

Initial Teacher Training In-Year Record 2008/09

Data collection process

Version 1.1 2008-02-19

This document describes the data collection process for the new ITT in-year collection and provides an overview of the requirements of the Aardvark implementation that will support this.

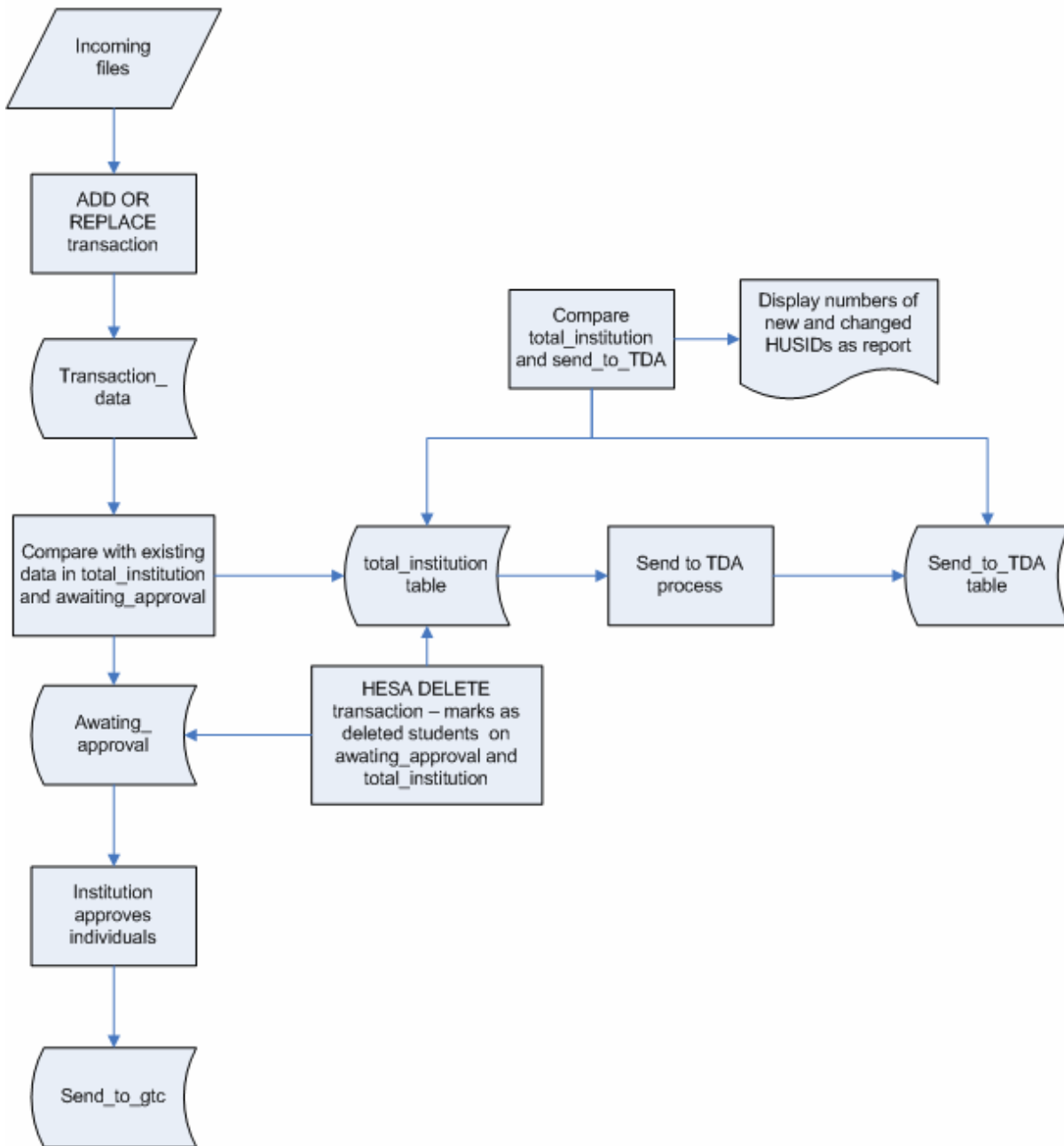
Summary of business requirements

New legislative requirements for Provisional Registration mean that the GTCE require individual level data within 28 days of the student commencing on the course. Although the majority of ITT programmes begin in the Autumn, this does imply a potential stream of individual records throughout the year. In cases where records are re-submitted, the GTCE do not want the same person record multiple times unless there is a significant change [see below] from a previously submitted record.

