

# Background Quality Report for the Officer Cadet Survey 2016/17

## 1. Introduction

### 1.1 Background

The Officer Cadet Survey (OCS) was established in 2010/11 to gauge officer cadets' experience of training at all four initial officer training colleges. It was created following the success of the Recruit Trainee Survey (RTS), a tri-service survey administered to gauge Phase 1 recruits' and Phase 2 trainees' experience of training. The aims of the survey are to:

- Elicit attitudes towards the quality and benefits of training provided.
- Identify any incidences of bad or unfair treatment, i.e. discrimination, harassment and bullying.

Performance is reported by Service. By analysing all responses over this period we provide an overview of the results focusing on key findings, and in doing so complement and summarise the data available on the portal.

All officer cadets who have completed at least two weeks training are invited to participate in the survey. All respondents complete an anonymous and confidential online questionnaire and are reassured that their responses cannot be attributed to them individually.

#### Questionnaire

The questionnaire includes all the key questions raised by the Defence Operational Capability Audit and was developed by a Tri-Service group. On commission, Ipsos MORI made minor adjustments to the format and design of the questionnaire. The content is based on the RTS questionnaire with some modifications.

Questions have been added, modified or removed during the course of the survey as part of a continuous improvement and review process. As such, there may be more trend data for questions which have not changed throughout the lifetime of the survey. In this reporting period changes were implemented to make the questionnaire in line with the RTS survey, with most changes in the fairness and equality sections.

#### Continuous reporting

During the course of the year the Services use the survey results to monitor the views of officer cadets to generally inform continuous improvement activity and instigate changes to processes if required. The data is uploaded to an online portal to which each college has constant access.

A new online portal was implemented in June 2013 after consultation with various users of the results. Workshops have been conducted to gain feedback from survey administrators and the end users of the reports to support the process of continuous improvement.

### 1.2 Summary Production Process

There are eight stages in the OCS process. Each of these stages is briefly described below.

#### Stage 1: Questionnaire design

The questionnaire is based on the Recruit Trainee Survey and was designed by a Tri-Service group with technical expertise on questionnaire design provided by Ipsos MORI. A questionnaire review is conducted once a year to ensure the survey content remains relevant for all users – feedback is requested from attendees of the User Group meeting and the questionnaire is agreed by stakeholders at the Steering Group meeting.

#### Stage 2: Survey distribution and communications

All officer cadets who have completed at least two weeks training were invited to participate in an on-line anonymous survey between 1 April 2016 and 31 March 2017

The four colleges included in the survey are:

- Navy: Britannia Royal Naval College Dartmouth (BRNC)
- Royal Marines: Commando Training Centre Royal Marines Lympstone (CTCRM)
- Army: Royal Military Academy Sandhurst (RMAS)

- RAF: Royal Air Force College Cranwell (RAFC)

Instructions are provided by Ipsos MORI to the training schools to explain how the survey should be administered. This includes a paragraph that should be read out to trainees explaining the purpose of the survey and how the findings will be used. The survey is hosted on-line and schools are given single use passwords; these passwords do not identify any individual. It is requested that the survey is conducted under controlled examination conditions, with an independent computer work station set up to enable each trainee to access the survey. Trainees should not leave the session early or discuss answers with each other.

#### Stage 3: Data input

Online survey responses are held securely on Ipsos MORI secure data collection platforms.

#### Stage 4: Data cleaning at data collection stage

There are several stages of automated validation built into the data collection process namely only relevant questions are shown to respondents according to answers at previous questions and only surveys completed to the end are included in the final data set).

#### Stage 5: Production of tables of results

Tables of results are produced and T-tests are carried out (at the 95% confidence interval) on the following comparisons:

- Year on year comparisons (within Services only)
- Comparisons between Services (current year results only)

#### Stage 6: Analysis of key findings

The tables of results for each section are analysed and summaries of the key points and figures are collated into the Main Report.

Verbatim answers to open-ended questions are collected but are not included in the report.

