Skills Development Scotland

16+ Data Sharing Guidelines for Schools

Contents

Introduction

The Post 16 Education (Scotland) Act and its associated subordinate legislation and statutory guidance mandates certain partners to share data with SDS (and vice versa) for the benefit of young people.

The combined data set from all partners is used to report on statuses of young people aged 16 – 19 for the Participation Measures. It also supports the post school status information on the Scottish Government Insight system for school leavers.

The combined data set will also be used by partners working together on the Youth Employment agenda to identify the range of opportunities required and where applicable procure appropriate provision.

A fortnightly extract will be provided to the 16+ Data Hub administered by Skills Development Scotland. From August 2015 a new tab in SEEMiS Click and Go has been developed to enable and standardise the collection of school pupil and school leaver information from all Local Authority schools, this will enable an extract file to be created which will be used to update via the 16+ Data Hub.

This guide is to assist all schools, in the associated Local Authorities, to have a clear understanding of their legal responsibility and that the data supplied is accurate at all times.

Section 1
## Information about Intended Leavers

Schools are required to provide information about all pupils in the senior phase (S4 – S6) and those from other year groups who would be eligible to leave in the next academic session. The information required is:

- The Intended School Leaving Date
- Preferred Route
- Preferred Occupation

This information will be gathered through interviews undertaken by Guidance and Pupil Support staff and/or the issuing of pupil questionnaire[1].
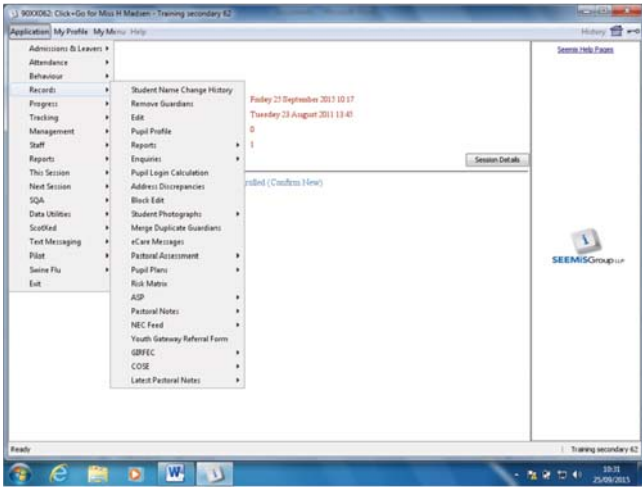

To complete these tasks log into SEEMiS by entering your Username and Password
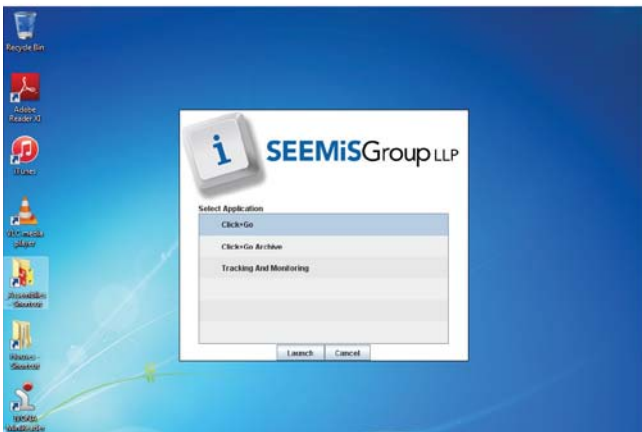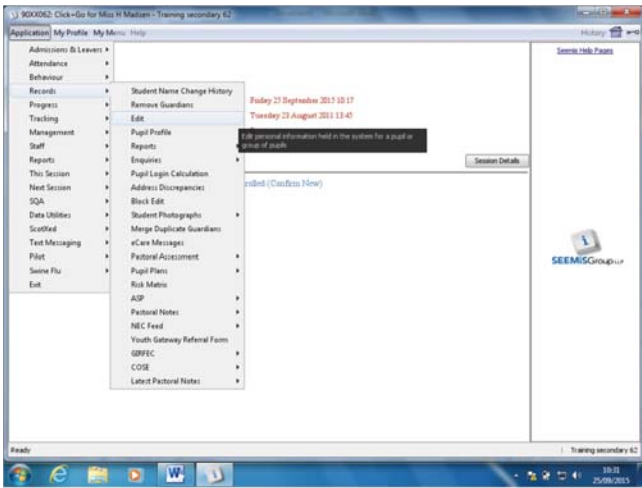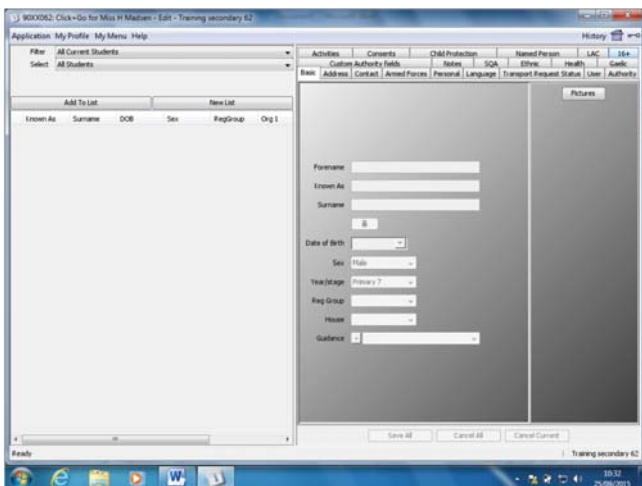

