

Office for  
Students



# **2022-23 Individualised Learner Record (ILR) data checking tool**

**2024 National Student Survey (NSS) target  
list technical document**

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# Summary

1. This document describes outputs generated by the 2022-23 Individualised Learner Record (ILR) data checking tool and the method used to generate the target list of students to be included in the 2024 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 for students in the NSS target list** (NSSEXCL = 0). This provisional target list will be reconciled with final ILR data and any discrepancies raised with relevant providers as part of the NSS Additions and Removals process. Throughout the document, fields taken or derived from the ILR are shown in capitals using the names given in Tables 2 and 3 respectively.
2. The NSS22 comparison output should be used by further education providers to review their NSS24 target list and to verify and correct their 2022-23 individualised student data before signing off the final data with the Education and Skills Funding Agency (ESFA).
3. The NSS22 comparison is formed of two files. These are:
  - i. NSS22 comparison workbook 'NSS22\_DCT\_XXXXXXXX.xlsx' (where XXXXXXXXX is the UK Provider Reference Number (UKPRN) for the provider).
  - ii. NSS22 comparison individualised file 'NSS22\_DCT\_XXXXXXXX\_IND.csv'.Details of how to use individualised files are given on the Office for Students (OfS) website.<sup>1</sup>
4. These files can be accessed from the '2022-23 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 the following to hand when using this document:
  - i. 'Specification of the individualised learner record for 2020-21'<sup>2</sup>
  - ii. 'Specification of the individualised learner record for 2021-22'<sup>3</sup>
  - iii. 'Specification of the individualised learner record for 2022-23'<sup>4</sup>
6. We will record any changes or corrections to the algorithms in this document on our website<sup>5</sup>.
7. Data relating to NSS target lists will be accessed by OfS staff.

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<sup>1</sup> See [www.officeforstudents.org.uk/data-and-analysis/supplying-data/working-with-individualised-files/](http://www.officeforstudents.org.uk/data-and-analysis/supplying-data/working-with-individualised-files/).

<sup>2</sup> See <https://guidance.submit-learner-data.service.gov.uk/#-2020-to-2021>.

<sup>3</sup> See <https://guidance.submit-learner-data.service.gov.uk/#-2021-to-2022>.

<sup>4</sup> See <https://guidance.submit-learner-data.service.gov.uk/#-2022-to-2023>.

<sup>5</sup> See [www.officeforstudents.org.uk/data-and-analysis/data-checking-tool/2022-23-ilr-data-checking-tool/](http://www.officeforstudents.org.uk/data-and-analysis/data-checking-tool/2022-23-ilr-data-checking-tool/) under 'Updates'.

## Changes from the 2021-22 ILR NSS21 output

8. There have been the following changes in the algorithm used to produce the NSS output since the 2021-22 ILR data checking tool:
  - a. NSSEXCL1 has been renamed to be NSSEXCL16

## NSS22 workbook

9. The NSS22 workbook is the Excel workbook NSS22\_DCT\_XXXXXXXX.xlsx which contains the following worksheets:

**Table 1: Worksheets in the NSS22 workbook**

Worksheet*	Title
Coversheet	Summary of students in the NSS target list for current and previous year
NSS	Students to be included on the NSS24 target list. This forms the provisional target list and contact details template for the provider submission to IPSOS
Exclusion	Summary of the exclusion reasons for those students not included in the NSS24 target list

\* This worksheet reference corresponds to the spreadsheet tabs.

## ILR individualised file

10. When working through this document it is necessary to use the individualised file 'NSS22DCT\_XXXXXXXX\_IND.csv'. The individualised file contains values of all the fields used to generate the comparison workbook 'NSS22\_DCT\_XXXXXXXX.csv'. These 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 before generating the target list. Recognised higher education, for OfS funding purposes, is defined in Annex B of the Higher Education Students Early Statistics survey 2022-23 (HESES22) publication<sup>6</sup>.
11. The individualised file contains one record per learning outcome per learner in the latest academic year each with a unique combination of UKPRN, LEARNREFNUMBER and AIMSEQNUMBER.

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<sup>6</sup> See [www.officeforstudents.org.uk/publications/heses22/](http://www.officeforstudents.org.uk/publications/heses22/).

