for paragraphs referenced).

**Learning activities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Sample Data** |
|  Learning Activity Identifier \* |  3 | Alphanumeric |  101 IDs 001-099 indicate Learning Activities IDs 100-999 indicate Programmes of Study |
| Learning Activity Reference\* | 8 | Alphanumeric | 3210001E |
| Learning Activity Category | 1 | Alphanumeric | M |
| Date Commenced Learning Activity  | 10 | Date |  **2015**-09-01 |
| Expected End Date of Learning Activity | 10 | Date | **2016**-07-17 |
| Actual End Date of Learning Activity | 10 | Date | **2016**-07-12 |
| LLDD Indicator  | 1 | Alphanumeric | 0 |
| Learning Activity Delivered Through the Medium of Welsh | 1 | Alphanumeric | C |
| Provider Delivering Learning | 8 | Alphanumeric | S0000000 |
| Guided Contact Hours | 4 | Numeric | 400 |
| Completion Status | 1 | Alphanumeric | 1 |

**\* From 2014/15 the learning activity identifier and learning activity reference should include the programme code. Further information about programme codes, can be found later in the guidance**.**Learning Activity Identifier**

|  |  |  |  |
| --- | --- | --- | --- |
| Data set | **LearningActivity** | Field length | **2** |
|  |  |  |  |
| Field name | **LearningActvityID** | Field type | **Alphanumeric** |
|  |  |  |  |
| CBDS Number | **P200** | Mandatory for | **All learners** |
|  |  |  |  |
|  |  |
| Description | Learning Activity Identifier |
|  |  |
| Reason required | To identify uniquely each programme of study and learning activity being undertaken by a pupil. |
|  |  |
| Valid entries | Valid values for learning activities are: **001**, **002**, **003**…. Up to **099**Valid values for programmes of learning are: **100,** **101**, **102**…. Up to **999** |
|  |  |
|  |  |
| Notes | Numeric code to easily identify each learning activity and programme of study being undertaken by a pupil. Every learning activity taken by a pupil should have a different number starting with ‘001’ then incrementing by 1 for each additional learning activity. Every programme taken by a pupil should have a different number starting with ‘100’ then incrementing by 1 for each additional programme.**This numeric code should be automatically generated by your MIS software and you will not need to enter the information**. Please check the software specific documentation provided by your supplier for further guidance.Sample Data 001 |
|  |  |

**Learning Activity Reference**

|  |  |  |  |
| --- | --- | --- | --- |
| Data set | **LearningActivity** | Field length | **8** |
|  |  |  |  |
| Field name | **LearningActivity****Reference** | Field type | **Alphanumeric** |
|  |  |  |  |
| CBDS Number | **P201** | Mandatory for | **All learners** |
|  |  |  |  |
|  |  |
| Description | Learning Activity Reference |
|  |  |
| Reason required | To identify the subject, qualification type and level of the learning activity being undertaken, or to identify the programme of study being undertaken. |
|  |  |
| Valid entries | Clink on the link in **Annex B** for a full list of learning activity codes and programme codes. |
|  |  |
| Notes | Each **learning activity** is required to have a learning activity reference, which identifies the subject, qualification type and qualification level of the learning activity.A learning activity is defined as the course or programme of learning, which a pupil engages in with the aim of achieving a particular qualification, or unit of a qualification. For instance, if a pupil is enrolled in three classes, one designed to teach AS level French, another to teach AS level Mathematics and the third to teach GCSE Geology; then that pupil will have three learning activities in AS French, AS Mathematics and GCSE Geology respectively.**Learning activities should only be recorded for learning which is intended to lead to an externally validated qualification.**The full list of valid codes and the learning activities to which they refer can be found by clicking the link found in **Annex B**. If a school needs to use one of the ‘other’ codes then they should first contact the Post–16 Quality and Data Management Branch (contact details on page 3) to ensure that this is the only appropriate code to use and that the learning is a fundable learning activity and so should be recorded. For further details please refer to paragraph 6.6 – 6.13.Sample Data: 3210001EEach **programme of study** has a programme code which identifies the programme which the pupil is undertaking and the combination of learning activities that make up that programme.Pupils can only be enrolled on one programme of study at any time. A new programme can be recorded only when the previous programme has been completed (successfully or otherwise).A full list of valid programme codes is available by clicking the link in **Annex B**.For further details refer to paragraphs 6.14 – 6.21.Sample Data: 0013A03B |
|  |  |
|  |  |