Then select Click and Go

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[1] Sample Questionnaire provided in Appendix 3

Click on Applications on top Tool Bar

Select Records

Select Edit from drop down menu

Select the 16+ Tab

You are now able to commence entering the required data.

In line with your Local Authority timeline populate the three fields shown in the section marked **INTENTION** for all pupils in the senior phase.

The **Preferred Route**[2], previously known as Intended Destination, is a drop down menu which has been agreed nationally with Scottish Government and managed by SEEMiS.
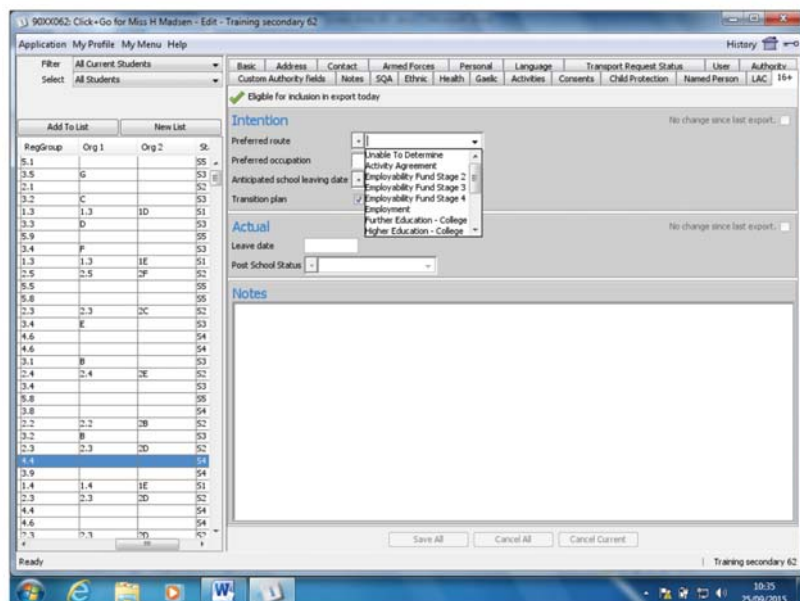
Preferred Route
Activity Agreement
Employability Fund Stage 2
Employability Fund Stage 3
Employability Fund Stage 4
Employment
Further Education – College
Higher Education – College
Higher Education – University or other HEI
Modern Apprenticeship
Personal Skills Development (Social & Health)
Personal Skills Development (Employability)
Other Formal Training
Voluntary Work
Time Out to Travel

Select the Preferred Route

Whilst Guidance and Pupil Support Staff will be able to populate the Preferred Route field following discussions with pupils, there will be occasions when this information is agreed at the internal school meeting (e.g. 16+/Opportunities for All/Internal Hub) following discussions with other partners, especially the school Careers Adviser.

SEEMiS has also developed a bulk entry option which may be useful in entering some data. For further detail please refer to the SEEMiS Website under: Admissions & Leavers, 16+, Bulk Entry

[2] Appendix 1 Definitions of Preferred Routes

Preferred Occupation
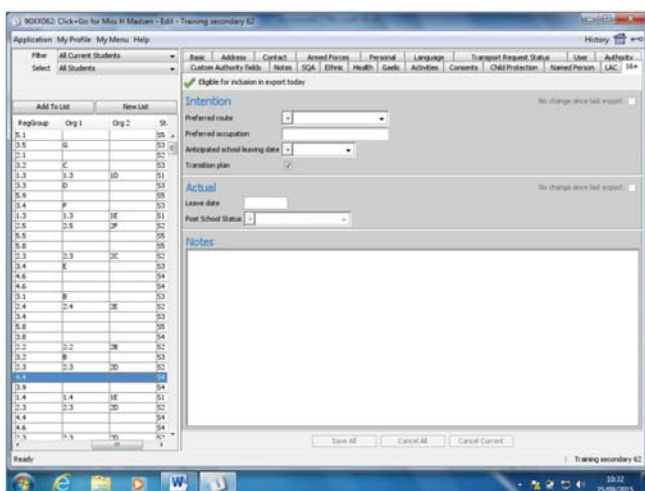
Where applicable, insert the Preferred Occupation using the Standard Occupational Classification detailed in Appendix 2.

