

**Office for
Students**



ILR 2018-19 data checking tool

2020 NSS target list technical document

2020 NSS target list algorithms

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Purpose

1. This document describes the method used to generate the target list of students to be included in the 2020 National Student Survey (NSS). Providers should check the target list for its accuracy, and will need to use this to provide contact details to Ipsos MORI for students in the NSS target list (NSSEXCL = 0).
2. 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 2016-17' (available from the Skills Funding Agency via <https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2016-to-2017>), 'Specification of the individualised learner record for 2017-18' (<https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2017-to-2018>) and 'Specification of the individualised learner record for 2018-19' (<https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2018-to-2019>) to hand when using this document.
3. Throughout this document, fields taken from the ILR or derived as part of the target list are shown in capitals using the names given in Tables 1 and 2 respectively.
4. OfS staff will access data relating to NSS target lists.

Using the individualised file

5. When working through this document it is necessary to use the individualised file NSS18DCT_XXXXXXXXX_IND.csv, where XXXXXXXXX is the UK provider reference number (UKPRN) for the college. Full details of how to access this file are given on the Office for Students website (www.officeforstudents.org.uk/data-and-analysis/supplying-data/working-with-individualised-files/). The individualised file will show, where relevant, details of why students were excluded from the target list. Please note the ILR is restricted to learning aims described as HE before generating the target list.

Table 1 Fields used to generate the target list

Name	Description	Data set	Column in individualised file*
AIMSEQNUMBER [†]	Learning aim data set sequence	ILR	C
DATEOFBIRTH	Learner date of birth	ILR	AK
LEARNACTENDDATE	Learning actual end date	ILR	AD
LEARNAIMREF [†]	Learning aim reference	ILR	L
LEARNPLANENDDATE	Learning planned end date	ILR	AC
LEARNREFNUMBER	Learner reference number	ILR	B
LEARNSTARTDATE	Learning start date	ILR	AB
MODESTUD	Mode applicable to HEIFES	ILR	AH
MSTUFEE	Major source of tuition fees	ILR	AJ
NUMHUS	Learner instance number	ILR	D
PROGTYPE	Programme Type	ILR	AM
PROVSPECDELMON [†]	Provider-specified learning aim data	ILR	See Table 2
PROVSPECDELMONOCUR [†]	The occurrence of provider-specified learning aim data	ILR	See Table 2
PROVSPECLEARNMON [†]	Provider-specified learner data	ILR	See Table 2
PROVSPECLEARNMONOCUR [†]	The occurrence of	ILR	See Table 2

	provider-specified learner data		
STULOAD	Learner FTE	ILR	Y
UKPRN	UK provider reference number	ILR	A
ULN [†]	Unique learner number	ILR	E
YEARSTU	Year of programme of study	ILR	AG

* The individualised file NSS18_DCT_XXXXXXXXX_IND.csv, downloadable from the OfS portal (see <https://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

6. Here we give details of the derived fields contained in the individualised file.

Table 2 Derived fields

Field name	Description	Paragraph	Column in individualised file*
NSSEXPEND	Expected end date	9	AE
OFSAWARD [†]	Indicates the type of awarding powers held by the awarding body of a qualification.	20	U
STULOAD16	2016-17 Learner FTE	13	Z
STULOAD17	2017-18 Learner FTE	14	AA
AGE31JUL	Evaluates learner age as of 31 July 2019	10	AL
NSSEXCL	Reason for exclusion from 2020 NSS target list	23-24	M
NSSEXCL1 – NSSEXCL128	Reason(s) for a student's exclusion	16-22	N-T
NSSNHS_F	Indicates whether the student is NHS-funded	11	AI
OFSQAIM [†]	Allocates aims to broad categories of higher education	12,19,20	V
OFSFUNDAIM [†]	Indicates whether a learning aim meets the definition of recognised higher education for OfS funding purposes ^{††}	20	W
APPRENTICE	Indicates whether the student is studying a degree level apprenticeship	12	AN
PROVSPECLEARNMON_A PROVSPECLEARNMON_B	Provider-specified learner data	25	F-G
PROVSPECDELMON_A PROVSPECDELMON_B PROVSPECDELMON_C PROVSPECDELMON_D	Provider-specified learning aim data	26	H-K
NSSTOTFTE	Total FTE for course	15	X
NSSYEARADJ	This field evaluates a year adjustment which determines whether the student has been dormant	8	AF

