

Business Data Assembly - Application and Enrolment

0.3

03 November 2009

Licence and IPR Statement

Use of Crown copyright material © Crown copyright 2009

The Information Standards Board (ISB) is an internal advisory body to the Department for Children, Schools and Families (DCSF) and the Department for Business, Innovation and Skills (BIS) which are Crown bodies. The information we produce is subject to Crown copyright, which is administered by the Office of Public Sector Information. Unless otherwise stated on individual documents or pages, the following copyright statement applies to material found on this site.

Authorisation to reproduce any information in this standard which is identified as being the copyright of a third party must be obtained from the copyright holders concerned.

Research and private study

The Crown copyright protected information in this standard may be reproduced free of charge in any format or medium in order to carry out research for non-commercial purposes, for private study or for internal circulation within an organisation. This is subject to the material being reproduced accurately and not used in a misleading context. The material must be acknowledged as Crown copyright and you must give the title of the source document/publication.

Licences

Copying Crown copyright protected material for re-use, distribution or publication, requires a licence. You can apply for a Click-Use licence online, by email or by writing to:

Office of Public Sector Information
Information Policy Team
Kew
Richmond
Surrey
TW9 4DU
Email: licensing@opsi.gsi.gov.uk

Document Version History

Version	Status	Date	Modified by	Change description	Section & line Ref	Changed from	Changed to	Effects of change
0.1	Draft	18/09/2009	DFoster	Initial Draft	-	-	-	-
0.2	Draft	30/10/2009	T Knowles	2 nd draft incorporating changes resulting from stakeholder review of 1 st draft				
0.3	Draft	2/11/2009	T Knowles	Internal review				

Contents

Introduction	4
Scope	4
Document Map	5
ISB Data Standards Used	6
Business Processes.....	7
Process Roles	7
a) Apply For Learning Opportunity	8
b) Assess Application For Learning Opportunity	9
c) Learner Enrols With a Learning Provider.....	9
Data Item Mapping.....	10
Business Data Standard Map	22
Data Exchanges.....	23

Introduction

This Business Data Assembly document shows how to assemble and use the relevant Business Data Standards to meet the needs identified in the Application and Enrolment Business Case.

As a result of consultation on the Business Case and further business analysis, the business processes and supporting data items have progressed from those shown in the business case that initiated the work. The resultant current processes, roles and business data items are therefore listed here.

Scope

The Business Data Assembly describes:

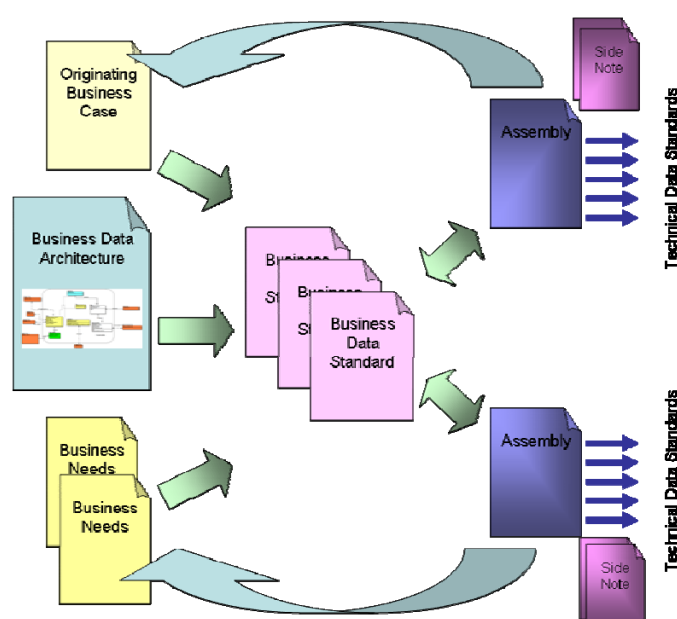
- How to use the Business Data Standards in a given business context
- The business processes and roles representing the current understanding of Education Skills and Children's Services (ESCS)-wide processes and roles that support finding, applying for and enrolling into a provider of learning for the purposes of undertaking one or more courses of learning.
- The mapping of the ISB Business Data Standards to one another in a relational model.
- The identified data exchanges inherent in the Application and Enrolment business process, the subset of standards that apply to each data transfer and any variations that need to be applied to satisfy the business conditions of that data transfer.
- It is not in the scope of this document to describe:
 - The details of all of the attributes contained in the data standards.
 - A preferred method of implementing the assembly in an application.