This is currently a free text box.

The LAs of the South East Region will submit a request to insert a standard drop down menu as a future development..
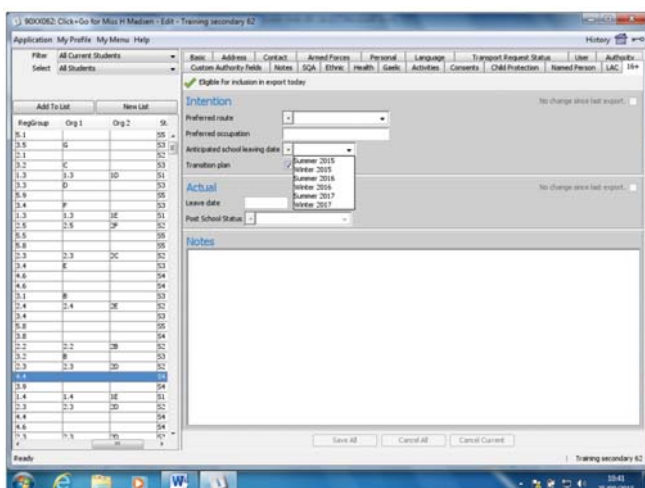
Anticipated School Leaving Date

The Anticipated School Leaving Date is the date indicated by the pupil when they plan to leave school and is captured in the guidance interview or pupil questionnaire[3].

This is a drop down menu with the option of Winter or Summer for three years.

A notes field is available to allow you to record any other relevant details regarding the intentions of the young person. This information is not transferred to SDS.

If the leave date is not shown in the drop down menu **leave this information blank**. It will allow you to easily identify those records which need to be reviewed and updated next year. SEEMiS will refresh the drop down list annually to provide a three year forward profile. Currently it is not possible to enter Summer 2018 but this should be corrected with the next SEEMiS refresh.

Section 2
Information about School Leavers

When a pupil leaves school it is important that the information is entered onto SEEMiS as soon as possible.

The **Mark Leavers** function should be taken in conjunction with the school office.

For students who have left school after their minimum school leaving age and have not gone to another school, complete this information as follows:
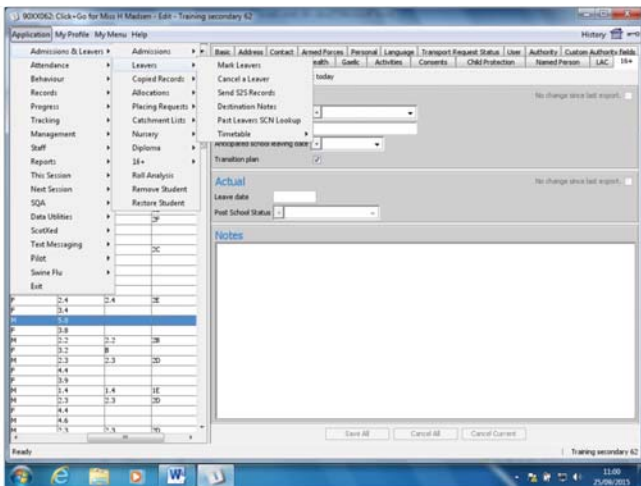
From Application on Top Tool Bar

Select Admissions and Leavers

Select Leavers

Select Mark Leavers

Select the appropriate pupil
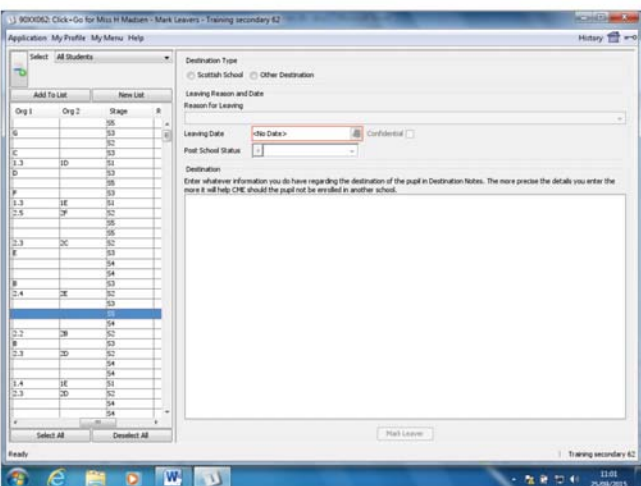
Pupils who leave post their Minimum School Leaving Age:

Select Destination Type e.g. Other Destination

NOTE: A confidential transfer should only be used with authorisation from the Authority School to School Co-ordinator.
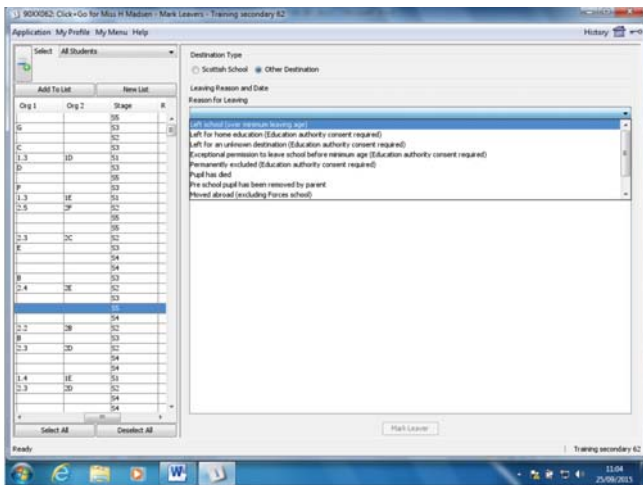
Select the Reason for Leaving **Left school** (Post Minimum School Leaving Age)
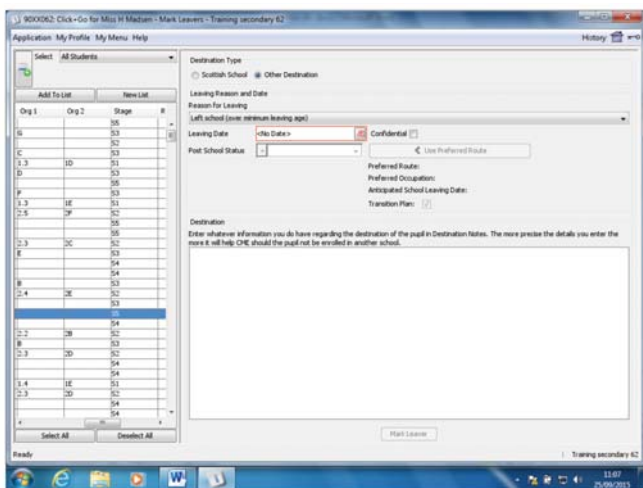
Enter the **Actual Leaving Date** the pupil left school.

A calendar function is available to ensure the date format is entered correctly.
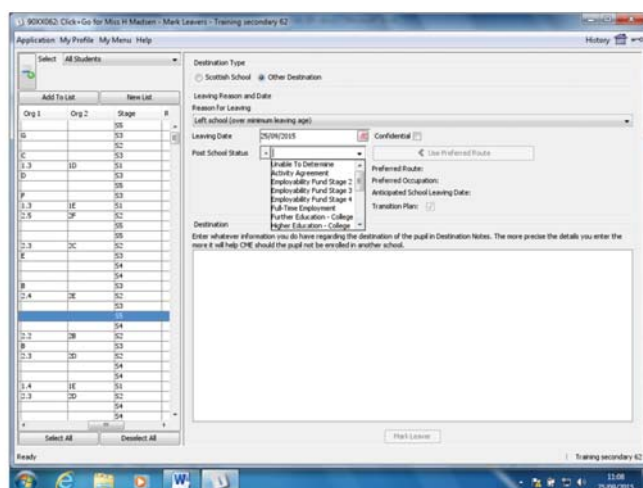
Select **Post School Status** and choose the appropriate status for the pupil.

Depending on which Post School Status is selected; there will be various options to complete further.

If the Destination is not known, use **UNABLE TO DETERMINE** option.
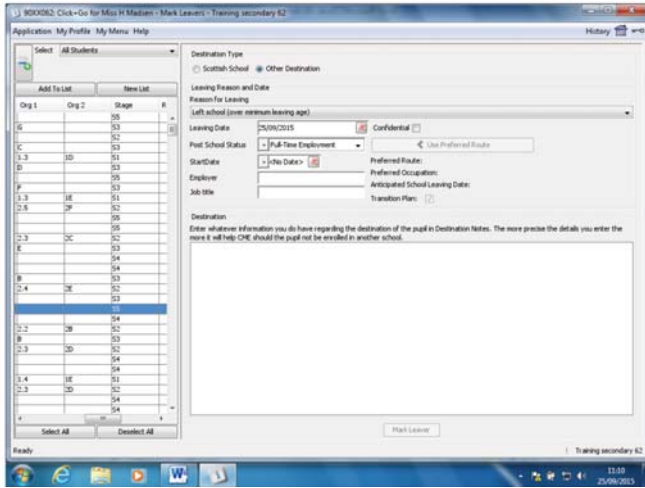
If the information on Intention section of the 16+ tab has been filled out, the use Preferred Route button can be selected to automatically populate this area.

The remaining fields must then be completed depending on the destination e.g. Name of University/College/Employer.