* The individualised file NSS18_DCT_XXXXXXXXX_IND.csv, downloadable from the OfS portal (see <https://www.officeforstudents.org.uk/data-and-analysis/supplying-data/submitted-data-through-the-ofs-portal/>).

† For a full definition of this field please refer to '2018-19 ILR data checking tool: Classifying learning aims technical document' (available via: <https://www.officeforstudents.org.uk/data-and-analysis/data-checking-tools/2018-19-ilr-data-checking-tool/>).

†† As per paragraphs 1-2 of Annex B of 'HEIFES18 Higher Education in Further Education: Students survey 2018-19' (<https://www.officeforstudents.org.uk/publications/heifes18-higher-education-in-further-education-students-survey-2018-19/>).

Linking between years

7. We link between years in order to determine the FTE for the student on a single programme of study in the previous two years. A programme of study is linked over years by UKPRN, LEARNREFNUMBER, and NUMHUS. In cases where we cannot link using these fields, we link by UKPRN, LEARNREFNUMBER, and LEARNAIMREF instead; only student FTE is taken from previous years' ILR data. If we cannot link using a unique LEARNAIMREF then no link is made.

NSSYEARADJ

8. This field evaluates a year adjustment which determines whether the student has been dormant.

Value	Description	Definition
$(31 \text{ July } 2019 - \text{LEARNSTARTDATE})^\dagger - \text{YEARSTU}$	Year adjustment	$\text{YEARSTU} \neq 99, \text{ BLANK}$
0	Otherwise	Otherwise

[†] Rounded up to the nearest year.

NSSEXPEND (Column AE)

9. This field evaluates an expected end date for the student, adjusting for years where they were dormant. This is calculated as $\text{NSSEXPEND} = \text{LEARNPLANENDDATE} + \text{NSSYEARADJ}$ years.

AGE31JUL (Column AL)

10. This field has been added to ensure that all students in the NSS 2020 population are at least 16 years of age in their final year of study. It evaluates the age of the student on the 31 July 2019.

NSSNHS_F (Column AI)

11. This field indicates whether the student is NHS-funded.

Value	Description	Definition
1	NHS-funded	$\text{MSTUFEE} = 31$
0	Otherwise	Otherwise

APPRENTICE (Column AN)

12. This field indicates whether the student is studying a degree level apprenticeship.

Value	Description	Definition
1	Apprentice	PROGTYPE = 20,21,22,23,25 and OFSQAIM = FIRST
0	Otherwise	Otherwise

STULOAD16 (Column Z)

13. This field contains the learner FTE (STULOAD) for 2016-17. This is obtained using the linking method described in paragraph 7.

STULOAD17 (Column AA)

14. This field contains the learner FTE (STULOAD) for 2017-18. This is obtained using the linking method described in paragraph 7.

NSSTOTFTE (Column X)

15. We use three years' data to estimate the total FTE for four years of the programme of study. This is calculated as
 $NSSTOTFTE = STULOAD16 + STULOAD17 + STULOAD + STULOAD$. For the fourth year we assume the FTE returned on the 2018-19 ILR.

