



Department  
for Education

# **ICES bulletin: 65**

**12 September 2013**

# Contents

ICES Bulletin No 65 (12 September 2013)	3
1. Enhanced Secure Access (SA) system	3
2. School preferences data collection 2014	4
3. School workforce census - reform of teachers pay and conditions	5
4. Information management & learning services framework	5
5. Important information about Unique Learner Numbers (ULNs)	6
6. GOV.UK	8
7. Website updates	8

# ICES Bulletin No 65 (12 September 2013)

## 1. Enhanced Secure Access (SA) system

### Roger Edwards – Data Collection Unit

An enhanced version of the Secure Access (SA) system, that provides a single, secure point of entry to Departmental IT systems, will be launched on 9 December 2013.

This will introduce an 'approver' role within each organisation to allow authorised users in Schools and LAs to create and administer accounts for individuals to access connected systems with their own set of login credentials.

An 'approver' will have the same access as an 'end user' (these are the school and local authority users of COLLECT, school 2 school (s2s) and Key to Success (KTS), and any future connected applications), but with additional user management privileges to enable them to administer SA accounts for individuals within the same organisation.

Within a local authority, the contact liaison officer (CLO) will undertake the approver role and, within schools, a nominated member of staff (who could be the existing account holder for the shared account) will undertake the role. There will be a 'one off' process for the CLO or nominated member of staff to 'claim' the approver role for their organisation. This process will be initiated on first log in to Secure Access from 9 December 2013 and should be undertaken as soon as possible from that date.

There will be no change to the day to day operation of Secure Access for end users ie non approver users but, from 9 December, any requests for new accounts or changes to existing accounts should be directed to the respective approver for the organisation rather than the SA service desk.

In addition, COLLECT access requests will no longer be managed by the data collection helpdesk and it will be the responsibility of the approver to add and remove access to data collections within COLLECT.

Further information on Secure Access can be found on our [website](#) and this will be updated regularly to reflect changes.

We are intending to hold Secure Access familiarisation sessions in September for LA colleagues and on current plans; these will be held in Darlington, Manchester and, London. Anyone wishing to attend a presentation should complete an [SA Service Request](#) selecting the 'Other enquiry' option and entering the required location in the details text box by 13 September.

For those who are unable to attend one of these events, copies of the presentation will be made available for download on our [website](#).

## 2. School preferences data collection 2014

### Alan Brooks – Data Development Unit

The school preferences collection 2014 will involve local authorities making two returns, one each to cover admissions applications in relation to both primary and secondary school children. The collection will take place shortly after national offer day and replaces the aggregate level collection on secondary school preference data submitted by LAs in previous years. The key differences are:

- a change to child level, rather than aggregate level, returns;
- the extension of the collection to include a second return containing admissions applications of primary school children;
- the submission of the data in XML format and the use of COLLECT as the data collection mechanism rather than submission via a web form or a spread sheet via email.

The roll out of these changes follows a successful pilot earlier this year involving all major management information system suppliers of LA admissions systems. The data is already held by LAs at individual pupil level as it originates from the application details of each child.

The technical specification for the data collection (that has already been shared with suppliers) and the guide for LAs will be available shortly from the department's website on the [Coordinated Admissions](#) page.

Previously the department has collected, on an annual basis, LA level figures detailing the applications and offers made for entry into secondary school. The preference rates for all LAs are published in a statistical first release (SFR) and the data is used in the drive to in both policy monitoring and development. The first primary school national offer day will take place on 16 April 2014. Therefore it has been possible to extend the collection of application and offer data to primary level.

The 2014 SFR will contain exactly the same information as in the past. A second data table will also be published giving the same information at primary level. Because the primary offer date is in mid-April, the publication of the SFR will be later than in previous years, in summer 2014.

The change to child level data was approved by the Star Chamber Scrutiny Board and will allow greater analysis of preferences met data against individual characteristics. The [Regulations](#) underpinning the collection have been updated to reflect these changes.