#### Stage 7: Data Checking

There are several stages of validation built into the data checking phase of the tables, main report and the online reporting platform. In terms of the data tables, these are designed by the Project Executive before being programmed into our software analysis package. Data tables are built on previous data tables to ensure the continuation of any data edit rules and to ensure that only new changes need to be programmed. All data tables are checked by the Executive team against the raw topline data and also against the data portal. For the main report, the data is input by one Executive team and then checked by a separate team.

#### Stage 8: Publication

The OCS is an Official Statistic and is produced and published in line with the Official Statistics Code of Practice. The publication date is pre-announced on the UK Statistics Authority official statistics release calendar. 24hr pre-release access is given to those listed on the published OCS pre-release access list. OCS is published on The Ministry of Defence external webpage

(<https://www.gov.uk/government/organisations/ministry-of-defence/about/statistics> ).

## **2. Relevance**

**2.1** The principal users of the OCS publication are Defence People - Training, Education, Skills, Recruiting and Resettlement and the training colleges.

The statistical information is used to inform and measure training and development personnel strategy and policy so it is important that stakeholder requirements are represented.

OCS captures information on the following topic areas:

- Preparing for training
- Facilities and food
- Support
- Complaints procedure
- Fairness, equality and diversity
- Setbacks during training

- General
- Hopes for the future

The information can also be used to answer parliamentary questions and Freedom of Information requests.

The survey is anonymous.

### **3. Accuracy & Reliability**

**3.1** Due to the small population sizes, the OCS collects data from all officer cadets who have completed at least two weeks training.

Survey estimates and error margins are published for each of the four services.

As the OCS does not achieve 100% response rates (the overall response rate achieved in OCS 2016-17 was 78%) there is always the risk that those who returned questionnaires have differing views from those who did not. We assume that all non-response is Missing At Random (MAR). This means we have assumed that those people who did not complete their survey's online have (on average) the same perceptions and attitudes as those who did respond.

The figures used in the response rates calculations are obtained by allowing each Service to report the number of recruits and trainees in their respective training schools. This is then used, along with the number of completed surveys, to determine the proportion of eligible recruits and trainees that completed the survey in each Service.

Attitudes and perceptions are liable to change within the calendar year, for example, as a result of events or even due to the time of the year that the responses were collected (a seasonality affect). As the OCS is carried out over the course of the calendar year, results over time might be impacted by the varying times within the years that responses are completed.

**3.2 Data revisions:** There are no scheduled revisions. Any required corrections will be released in updated OCS reports, along with the reasons for the corrections, on the gov.uk website.

### **4. Timeliness and Punctuality**

#### **4.1 Timeliness**

The OCS questionnaire is agreed around 2 months prior to the start of the data collection period to allow the survey to be scripted. The survey fieldwork period is a full year (from April 2016-March 2017). Once the fieldwork is closed, the data is checked, analysis completed and the report produced and quality assured; The timing of data collection is driven by the Services to align the results with other military timescales. The survey is continuously in field to ensure all officer cadets are given the opportunity to complete the survey. The first draft of the report for review is typically produced around 8 weeks after the close of fieldwork.

The release date for this publication was pre-announced on the [MOD's Calendar of Upcoming Releases<sup>3</sup>](#) section of GOV.UK.

#### **4.2 Punctuality**

All pre-announced publication deadlines have been met.

### **5. Accessibility and Clarity**

#### **5.1 Access to publications**

This is the first time the OCS has been published as an official statistic. The report is published on the statistics section of GOV.UK as a PDF document (<https://www.gov.uk/government/collections/officer-cadet-survey>).

#### **5.2 Clarity**

A cover note is provided summarising the methodology of the survey as well as a link to the Background Quality Report, and the contact details of the responsible statistician  
Within the report there is further information on the methodology and advice to users of caveats in the data.

## **6. Coherence and Comparability**

### **6.1 Coherence**

This is the only source of information about the specific experiences of Officer Cadets. There are no other tri-Service data sources that collect the same data with which to ensure coherence. However, the questionnaire and other methodological issues are harmonised with the Recruit Trainee Survey where possible, so that results can be compared. A key difference between the RTS and the OCS is that the RTS responses for the Royal Marines are included within the Royal Navy whilst the OCS includes the figures separately (this is for historic reasons).