**Learning Activity Category**

|  |  |  |  |
| --- | --- | --- | --- |
| Data set | **LearningActivity** | Field length | **1** |
|  |  |  |  |
| Field name | **Learning Activity Category** | Field type | **Alphanumeric** |
|  |  |  |  |
| CBDS Number | **190042** | Mandatory for | **All learners** |
|  |  |  |  |
|  |  |
| Description | Learning Activity Category |
|  |  |
| Reason required | To ensure that programme specifications are being met as per the programmes directory.[http://wales.gov.uk/topics/educationandskills/learningproviders/Post–16-planning-and-funding/programmes-directory-overview/?lang=en](http://wales.gov.uk/topics/educationandskills/learningproviders/post-16-planning-and-funding/programmes-directory-overview/?lang=en)  |
|  |  |
| Valid entries | **M -** Main**O -** Other  |
|  |  |
|  |  |
| Notes | The learning activity category is required for each learning activity that makes up a learning programme. **An example of a ‘Main’ learning activity would be an AS-level, A-level, BTEC and GCSE.** **The Welsh Baccalaureate should be recorded as a main qualification.** **An example of an ‘Other’ learning activity would be an essential skills qualification.** ‘Other’ consists of the core and community learner industry focus (CLIF) components.A full description of each element can be found in the Post-16 Funding and Guidance Document:[http://wales.gov.uk/topics/educationandskills/learningproviders/Post–16-planning-and-funding/guide-to-the-framework/?lang=en](http://wales.gov.uk/topics/educationandskills/learningproviders/post-16-planning-and-funding/guide-to-the-framework/?lang=en) Sample Data: M |
|  |  |

**Date Commenced Learning Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| Data set | **LearningActivity**  | Field length | **10** |
|  |  |  |  |
| Field name | **LearningActivity****StartDate** | Field type | **Date** |
|  |  |  |  |
| CBDS Number | **P202** | Mandatory for | **All learners** |
|  |  |  |  |
|  |  |
| Description | Date Commenced Learning Activity |
|  |  |
| Reason required | To identify the start date of the programme or learning activity and to be usedwith the end date to derive the duration of learning. **For learning activities** **spanning more than one year the learning activity start date should****always be the actual start date of the learning activity. For example, the****start date of 2014-09-01 is a valid start date for a two year BTEC Extended****Diploma learning activity continuing into the 2015-16 academic year.** **If a****learning activity spans two academic years there would need to be a** **record in the following year’s post–16 return to provide the remainder of** **the information.** |
|  |  |
| Valid entries | Valid date in the format ccyy-mm-dd.  |
|  |  |
|  |  |
| Notes | Date entered should be that when the pupil first attended classes aimed at delivering the stated learning activity **or programme**.Where possible it is expected that schools will provide actual commencement dates and not default values.Sample Data: **2015**-09-10 |
|  |  |

**Expected End Date of Learning Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| Data set | **LearningActivity** | Field length | **10** |
|  |  |  |  |
| Field name | **LearningActvity****ExpectedEndDate** | Field type | **Date** |
|  |  |  |  |
| CBDS Number | **P203** | Mandatory for | **All learners** |
|  |  |  |  |
|  |  |
| Description | Expected End Date of Learning Activity |
|  |  |
| Reason required | To identify the expected end date of the programme or learning activity and so monitor early withdrawals or transfers.**The start date, coupled with the expected end date, is used to inform the duration of learning. The end of a two year course would need to be recorded in the following year’s post–16 collection return to allow accurate calculation of performance.**  |
|  |  |
| Valid entries | In the format ccyy-mm-dd.  |
|  |  |
|  |  |
| Notes | In the format ccyy-mm-dd. Date entered should be that when the pupil is expected to complete the classes aimed at delivering the stated learning activity. The date should be that when teaching is expected to be completed and **not** the date on which the pupil is expected to sit the exam.**It is anticipated that the majority of pupils will be engaged in one year or two year learning activities. In these cases if a precise expected end date is not known then a default of 2016-07-17 may be input for one-year learning activities commencing in the 2015/16 academic year or two year learning activities commencing in the previous academic year. A default of 2017-07-31 should be used for two-year learning activities commencing in the 2015/16 academic year.**It is expected that schools, where possible, will provide actual expected end dates and not default values.Sample Data: **2016**-07-06 |
|  |  |

