2024-25 Individualised Learner Record (ILR) data checking tool

2024-25 Graduate Outcomes (GO) target list technical document

Contents

Summary

1. This document describes the Graduate Outcomes (GO) target list output files generated by the 2024-25 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 target list output can be used by higher education providers to verify and correct their 2024-25 individualised student data. Providers should use the target list output as an indication of which students will be surveyed as part of the 2024-25 GO survey. We encourage providers to check the GO target list outputs provided. The final ILR R14 data, submitted to the Department for Education (formerly 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 our designated data body (Jisc) which 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 Jisc's portal.

3. The GO target list output is formed of two files. These are:

    a. Workbook 'GO24_ DCT_XXXXXXXX.xlsx' (where XXXXXXXX is the UK Provider Reference Number (UKPRN) for the provider).

    b. Individualised file 'GO24_DCT_XXXXXXXX_IND.csv'.

    Details of how to use individualised files are given on the OfS website (Working with individualised files - Office for Students).

4. These files can be accessed from the '2024-25 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 2024-25' to hand when using this document. This is available from the DfE (Individualised Learner Record (ILR) technical documents, guidance and requirements).

6. We will document any changes or corrections to the algorithms in this document on our website (2024-25 ILR data checking tool - Office for Students).

Changes from the 2023-24 GO target list output of the 2023-24 ILR data checking tool

7. There have been no changes to the algorithms compared to 2023–24.

GO target list workbook

8. The Excel workbook 'GO24_DCT_XXXXXXXX.xlsx', where XXXXXXXX is the UKPRN for the provider, contains the following worksheets:

Table 1: Worksheets in the GO target list 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 2025 census point
GOMar	List of students in the target list for the March 2026 census point
GOJun	List of students in the target list for the June 2026 census point
GOSep	List of students in the target list for the September 2026 census point
GOExcl	Summary of students excluded from the target list

9. The workbook compares headcounts with those for the previous year's target list. The previous year's target list was last updated on 29 July 2025.

GO target list individualised file

10. When working through this document you will need to use the individualised file 'GO24_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 target list.

11. 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.

12. Please note the ILR data 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 2024-25 (HESES24) publication (Higher Education Students Early Statistics survey 2024-25 - Office for Students).

13. The individualised file contains one record per learner and learning aim (each unique combination of UKPRN, LEARNREFNUMBER and AIMSEQNUMBER) in the 2024-25 academic year.

ILR fields used to create the target list

14. The ILR fields used to create the target list are listed in Table 2.

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

Name	Description	Data source
AIMSEQNUMBER†	Learning aim sequence number	ILR
AWARD_BO	Awarding body code	LARS
CONTPREFCODE	Contact preference code	ILR
CONTPREFTYPE	Contact preference type	ILR
LEARNACTENDDATE	Learning actual end date	ILR
LEARNAIMREF†	Learning aim reference	ILR
LEARNREFNUMBER	Learner reference number	ILR
LEARNSTARTDATE	Learning start date	ILR
OUTCOME	Learning outcome	ILR
PROVSPECDELMON†	Provider-specified learning aim data	ILR
PROVSPECDELMONOCCUR†	The occurrence of the provider-specified learning aim data	ILR
PROVSPECLEARNMON†	Provider-specified learner data	ILR
PROVSPECLEARNMONOCCUR†	The occurrence of the provider-specified learner data	ILR
QUAL_TIT	Learning aim title	LARS
STULOAD	Learner full-time equivalence (FTE)	ILR
UKPRN	UK provider reference number	ILR
ULN†	Unique learner number	ILR

* The individualised file GO24_DCT_XXXXXXXX_IND.csv, downloadable from the OfS portal (Submitting data through the OfS portal - Office for Students).

† 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

15. The derived fields used to create the target list are listed in Table 3.

Table 3: List of derived fields used to create the target list

Name	Description	Paragraph[†]
CENSUS	December, March, June or September survey indicator	17
CONTPREF_RUI1 CONTPREF_RUI2	"Restricted use indicator" contact preference codes	18
GOEXCL	Reason(s) for exclusion from the 2024-25 GO target list	28
GOEXCL1 – GOEXCL64	Reason(s) for a learner's exclusion	21-27
GOQAIM	Broad categories of higher education for use in the Graduate Outcomes algorithms	20
OFSQAIM[†]	Allocates aims to broad categories of higher education	19
PROVSPECDELMON_A PROVSPECDELMON_B PROVSPECDELMON_C PROVSPECDELMON_D	Provider-specified learning aim data	31
PROVSPECLEARNMON_A PROVSPECLEARNMON_B	Provider-specified learner data	30

* The individualised file GO24_DCT_XXXXXXXX_IND.csv, downloadable from the OfS portal (Submitting data through the OfS portal - Office for Students).