Note

Before being able to Mark Leaver there is a mandatory requirement to enter text in the notes box. As stated, *enter whatever information you have. The more precise the information you have the more it will help.*

For School Pupils post statutory school leaving age it is recommended that the Source of Information is recorded together with the Initials of who was told and date of entry e.g. *'Source from Parent DHT 26/09/15'*
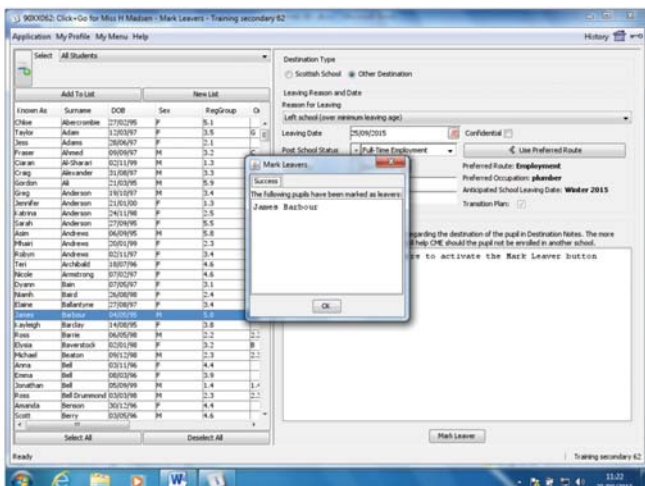
The Mark Leaver button at the bottom of the screen will now be activated.

On clicking this button you will be given a final prompt to mark 'Pupil' as a Leaver.
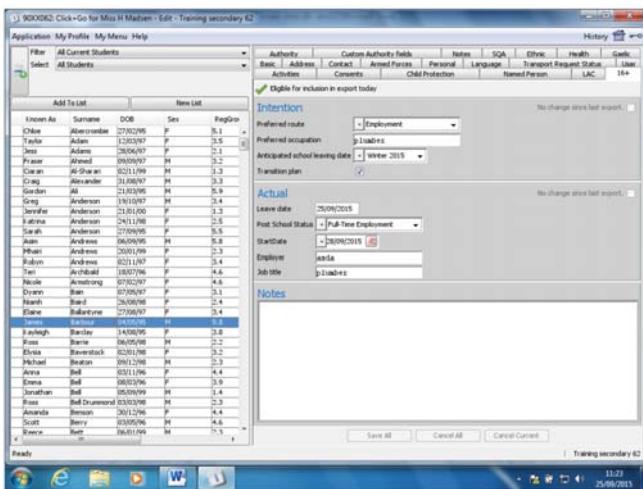
The Actual information will now show on the pupil's record in the 16+ tab.

Pupils who have left school post minimum school leaving age and who have moved to another school

Follow the standard guidelines which indicate that no young person should be removed from the School SEEMiS system until they have registered at their new school.

Pupils who leave school prior to minimum school leaving age

Follow the standard guidelines which indicate that no young person should be removed from the School SEEMiS system until they have registered at their new school.

Section 3
Validating Information for Data Uplift

There are two reports which can be used to check progress and accuracy of data being supplied as the school year progresses.

These reports should be used on a regular basis, at least monthly to check accuracy of data, and where required errors should be corrected.

In addition, all 16+ fields are available in Click+Go Reports and Warehouse.
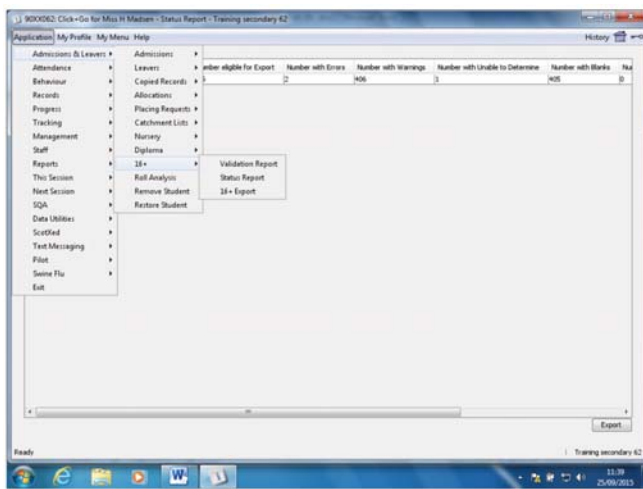
To Access the Reports

Select Applications

Select Admissions and Leavers

Select 16+

Select Validation Report

This report includes all pupils who are eligible for export 'today'
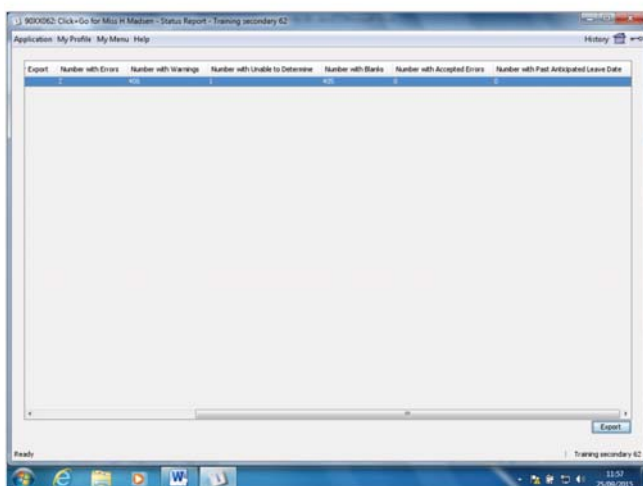
The Validation Report will provide a summary and enable easy identification of errors e.g. *Where a value is required e.g. Pupil Postcode*

By clicking on a number it will expand to show the actual records which require correction before they can be exported.