**LLDD Indicator**

|  |  |  |  |
| --- | --- | --- | --- |
| Data set | **LearningActvity** | Field length | **1** |
|  |  |  |  |
| Field name | **LLDDLearner** | Field type | **Alphanumeric** |
|  |  |  |  |
| CBDS Number | **P204** | Mandatory for | **All learners – for learning activities only** |
|  |  |  |  |
|  |  |
| Description | LLDD Indicator |
|  |  |
| Reason required | To monitor learners with learning difficulties and/or disabilities and whether they are learning in a discrete or mainstream environment.**This field may be used when calculating funding allocations.** |
|  |  |
| Valid entries | Learners with Learning Difficulties and /or Disabilities (LLDD) who are on discrete learning activities or mainstream learning activities. Valid values are:1. not LLDD
2. LLDD enrolled on discrete learning activity
3. LLDD enrolled on mainstream learning activity
 |
|  |  |
|  |  |
| Notes | Code 1 should only be used where the learning activity relates to a pupil with a learning difficulty and/or disability who is accessing a learning environment where the pupils on the same learning activity also have learning difficulties and/or disabilities.Code 2 should be used where the learning activity relates to a pupil with a learning difficulty and/or disability who is accessing a learning environment where the majority of pupils on the same learning activity do not have learning difficulties and/or disabilities.Sample Data: 0 |
|  |  |

**Learning Activity Delivered Through the Medium of Welsh**

|  |  |  |  |
| --- | --- | --- | --- |
| Data set | **LearningActivity** | Field length | **1** |
|  |  |  |  |
| Field name | **WelshMedium****LearningActivity** | Field type | **Alphanumeric** |
|  |  |  |  |
| CBDS Number | **P205** | Mandatory for | **All learners – for learning activities only** |
|  |  |  |  |
|  |  |
| Description | Learning Activity Delivered Through the Medium of Welsh |
|  |  |
| Reason required | To monitor the medium of delivery of learning activities and if bilingually delivered the teaching model adopted.**This field informs funding calculations. Learning activities delivered through the medium of Welsh or Bilingually (Welsh Bilingual) may qualify for the Welsh Medium/Bilingual uplift (dependant on activity undertaken).**  |
|  |  |
| Valid entries | Whether a learning activity is delivered through the medium of Welsh, English or Bilingually. Valid values are:**E** learning activity only delivered through English**C** learning activity only delivered through Welsh**P** learning activity delivered bilingually – formal bilingual model**R** learning activity delivered through separate language groups in the same class  |
|  |  |
|  |  |
| Notes | Learning Activity Delivered Through the Medium of Welsh information is required for learning activities only; it is not required for programmes of study:**E** should only be used if all aspects of learning are through the medium of English.**C** should be used if learning is solely through the medium of Welsh including written, oral and group work, and assessment/examination. There may be occasional and tightly controlled use of English terminology and key phrases to reinforce learning.**P** should be used if both English and Welsh in a class are used alternately in a planned manner for different modules or component parts of a module with the language being used entirely for that component irrespective of whether the work is written, oral, group work or assessment. Students are taught as a class with no separate language groups.**R** should be used if separate English and Welsh language groups are taught in the same class simultaneously. The Welsh language group may use Welsh amongst its members and the teacher/tutor (if that person is bilingual) for the whole class discussion. Assessment is in either language. |
|  |  |

**Provider Delivering Learning**

|  |  |  |  |
| --- | --- | --- | --- |
| Data set | **LearningActivity**  | Field length | **8** |
|  |  |  |  |
| Field name | **LearningActivity****Provider** | Field type | **Alphanumeric** |
|  |  |  |  |
| CBDS Number | **P206** | Mandatory for | **All learners – for learning activities only** |
|  |  |  |  |
|  |  |
| Description | Provider Delivering Learning |
|  |  |
| Reason required | To identify where learning is being delivered and so the extent of franchising/sub-contracting/partnership arrangements between schools and other learning providers. |
|  |  |
| Valid entries | Please refer to **Annex C** for full list of valid codes |
|  |  |
|  |  |
| Notes | In most cases it is anticipated that the learning activity will be taught by the school at which the pupil is registered (and therefore the school which is making the post–16 collection return). If this is the case then your software should complete the field with the default value of **S0000000**.Where a learning activity is delivered through a partnership / franchise or sub-contracted arrangement with another school or college then a code relating to that school or college should be completed in this field.**Where a pupil is taught by another organisation the school registering the pupil will show the pupil’s Enrolment Status as ‘Main’ and will supply data about the Learning Activities which they deliver and those by the other school.** A full list of valid codes and the schools/providers to which they refer can be found in **Annex C**.If a pupil is undertaking a learning activity at a provider for which there is no code given then the school should contact the Post–16 Quality and Data Management Branch (contact details on page 3) with details regarding the provider delivering the learning and we will advise on how to code the provider appropriately.Sample Data: S0000000 |
|  |  |