An Assembly document does not define any schema, e.g. XML, it may be realised through to any number of Technical Data Standards (see below).

Document Map

A Business Data Standard is defined in response to a business need captured in a Business Case. In development, every effort is made to ensure that the Business Data Standard is capable to support all ESCS business needs for the same data. The Business Case may in fact give rise to a number of Business Data Standards, and the way that the standards are associated to meet the originating business need is shown via an “Assembly” document. Each Assembly may in addition need some guidance regarding Data Quality issues and implementation issues and these are contained in “Side Notes”.

The related documents are shown in the following diagram:



Many ESCS ICT systems will need to define Technical Data Standards that specify an encoding schema for data exchange and may include implementation-specific details. Such Technical Data Standards may conform to this and other ESCS ISB Business Data Standards. Those that do conform can be assured that their data will be interchangeable with any other conformant systems. A Technical Data Standard may indicate that within the scope of its use one or more attributes are Mandatory.

ISB Data Standards Used

The following Data Standards are referenced in this Business Data Assembly. For details about individual entities and attributes please refer to the relevant data standard.

ISB Data Standard	Version of Standard
Service	0.2
Service Provision	0.2
Learning Opportunity	0.3
Learning Opportunity Award	0.4
Learning Opportunity Delivery	0.2
Learning Opportunity Enrolment	0.4
Locator	0.3
Premises	0.3
Qualification	0.3
Stakeholder	0.3
Stakeholder Contact	0.3
Stakeholder (Organisation) Post	0.2
Stakeholder Role	0.6

Business Processes

The following business processes have been created in consultation with stakeholders across ESCS. They are high level processes whose intention is to be sufficiently generic that all processes relating to application and enrolment are encompassed.

Note that the reader must first consider how roles (identified in the process “swim-lanes”) are mapped onto persons or organisations in their area. For example, the roles of “Learning Provider”, and “Home Centre” will in most cases both be taken by a school for primary and secondary school applications, but may be taken by different members of a Consortium that supplies Diploma learning. Similarly, the “Application Manager applied to” role will be the Local Authority for state schools, but may be a Learning Provider administration role for FE and HE institutions.

The reader must also be willing to consider how the process steps are manifested in their case. For example, step 3.01 “Learning Opportunity details made available” may relate to publication of course-related information in a prospectus for FE or HE institutions and may be a simple matter of making the existence of a school known to an LA in the case of statutory education.