### **6.2 Comparability over time**

Given changes in response rates for the individual Services, tri-Service results are not comparable with previous years therefore are not presented.

## **7. Trade-offs between Output Quality Components**

### **7.1 Timeliness and costs versus Quality**

The main trade-off is between timeliness and quality. Except for a small number of questions where it is felt relevant to analyse results by demographic questions, the reporting does not provide any cross-tabulations by each other, nor does the analysis employ any data reduction methods. This is so that the basic statistical information can be made available to policy users and the public as soon as possible in a clear and accessible format.

## **8. Assessment of User Needs and Perceptions**

### **8.1 Description and Classifications of Users**

Occupational Psychologists from the project team work closely with the main users of the survey within Defence to ensure that content reflects policy user requirements.

### **8.2 OCS Users/Uses**

Internal uses of the OCS include

- Navy: Britannia Royal Naval College Dartmouth (BRNC)
- Royal Marines: Commando Training Centre Royal Marines Lympstone (CTCRM)
- Army: Royal Military Academy Sandhurst (RMAS)
- RAF: Royal Air Force College Cranwell (RAFC)
- ARTD
- FOST
- 22 TrgGp
- RAF

The MOD has previously held regular consultation meetings with users of the OCS and Recruit Trainee Survey, which provided a forum for user feedback on their needs and perceptions. Proposed changes were set out at the consultation meetings in order to gain feedback from both internal and external users.

MoD invites users to provide feedback to the statistical output teams on any of their publications or reports using the contact information on the front of the statistical bulletin.

## **9. Performance, Cost and Respondent Burden**

### **9.1 Performance and Cost Effectiveness**

The estimated cost of producing the OCS and the Recruit Trainee Survey reports is approximately £160K. This includes external contractor costs in production and running of the external survey, data cleaning and analysis and production of the report. Costs are closely monitored and MOD strives to balance quality and

timeliness against costs. A census approach has been taken due to the small number of officer cadets, who the survey is targeted at.

### 9.2 Burden

Response to the OCS is voluntary, participant information is provided at the start of the questionnaire to encourage informed consent. Respondents are reassured that their answers are confidential and anonymous. The average time taken to complete the survey is around 20 minutes.

## 10. Confidentiality, Transparency and Security

### 10.1 Security

All staff involved in the OCS production process adhere to the MOD and Civil Service data protection regulations. All data is stored, accessed and analysed using restricted systems.

### 10.2 Confidentiality

The survey is anonymous and only aggregated results are provided to anyone not directly involved in the analysis, results are not presented for groups containing less than 10 respondents.

### 10.3 Transparency

We adhere to the principles and protocols laid out in the [Code of Practice for Official Statistics](#)<sup>2</sup> and comply with pre-release access arrangements. The [Defence Statistics Pre-Release Access lists](#)<sup>4</sup> are available on GOV.UK. The report is published with details of the methodology alerting readers to any potential issues. Any significant errors identified after publication will result in revisions along with explanations as to the cause of the revisions.

## 11. References

	Reference	Website Location
1	OCS	<a href="https://www.gov.uk/government/collections/officer-cadet-survey">https://www.gov.uk/government/collections/officer-cadet-survey</a>
2	Code of Practice for Official Statistics	<a href="http://www.statisticsauthority.gov.uk/assessment/code-of-practice/code-of-practice-for-official-statistics.pdf">http://www.statisticsauthority.gov.uk/assessment/code-of-practice/code-of-practice-for-official-statistics.pdf</a>
3	MOD's Timetable of Future Releases of National and Official Statistics	<a href="https://www.gov.uk/government/publications/mod-timetable-for-future-releases-of-national-and-official-statistics">https://www.gov.uk/government/publications/mod-timetable-for-future-releases-of-national-and-official-statistics</a>
4	OCS pre-release access list	<a href="https://www.gov.uk/government/statistics/defence-statistics-pre-release-access-list">https://www.gov.uk/government/statistics/defence-statistics-pre-release-access-list</a>
5	Defence Statistics Disclosure and Confidentiality Policy - Identifiable Survey Data	<a href="https://www.gov.uk/government/publications/defence-statistics-policies">https://www.gov.uk/government/publications/defence-statistics-policies</a>

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