## ILR fields used to create the NSS target list

12. The ILR fields used to generate the NSS target list are listed in Table 2.

**Table 2: List of ILR fields used in the NSS target list**

Name	Description	Dataset
AIMSEQNUMBER <sup>†</sup>	Learning aim dataset sequence	ILR
DATEOFBIRTH	Learner date of birth	ILR
LEARNACTENDDATE	Learning actual end date	ILR
LEARNAIMREF <sup>†</sup>	Learning aim reference	ILR
LEARNPLANENDDATE	Learning planned end date	ILR
LEARNREFNUMBER	Learner reference number	ILR
LEARNSTARTDATE	Learning start date	ILR
MODESTUD	Mode applicable to Higher Education in Further Education Students survey (HEIFES)	ILR
PROGTYPE	Programme type	ILR
PROVSPECDELMON <sup>†</sup>	Provider-specified learning aim data	ILR
PROVSPECDELMONOCUR <sup>†</sup>	The occurrence of provider specified learning aim data	ILR
PROVSPECLEARNMON <sup>†</sup>	Provider-specified learner data	ILR
PROVSPECLEARNMONOCUR <sup>†</sup>	The occurrence of provider specified learner data	ILR
STULOAD	Learner full-time equivalence (FTE)	ILR
UKPRN	UK provider reference number	ILR
ULN <sup>†</sup>	Unique learner number	ILR
YEARSTU	Year of programme of study	ILR

\* The individualised file NSS22\_DCT\_XXXXXXXXX\_IND.csv, downloadable from the OfS portal ([www.officeforstudents.org.uk/data-and-analysis/supplying-data/submitting-data-through-the-ofs-portal/](http://www.officeforstudents.org.uk/data-and-analysis/supplying-data/submitting-data-through-the-ofs-portal/)).

<sup>†</sup> 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

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

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

Field name	Description	Paragraph
NSSEXPEND	Expected end date	16
OFSAWARD <sup>†</sup>	Indicates the type of awarding powers held by the awarding body of a qualification.	NA
STULOAD20	2020-21 learner FTE	19
STULOAD21	2021-22 learner FTE	20
AGE31JUL	Evaluates learner age as of 31 July 2023	17
NSSEXCL	Reason for exclusion from 2024 NSS target list	29
NSSEXCL2 – NSSEXCL128	Reason(s) for a student's exclusion	22-28
NSSHealthcare	Indicates whether the student is studying a pre-registration Nursing, Midwifery or Allied Health course.	18
OFSQAIM <sup>†</sup>	Allocates aims to broad categories of higher education	NA
OFSFUNDAIM <sup>†</sup>	Indicates whether a learning aim meets the definition of recognised higher education for OfS funding purposes <sup>††</sup>	NA
PROVSPECLEARNMON_A PROVSPECLEARNMON_B	Provider-specified learner data	31
PROVSPECDELMON_A PROVSPECDELMON_B PROVSPECDELMON_C PROVSPECDELMON_D	Provider-specified learning aim data	32
NSSTOTFTE	Total FTE for course	20
NSSYEARADJ	This field evaluates a year adjustment which determines whether the student has been dormant or repeated a year(s) of study	15

\* The individualised file NSS22\_DCT\_FXXXXXXXXX\_IND.csv, downloadable from the OfS portal (see [www.officeforstudents.org.uk/data-and-analysis/supplying-data/submitted-data-through-the-ofs-portal/](http://www.officeforstudents.org.uk/data-and-analysis/supplying-data/submitted-data-through-the-ofs-portal/)).

<sup>†</sup> For a full definition of this field please refer to '2022-23 ILR Classifying learning aims technical document' ([www.officeforstudents.org.uk/data-and-analysis/data-checking-tool/2022-23-ilr-data-checking-tool/](http://www.officeforstudents.org.uk/data-and-analysis/data-checking-tool/2022-23-ilr-data-checking-tool/) under 'Documentation').

<sup>††</sup> See paragraphs 1-2 of Annex B of 'Higher Education Students Early Statistics survey 2022-23 (HESES22)' ([www.officeforstudents.org.uk/publications/heses22/](http://www.officeforstudents.org.uk/publications/heses22/)).

## **Linking between years**

14. We link between years 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 LEARNAIMREF; only student FTE is taken from previous years' ILR data. If we cannot link using a unique combination of these fields then no link is made.

## NSSYEARADJ

15. This field evaluates a year adjustment which determines whether the student has been dormant or repeated a year(s) of study.

Value	Description	Definition
$((31 \text{ July } 2023 - \text{LEARNSTARTDATE})^\dagger - \text{YEARSTU})$ or 0, whichever is greater	Year adjustment	$\text{YEARSTU} \neq 99$ , BLANK
0	Otherwise	Otherwise

<sup>†</sup> Rounded up to the nearest year.

## NSSEXPEND (Column AD)

16. This field evaluates an expected end date for the student, adjusting for years where they were dormant or have repeated a year(s) of study. This is calculated as  $\text{NSSEXPEND} = \text{LEARNPLANENDDATE} + \text{NSSYEARADJ}$  years.