Process Roles

The following roles take part in the Application and Enrolment Process

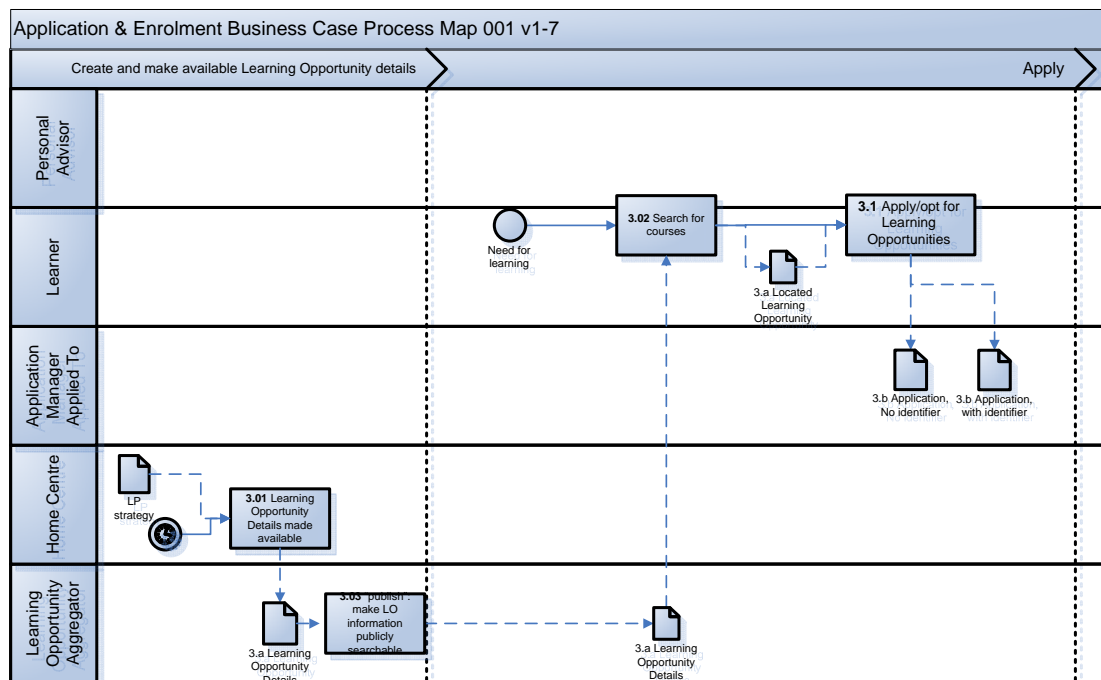
List of Roles	Description
Learner	A person applying for or undergoing learning.
Personal advisor	A person or organisation that advises a Learner about Learning and may guide the Learner through application for learning. This could be an advisor in the Current Home Provider, Connexions or other
Application manager applied to	The Role to which a Learner sends an application for a Learning Opportunity and that processes applications. This may be a role within the LP, a clearing agent (UCAS, LA etc) or a role within a Learning Provider Consortium
Home Centre of Learner	Organisation which discharges legal duty of care (if any) and pastoral care for an enrolled Learner
Home Centre applied to	The Home Centre of a Learning Provider or Consortium to which a Learner applies for a Learning Opportunity
Learning provider applied to	A learning provider whose Learning Opportunity is being applied for by the Learner. Note that a Learning Opportunity may be delivered by several Learning Providers.
Current Home Learning Provider	The Learning Provider at which the Learner is currently enrolled (note there is not always a Current Home Provider)
Learning Opportunity Aggregator	A person or organisation that makes Learning Opportunity information available to Learners when they wish to search for learning options. This might be a centralised system that collects information and can be directly queried, or it might be a distributed system, e.g. Learning Providers making their information directly on demand to meet a Learner's query.

Application monitor and oversight	Monitors the status of learner applications and directs IAG appropriately to ensure learners are given the right support at the right time. For Diplomas, this role is fulfilled by Connexions.
Learner Registration Service	A role that registers a Learner in order to provide a unique identifier e.g. MIAP ULN, UPN registration etc

For ease of reading the Application and Enrolment Business Process is divided into three sections:

