



Education Data Division - Request for Change Form for CBDS

Section 1 - Details of Change

(To be completed by the RFC Originator / CBDS Administrator)

Project / Service: CBDS	Type of Change: Creation of two new data items	RFC628 <<Issued by the PSO on receipt of this form>>
Name and team/company of RFC Originator: Ann Hughes, Operational Data and MI, EFA		
Originator Contact No: 02476 660304	Originator email address: Ann.hughes@education.gsi.gov.uk	
Date RFC Raised: 26 November 2013	Date change required: In systems from September 2014 for collection in the 2014 Autumn School Census	
Priority: 1	1 = Top - Ministerial or legislative requirement 2 = High - Senior official customer requirement or clear net benefit / efficiency saving to EDD, department or MIS suppliers 3 = Medium - Customer requirement, marginal net benefit 4 = Low - Nice to have, net cost, does not affect functionality, cosmetic change	
EDD Contact: Phil Dent, DDU, EDD		

Change Title:

New data items to quantify the planned learning and planned employment, enrichment and pastoral hours for post-16 pupils

Data item / Rule Number:

New CBDS data items – data item sequential numbers and identifiers to be confirmed if the RFC is approved.

Description of change:

Under the new funding methodology all full-time pupils are funded at the same basic funding rate per pupil, per year. The funding rates for part-time pupils are derived from the full-time rate, proportioned according to the midpoint of the hour ranges as listed in the rates and formula guidance.

For funding purposes the minimum threshold for a full-time programme is set at 540 planned hours in the academic year. The EFA expects that the average for full-time pupil programmes will be 600 hours, and has set the funding rate on this basis. The hours that will count towards a study programme are categorised as either qualification (planned learning hours) or non-qualification hours (planned employment, enrichment and pastoral hours). To count for funding purposes, planned hours that make up a coherent study programme must be timetabled, organised and/or supervised by the institution and be within that institution's normal working pattern.

Under normal circumstances planned hours should not be amended during the year. However, with the introduction of traineeships (and potentially other short programmes) where a pupil commences a second programme within the same academic year, their additional hours can be added to ensure that the institution receives the full funding. This will not exceed the full-time rate. Please note: the collection of planned hours is as at census day. As such, any subsequent amendments are not collected by the department.

For the 2014 autumn census, details will additionally be collected for the previous year. This "previous collection" will be for this one census only.

Planned learning hours*Metadata Requirements:*

Sequential Number – TBC

CBDS Level - Pupil

CBDS Module – Pupil characteristics

Identifier 1 - TBC

Identifier 2 – n/a

Data Item Name – Planned learning hours

Description – The planned hours that the pupil is timetabled to be in learning activities during the academic year

Type and format – 999

Code set / Valid values – 1-999

Item Level Validation – n/a

XML Tag – <QualHrs>

Status – Active

History Notes – C

Multiplicity Notes – S

Planned learning hours previous

Metadata Requirements:

Sequential Number – TBC

CBDS Level - Pupil

CBDS Module – Pupil characteristics

Identifier 1 - TBC

Identifier 2 – n/a

Data Item Name – Planned learning hours

Description – The planned hours that the pupil is timetabled to be in learning activities during the academic year

Type and format – 999

Code set / Valid values – 1-999

Item Level Validation – n/a

XML Tag – <QualHrsPrev>

Status – Active

History Notes – C

Multiplicity Notes – S

Planned employability, enrichment and pastoral hours

Metadata Requirements:

Sequential Number – TBC

CBDS Level - Pupil

CBDS Module – Pupil characteristics

Identifier 1 - TBC

Identifier 2 – n/a

Data Item Name – Planned employability, enrichment and pastoral hours

Description – The planned hours that the pupil is timetabled to be in employability, enrichment and pastoral activities during the academic year

Type and format – 999

Code set / Valid values – 1-999

Item Level Validation – n/a

XML Tag – <Non_qualHrs>

Status - Active

History Notes – C

Multiplicity Notes – S

Planned employability, enrichment and pastoral hours previous

Metadata Requirements:

Sequential Number – TBC

CBDS Level - Pupil

CBDS Module – Pupil characteristics

Identifier 1 - TBC

Identifier 2 – n/a

Data Item Name – Planned learning hours

Description – The planned hours that the pupil is timetabled to be in learning activities during the academic year