**Actual End Date of Learning Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| Data set | **LearningActivity** | Field length | **10** |
|  |  |  |  |
| Field name | **LearningActivity****EndDate** | Field type | **Date** |
|  |  |  |  |
| CBDS Number | **P210** | Mandatory for | **All learners** |
|  |  |  |  |
|  |  |
| Description | Actual End Date of Learning Activity |
|  |  |
| Reason required | To identify the end date of the programme or learning activity and to be used with the start date to derive the duration of learning.**This field informs funding allocations. Where this field is not completed with the default date in the return this field replaces, and is used in the same manner as, the expected end date** |
|  |  |
| Valid entries | Valid date in format ccyy-mm-dd.If **Completion Status** is 1then **actual end date** should be set to **9999-12-31**Where a pupil has left (i.e. **Completion Status** of 2, 3, 4) then actual leaving date should be entered. |
|  |  |
|  |  |
| Notes | **In the October 2016 post–16 collection it is expected that all two year learning activities continuing into a second year will be submitted with the default of ‘9999-12-31: continuing the learning activity’, but it would be expected that one year learning activities will be completed with an actual end date.**Sample Data**: 2016**-07-29 |
|  |  |

**Guided Contact Hours**

|  |  |  |  |
| --- | --- | --- | --- |
| Data set | **LearningActivity** | Field length | **4** |
|  |  |  |  |
| Field name | **GuidedContact****Hours** | Field type | **Numeric** |
|  |  |  |  |
| CBDS Number | **P209** | Mandatory for | **All learners – for programmes of study only** |
|  |  |  |  |
|  |  |
| Description | Guided Contact Hours (GCH) |
|  |  |
| Reason required | The planned number of guided contact hours is used to monitor delivery of programme specification and may be used to adjust programme values.**This field informs programme values. Each programme has a programme value based on the expected number of GCH. Monitoring will identify where the recorded number of GCH consistently falls above or below that level and may result in amended programme values.**  |
|  |  |
| Valid entries | An estimate of the planned number of teaching, instructional or assessment contact hours for the programme (rounded to a whole number) for this learning programme in this current academic year. Valid entries are:**0000** – **3000** hours |
|  |  |
|  |  |
| Notes | An estimate of the **planned** number of teaching, instructional and assessment contact hours for the programme of study (rounded to a whole number) for the academic year **2015/2016**. If a programme spans two years, only the planned guided contact hours for the academic year 2015/16 are required.**See page 24 for further details and example**. Sample Data: 150 |
|  |  |

**Completion Status**

|  |  |  |  |
| --- | --- | --- | --- |
| Data set | **LearningActivity** | Field length | **1** |
|  |  |  |  |
| Field name | **CompletionStatus** | Field type | **Alphanumeric** |
|  |  |  |  |
| CBDS Number | **P211** | Mandatory for | **All learners** |
|  |  |  |  |
|  |  |
| Description | Completion Status |
|  |  |
| Reason required | To identify those learning activities for which pupils have successfully completed the required learning and those learning activities from which pupils have withdrawn or transferred. |
|  |  |
| Valid entries | Completion status at end of learning activity:1 – continuing the learning activity (the default)2 – completed the learning activity3 – withdrawn from the learning activity4 – transferred to a new learning activity |
|  |  |
|  |  |
| Notes | **In the October 2016 post-16 collection, it is expected that two year learning activities commenced in 2015 will be continuing and so this field will be filled with the default of ‘1: continuing the learning activity’. Most learning activities are completed within the academic year. It would be expected that the majority would be code 2 with significant numbers of code 3 or code 4.** Sample Data: 1 |
|  |  |

# Annex B: Learning activity references and programme list

[**DEWi site**](https://dataexchangewales.org.uk/SoftwareDevForum.aspx) **(click on this link to take you into DEWi)**

**Software Development Forum -> CBDS -> Modular CBDS -> CBDS 1516 Look-up LearningActivityProgrammeList 1516 v1.0.xlsx**