FE workforce governor data guidance

September 2024

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1. Introduction

This document provides FE education providers with the data collection requirements for the FE workforce governor data collection. To enable the intended audience to be able to meet the requirements for the 2023/2024 FE workforce governor data collection return.

1.1. Background

This document is produced to assist providers in collecting and submitting the FE workforce governor data collection data using an online form for the 2023 to 2024 collection.

In this document we use the term 'you' or 'providers' to mean FE or sixth form colleges who receive funding from the Education and Skills Funding Agency (ESFA) or through a loans facility or contract for apprenticeships, to deliver education and training.

2. Use of FE workforce data

The FE and skills sector in England will use the FE workforce data collection to collect data about governors (for FE and sixth form colleges only). The collection will provide governor board formation and composition data of the sector to the Department for Education (DfE).

2.2 Scope of the FE workforce data collection governor data

You should complete a return if your organisation is a FE or sixth form college and receives funding through one or more of the following funding models:

- 16-19 (excluding Apprenticeships)
- Adult skills
- Apprenticeships (from 1 May 2017) including Levy funding
- Skills bootcamp funding
- Community Learning
- European Social Funding (ESF)
- Other Adult
- Other 16 to 19

The following providers are not in scope for the FE workforce governor data collection:

- Schools who return the Schools Workforce Census
- 16 to 19 Academies
- HE institutions who return the HESA staff record
- Organisations not in receipt of ESFA funding

3. Content of the return

The following data items will be collected using an online form via the Submit Learner Data Service.

3.1 Specified board size

Table 1: Specified board size

Data element details	Description
Question or page header	What is the total number of board members allowed by your corporation's instrument and articles of government?
Definition	The total number of board members allowed as specified in the organisation's corporation's instrument and articles of association as of 31 July 2024
Collection requirements	Mandatory data element

3.2 Number of governors – by type

Table 2:Number of governors - by type

Data element details	Description
Question or page header	How is the board currently represented?
Definition	The total number of board governors by type that are represented on the board as of 31 July 2024
Collection requirements	Mandatory data item
Notes	Parent governors are only applicable for sixth form colleges

Answer options:

- Staff
- Student
- Independent
- Parent

3.3 Number of governors – by gender

Table 3: Number of governors – by gender

Data element details	Description
Question or page header	What is the gender composition of the board?
Definition	The total number of board governors by gender category represented on the board as of 31 July 2024
Collection requirements	Mandatory data item
Notes	The total numbers entered must be the same as the number of board members provided (data element 3.2)

Answer options:

- Male
- Female
- Identifies in another way
- Prefer not to say

3.4 Number of governors – by age range

Table 4: Number of governors - by age range

Data element details	Description
Question or page header	What are the age ranges of the board members?
Definition	The total number of board governors by age range category represented on the board as of 31 July 2024
Collection requirements	Mandatory data item
Notes	The total numbers entered must be the same as the number of board members provided (data element 3.2)

Answer options:

- 16 to 18 years
- 19 to 24 years
- 25 to 34 years
- 35 to 44 years
- 45 to 54 years
- 55 to 64 years
- 65 to 74 years
- 75 and over
- Prefer not to say

3.5 Number of governors - disability

Table 5: Number of governors – disability

Data element details	Description
Question or page header	Disability data
Definition	The total number of board governors by disability category represented on the board as of 31 July 2024
Collection requirements	Mandatory data item
Notes	The total numbers entered must be the same as the number of board members provided (data element 3.2)

Answer options:

- How many board members consider themselves to have a disability?
- How many board members do not identify themselves as having a disability?
- How many prefer not to say?

3.6 Number of governors – by ethnicity

Table 6: Number of governors – by ethnicity

Data element details	Description
Question or page header	Which ethnic groups are represented on the board?
Definition	The total number of board governors by ethnicity category represented on the board as of 31 July 2024
Collection requirements	Mandatory data item
Notes	The total numbers entered must be the same as the number of board members provided (data element 3.2)

Answer options:

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Roma
- Any other White background
- White and Black Caribbean
- White and Black African
- White and Asian
- Any Other Mixed / multiple ethnic background
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background
- African
- Caribbean
- Any other Black / African / Caribbean background
- Arab
- Any other ethnic group
- Prefer not to say

3.7 Number of governors – by length of time served

Table 7: Number of governors – by length of time served

Data element details	Description
Question or page header	How long have board members served since they were appointed?
Definition	The total number of board governors by length of time served as of 31 July 2024
Collection requirements	Mandatory data item
Notes	The total numbers entered must be the same as the number of board members provided (data element 3.2)

Answer options:

- Less than 1 year
- 1 to 4 years
- 4 to 8 years
- 8 to 12 years
- Over 12 years

3.8 Board member vacancies

3.8.1 Number of vacancies during the academic year

Table 8: Number of vacancies during the academic year

Data element details	Description
Question or page header	How many vacancies were there during the academic year?
Definition	The total number of governor vacancies that the provider had during the academic year that the collection is for.
Collection requirements	Mandatory where vacancies have been indicated

3.8.2 Number of governor vacancies filled

Table 9: Number of governor vacancies filled

Data element details	Description
Question or page header	How many were filled?
Definition	Out of the governor vacancies the provider had during the academic year that the collection is for, the number of them that were filled
Collection requirements	Zero can be entered when applicable
Notes	Cannot be greater than the number of governor vacancies provided (data element 3.8.1)

3.8.3 Number of governor vacancies 6 months or longer to fill

Table 10: Number of governor vacancies 6 months or longer to fill

Data element details	Description
Question or page header	How many took 6 months or longer to fill?
Definition	Out of the filled governor vacancies the provider had during the academic year that the collection is for, the number of them that took 6 months or longer to fill.
Collection requirements	Zero can be entered when applicable
Notes	Cannot be greater than the number of governor vacancies provided (data element 3.8.1)

3.8.4 Number of governor vacancies open for 6 months or longer

Table 11: Number of governor vacancies open for 6 months or longer

Data element details	Description
Question or page header	How many vacancies have been open for 6 months or longer and are still unfilled?
Definition	Out of the unfilled governor vacancies the provider had during the academic year that the collection is for, the number of them that were open for 6 months or more
Collection requirements	Zero can be entered when applicable
Notes	Cannot be greater than the number of governor vacancies provided (data element 3.8.1) less the number of governor vacancies filled provided (data element 3.8.2)

4. Completing the governor data collection

The FE workforce governor data collection facility is hosted within the Submit Learner Data (SLD) secure platform. Providers must have a Department for Education (DfE) Sign-in account and associated profile to access the FE workforce governor data collection.

Begin the data return process from the SLD start page: Submit learner data. Users will then sign into DfE account (figure 1).

4.1 Department for Education (DfE) Sign-in

Figure 1: DfE Sign-in screen

You will need a DfE sign in account to access Submit Learner Data.

Organisations with a DfE sign-in account and a user assigned with the 'Submit Learner Data – FE Workforce Governor' role, can access the governor data collection using the Submit learner data sign in process: Submit learner data.

User can log in or self-registered for a DfE Sign-in account.

Users will need to request the 'Submit Learner Data – FE Workforce Governor' role from their organisation's super user to access the collection.

Users who do not have account, refer to gov.uk for details on how to create DfE Sign-in account.

Users who are unable to access their account need to complete the Contact us form for assistance from Service Desk.

4.2 FE workforce governor data collection tile

Organisations with users setup or assigned with the 'Submit Learner Data - FE Workforce Governor role' will see the FE Workforce Governor data collection 'tile' (figure 2) after logging into the SLD portal.

The tile has 2 functions:

- to confirm the FE workforce governor profile has been assigned to the user
- provides the link to the 'Governor data collection' start page (figure 3)

Figure 2: FE workforce governor data collection tile

4.3 Governor data collection start page

On the Governor data collection start page the user should click Start now to proceed to the first question page in the collection: 'Record the specified board size' page (figure 4).

Figure 3: Governor data collection start page

4.4 Record the specified board size page

The 'Record the specified board size' page is the first question page of the collection. The user should provide the data for the answer and click on Save and continue to proceed through all the question pages to complete their return. On completion the user will be presented with the 'Check your answers page' (figure 5).

Figure 4: Record the specified board size page

Governor data as at 31 July 2023

What is the total number of board members allowed by your corporation's instrument and articles of association?

Record the specified board size

[ ]

Save and continue

4.5 Check your answers page

On answering all the collection questions the user will be presented with the Check your answers page. To change an answer the user should click on the Change link to navigate to the page that the user wants to amend. From there the user will be able to step through the form and return to the 'Check your answers' page. To complete the collection the user should click on 'Finish' button at the bottom of the page. Once finished the user can return to the collection and change any answers given up until the collection close date.

Figure 5: 'Check your answers' page

Governor data as at 31 July 2023

Check your answers

Board details	**Change**
Status	COMPLETED
Total number of board members allowed by your corporation's instrument and articles of association	20

How the board is represented	**Change**
Status	COMPLETED
Staff governors	14
Student governors	2
Independent governors	2
Parent governors	2

Finish

5. Further assistance

If you have any queries, please can you contact us using the [customer help portal](#).

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