

Statement of Administrative Source: Maritime and Coastguard Agency Training Database.

Name of System MCA Support for Maritime Training (SMarT) database

Collection – a short outline of the process through which the system's underlying 'raw data' are captured SMarT Scheme Training Providers submit monthly claims and forecasts together with trainee profiles to a contractor (MaTSU) working on behalf of the Maritime and Coastguard Agency.

Application - a description of each of the main applications/uses to which the administrative or management data are put before they are transformed into official statistics (e.g. operational monitoring, resource allocation, performance measurement, etc) Monthly validation checks on claims by MaTSU. Monthly report created. Audit scheme in operation.

Access and Dissemination – a summary of the arrangements put in place for sharing and disseminating the administrative/management data, either inside or outside the organisation, during the period before they are converted into official statistics – whether via a hardcopy, an intranet, access to a database, whatever. The details provided should cover the range, nature and timing of such access. Full database access for MCA SMarT Team and MaTSU, read only access for scheme budget holders in DfT Shipping Policy team,.

Non-statistical Publication - a summary of any exceptional arrangements put in place for placing the administrative/management data in the public domain during the period before they are converted into official statistics. This should cover the reason for such publication and the nature and timing of such publication. A regular biennial official statistics release by MCA is planned from November 2009, which is designed to avoid the need for exceptional release arrangements.

Statistical publication – A listing of each of the 'official' or 'National' statistics series derived from each system From November 2009, regular biennial official release of figures by MCA. DfT UK Seafarer Statistics (quotes new starts and average trainees in training).

Synergies – a mapping which explains the relationship between any public manifestations of the administrative/management data, and any subsequent statistical releases or publications MCA provides summaries from raw data. Seafarer Statistics combines SMarT trainees with those in training elsewhere, such as in the Royal Fleet Auxiliary.

Security/Data Protection arrangements

MCA ITAN 41. Additional safeguards are put in place if passing detailed information to authors of Seafarer Statistics.

SUPPORTING METADATA

Statistical End-Product

- Title of the statistical product derived from an administrative/management source UK Seafarer Statistics (trainee estimates only)
- Name of the organisation responsible for this statistical end-product Department for Transport
- Name/E-mail address of Contact Point for this product Jeremy Grove, Maritime Statistics Branch (SLAM1), Department for Transport, Zone 2/29 Great Minster House, 76 Marsham Street, London, SW1P 4DR. email: maritime.stats@dft.gsi.gov.uk

Administrative/Management Source or System

- Name/Title of the original administrative/management data source Name of the organisation responsible for the original data source Jane Owens, Seafarer Training & Certification Branch, Maritime & Coastguard Agency, Bay 1/21 Spring Place, 105 Commercial Road, Southampton, SO15 1EG, Jane.Owens@mcga.gov.uk
- The purpose of the administrative/management system/source
- Unit of Inquiry (Claimants, Taxpayers, Households, Accidents, etc) Claims (by training providers of Government funding for training delivered)
- Intended coverage of administrative/management system/source (here if this was a survey what would have been the sampling frame) 100% - it is a financial management system
- Completeness i.e. actual coverage (e.g. take-up rate) 100% - it is a financial management system
- Geographical coverage of statistical product (eg UK, GB, England and Wales, England) UK (UK and EEA citizens normally resident in the UK)
- Lowest level of geographical coverage (eg local Authority, Postcode area, Postcode, etc) Postcode – released at GOR level.
- Extent to which statistical end-producers can influence the system (do you have much control over the information collected) The SMarT Scheme data does not adhere to any international regulations so there is some flexibility to requests for different types of data, costs permitting.
- Data definitions used see UK Seafarer Statistics
- Classification systems used see UK Seafarer Statistics
- The data collection process
 - Periodicity/Timing Monthly as per the Payment Schedule
 - Validation procedures Monthly checks, audits and in built checks to the database
- Access arrangements for policy/operational/etc purposes As above
- Dissemination procedures (and publication procedures where appropriate) As above
- Timing/Periodicity of public release (if any) As above
- Nature of changes to the system/source (or other 'Noise') which can impact on the statistics Education system changes and new categories added. Grant system could change.

Change Process

- Procedures for changing definitions, scope, etc requests for change to administrative statistics received usually from Seafarer Statistics Steering

Group – where it would be discussed, including costs/feasibility from MaTSU

The subsequent statistical production process

- Validation procedures see UK Seafarer Statistics
- Quality assessment see UK Seafarer Statistics
- Periodicity of release Annual
- Potential impact of changes to the administrative/management system on the statistics The system may be changed to reflect new funding regimes, new courses, or revised MCA administrative procedures.
- Procedures for mitigating such discontinuities Discussion of potential impact on statistical estimates with MCA and other stakeholders through project steering group