### **3. School workforce census - reform of teachers pay and conditions**

#### **Gerard Hassett – Data Development Unit**

The school workforce census 2013 will take place from 7 November this year. All LAs and academies should have received an early warning letter notifying them of some changes made since last year.

[Information for academies and schools](#) now includes a guide for schools and a set of frequently asked questions.

[Information for local authorities](#) now includes a guide for local authorities.

Some questions have been raised following the receipt of the early warning letter. To clarify: to enable pay to be determined consistently the department is asking for all pay to be returned in the form of base pay rather than pay scales and spine points. This should be seen as a request, base pay being our preferred way of recording pay data – however it is not mandatory and where schools or LAs cannot return base pay then pay scale, regional spine and spine points are acceptable. Where spine points are returned the department asks that care is taken to ensure that the spine points recorded are those in Annex 5 of the School Teachers Pay and Conditions document 2013.

Finally, the [COLLECT familiarisation blade](#) is available for training purposes prior to the collection going live.

### **4. Information management & learning services framework**

#### **Michael Beasley – Schools ICT Support Unit**

The department's [ICT Services Framework](#) continues to be extensively used in the education sector and has recently passed the £150m orders mark.

The department's replacement for the ICT services framework, due to expire in October 2014, is moving forward. Stakeholder consultation exercises have now been completed and the key tasks of developing the contract requirements and the ITT have begun.

Schools MIS – We have been advised of the first Local Authority to move away from their incumbent supplier following a competitive tender through the Information Management and Learning Services (IMLS) Framework. A case study is being developed with them to highlight the issues, mitigations and benefits. This should be available shortly and will be advised to bulletin readers.

## 5. Important information about Unique Learner Numbers (ULNs)

Jennifer Powles - Senior Account Manager, Learning Records Service

### ULNs in school census January 2014 – four months to go

Unique Learner Numbers (ULNs) will be mandatory within the school census in January 2014 for all pupils age 14 and above on census day. All schools need to register with the Learning Records Service (LRS) before January 2014 to manage the few ULNs that cannot be easily obtained through the school 2 school (s2s) system. As there are now only four months to go before ULNs must be included within the school census, schools that have not yet registered will need to do so as soon as possible.

To register, you will need to complete and sign the Learning Provider Agreement and also the Organisation Registration form.

The LRS Learning Provider Agreement and Organisation Registration forms can be found on the [LRS website](#).

The Provider Agreement needs to be signed and the hard copy with the original signature issued to:

LRS Business Support  
Information Management Services  
Skills Funding Agency  
Cheylesmore House  
Quinton Road  
Coventry CV1 2WT

The Organisation Registration Form can be signed, scanned and emailed to [lrusinesssupport@learningrecordsservice.org.uk](mailto:lrusinesssupport@learningrecordsservice.org.uk).

### Important new guidance on obtaining ULNs

The [ICES Bulletin 62](#) provided guidance about including the postcode within the Common Transfer File (CTF) to ensure Unique Learner Numbers (ULNs) can be successfully retrieved by schools through s2s.

The postcode MUST be included within the CTF file to retrieve a ULN. If schools send a CTF file to the s2s system with postcodes for their pupils, it will return ULNs. If postcodes are not included, the file will validate without postcodes but it will not return a ULN.

For clarity, CTF files are only uploaded to s2s, not to the Learning Records Service (LRS) system. Once a CTF is uploaded to the s2s system, s2s securely sends the data to the

LRS system for processing. Once the data is processed and ULNs have been issued, the LRS system securely sends this information back to s2s. The ULNs are then retrieved from s2s by the school.

Further information on this is detailed in the [CTF pages](#) on the department's website.

## **GCSEs and A-Levels now appearing within the PLR**

The Learning Records Service (LRS) has been working with awarding organisations in England and Wales to upload A-Level and GCSE results directly into the Personal Learning Record (PLR).

This is the first year that awarding organisations have delivered exam results direct to the Personal Learning Record. This represents a major step forward in improving online access and enrolment processes for individuals to progress in their learning.

Schools, colleges, universities and training providers will now be able to use the PLR to verify learners' qualifications and to quickly build up a picture of an individual's achievement, enabling them to offer them the best education or careers advice.

