



Office of Qualifications
and Examinations Regulation

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Our ref: RO30/2014

Dear Responsible Officer

Learner Level Vocational Data Request for Period 1 Oct 2013 to 30 Sept 2014

We wrote to you on 7 April 2014 requesting qualification certification data for the period October 2012 to September 2013, split by type of centre and age of learners. We found this information very useful and are now requesting similar information for the academic year 2013/14.

Following the problems that a large number of awarding organisations had in fulfilling the previous request, we have undertaken a review. We have decided to request learner level data and we will undertake the aggregation by age groups and centre types. This is the process that a large number of awarding organisations used last year. Requesting the data in this format means that we will be able to use the data to meet our other needs, rather than asking you multiple times for slightly different requirements. Details of the data request are attached.

We have piloted this request on a number of awarding organisations that volunteered through the Federation of Awarding Bodies (FAB) to provide assistance to us. Following the feedback, we are requesting this data in either of two formats; as per the specification included; or in the format used by awarding organisations to send their data return to the Department for Education. If you choose the later, you will need to include all England, Wales and Northern Ireland learners for the period 1 October 2013 to 30 September 2014. The questions that were asked by the pilot group and our response are also attached.

We have addressed security concerns of sending us learner data, by setting up a secure FTP link to individual awarding organisation folders. Instructions for setting up and using the secure FTP are attached.

Separate e-mails will be sent to you with your username for the secure FTP, and your password.

If you have any problems sending us the information, or if you have concerns with this request, please contact our Data and Statistics team either by e-mail at data@ofqual.gov.uk or by telephone on 02476 716659, where a member of the team will be able to help you.

All information you provide in response to this notice must be sent **by Friday 6 February 2015**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alison Fisher', written in a cursive style.

Alison Fisher
Data and Statistics Manager

Direct Line 02476 716809

cc. Roger McCune, CCEA and Kate Crabtree, Welsh Government