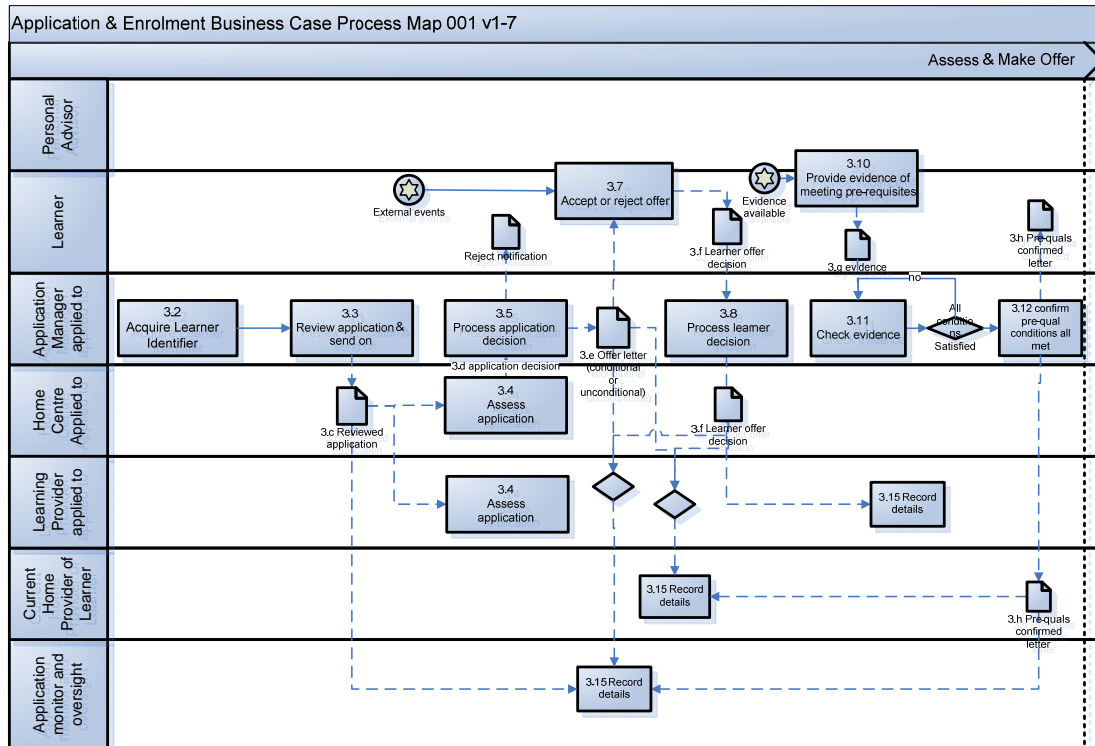
a) Apply For Learning Opportunity

In this section the learning provider's compile and advertise their learning opportunities. A prospective learner then chooses and applies for one or more learning opportunities.



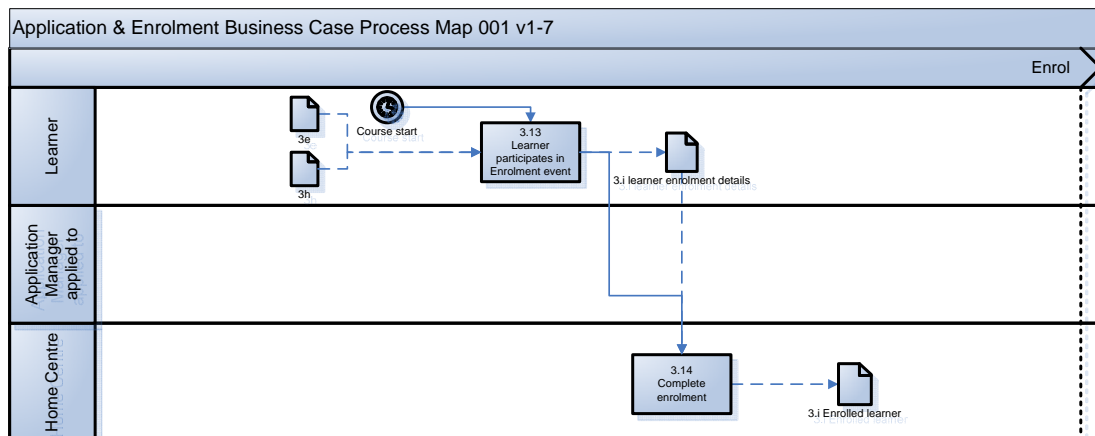
b) Assess Application For Learning Opportunity

In this section the Learner's application is processed and assessed.



c) Learner Enrols With a Learning Provider

In this section the Learner enrolls at the Learning Provider.