## AGE31JUL (Column AJ)

17. This field has been added to ensure that all students in the NSS 2024 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 2023.

## NSSHealthcare (Column AH)

18. This field indicates whether the student is studying on a pre-registration nursing, midwifery, and allied health profession course. This also includes social work courses which are approved by Social Work England. These will not appear in the initial DCT outputs, but will be included in the target lists used to administer the NSS.

Value	Description	Definition
1	Eligible for NSS healthcare placement questions	Student is studying on a course recorded as being a pre-registration nursing, midwifery or allied health profession in tables 6a (Health full-time) or 6c (Health part-time) of the HESES22 return.
0	Otherwise	Otherwise



### **STULOAD20 (Column Y)**

19. This field contains the learner FTE (STULOAD) for 2020-21. This is obtained using the linking method described in paragraph 14.

### **STULOAD21 (Column Z)**

20. This field contains the learner FTE (STULOAD) for 2021-22. This is obtained using the linking method described in paragraph 14.

### **NSSTOTFTE (Column X)**

21. We use three years' data to estimate the total FTE for four years of the programme of study. This is calculated as  
 $NSSTOTFTE = STULOAD20 + STULOAD21 + STULOAD + STULOAD$ . For the fourth year we assume the FTE returned on the 2022-23 ILR. If STULOAD is missing, then NSSTOTFTE will be set to 0.

### **NSSEXCL2 (Column N)**

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

<b>Value</b>	<b>Description</b>	<b>Definition</b>
1	Student inactive	STULOAD = 0, BLANK
0	Otherwise	Otherwise

### **NSSEXCL4 (Column O)**

23. 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 2024 or NSSEXPEND ≤ 31 January 2024 or NSSEXPEND ≥ 1 February 2025
0	Otherwise	Otherwise

### NSSEXCL8 (Column P)

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

Value	Description	Definition
1	Student on short course	LEARNSTARTDATE ≥ 1 August 2023 or (LEARNPLANENDDATE – LEARNSTARTDATE) ≤ 365 or (MODESTUD = 3 and NSSTOTFTE ≤ 100) or OFSQAIM = HNC, FDBC
0	Otherwise	Otherwise

### NSSEXCL16 (Column M)

25. This field indicates whether a student was excluded because they were under 16 years of age on 31 July 2023.

Value	Description	Definition
1	Student under 16 years of age on 31 July 2023	AGE31JUL < 16
0	Otherwise	Otherwise

### NSSEXCL32 (Column Q)

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

Value	Description	Definition
1	Programmes of study that do not lead to an NSS eligible undergraduate qualification	OFSFUNDAIM = 0 or (OFSQAIM = DTLLS, CERTED, DET and OFSAWARD = FOUDEG, HN, OTHER, BLANK) or OFSQAIM = CET, CTTLS, 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, MASTER, HIGHER, PGCE, PGCERT, PGDIP, PGOOTHER, OTHER
0	Otherwise	Otherwise

#### NSSEXCL64 (Column R)

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

Value	Description	Definition
1	Student was targeted for surveying in the 2023 NSS	UKPRN and LEARNREFNUMBER of student appear in the previous year's NSS list
0	Otherwise	Otherwise

#### NSSEXCL128 (Column S)

28. Student has another record eligible for inclusion in the NSS. Where there is more than one record for a given LEARNREFNUMBER where NSSEXCL2 = 0 and NSSEXCL4 = 0 and NSSEXCL8 = 0 and NSSEXCL16 = 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 healthcare students (NSSHealthcare=1), then by highest qualification, earliest start date, highest total FTE and finally lowest LEARNREF.

#### NSSEXCL (Column L)

29. This field indicates whether the student is included in the 2024 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
2	Student inactive	NSSEXCL2 = 1
4	Expected end date is not in survey year	NSSEXCL4 = 1
8	Student on a short course	NSSEXCL8 = 1
16	Student under 16 years of age on 31 July 2023	NSSEXCL16 = 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 2023 NSS	NSSEXCL64 = 1
128	Student has another record eligible for inclusion in the NSS	NSSEXCL128 = 1

30. NSSEXCL is calculated as  $(2 \times \text{NSSEXCL2}) + (4 \times \text{NSSEXCL4}) + (8 \times \text{NSSEXCL8}) + (16 \times \text{NSSEXCL16}) + (32 \times \text{NSSEXCL32}) + (64 \times \text{NSSEXCL64}) + (128 \times \text{NSSEXCL128})$ . 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 E-F)**

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

#### **PROVSPECDELMON\_A, PROVSPECDELMON\_B, PROVSPECDELMON\_C, PROVSPECDELMON\_D (Columns G-J)**

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



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