Any errors identified must be fixed in order to ensure that the data imported into the SDS CSS system is accurate. If not this could affect the Participation Measure and Insight. It is the school's responsibility to ensure the errors are fixed and that the data is accurate.
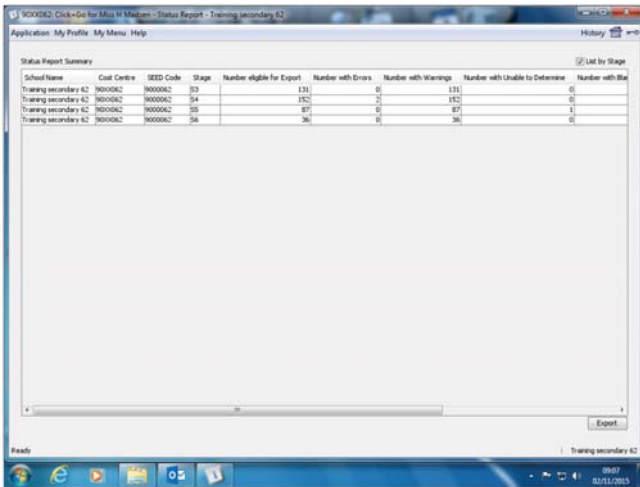
The Status Report

This report includes all pupils who will be eligible for export this session.

The report is useful to identify pupils who have an anticipated school leaving date in the past. If the number is >0 by clicking on the number the report will expand to show those pupils whose records will require updating.
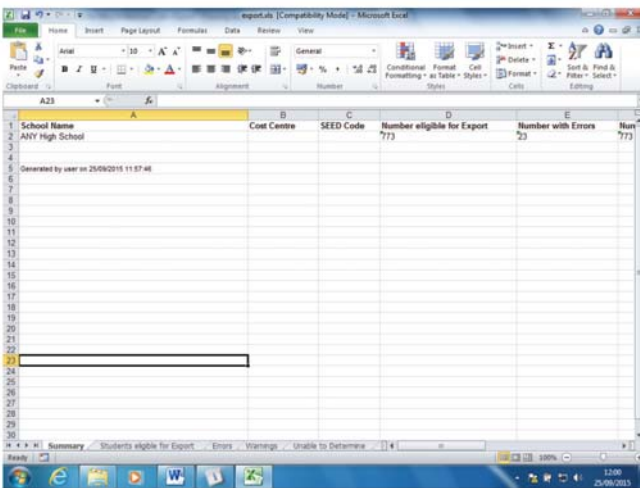
The 16+ Export Report is used to create the extract to be sent to SDS. This task is undertaken at Local Authority level and not by individual schools.

Schools can export the data to a spreadsheet with a series of worksheets which can be viewed by the Tab Headings for internal managemnet use also.

Appendix 1
Definitions of Preferred Routes

It is important that when considering an individual's primary status it is what they determine their main activity to be. For example a young person could be studying at school, college or university and also have a part-time job, therefore part-time employment may not be considered as their main activity. This is also true of young people who consider their main activity as actively seeking employment, although they also hold a part-time job.

Further information can be added to the notes section on the 16+ tab. This information will not be pulled through to the datahub report, but can be extracted for internal school reports. However it would be best practice not to include any confidential information in the notes section.

SEEMiS Category	Definition
Unable to determine	This option should only be used where a young person is undecided about their future intentions or if you have been unable to make contact with them. It should highlight that there is further work to be undertaken to assist the young person with consideration of post-school opportunities. On the form it could be blank or the *'Haven't decided'* box could be ticked.
Activity Agreement	Activity Agreements provide 'stepping stone' provision, frequently in a community or third-sector setting for those young people who are not ready or able to access formal learning post-16. This status should only be recorded in actual destination when you have confirmation that the young person has agreed and signed their Learning Plan. Young people who are only at the referral stage should not be reported as participating in an Activity Agreement.

Note:
SDS Employability Fund provision is a national training programme which replaced the Get Ready for Work and Training for Work Programmes. It is offered at stages 2, 3 and 4 of the strategic skills pipeline. Referrals for this programme can be recommended by the school, but will usually be arranged and authorised by your SDS Adviser who will be able to provide further information.