Data Item Mapping

The following table maps the Data Items from the Application and Enrolment Business Case to Entities, Subtype/s and attributes from the business data model and to the related business data standard.

Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
Addresses (domicile, current, previous)	Locator	[the Address data item maps to the set of attributes described under each of the Locator sub-types]	Locator
Assessment Actual Grade	Learning Opportunity Award	Result_Grade	Learning Opportunity Award
Assessment Actual Result	Learning Opportunity Award	Result_Percentage	Learning Opportunity Award
Assessment Predicted Grade	Learning Opportunity Award	Result_Grade	Learning Opportunity Award
Assessment Predicted Result	Learning Opportunity Enrolment	Result_Percentage	Learning Opportunity Award
Assessment Strategy	Learning Opportunity	Assessment_Strategy	Learning Opportunity

Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
Awarding Body Identification	Stakeholder_Role – Awarding_Body	Stakeholder_ID	Stakeholder
Confirmation of Evidence	Learning_Opportunity_Enrolment	Enrolment_Evidence_Provided_Type	Learning Opportunity Enrolment
Consortium Name	Stakeholder_Name	Name (where stakeholder_name_component_type = 'Consortium Member)	Stakeholder
Contact Details (inc email)	Locator & Stakeholder Contact	<p>[the Address data item maps to the set of attributes described under each of the Locator sub-types in the preceding column].</p> <p>The Stakeholder contact entity describes rules of contact (e.g. term-time address, evening telephone number), the Locator gives the means to contact</p>	Locator, Stakeholder Contact

Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
Country of Domicile (last 3 yrs)	Locator	<p>Country of domicile is a business rule:, using the effective from & to dates for each residential address to establish history of residence over last 3 years.</p> <p>However, Postal Address cannot be used to determine the country easily because it is text, not a defined country code.</p>	Locator
Disability	Stakeholder Disability	Disability_Type	Stakeholder
DoB	Stakeholder – Person	Date_Of_Birth	Stakeholder
Ethnicity	Learning Opportunity Enrolment	Ethnicity	Learning opportunity Enrolment

Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
Evidence		n/a: evidence as described in the Business Case could be official documents, or reference to trusted online 3 rd party etc. What is recorded is the confirmation of evidence.	
External Course Identifiers			
Family Name	Stakeholder_Name	Name (where stakeholder_name_component_type = 'Family')	Stakeholder
Gender	Stakeholder	Gender	Stakeholder
Given Name	Stakeholder_Given_Name	Name (where stakeholder_name_component_type = 'Given')	Stakeholder
Guided Learning Hours	Qualification	NO_Of_Guided_Learning_Hours	Qualification
Home Centre Identification			
Language	Stakeholder – Person	First_Language	Stakeholder

Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
Learner Identifier	Stakeholder Role – Learner	Stakeholder_Id	Stakeholder Role
Learner's Faith Statement	Learning Opportunity Enrolment	Faith_Statement	Learning Opportunity Enrolment
Learners preference order for Learning Opportunity	Learning Opportunity Enrolment	Learner_preference_order_seq_no	Learning Opportunity Enrolment
Learner's special needs indicator	Stakeholder_role - Learner	SEN_statement_flag	
Learner's statement	Learning Opportunity Enrolment	Learner_Personal_Statement	Learning Opportunity Enrolment
Learner's statutory Leaving Age		This is derived from applying a business rule to Learner's DoB	
Learning Opportunity Aim	Learning Opportunity	Aim	Learning Opportunity
Learning Opportunity Application Status	Learning Opportunity Enrolment	Enrolment_Status_Type	Learning Opportunity Enrolment
Learning Opportunity Attendance Mode	Learning Opportunity Delivery	Learning_Channel_Type	Learning Opportunity

Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
Learning Opportunity Attendance Pattern	Learning Opportunity Delivery	Attendance_Pattern_Type	Learning Opportunity
Learning Opportunity Career Outcome	Learning Opportunity	Career Outcome	Learning Opportunity
Learning Opportunity Content	Learning Opportunity Subject	Subject Type	Learning Opportunity Subject
Learning Opportunity Cost	Learning Opp Delivery Cost	Cost, Cost_Currency_Type	Learning Opportunity Delivery Cost
Learning Opportunity Description	Learning Opportunity	Description	Learning Opportunity
Learning Opportunity End Date	Learning Opportunity Delivery	Learning_Opp_Deli_Eff_End_Date	Learning Opportunity
Learning Opportunity Enrolment Details	Learning Opportunity Enrolment	Attributes of Learning Opportunity Enrolment	Learning Opportunity Enrolment
Learning Opportunity Identifier	Learning Opportunity	[A learning opportunity is identified by a set of natural keys. Please refer to the data standard for further details]	Learning Opportunity

Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
Learning Opportunity Image	Learning Opportunity	Via Learning Opp Delivery Contact/Stakeholder Contact/Locator – Contact Type – “Course Media”	Learning Opportunity
Learning Opportunity Leads to	Qualification Relationship	[Leads-to is represented in the data model as a relationship between qualifications]	Qualification
Learning Opportunity Name	Learning Content	Learning_Opportunity_Name	Learning Opportunity
Learning Opportunity Offer Accept/Reject	Learning Opportunity Enrolment	Enrolment_Status_Type	Learning Opportunity Enrolment
Learning Opportunity Offer Decision Type	Learning Opportunity Enrolment	Enrolment_Status_Type	Learning Opportunity Enrolment
Learning Opportunity Options	Learning Opportunity Enrolment	[The Learning Opportunity Options are represented by a Learning Opportunity Enrolment record for each Learning Opportunity the learner opts for]	Learning Opportunity Enrolment

Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
Learning Opportunity Places Available	Learning Opportunity Delivery	Tot_Number_Of_Places_Available	Learning Opportunity Delivery
Learning Opportunity Pre-requisites	Learning Opportunity	Prerequisite_Requirements [this attribute is used if the entry requirements cannot be associated with a specific qualification/s. (e.g. 5 GCSE's A-C)]	Learning Opportunity
	LO Prerequisite Qualification	[This entity is to be used when the Learning Opportunity can specify which qualifications are prerequisites]	Learning Opportunity
Learning Opportunity Rejection Type	Learning Opportunity Enrolment	Enrolment_Rejection_Type	Learning Opportunity Enrolment
Learning Opportunity Start Date	Learning Opportunity	Expected_Start_Time	Learning Opportunity
Learning Opportunity Study Mode	Learning Opportunity Delivery	Study_Mode_Type	Learning Opportunity Delivery

Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
Learning Opportunity Type	Learning Opportunity Delivery	Learning_Channel	Learning Opportunity
Learning opportunity URL	Learning Opportunity Contact	Course Media, Locator URL	Learning Opportunity
Learning Opportunity Venue Description	Learning Opportunity Delivery	Notes	Learning Opportunity Delivery
Learning Provider	Stakeholder_Name	Stakeholder_Id	Stakeholder
Learning Provider Identification	Stakeholder Role – Learning Opportunity Provider	Stakeholder_Id & Stakeholder_Role_Type	Stakeholder Role
Learning Provider Making Offer	Stakeholder Role Relationship	Stakeholder_Id_Parent & Stakeholder_Role_Type_Parent	Stakeholder Role
Learning Provider's Preference Order	Learning Opportunity enrolment	LO_Provider_selection_ranking	Learning Opportunity Enrolment
Learning Qualification Accreditation Body	Qualification	Accreditor_Stakeholder_ID Accreditor_Role_Type Accreditor_Role_Eff_Date	Qualification