The TDA require a submission from either the whole institution or from new entrants only at the point of their census date to create the TDA ITT Trainee Numbers census. The TDA need the ability to handle re-submissions from institutions many times in order to correct fields relevant to funding calculations.

Both these business requirements will be met with a single data submission system at HESA.

ITT In-Year collection process



HEI operations

All of the HEI operations are performed through the same Aardvark web interface that is used for all other HESA collections. HEI users log into the Aardvark system and select the ITT in-year collection from the list offered. The ITT in-year collection page for each institution follows the same pattern as for other collections:

- a status bar containing overall information about the user and the collection
- a “What can I do now?” section
- a transaction history
- links to help and support services

There will be three HEI user roles:

- **Submission user:** ability to submit, delete and commit data
- **Approval (GTCE) user:** has the authority to approve individual records for transmission to GTCE
- **Approval (TDA) user:** has the authority to approve data for transmission to the TDA

Any combination of these roles can be added to the same Aardvark user account.

HEI users will only have access to the submission for their own institution.

The following options will be presented to HEI users.

1. Submission processing – the ADD OR REPLACE transaction

Available to: HEI submission users

The “what can I do now” box will include a transaction reached via a link ‘Send some or all of a submission to HESA’ which inserts a *file* to the system. A file can contain a single record, all records for an institution, or anything in between.

The ADD OR REPLACE transaction will perform the following processes:

- Upload the file through the web browser to the servers at HESA
- Run validation – schema checks (which check valid entries and data structure) and business rules. If there are validation failures and/or warnings, these will be shown as a link against the ADD OR REPLACE transaction
- If valid, import the file to a table in Oracle. The system will hold a table for each valid ADD OR REPLACE transaction. The table will be named after the transaction number. Add a primary key of transaction number concatenated with the record number within the transaction
- Create a one-dimensional frequency count report for the records in this transaction
- Create an icon that allows institutions to view their submitted file
- Add all of the records from the newly inserted data to total_institution then remove (i.e. mark as deleted) the oldest record (lowest primary key value) for any cases where two records have the same HUSID
- Create a one-dimensional frequency count report for the whole institution. Delete any previous copies of this report – reached from ‘What can I do now’ via a link ‘View a summary if all record currently held by HESA’
- For records with Student.COMDATE in the current reporting period, compare total_institution with send_to_GTCE:
 - If the HUSID in total_institution did not previously exist, write to awaiting_approval and mark as NEW
 - If the HUSID and UKPRN in total_institution previously existed, but the record differs in any of SURNAME, FNAMES, BIRTHDTE or NINUMBER write to awaiting_approval and mark as UPDATE. (Where two records have the same HUSID the oldest record (lowest primary key value) to be removed
 - If the HUSID and UKPRN previously did exist, but the record does not differ in any of SURNAME, FNAMES, BIRTHDTE or NINUMBER then there is no change to the awaiting_approval table

2. Review of total_institution

Available to: HEI submission users
HEI approval (GTCE) users (read-only)
HEI approval (TDA) users (read-only)
HESA users

The “what can I do now” box will include a link to a report that provides the ability to review all the records currently held in total_institution [fields PrimaryKey, HUSID, OWNSTU, name, ITTAIM, TTCID, [main] SBJCA, MODE, ENDDATE – grouped by CTITLE].

All records will be flagged either ‘new’, updated’ or ‘deleted’; ‘new’ or ‘updated’ records will be visible, ‘deleted’ records will not be visible.

3. Approval of records for Provisional Registration

Available to: HEI approval (GTCE) users
HESA users (read only)

The “what can I do now” box will include a link to a report that provides the user with the ability to approve each record (checkbox) for transmission to GTCE.

The user hits an APPROVE button which:

- Adds these records to the *send_to_GTCE* table with a datetime stamp and a NEW/UPDATE status .
- Removes these records from the awaiting_approval table

4. Review records that have been sent to GTCE

Available to: HEI submission users
HEI approval (GTCE) users
HESA users

The “what can I do now” box will include a link to a simple read-only report that lists all of the records that have been collected from send_to_GTCE for the user’s institution. [Fields to display: HUSID, OWNSTU, SURNAMES, FNAMES, BIRTHDTE, NIN, grouped by CTITLE]