## **It's vital to share ULNs with pupils and awarding organisations**

When you have obtained ULNs for your Year 9 and above pupils, it is very important to let them and their awarding organisation know their ULN for exams. ULNs should be used when registering and making exam entries with awarding organisations. Unlike the UPN, the ULN has been designed to share pupils' achievement with learners and F/HE colleges and universities as well as schools at the [Personal Learning Record \(PLR\)](#) online.

Providing the ULN to awarding organisations and pupils will allow the PLR to be populated with verified achievements will benefit each pupil as they move through their lifelong educational journey by speeding up HE and FE application and admissions process, as well as making it possible for individuals to demonstrate qualifications to a potential employer.

Please ensure each pupil is shown a copy of the [standard schools Privacy Notice](#) which explains how their data will be shared.

Further information and assistance is available as follows:

- For queries relating to s2s and the associated CTF file email: please complete a [service request form](#).
- For queries relating to management of ULN exceptions and LRS registration: Telephone: 0845 602 2589. Email: [LRSsupport@learningrecordsservice.org.uk](mailto:LRSsupport@learningrecordsservice.org.uk).

## General LRS News

The Learning Records Service (LRS) has recently published its latest edition of [Service News](#).

The LRS is moving to GOV.UK domain. In April, the LRS adopted the single HM Government brand and identity. These changes underpin the simplification work of the Government's Digital Strategy; this means that we are moving the LRS website to GOV.UK.

All the services will stay the same and you can still contact us in the normal way. However, there will be further changes to come in terms of how you access our services online. This will include a new Identity and Access Management process by the end of the year. This change will mean that individual LRS users will need to re-enter some of their registration details into the new system when they next log in to the LRS for managing exceptions. Note this will not affect the overall registration of the school which will remain in place. We will keep this process as simple and quick as possible and will provide further details as they become available.

## 6. GOV.UK

### Jon Leyshon – Data Development Unit

Our data collections, data management and data transfers content on the department's website is to move to [GOV.UK](#) over the next three months. We are in the early planning stages for this work and we expect to be able to provide more information in the next bulletin.

The move will allow us to continue the drive to improve the way we present web content. We hope to be able to engage users in help us understand if the content is fit for purpose and is easy for users to find and make use of.

[GOV.UK](#) is the new website which will combine all government information in one place. It replaces all individual department's websites.

## 7. Website updates

The following are now available on the Department's website:

- the [UPN generator](#) for 2013 to 2014. An updated user guide will be published on the same page shortly;
- the technical specification and schema files for the [common transfer file \(CTF\) 13](#);
- the latest version of the [common basic data set](#), updated on 5 September;



- recently completed [requests for change \(RFC\) forms updating the common basic data set](#);
- information about the [parental responsibility measures - attendance census 2013](#), including the guide and COLLECT user guide;
- updated guides, COLLECT user guides, XSLT files and updated validation rules (version 1.7) for the [school census autumn 2013](#);
- [csv to xml conversion tools](#) for the school workforce census 2013;
- the [Access data base](#) for the school workforce census 2013;
- updated versions of the validation rules spread sheet (version 1.3) and school summary specification (version 1.2), along with the XSLT package, schema files and guides for completing the [school census spring and summer 2014](#);
- an updated specification (version 1.4) and updated guide (version 2.1) for the [children in need \(CIN\) census 2013 to 2014](#);
- minutes and presentations from the [CIN & CLA focus group](#) meetings held on 12 and 19 July 2013;
- updated s2s [handbooks for schools and LAs](#);
- updated meeting dates for the [Star Chamber Scrutiny Board](#);
- updated meeting dates for [software supplier meetings with DfE](#);
- an update to the suggested text for issuing a [privacy notice](#).



Department  
for Education

© Crown copyright 2013

You may re-use this document/publication (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence v2.0. To view this licence, visit [www.nationalarchives.gov.uk/doc/open-government-licence/version/2](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2) or email: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk).

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this publication should be sent to the [data collection helpdesk](#).

This document is available for download from the [Department's website](#).