[†] For a full definition of this field please refer to '2023-24 ILR data checking tool: Classifying learning aims technical document' (Data checking tool documentation archive - Office for Students). The field has been derived as described in the document published for the 2023-24 data checking tool. Information on any changes to the definition of the field will be published by 1 October 2025.

Students with multiple records

16. Students with more than one record eligible for inclusion in the Graduate Outcomes survey will be invited to participate in the survey during each contact period in which they are eligible. Students with more than one record who have LEARNACTENDDATEs corresponding with different contact periods will be eligible to complete the survey during each of those contact periods. Students with more than one record who have LEARNACTENDDATEs corresponding with the same contact period will be invited to complete the survey only once during that contact period. In this case we choose the most appropriate record to include, using the selection method described in paragraph 26.

CENSUS

17. This field indicates which period the student would be contacted in according to their learning actual end date.

Value	Description	Definition
DEC	Contacted between 1 December 2025 and 28 February 2026	LEARNACTENDDATE ≥ 1 August 2024 and LEARNACTENDDATE ≤ 31 October 2024
MAR	Contacted between 1 March 2026 and 31 May 2026	LEARNACTENDDATE ≥ 1 November 2024 and LEARNACTENDDATE ≤ 31 January 2025
JUN	Contacted between 1 June 2026 and 31 August 2026	LEARNACTENDDATE ≥ 1 February 2025 and LEARNACTENDDATE ≤ 30 April 2025
SEP	Contacted between 1 September 2026 and 30 November 2026	LEARNACTENDDATE ≥ 1 May 2025 and LEARNACTENDDATE ≤ 31 July 2025
Blank	Otherwise	Otherwise

CONTPREF_RUI1, CONTPREF_RUI2

18. These fields contain the values of CONTPREFCODE where CONTPREFTYPE = RUI. If two values were returned for an individual, CONTPREF_RUI2 contains the second.

OFSQAIM

19. This field allocates aims to broad categories of higher education. For a full definition of this field please refer to
'2023-24 ILR data checking tool: Classifying learning aims technical document' (Data checking tool documentation archive - Office for Students). The field has been derived as described in the document published for the 2023-24 data checking tool. Information on any changes to the definition of the field will be published by 1 October 2025.

GOQAIM

20. This field further allocates aims into broad categories of higher education for use in the Graduate Outcomes algorithms.

Value	Description	Definition
SQACERT	Learner is studying for an SQA Advanced Certificate, which is equivalent to an HNC	AWARD_BO = SQA and QUAL_TIT contains 'Advanced Certificate'

Value	Description	Definition
SQADIP	Learner is studying for an SQA Advanced Diploma, which is equivalent to an HND	AWARD_BO = SQA and QUAL_TIT contains 'Advanced Diploma'
= OFSQAIM	Same category as OFSQAIM	OFSQAIM = CERTED, CET, CTLLS, DET, DIPHE, DTLLS, ENHANCED, FDBC, FIRST, FOUDEG, HIGHCERT, HIGHER, HNC, HND, MASTER, PGCE, PGDIP, PHD, PTLLS and not above
OTHER	Otherwise	Otherwise

GOEXCL1

21. This field indicates that the student is excluded because they were 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	GOQAIM = OTHER, FDBC
0	Otherwise	Otherwise

GOEXCL2

22. 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

23. 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 2024 or LEARNACTENDDATE ≥ 1 August 2025 or LEARNACTENDDATE = BLANK
0	Otherwise	Otherwise

GOEXCL8

24. 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

25. This field indicates that the student is excluded as they are not to be contacted because they have died or are seriously ill.

Value	Description	Definition
1	Learner is not to be contacted – learner has died or is seriously ill	CONTPREF_RUI1 = 3, 4, 5 or CONTPREF_RUI2 = 3, 4, 5
0	Otherwise	Otherwise

GOEXCL32

26. Student has another record eligible for the same contact period. Where there is more than one record in the same CENSUS for a given LEARNREFNUMBER, and all records have GOEXCL1 = 0, GOEXCL2 = 0, GOEXCL4 = 0, GOEXCL8 = 0 and GOEXCL16 = 0, then only one of them 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

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

GOEXCL

28. This field indicates whether the student is included in the 2024-25 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 were studying for 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 is excluded because they were inactive	GOEXCL8 = 1
16	Student is excluded as they are not to be contacted because they have died or are seriously ill	GOEXCL16 = 1
32	Student is excluded because they have another record eligible for the same contact period	GOEXCL32 = 1
64	Student is excluded because they were surveyed last year for the same course	GOEXCL64 = 1

29. 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

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

PROVSPECDELMON_A, PROVSPECDELMON_B, PROVSPECDELMON_C, PROVSPECDELMON_D

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