5. Mark return as ready for TDA processing

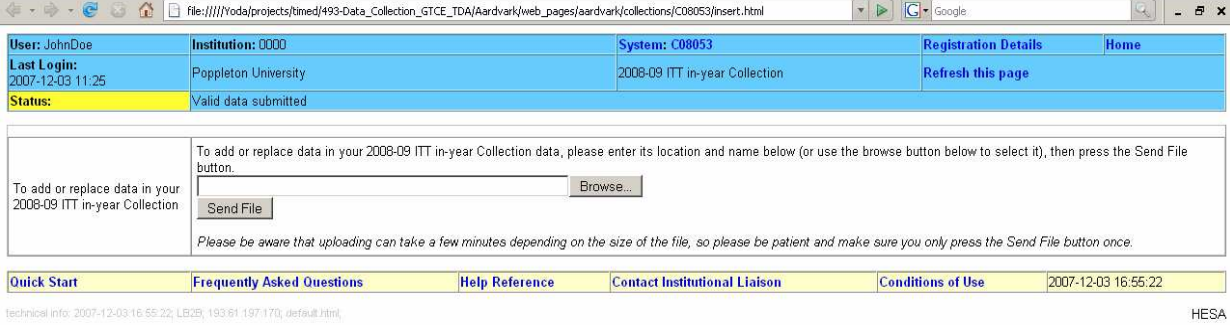
Available to: HEI approval (TDA) users

The “what can I do now” box will include an option to review institution-level frequency counts and then set a flag to indicate that data can now go to TDA. This flag is reset after TDA collection and after any further submission of data.

This institution-level approval process is independent of the individual-level approval process required for the GTCE data.

Once this is done, no further transmissions to TDA can take place until TDA have re-set the system to make available this process.

Summary of transactions

What can I do now?	Available to	Page	Operation
Send	Institutions, HESA	 <p>The screenshot shows a web application interface. At the top, there's a navigation bar with links: User: JohnDoe, Institution: 0000, System: C08053, Registration Details, and Home. Below this, there's a section for 'Last Login: 2007-12-03 11:25' and '2008-09 ITT in-year Collection' with a Refresh this page link. A status bar indicates 'Valid data submitted'. The main content area contains a form with the text: 'To add or replace data in your 2008-09 ITT in-year Collection data, please enter its location and name below (or use the browse button below to select it), then press the Send File button.' The form includes a text input field, a 'Send File' button, and a 'Browse...' button. A note below the form states: 'Please be aware that uploading can take a few minutes depending on the size of the file, so please be patient and make sure you only press the Send File button once.' At the bottom, there's a footer with navigation links: Quick Start, Frequently Asked Questions, Help Reference, Contact Institutional Liaison, Conditions of Use, and a timestamp '2007-12-03 16:55:22'. The text 'HESA' is visible in the bottom right corner of the page.</p>	ADD OR REPLACE transaction, which populates total_insitution and awating_approval

Review all records

Institutions, HESA, GTCE, TDA

File:///Yoda/projects/timed/493-Data_Collection_GTCE_TDA/Aardvark/web_pages/aardvark/collections/C08053/review_all.html

User: JohnDoe	Institution: 0000	System: C08053	Registration Details	Home
Last Login: 2007-12-03 11:25	Poppleton University	2008-09 ITT in-year Collection	Refresh this page	
Status:	Valid data submitted			

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All records currently held by HESA

Postgraduate Certificate in Education - Primary KS2

Transaction/record number	HUSID	OWNSTU	NAME	ITTAIM	SBJCA (main)	MODE
0036221000022	0001234567892	2511-ARC-234	Mouse, M	020	V100	01
0036221000023	0001234567662	2511-ARC-234	Duck, D	020	V100	01
0036221000023	0001234567662	2511-ARC-234	Lion, L	020	V100	01
0036221000023	0001234567662	2511-ARC-234	Phudd, E	020	V100	01

B.Ed Primary KS3

Transaction/record number	HUSID	OWNSTU	NAME	ITTAIM	SBJCA (main)	MODE
0036221000022	0001234567892	2511-ARC-234	Mouse, M	001	V100	01
0036221000023	0001234567662	2511-ARC-234	Duck, D	001	V100	01
0036221000023	0001234567662	2511-ARC-234	Lion, L	001	V100	01
0036221000023	0001234567662	2511-ARC-234	Phudd, E	001	V100	01

Quick Start	Frequently Asked Questions	Help Reference	Contact Institutional Liaison	Conditions of Use	2007-12-03 16:55:22
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technical info: 2007-12-03 16:55:22; LB2B; 193.61.197.170; default.html;

HESA

Views all records in the total_institution table

View a summary of all records

Institutions, HESA, GTCE, TDA

file:///Yoda/projects/timed/493-Data_Collection_GTCE_TDA/Aardvark/web_pages/aardvark/collections/C08053/view_summary.html