Type and format – 999

Code set / Valid values – 1-999

Item Level Validation – n/a

XML Tag – <QualHrsPrev>

Status – Active

History Notes – C

Multiplicity Notes – S

Reason for change (including benefits):

Planned hours are those that are timetabled, organised and/or supervised by the institution, and take place in line with the institution's normal working pattern to deliver the study programme during the funding year, and can include the following:

1 and 2: Planned tutor led activity on qualification bearing courses for the pupil for the current year (1) and the previous year (2)

3 and 4: Planned hours of tutorials, work experience or supported internships, and planned hours on other activities that are organised and provided by the institution, such as sport or volunteering for the current year (3) and the previous year (4)

As the sector progresses towards full implementation of raising the participation age (RPA), the EFA expect the number of funded part-time pupils to reduce. In order to align the principles of study programmes and simplify the funding for part-time pupils, the EFA will no longer fund study programmes of less than two weeks in duration. The qualifying period is set at six weeks for programmes of more than 24 weeks and two weeks for all part-time pupils whose programme is due to take between 2 and 24 weeks. Any pupil whose programme does not meet the full-time criteria within the funding year will be treated as part-time for funding purposes. This includes pupils whose programme crosses two academic years but is not full-time within either year.

Full-time pupils will not be eligible for part-time funding at a different institution if enrolled at more than one institution at the same time, in the same academic year.

Full details of the definitions of the hours are given in the Funding Regulations.

These two categories of planned hours are also collected in the Individualised Learner Record (ILR). The Star Chamber Scrutiny Board has approved the collection of this information for pupils aged 16 and over via the School Census, starting in Autumn 2014.

Impact of not doing the change:

Without this change EFA will not be able to fund schools through the agreed funding formula.

ISB view of the proposed change:

No comment received from ISB.

Funding availability:

Not applicable

Impact assessment to be undertaken by:

Core software suppliers

School Census software suppliers

School Census Working Group

Date consulted: 4 December 2013	Response requested by: 11 December 2013
<h2>Section 2 - Impact Analysis</h2> <h3>(To be completed by Impact Assessors)</h3>	
Software Suppliers' Summary of Impact Assessment: Supplier No 1: I have no comment to make on this RFC. Supplier No 2: We generally happy with 628. However, we don't understand the reference to editing the hours. Given that in future the data is only provided once and only at the start of the programme, how would the DfE get to know about the edits to the data?	
DfE Internal Colleagues' Summary of Impact Assessment: n/a	
Alternative Solutions / Workarounds (if appropriate): n/a	
Estimated Cost of Change: n/a	
Impact Assessed by (name): Phil Dent Date: 18/12/2013	
<h2>Section 3 - Outcome / Decision</h2> <h3>(To be completed CBDS Administrator)</h3>	
Review Meeting: CBDS Administrator review	
Attendees: Gary Connell, Amanda Robinson, Phil Dent.	Date of Review Meeting: 18/12/2013

Brief Summary of Discussion:

Whilst the RFC stated the need to collect for the current and previous year, no separate data item had been listed to facilitate the collection of the previous year and differentiate this from the current year. Therefore, 2 additional data items have been added to accommodate this requirement.

Feedback from a supplier was received regarding the ability of schools to update planned hours during the year. Additional clarification has been added to state that the collection of planned hours is as at census day and that subsequent amendments are not collected by the department.

Accept / Reject:

Accept

Deferred to:

n/a

Type of Funding:

n/a

Fund Holder Agreement:

n/a

If Defer, provide details

n/a

If Accept, provide details:

Next steps were agreed in the meeting that implementation would be requested for 19/12/13 to be published over Xmas and made available in the New Year. The completed RFC has been returned to the originator and the RFC register administrator copied in to update the spread sheet 19/12/13.

1. Planned learning hours: CBDS no: 100532
2. Planned learning hours previous: CBDS no: 100533
3. Planned employability, enrichment and pastoral hours: CBDS no: 100534
4. Planned employability, enrichment and pastoral hours previous: CBDS no: 100535

If Reject, provide details:

n/a