



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: Amendment of 4 codesets to correct error	RFC 702
Name and team/company of RFC Originator: Phil Dent, Data Development Unit, Education Data Division		
Originator Contact No: 01325 735409	Originator email address: phil.dent@education.gsi.gov.uk	
Date RFC Raised: 1 April 2014	Date change required: In systems from September 2014 for collection in the 2014 – 2015 school census	
Priority: 2	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: Queries.SUPPLIER@education.gsi.gov.uk		
Change Title: Planned hours type and format amendment		

Data item / Rule Number:

- CBDS data item 1507, *Pupil Level*, Pupil characteristics module, Planned learning hours, xml tag <QualHrs>
- CBDS data item 1508, *Pupil Level*, Pupil characteristics module, Planned learning hours previous, xml tag <QualHrsPrev>
- CBDS data item 1509, *Pupil Level*, Pupil characteristics module, Planned employability, enrichment and pastoral hours, xml tag <Non_qualHrs>
- CBDS data item 1510, *Pupil Level*, Pupil characteristics module, Planned employability, enrichment and pastoral hours previous, xml tag <Non_qualHrsPrev>

Description of change:

The amendment of 4 rules (1507, 1508, 1509 and 1510) where the codeset type and format is set at 999. This is in error and needs to be amended to 9999 to provide sufficient flexibility within the codeset. As such, the valid value, set at 1 – 999, is incorrect and will also need to be changed to 1 – 9999 to reflect this amendment.

Metadata Requirements:

Sequential Number – 1507

CBDS Level – Pupil

CBDS Module – Pupil characteristics

Identifier 1 – 100532

Identifier 2 – n/a

Data Item Name – Planned learning hours

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

Type and format – 9999

Code set / Valid values – 1 - 9999

Item level validation – None

XML Tag - <QualHrs>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Sequential Number – 1508

CBDS Level – Pupil

CBDS Module – Pupil characteristics

Identifier 1 – 100533

Identifier 2 – n/a

Data Item Name – Planned learning hours previous

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

Type and format – 9999

Code set / Valid values – 1 - 9999

Item level validation – None

XML Tag - <QualHrsPrev>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Sequential Number – 1509

CBDS Level – Pupil

CBDS Module – Pupil characteristics

Identifier 1 – 100534

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 – 9999

Code set / Valid values – 1 - 9999

Item level validation – None

XML Tag - <Non_qualHrs>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Sequential Number – 1510

CBDS Level – Pupil

CBDS Module – Pupil characteristics

Identifier 1 – 100535

Identifier 2 – n/a

Data Item Name – Planned employability, enrichment and pastoral hours previous

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

Type and format – 9999

Code set / Valid values – 1 - 9999

Item level validation – None

XML Tag - <Non_qualHrsPrev>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Reason for change (including benefits):

To ensure that the codesets are fit for purpose and reflect the actuality of data to be provided. This will negate issues where the systems will not provide correct data and facilitate automatic collection.

Impact of not doing the change:

The schools MIS system would not be able to collect correct values and this may impact on funding calculations (as full details may not be collected). This may also impact on COLLECT as it could generate errors and thus impact helpdesk resource.

ISB view of the proposed change:

Funding availability:

Not applicable

Impact assessment to be undertaken by:

Core software suppliers

Working Group

ISB

Date consulted:

1 April 2014

Response requested by:

15 April 2014

Section 2 - Impact Analysis

(To be completed by Impact Assessors)

Software Suppliers' Summary of Impact Assessment:

Software Supplier 1

I confirm that I am happy with this change.

DfE Internal Colleagues' Summary of Impact Assessment:

ISB Standards

I have no comments on as there is no implication on ISB standards.

School Census Working Group

The queries will increase if this doesn't get authorised.

Alternative Solutions / Workarounds (if appropriate):

Estimated Cost of Change:

Impact Assessed by (name):

Core software suppliers

Working Group

ISB

Date: 15/04/14

Section 3 - Outcome / Decision

(To be completed CBDS administrator)

Review Meeting: CBDS administrator review

Attendees: Gary Connell, Amanda Robinson, Lisa Beadle, Phil Dent

Date of Review Meeting: 24/04/14

Brief Summary of Discussion:

The Board discussed and agreed the changes.

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:

The requirement was to replace the following data items:-

Data item 100532 has been superseded by new data item 100541

Data item 100533 has been superseded by new data item 100542

Data item 100534 has been superseded by new data item 100543

Data item 100535 has been superseded by new data item 100544

Next steps were agreed in the meeting to update to 28/04/2014 and arrange publication. The complete RFC has been returned to the originator and the RFC register administrator copied in to update the spreadsheet to 28/04/14.

If Reject, provide details: