2020-21 Individualised Learner Record (ILR) data checking tool

2020-21 Graduate Outcomes target list technical document

Contents

Summary

1. This document describes the Graduate Outcomes (GO) comparison output files generated by the 2020-21 Individualised Learner Record (ILR) data checking tool. Throughout this document, fields taken from the ILR or derived as part of the target list are shown in capitals.

2. The GO comparison output can be used by higher education providers to verify and correct their 2020-21 individualised student data. Providers should use the target list output as an indication of which students will be surveyed as part of the 2020-21 GO survey. We encourage providers to check the GO target list outputs provided. The final ILR R14 data, submitted to the Education and Skills Funding Agency (ESFA), will be used to generate the final target list of students eligible to participate in the survey. The final target list will be produced by the Office for Students (OfS) and passed to the Higher Education Statistics Agency (HESA) who will manage and deliver the survey. This will be the final GO target list for providers, and only students on the final target list will be surveyed. Providers will need to approve the final contact details via HESA's portal.

3. The GO20 comparison is formed of two files. These are:

   a. GO20 comparison workbook 'GO20_ DCT_XXXXXXXX.xlsx' (where XXXXXXXX is the UK Provider Reference Number (UKPRN) for the provider).

   b. GO20 comparison individualised file 'GO20_DCT_XXXXXXXX_IND.csv'.

   Details of how to use individualised files are given on the OfS website (www.officeforstudents.org.uk/data-and-analysis/supplying-data/working-with-individualised-files/).

4. These files can be accessed from the '2020-21 Data checking tool' area of the OfS portal. Access details will be sent to the appropriate contacts at providers when the data checking tool is available.

5. This document is aimed at readers with in-depth knowledge of the data. Readers are advised to have a copy of 'Specification of the Individualised Learner Record for 2020-21' to hand when using this document. This is available from the ESFA (https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2019-to-2020).

6. We will document any changes or corrections to the algorithms in this document on our website (www.officeforstudents.org.uk/data-and-analysis/data-checking-tools/2020-21-ilr-data-checking-tool/).

Changes from the 2020-21 ILR GO20 output

7. For this year there is an additional exclusion reason for the graduate outcomes target list, GOEXCL64. This new exclusion reason prevents students from being contacted for the same course in two consecutive years.

GO workbook

The GO20 workbook is the Excel workbook GO20_DCT_XXXXXXXX.xlsx, where XXXXXXXX is the UKPRN for the provider, which contains the following worksheets:

Table 1: Worksheets in the GO workbook

Worksheet*	Description
Coversheet	Summary of students in target list for current and previous year
GODec	List of students in the target list for the December 2021 census point
GOMar	List of students in the target list for the March 2022 census point
GOJun	List of students in the target list for the June 2022 census point
GOSep	List of students in the target list for the September 2022 census point
GOExcl	List of students excluded from the target list

* This worksheet reference corresponds to the spreadsheet tabs.

GO individualised file

8. When working through this document you will need to use the individualised file 'GO20_DCT_XXXXXXXX_IND.csv', where XXXXXXXX is the UKPRN for the provider. The individualised file contains the values of all fields used to generate the GO comparison outputs.

9. Fields taken from the ILR return or derived as part of the target list are shown in capitals using the names given in Tables 2 and 3 respectively.

10. Tables 2 and 3 show the assignment of records to categories by our algorithms and, where applicable, provide the data that has been used to determine their exclusion from the relevant population. Please note the ILR is restricted to learning aims described as recognised higher education for OfS funding purposes before generating the target list. This is defined in Annex B of Higher Education Students Early Statistics survey 2020-21 (HESES20) publication (www.officeforstudents.org.uk/publications/heses20/).

ILR fields used to create the target list

10. The ILR fields used to generate the data summary are listed in Table 2.

Table 2: List of ILR fields used to generate the target list

Name	Description	Data source	Column in individualised file*
AIMSEQNUMBER†	Learning aim data set sequence	ILR	C
CONTPREFCODE	Contact preference code	ILR	See Table 2
ENG_LEVE	England further education/higher education status	LARS	W
LEARNACTENDDATE	Learning actual end date	ILR	Y
LEARNAIMREF†	Learning aim reference	ILR	L
LEARNREFNUMBER	Learner reference number	ILR	B
LEARNSTARTDATE	Learning start date	ILR	X
NUMHUS	Learner instance number	ILR	D
OUTCOME	Learning outcome	ILR	Z
PROVSPECLEARNMON†	Provider-specified learner data	ILR	See Table 2
PROVSPECLEARNMONOCCUR†	The occurrence of provider-specified learner data	ILR	See Table 2
STULOAD	Learner full-time equivalence (FTE)	ILR	V
UKPRN	UK provider reference number	ILR	A
ULN†	Unique learner number	ILR	E

* The individualised file GO20_DCT_XXXXXXXX_IND.csv, downloadable from the OfS portal (www.officeforstudents.org.uk/data-and-analysis/supplying-data/submitting-data-through-the-ofs-portal/).

† These fields are not used to generate the target list but are included in the individualised file to allow easy identification of students.

Description of derived fields

11. The derived fields used to generate the target list are listed in Table 3.

Table 3: List of derived fields used in the target list

Name	Description	Paragraph[†]	Column in individualised file*
CENSUS	December, March, June or September survey indicator	13	T
CONTPREF_RUI1	Contact preference code	14	AA
CONTPREF_RUI2	Contact preference code	14	AB
GOEXCL	Reason for exclusion from 2020-21 GO target list	22-23	M
GOEXCL1 – GOEXCL64	Reason(s) for a learning aim's exclusion	15-21	N-T
GOQAIM	Student is studying a qualification aim eligible for GO	28	AC
OFSQAIM[†]	Allocates aims to broad categories of higher education	27	AD
PROVSPECLEARNMON_A PROVSPECLEARNMON_B	Provider-specified learner data	24	F-G
PROVSPECDELMON_A PROVSPECDELMON_B PROVSPECDELMON_C PROVSPECDELMON_D	Provider-specified learning aim data	25	H-K
TTCID[†]	Student is on an Initial Teacher Training (ITT) course	26	AF

* The individualised file GO20DCT_XXXXXXXX_IND.csv, downloadable from the OfS portal (www.officeforstudents.org.uk/data-and-analysis/supplying-data/submitting-data-through-the-ofs-portal/).

[†] For a full definition of this field please refer to '2020-21 ILR data checking tool: Classifying learning aims technical document' (www.officeforstudents.org.uk/data-and-analysis/data-checking-tools/2019-20-ilr-data-checking-tool/).

Students with multiple records

12. Students with more than one record eligible for the inclusion in the Graduate Outcomes survey will be invited to participate in the survey for each census they are eligible. Students with more than one record who have LEARNACTENDDATEs in different census periods will be eligible to complete the survey for each of those census periods. Students with more than one record who have LEARNACTENDDATEs in the same census period will be invited to complete the survey only once for that census period. In this case we choose the most appropriate record to include, using the selection method described in paragraph 20.

CENSUS (Column U)

13. This field indicates which survey the student may be included in according to their learning actual end date.

Value	Description	Definition
DEC	December 2021 survey	LEARNACTENDDATE ≥ 1 August 2020 and LEARNACTENDDATE ≤ 31 October 2020
MAR	March 2022 survey	LEARNACTENDDATE ≥ 1 November 2020 and LEARNACTENDDATE ≤ 31 January 2021
JUN	June 2022 survey	LEARNACTENDDATE ≥ 1 February 2021 and LEARNACTENDDATE ≤ 30 April 2021
SEP	September 2022 survey	LEARNACTENDDATE ≥ 1 May 2021 and LEARNACTENDDATE ≤ 31 July 2021
Blank	Otherwise	Otherwise

CONTPREF_RUI1, CONTPREF_RUI2 (Columns AA-AB)

14. These fields contain the values of CONTPREFCODE. If more than one CONTPREFCODE was returned for an individual, CONTPREF_RUI2 contains the second.

GOEXCL1 (Column N)

15. This field indicates that the student is excluded because they are studying for a foundation degree bridging course, further education qualification aim or higher education qualification aim not within the coverage of Graduate Outcomes.

Value	Description	Definition
1	Foundation degree bridging course, further education qualification aim or higher education qualification aim not within the coverage of Graduate Outcomes	OFSFUNDAIM = 0 or OFSQAIM = FE, OTHHE_Q, OTHL4_CC, OTHL4_Q, OTHL4_U, OTHL5_CC, OTHL5_Q, OTHL5_U, OTHL6_CC, OTHL6_Q, OTHL6_U, OTHL7_CC, OTHL7_Q, FDBC
0	Otherwise	Otherwise

GOEXCL2 (Column O)

16. This field indicates that the student is excluded because the learning outcome was not fully achieved.

Value	Description	Definition
1	Learning outcome not fully achieved	OUTCOME ≠ 1, 8
0	Otherwise	Otherwise

GOEXCL4 (Column P)

17. This field indicates whether the learning actual end date is present and in one of the survey cohorts.

Value	Description	Definition
1	Actual end date not in survey cohort	LEARNACTENDDATE ≤ 31 July 2020 or LEARNACTENDDATE ≥ 1 August 2021 or LEARNACTENDDATE= BLANK
0	Otherwise	Otherwise

GOEXCL8 (Column Q)

18. This field indicates that the student is excluded because they were inactive during the academic year.

Value	Description	Definition
1	Student inactive	STULOAD = 0, BLANK
0	Otherwise	Otherwise

GOEXCL16 (Column R)

19. This field indicates that the student is excluded as they are not to be contacted – learner has died.

Value	Description	Definition
1	Learner is not to be contacted – learner has died or is seriously ill	CONTPREF_RUI1 = 4, 5 or CONTPREF_RUI2 = 4, 5
0	Otherwise	Otherwise

GOEXCL32 (Column S)

20. Student has another record eligible for inclusion in the GO. Where there is more than one record in the same CENSUS for a given LEARNREFNUMBER and GOEXCL1 = 0 and GOEXCL2 = 0 and GOEXCL4=0 and GOEXCL8 = 0 and GOEXCL16 = 0 then only one is included in the GO target population. This selected record will have GOEXCL32 = 0 and all others GOEXCL32 = 1. We select records by highest qualification level, lowest value of OUTCOME, earliest LEARNSTARTDATE, highest value of FTE and lowest value of LEARNAIMREF.

GOEXCL64 (Column T)

21. Student was surveyed for the same course in the previous year. If an instance of study with the same UKPRN, LEARNREFNUMBER and LEARNAIMREF appeared in the previous year's final target list then GOEXCL64 = 1, otherwise GOEXCL64=0.

GOEXCL (Column M)

22. This field indicates whether the student is included in the 2020-21 GO population. For students excluded from the population, GOEXCL contains the sum of all applicable values from the table below. Students included in the target list have GOEXCL = 0.

Value	Description	Definition
1	Student is excluded because they study a foundation degree bridging course, further education qualification aim or higher education qualification aim not within the coverage of Graduate Outcomes	GOEXCL1 = 1
2	Student is excluded because the learning outcome was not fully achieved	GOEXCL2 = 1
4	Student is excluded because their learning actual end date is blank or not in any of the survey cohorts	GOEXCL4 = 1
8	Student excluded because they were inactive	GOEXCL8 = 1
16	Student is excluded as they are not to be contacted – learner has died or is seriously ill	GOEXCL16 = 1
32	Student is excluded as they have another record eligible for inclusion in the GO	GOEXCL32 = 1

Value	Description	Definition
64	Student is excluded because they were surveyed last year for the same course	GOEXCL64 = 1

23. GOEXCL is calculated as (1 × GOEXCL1) + (2 × GOEXCL2) + (4 × GOEXCL4) + (8 × GOEXCL8) + (16 × GOEXCL16) + (32 × GOEXCL32) + (64 × GOEXCL64). The reason(s) which contribute to the exclusion of a student from the GO population can therefore be calculated. For example, if GOEXCL = 10, by subtracting figures from the above table and starting at the bottom, we see that the student was inactive (GOEXCL8 = 1) and the student's learning outcome was not fully achieved (GOEXCL2 = 1).

PROVSPECLEARNMON_A, PROVSPECLEARNMON_B (Columns F-G)

24. These fields contain the value of PROVSPECLEARNMON where PROVSPECLEARNMONOCCUR = A or B respectively.

PROVSPECDELMON_A, PROVSPECDELMON_B, PROVSPECDELMON_C, PROVSPECDELMON_D (Columns H-K)

25. These fields contain the value of PROVSPECDELMON where PROVSPECDELMONOCCUR = A, B, C or D respectively.

TTCID (Column AF)

26. This field indicates whether the student is on a course that leads to a teacher qualification. For a full definition of this field please refer to '2020-21 ILR data checking tool: Classifying learning aims technical document' (www.officeforstudents.org.uk/data-and-analysis/data-checking-tool/2020-21-ilr-data-checking-tool/).

OFSQAIM (Column AD)

27. This field allocates aims to broad categories of higher education. For a full definition of this field please refer to '2020-21 ILR data checking tool: Classifying learning aims technical document' (www.officeforstudents.org.uk/data-and-analysis/data-checking-tool/2020-21-ilr-data-checking-tool/).

GOQAIM (Column AC)

28. This field indicates whether a student is studying a qualification aim eligible for the Graduate Outcomes survey. If the qualification aim is not eligible then a GOQAIM of 'OTHER' will be used.

Value	Description	Definition
FIRST ENHANCED MASTER HIGHER DIPHE PGCE CERTED FOUDEG FDBC HIGHCERT DTLLS DET PGDIP HNC HND CET PTLLS	Learner is studying a qualification aim eligible for the Graduate Outcomes survey	GOQAIM=OFSQAIM
OTHER	Learner is studying a qualification aim that is **not** eligible for the Graduate Outcomes survey	OFSQAIM not in the list specified above