User: JohnDoe	Institution: 0000	System: C08053	Registration Details	Home
Last Login: 2007-12-03 11:25	Poppleton University	2008-09 ITT in-year Collection	Refresh this page	
Status:	Valid data submitted			

Summary frequency counts - all records currently held by HESA

RECID	Record type indicator	
08053	Initial Teacher Training In-Year Record	258
Total		258

GENDER	Gender	
1	Male.	128
2	Female.	130
Total		258

ETHNIC	Ethnicity	
10	White.	10
11	White - British.	86
12	White - Irish.	3
13	White Scottish.	9
14	Irish Traveller.	0
19	Other White background.	9
21	Black or Black British - Caribbean.	5
22	Black or Black British - African.	2
29	Other Black background.	6
31	Asian or Asian British - Indian.	9
32	Asian or Asian British - Pakistani.	5
33	Asian or Asian British - Bangladeshi.	4
34	Chinese.	34
39	Other Asian background.	87
41	Mixed - White and Black Caribbean.	3
42	Mixed - White and Black African.	7
43	Mixed - White and Asian.	0
49	Other Mixed background.	8
80	Other Ethnic background.	17
90	Not known.	9
98	Information refused.	10
Total		258

DISALL	Disability Allowance	
1	The student has no known disability.	243
4	The student has a disability and is in receipt of Disabled Student Allowance.	3
5	The student has a disability and is not in receipt of Disabled Student Allowance.	5
9	The student has a disability but information about Disabled Student Allowance is not known/not sought.	7
Total		258

DISABLE	Disability	
00	No known disability.	6184
01	Dyslexia.	701

View a frequency count of all records in total_institution

Approve records for transmission to GTCE

Institutions, HESA

File:///Yoda/projects/timed/493-Data_Collection_GTCE_TDA/Aardvark/web_pages/aardvark/collections/C08053/approve_gtce.html

User: JohnDoe	Institution: 0000	System: C08053	Registration Details	Home
Last Login: 2007-12-03 11:25	Poppleton University	2008-09 ITT in-year Collection	Refresh this page	
Status:	Valid data submitted			

Approve records for collection by GTCE

Please confirm that you wish to transmit these records to GTCE by clicking on the OK button

Please check and approve these records for transmission to the GTCE.

Postgraduate Certificate in Education - Primary KS2 Approve all on this course

Transaction/record number	HUSID	OWNSTU	NAME	ITTAIM	SBJCA (main)	MODE	Approval
0036221000022	0001234567892	2511-ARC-234	Mouse, M	020	V100	01	<input type="checkbox"/>
0036221000023	0001234567662	2511-ARC-234	Duck, D	020	V100	01	<input type="checkbox"/>
0036221000023	0001234567662	2511-ARC-234	Lion, L	020	V100	01	<input type="checkbox"/>
0036221000023	0001234567662	2511-ARC-234	Phudd, E	020	V100	01	<input type="checkbox"/>

B.Ed Primary KS3 Approve all on this course

Transaction/record number	HUSID	OWNSTU	NAME	ITTAIM	SBJCA (main)	MODE	Approval
0036221000022	0001234567892	2511-ARC-234	Mouse, M	001	V100	01	<input type="checkbox"/>
0036221000023	0001234567662	2511-ARC-234	Duck, D	001	V100	01	<input type="checkbox"/>
0036221000023	0001234567662	2511-ARC-234	Lion, L	001	V100	01	<input type="checkbox"/>
0036221000023	0001234567662	2511-ARC-234	Phudd, E	001	V100	01	<input type="checkbox"/>

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technical info: 2007-12-03 16:55:22; LB2B; 193.61.197.170; default.html; HESA

Allows individual approval of records for sending to GTCE

Records marked approved are written from awaiting approval to send_to_gtce

Review records sent to GTCE

Institutions, HESA, GTCE, TDA

file:///Yoda/projects/itimed/493-Data_Collection_GTCE_TDA/Aardvark/web_pages/aardvark/collections/C08053/review_gtce.html

User: JohnDoe	Institution: 0000	System: C08053	Registration Details	Home
Last Login: 2007-12-03 11:25	Poppleton University	2008-09 ITT in-year Collection	Refresh this page	
Status:	Valid data submitted			

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Records that have been approved for collection by GTCE

Postgraduate Certificate in Education - Primary KS2

Transaction/record number	HUSID	OWNSTU	NAME	ITTAIM	SBJCA (main)	MODE
0036221000022	0001234567892	2511-ARC-234	Mouse, M	020	V100	01
0036221000023	0001234567662	2511-ARC-234	Duck, D	020	V100	01
0036221000023	0001234567662	2511-ARC-234	Lion, L	020	V100	01
0036221000023	0001234567662	2511-ARC-234	Phudd, E	020	V100	01

