

Procedure for Mid-Year Data Review

FET Data Management Policy

1. Introduction

The procedure for the mid-year review of data is written in association with the WWETB Further Education and Training Data Management Policy. This document outlines the procedure for the review of specific forms of PLSS data by the WWETB Quality Assurance Team as a mechanism to monitor FET provision and toward the identification of any data outputs which may need further action by centre and FET Management.

2. Procedure

The Mid-Year Review Procedure can be summarised in the table below and the responsibility for each element is noted therein.

Action	How	When	Responsibility
Compile Mid-Year Data	This will be done using Tableau (Online Data Visualisation Tool)	Annually- August-September	Data Analyst
Review Mid-Year Data	Formal process of reviewing: <ul style="list-style-type: none"> ▪ Completion Rates ▪ Certification Rates ▪ Early-leaving Rates and Reasons ▪ Grade Analysis (Trend) 	Annually- August-September	Data Analyst QA Officer
Identify data which presents as anomalous	Benchmarks will be applied to identify anomalies and recorded on Mid-Year Review Spreadsheet	Annually September	Data Analyst QA Officer
Communicate anomalous data to relevant Centre & FET Manager	Contextual e-mail issued to relevant Centre & FET Manager with details of anomaly.	Annually September	QA Officer
Record Contact and update in the following Mid-year Review Period	Details of anomalies will be recorded in a Mid-Year Review Spreadsheet as per Section 3.		QA Officer

3. FET Programme Data- Mid-Year Review Spreadsheet Template. (Completion Rates)

(Year) Completion Rates: Mid-Year Change Analysis.											
Benchmarks Applied to Data Set: $\geq 20\%$ decrease/increase in completion rates in the past year by provider. (1-year change) $\geq 20\%$ decrease/increase in completion rates in the past two years by provider. (3-year trend)											
FET Division	Prog Category	Provider	Course Year Finish			Trend	Change from (year)	Change from (Year)	Sent E-Mail Contacts	Follow-Up on Previous Year (Y/N)	Notes
			2019	2020	2021						

4. FET Programme Data- Mid-Year Review Spreadsheet Template (Certification Rates)

(Year) Certification Rates: Mid-Year Change Analysis.															
Benchmark Applied to Data Set: $\geq 20\%$ decrease/increase in certification rates in the past year by programme. (1-year change) $\geq 20\%$ decrease/increase in certification rates in the past two years by programme. (3-year trend). $\geq 20\%$ the average 3-year certification rate for this programme category.															
Prog Category	Provider	QQI Cert Rate (%) Year Course Finish			Change 2019 - 2021	Change 2020 - 2021	Benchmark of 2018-2020 avg cert rate(%)	15 % change from 3 yr Benchmark	All starts for course				Sent E-Mail Contacts	Follow-Up on Previous Year (Y/N)	Notes
		2019	2020	2021					2019	2020	2021	Late Starts 2021			

5. FET Programme Data- Mid-Year Review Spreadsheet Template (Early-Leaver Rates and Reasons)

(Year) Early Leaver Reasons- Mid-Year Review Analysis																						
Benchmark Applied to Data Set: $\geq 20\%$ rate of early leaving. $\geq 50\%$ figure for all early leaver reason categories. Where early leaving rate is $\geq 20\%$																						
		% of Early Leavers																				
Prog Category	Provider	Starts for Course	Early Leavers	% Early Leavers	%Accident/Health	%Childcare Barriers	%Course not meeting needs	%Deceased	%Dismissed	%Domestic Circumstances	%Employment Offer	%Enrolled in FET Course	%Enrolled in HET Course	%Financial Barriers	%Other	%Retired	%Transport Barriers	%Unknown	%Work Commitments	Sent E-Mail Contacts	Follow-Up on Previous Year (Y/N)	Notes

6. FET Programme Data- Mid-Year Review Spreadsheet Template (Grade Analysis- Unsuccessful Rate)

(Year)- Grade Distribution Analysis- Unsuccessful Rate										
Benchmark Applied to Data Set: Small Groups: Any learning group comprising of less than 8 and more than 4 learners. The data set highlights unsuccessful rates $\geq 50\%$ over a three-year period Any learning group comprising of 8 or more learners. The data set highlights unsuccessful rates $\geq 30\%$ over a three-year period										
Centre	CentreCode	Major Award	Component	(Year)	U%	Cohort Size	NCT Average %U (Year)	Sent E-Mail Contacts	Follow-Up on Previous Year (Y/N)	Notes

7. Communication Regarding Data Outside Applied Benchmarks

Data presenting as outside the applied benchmark ranges will be shared with the relevant programme coordinator and FET Manager. This will be done via e-mail and the e-mails will be issued in September, the first month of the academic calendar. The e-mails will follow the following format:

Dear *(Programme Manager)* and *(FET Manager)*,

In accordance with the FET Programme Data Management Policy, we are making contact regarding data associated with *(insert programme and location)*.

Please see below data relating to *(Completion rates/Certification rates/Early-leaver Rates & Reasons/Grade analysis)* for the period *(Academic year/period to date)*. The figure for *(data set)* shows as *(relativity to applied benchmark and previous years/programme average)*.

(Insert table showing data).

We would request that you take the following actions:

1. Please reply to this e-mail as confirmation of receipt. (Reply to all)
2. Please respond with any questions you may have. (Reply to all)
3. Please cross-check the data with other records you may have to establish if there has been any data entry error in PLSS.
4. Plan any remedial actions should they be required.

Thank you for your cooperation in this,

Alan (O’Gorman/Larkin), Jon Ishaque- Data Analyst.

Position

WWETB Quality Team