SEEMiS Category	Definition
Employability Fund Stage 2	This should be recorded for young people who are "in-training" on SDS funded Employability Fund Stage 2 (Removing Barriers) provision. Activity at Stage 2 is intended to offer focused support and help to participants, which will enable them to address and overcome barriers allowing them to progress to either employment, employment with training (e.g. Modern Apprenticeship) or further vocational training within Stage 3 or another suitable offer in line with their individual needs. This status can be verified via your SDS Adviser.
Employability Fund Stage 3	This should be recorded for young people who are "in-training" on SDS funded Employability Fund Stage 3 (Vocational training) provision. Activity at Stage 3 should support participants in preparing for and sustaining employment, including entry to Modern Apprenticeships, self-employment and will include work experience. This status can be verified via your SDS Adviser.
Employability Fund Stage 4	Stage 4 activities must have the aim of working towards an agreed employment outcome identified in the Individual Training Plan. It should enable participants to access a job or Modern Apprenticeship and should particularly focus on work experience. This status can be verified via your SDS Adviser.
Full-time Employment	This covers all young people who intend to be or class themselves as primarily employed whether on a seasonal, temporary or permanent contract. Individuals will be working with an employer and receiving a wage. Any employment over 16 hours per week should be classed as full-time.
Further Education – College	This includes young people who are at college studying a further education course below HNC level (SCQF Level 6 or below). Examples of courses include National Qualifications, Access courses, portfolio preparation, pre-vocational courses, S/NVQs, or even Highers or A Levels post school.
Higher Education – College	Higher Education (SCQF Level 7 or above). This status includes all leavers who have entered a course at college to study a Degree (ordinary or honours), Diploma in Higher Education or Certificate of Higher Education. In addition, it will include leavers who have gone to college to study at HNC/HND level e.g. If a 4th year leaver goes on to study a HNC level course they should be classed as HE.
Higher Education – University or other HEI	Higher Education (SCQF Level 7 or above) This status includes all leavers who have entered a course at university or other Higher Education Institute to study a Degree (ordinary or honours), Diploma in Higher Education or Certificate of Higher Education.

SEEMiS Category	Definition
Modern Apprenticeship	Modern Apprenticeships (MA) offer young people paid employment combined with the opportunity to train for jobs at craft, technician and management level. This status should be recorded for young people that are participating in SDS funded Modern Apprenticeships. Speak to your SDS Adviser if you are unsure.
Moved outwith Scotland	Identifies an individual who has left Scotland on a permanent basis i.e. the family or the individual have left Scotland. Individuals who are temporarily living outwith Scotland, but their permanent address remains in Scotland e.g. those studying at an English university, working in England on a temporary basis, including those in the armed services or those travelling abroad, should be recorded using another status that relates to the activity they are undertaking.
Part-time employment	Individuals who are working with an employer and receiving a wage. Part-Time employment in this instance will refer to young people who are working on average less than 16 hours per week.
Personal & Skills Development (Social & Health)	Some young people may not be ready to enter the labour market and will require to access support from specialist services to make the transition into adulthood. It is likely that entry to these opportunities will have been planned through the transition planning process and will take account of the strengths, abilities, wishes and needs of the young person as well as identification of relevant support strategies which may be required.
Personal & Skills Development (Employability)	Includes leavers who participate in development activities with the aim of improving their employability. These programmes are often delivered by a community learning and development or third sector organisation. Also includes the Work Programme via Department for Work and Pensions. This would not include any SDS Employability fund provision which should be marked as Employability fund as detailed on pages 1 or 2.
Self-employment	Self-employment is defined as an individual who is earning a living by working independently of an employer, either freelance or by running their own business including anyone working as a professional athlete.
Other Formal Training	Any individual undertaking training, in receipt of a training allowance, but their training is not funded via a National Training Programme e.g. vocational training programmes funded by local authorities or other local regeneration agencies. Also included in this status are customers participating in the Community Jobs Scotland (CJS) initiative. If you have any doubt about training activity and are unable to speak to an SDS Adviser, use this as the default setting until such time that the training activity can be confirmed.

SEEMiS Category	Definition
Voluntary Work	This category should be used for anyone undertaking voluntary work, defined as those choosing to give time or energy to something that is of benefit to others or a cause, e.g. an individual (not normally a family member), an organisation or the environment. An individual who is volunteering won't be getting paid, but may be given an allowance or expenses. This can include individuals who are volunteering at home or abroad. If any circumstances do not meet the above definition, but the leaver is undertaking activities that improve their employability then these should be recorded as Personal/Skills Development. Voluntary work should not be used for a young person who is undertaking unpaid work experience.
Time out to travel	This category should only be used when you know that the young person has gone travelling and you are uncertain of their purpose for this travel. If a young person is travelling to build up skills, e.g. such as volunteering in a community project, this should be recorded as Voluntary Work.