B.Ed Primary KS3

Transaction/record number	HUSID	OWNSTU	NAME	ITTAIM	SBJCA (main)	MODE
0036221000022	0001234567892	2511-ARC-234	Mouse, M	001	V100	01
0036221000023	0001234567662	2511-ARC-234	Duck, D	001	V100	01
0036221000023	0001234567662	2511-ARC-234	Lion, L	001	V100	01
0036221000023	0001234567662	2511-ARC-234	Phudd, E	001	V100	01

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technical info: 2007-12-03 16:55:22; LB2B; 193.61.197.170; default.html

Views all records in send_to_gtce

Approve submission to TDA

Institutions, HESA

file:///Yoda/projects/ftimed/493-Data_Collection_GTCE_TDA/Aardvark/web_pages/aardvark/collections/CO8053/approve_tda.html

HESA Data Collection System

53	KS1 and KS2 (age ranges 5 - 11)	0
54	KS2 and KS3 (age ranges 7 - 14)	0
55	KS3 and KS4 (age ranges 11 - 16)	0
56	KS3, KS4 and post-16 (age ranges 11 - 18)	0
57	KS4 and post-16 (age ranges 14 - 19)	0
	Total	258

MODE Mode of Study

01	Full-time according to Funding Council definitions.	942
02	Other full-time.	0
12	FE students, full-time 30 weeks or more.	3223
13	FE students, full-time 4-29 weeks.	1
14	FE students, full-time less than 4 weeks.	0
23	Sandwich (thick) according to Funding Council definitions.	16
24	Sandwich (thin) according to Funding Council definitions.	0
25	Other sandwich course/programme.	0
31	Part-time.	305
32	FE students, Block release.	0
33	FE students, Part-time, released from employment.	2336
34	FE students, Part-time, not released from employment.	1178
35	FE students, Evening only.	212
36	FE students - open or distance learning.	791
37	FE students - accredited by prior experience and learning, APL/APEL.	0
38	Structured part-time (institutions in Scotland)	0
39	Other part-time (institutions in Scotland)	0
43	Writing-up - previously full-time.	0
44	Writing-up - previously part-time.	0
51	Sabbatical.	0
52	Optional year out - study related	4
53	Compulsory year out - study related	4
63	Dormant - previously full-time.	35
64	Dormant - previously part-time.	59
65	FE students Continuous delivery, day/daytime.	0
66	FE students Continuous delivery, evening only.	0
67	FE students Continuous delivery in the workplace.	0
68	FE students Continuous delivery undefined.	0
69	FE students Sandwich.	173
	Total	258

You currently have 258 valid records.

Please confirm that you wish to transmit your submission to TDA by clicking on the OK button

OK Cancel

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HESA

Transfers records in total_institution to send_to_tda

View changes between total_institution and send_to_tda

Institutions, HESA, TDA

file:///Yoda/projects/timed/493-Data_Collection_GTCE_TDA/Aardvark/web_pages/aardvark/collections/C08053/review_changes.html

User: JohnDoe	Institution: 0000	System: C08053	Registration Details	Home
Last Login: 2007-12-03 11:25	Poppleton University	2008-09 ITT in-year Collection	Refresh this page	
Status:	Valid data submitted			

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Summary of changes since last submission to TDA

New HUSIDS submitted
Total new HUSIDs = 4

Transaction/record number	HUSID	OWNSTU	NAME	ITTAIM	SBJCA (main)	MODE
0036221000022	0001234567892	2511-ARC-234	Mouse, M	020	V100	01
0036221000023	0001234567662	2511-ARC-234	Duck, D	020	V100	01
0036221000023	0001234567662	2511-ARC-234	Lion, L	020	V100	01
0036221000023	0001234567662	2511-ARC-234	Phudd, E	020	V100	01

Changed HUSIDs
Total changed HUSIDs = 4

Transaction/record number	HUSID	OWNSTU	NAME	ITTAIM	SBJCA (main)	MODE
0036221000022	0001234567892	2511-ARC-234	Mouse, M	001	V100	01
0036221000023	0001234567662	2511-ARC-234	Duck, D	001	V100	01
0036221000023	0001234567662	2511-ARC-234	Lion, L	001	V100	01
0036221000023	0001234567662	2511-ARC-234	Phudd, E	001	V100	01

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technical info: 2007-12-03 16:55:22; LB2B; 193.61.197.170; default.html

HESA

Summarises changes between total_institution and send_to_tda grouped by new and changed HUSIDs.