NSSEXCL1 (Column N)

16. This field indicates whether a student was excluded because they were under 16 years of age on 31 July 2019.

Value	Description	Definition
1	Student under 16 years of age on 31 July 2019	AGE31JUL < 16
0	Otherwise	Otherwise

NSSEXCL2 (Column O)

17. This field indicates whether the student was excluded because they were inactive during the academic year.

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

NSSEXCL4 (Column P)

18. This field indicates whether a student is expected to complete during the survey year.

Value	Description	Definition
1	Student left before survey year or expected end date not in survey year	LEARNACTENDDATE ≤ 31 January 2020 or NSSEXPEND ≤ 31 January 2020 or NSSEXPEND ≥ 1 February 2021
0	Otherwise	Otherwise

NSSEXCL8 (Column Q)

19. This field indicates whether the student is on a short course.

Value	Description	Definition
1	Student on short course	LEARNSTARTDATE ≥ 1 August 2019 or (LEARNPLANENDDATE – LEARNSTARTDATE) ≤ 365 or (MODESTUD = 3, 99 and NSSTOTFTE ≤ 100) or OFSQAIM = HNC, FDBC
0	Otherwise	Otherwise

NSSEXCL32 (Column R)

20. This field indicates whether the student is on a programme of study that does not lead to an undergraduate qualification.

Value	Description	Definition
1	Programmes of study that do not lead to undergraduate qualifications	OFSFUNDAIM = 0 or (OFSQAIM = DTLLS, CERTED, DET and OFSAWARD = FOUDEG, HN, OTHER, BLANK) or OFSQAIM = CET, CTLLS, FE, HIGHCERT, PTLLS, OTHHE_Q, OTHL4_CC, OTHL4_Q, OTHL4_U, OTHL5_CC, OTHL5_Q, OTHL5_U, OTHL6_CC, OTHL6_Q, OTHL6_U, OTHL7_CC, OTHL7_Q
0	Otherwise	Otherwise

NSSEXCL64 (Column S)

21. Student was targeted for surveying in the previous NSS year.

Value	Description	Definition
1	Student was targeted for surveying in the 2019 NSS	UKPRN, LEARNREFNUMBER, and NUMHUS of student appear in the previous year's NSS list
0	Otherwise	Otherwise

NSSEXCL128 (Column T)

22. Student has another record eligible for inclusion in the NSS. Where there is more than one record for a given LEARNREFNUMBER where NSSEXCL1 = 0 and NSSEXCL2 = 0 and NSSEXCL4 = 0 and NSSEXCL8 = 0 and NSSEXCL32 = 0 and NSSEXCL64=0 then only one is included in the NSS target population. This selected record will have NSSEXCL128 = 0 and all others NSSEXCL128 = 1. We select records based on whether they are NHS or not, then by highest qualification, earliest start date, lowest NUMHUS and finally lowest AIMSEQNUMBER.

NSSEXCL (Column M)

23. This field indicates whether the student is included in the 2020 NSS population. For students excluded from the population NSSEXCL contains the sum of all applicable values from the table below. Students included in the target list have NSSEXCL = 0.

Value	Description	Definition
1	Student under 16 years of age on 31 July 2019	NSSEXCL1 = 1
2	Student inactive	NSSEXCL2 = 1
4	Expected end date is not in survey year	NSSEXCL4 = 1
8	Student on a short course	NSSEXCL8 = 1
32	Student on a programme that does not lead to an undergraduate qualification	NSSEXCL32 = 1
64	Student appeared on the target list for the 2019 NSS	NSSEXCL64 = 1
128	Student has another record eligible for inclusion in the NSS	NSSEXCL128 = 1

24. NSSEXCL is calculated as $(1 \times \text{NSSEXCL1}) + (2 \times \text{NSSEXCL2}) + (4 \times \text{NSSEXCL4}) + (8 \times \text{NSSEXCL8}) + (32 \times \text{NSSEXCL32}) + (64 \times \text{NSSEXCL64}) + (128 \times \text{NSSEXCL128})$. The reason(s) which contribute to the exclusion of a student from the NSS population can therefore be calculated. For example, if NSSEXCL = 40, by subtracting figures from the above table and starting at the bottom, we see that the student is on a programme that does not lead to an undergraduate qualification (NSSEXCL32 = 1) and is on a short course (NSSEXCL8 = 1).

PROVSPECLEARNMON_A, PROVSPECLEARNMON_B (Columns F-G)

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

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

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



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