Appendix 2
Standard Occupational Classification

The Standard Occupational Classification (SOC) code is a common categorisation of UK occupations, which classifies jobs in terms of their skill level and content.

SOC may be used for:

- career information to labour market entrants
- job matching by employment agencies
- the development of Government labour market policies.

Below is a sample of some occupations. Schools are encouraged, where possible to use these phrases. This will enable schools to promote opportunities to pupils who may be interested in specific career paths.

Accountancy

Administration / Clerical Work

Air Transport

Animals, Land & Environment

Archaeology

Architecture

Army

Art & Design

Arts & Social Sciences

Bakery

Beauty Therapist & Other

Body Repair Trades

Building Technology & Management

Butchery

Call Centre Workers

Chef & Other Food Preparation

Chemical Engineering

Childcare

Civil & Structural Engineering

Classroom Support

Cleaning & Related Services

Clothing and Textile Operations

Communication & Media

Computing & ICT

Construction Skills

Creative Crafts (inc Sign Writing)

Dentistry/Dental Nursing

Design (Graphic, Interior, etc)

Electrical/Electronic Engineering

Electrician & Electrical Installation

Engineering Craft Trades

Factory Worker – Food

Factory Worker – non Food

Financial Services

Fire Service

Fishing & Aquaculture

Floristry

Food & Beverage Services

Forestry Worker

Furniture Crafts

Gamekeeper

Garage Services

Gardening / Landscaping

General Building Operative

Green keeper

Hairdressing

Hairdressing & Beauty

Health & Medicine

Health Care Assistant

Hospitality, Catering & Tourism

Hotel Services – non Food

Insurance

Journalism

Laboratory Technician

Languages

Law

Legal Support Services

Leisure Centre Assistant

Librarian

Management & Business Studies

Manufacturing

Mechanic & Vehicle Maintenance

Mechanical Engineering

Medicine

Merchant Navy / Sea Transport

Music Technology (inc Sound Engineering)

Naval Services

Nursing & Midwifery

Opthalmics

Paramedic & Ambulance Work

Performing Arts

Pharmacy

Photography

Plumber, Gas & Heating / Ventilation

Police

Printing

Prison Officer

Professions Allied to Medicine

Rail Transport

Retail & Sales Occupations

Road Transport (inc Driving Occupations)

Royal Air Force

Sales & Marketing

Science & Mathematics

Security and Protective Services

Security Work

Social Care / Care of Elderly

Software Design Engineering

Sport Leisure & Sport Sciences

Sportsperson

Teaching

Theatre Technology & Management

Transport & Distribution

Travel Agency & Travel Services

Tyre / Exhaust Fitter

Veterinary Science/Nursing

Warehouse Operation

Work with Horses

Oil & Gas

Zoologist

Appendix 3
Opportunities for All - Student Questionnaire

Name _____

Class _____

Contact Number _____

Date _____

1. When do you think you are most likely to be leaving school? (complete relevant box)

S3 Pupils	**S4 Pupils**
End of S3 ☐ End of S4 ☐ End of S5 ☐ S6 ☐	End of S4 ☐ Winter in S5 ☐ End of S5 ☐ S6 ☐

S5 Pupils	**S6 Pupils**
Winter in S5 ☐ End of S5 ☐ S6 ☐	Winter in S6 ☐ End of S6 ☐

2. What do you plan to do immediately after leaving school?

College ☐   Modern Apprenticeship ☐   University ☐   Training ☐   Job ☐   Volunteering ☐   Other ☐

3. What kind of job/career are you interested in undertaking in the future?
Refer to the Careers A-Z section of **www.myworldofwork.co.uk** to inform your choices.

• _____

• _____

4. Have you participated in any of the following?

Work Placement ☐   In/out of School Club ☐   Volunteering ☐   Part-time Work ☐

Please leave details below:

_____

_____

_____

FOR SCHOOL USE ONLY: If College or Training – Consider level of study

Frequently Asked Questions

Q1.
What if we enter a destination for a pupil and then learn subsequently they have progressed to another destination?

A1.
Notify the school Careers Adviser who will be able to verify this status, and if required, update the pupil status on Skills Development Scotland's client management system.

Q2.
The anticipated school leave date is not available in the drop down menu. What do we do?

A2.
This may occasionally happen for S4 pupils where they plan to stay on until S6 and the rolling three year drop down option does not cover their anticipate leave date. In such circumstances it is recommended to leave the date blank. This will allow you to easily identify those which require a date when the drop down bar is updated.

Q3.
What do we do if a pupil leaves school prior to their minimum school leaving age?

A3.
Schools should follow the standard guidelines which indicate that no young person should be removed from the school SEEMiS system until they have registered at their new school.

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