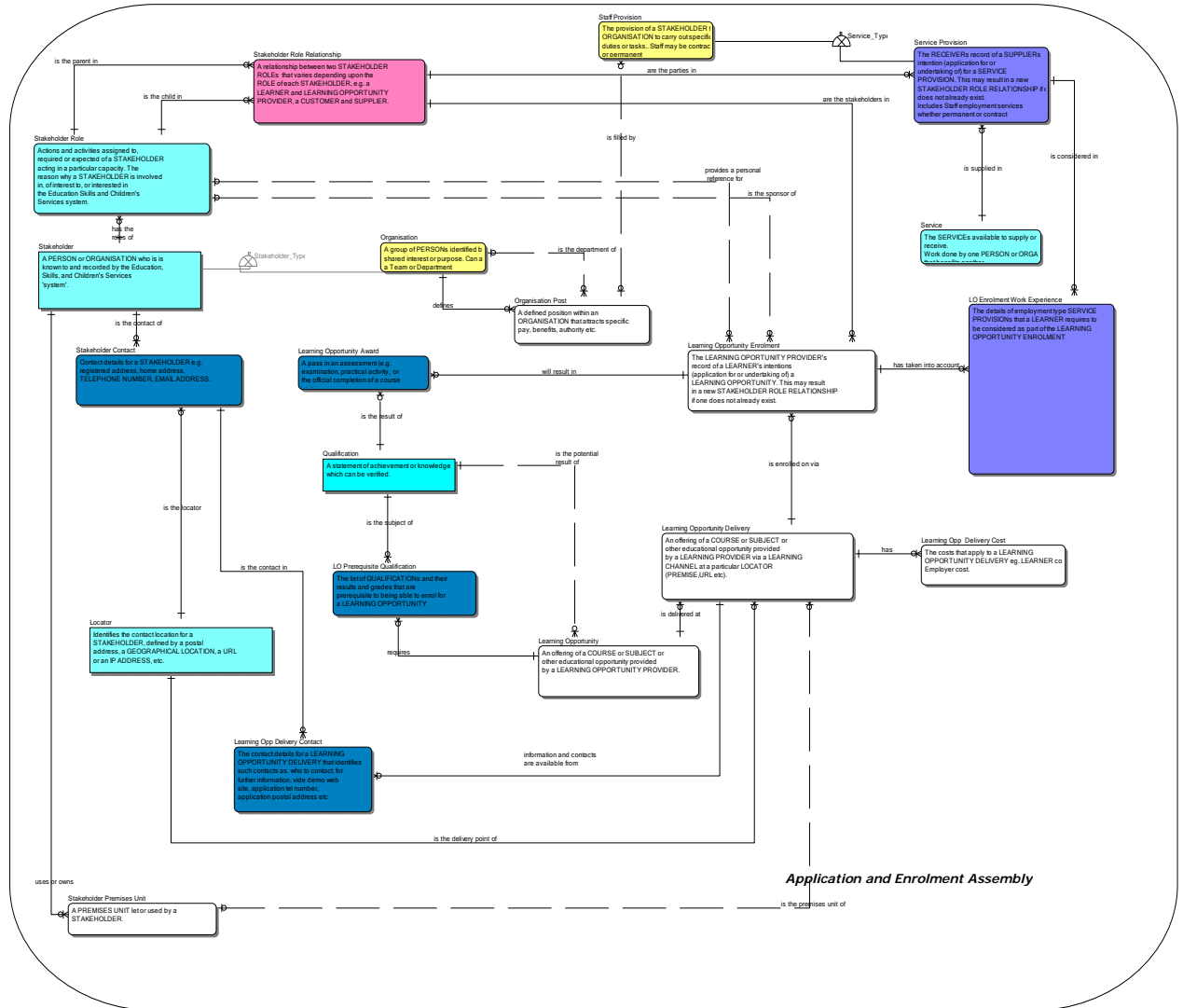
Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
Learning Qualification Credit	Qualification	Potential_credit_value (to show credits that accrue from gaining the Qualification)	Qualification
	Learning Opportunity Award	Result_Credit_Value (to record credits earned by a Learner)	
Learning Qualification Framework	Qualification	Qualification_Framework_type	Qualification
Learning Qualification Identification	Qualification	Qualification_Id	Qualification
Learning Qualification Level	Qualification	Level_Type	Qualification
Learning Qualification Title	Qualification	Qualification_Id	Qualification
Learning Qualification Type	Qualification	Qualification_Type	Qualification
Learning Record		[the record of past Learning Opportunities undertaken and/or qualifications attained by the Learner. This is a view across Qualification and Learning Opportunity records for the Learner]	

Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
National Identity	Stakeholder	National_Identity_Country_Type	Stakeholder
Preferred Name	Stakeholder_Name	Name (where Stakeholder_Name_Type equals 'preferred')	Stakeholder
Previous Family Name	Stakeholder_Name	Name (where stakeholder_name_component_type = 'Family')	Stakeholder
Referee	Stakeholder Role Relationship	Personal_Ref_Provider_Id/Personal_Ref_Provider_Role_Type	Stakeholder Role
Referee's reference	Learning Opportunity Enrolment	Personal_Reference	Learning Opportunity Enrolment
Rejection Reason	Learning Opportunity Enrolment	Enrolment_Rejection_Type	Learning Opportunity Enrolment
Sponsor's identification	Learning Opportunity Enrolment	Sponsor_Id/Sponsor_Role_Type	Learning Opportunity Enrolment

Data Item from Business Case	Data Model		Data Standard/s
	Entity / Subtype	Attribute	
Tutor	Learning Opportunity Enrolment	Instructor_Reference Instructor_Ref_Provider_Provider_ID	Learning Opportunity Enrolment
Tutor's reference	Learning Opportunity Enrolment	Instructor_Reference	Learning Opportunity Enrolment
Work experience	LO Enrolment Work Experience	Compound key structure	Learning Opportunity Enrolment

Business Data Standard Map

The following diagrams show the business data standard documents and how they interrelate. Please note that each standard can contain several data entities, so this diagram should not be interpreted as a true entity relationship diagram. For that level of detail please refer to the individual standards.



Data Exchanges

The data exchanges in the table below relate to those shown in the process models in the Business Processes section above:

Data Exchange	Data Standards	Context specific rules
3a – Learning Opportunity Details	Stakeholder	None
	Stakeholder Contact	None
	Stakeholder Role	None
	Premises Unit	None
	Locator	None
	Qualification	None
	Learning Opportunity	None
	Learning Opportunity Delivery	None
3b – Application	Stakeholder	The Learner Stakeholder's name, gender, date_of_birth are mandatory
	Stakeholder Contact	The Learner Stakeholder's requires postal addresses covering the last 3 years are
	Stakeholder Role	None
	Premises Unit	None
	Locator	The Learner Stakeholder's requires postal addresses covering the last 3 years are
	Qualification	None

	Learning Opportunity	None
	Learning Opportunity Delivery	None
	Learning Opportunity Award	None
	Learning Opportunity Enrolment	None
3c – Reviewed Application	Stakeholder	None
	Stakeholder Contact	None
	Stakeholder Role	None
	Premises Unit	None
	Locator	None
	Qualification	None
	Learning Opportunity	None
	Learning Opportunity Delivery	None
	Learning Opportunity Award	None
	Learning Opportunity Enrolment	None

	Learning Opportunity Work Experience	None
	Goods or Service Provision	None
3d – Application Decision	Stakeholder	None
	Stakeholder Contact	None
	Stakeholder Role	None
	Premises Unit	None
	Locator	None
	Qualification	None
	Learning Opportunity	None
	Learning Opportunity Delivery	None
	Learning Opportunity Award	None
	Learning Opportunity Enrolment	Enrolment.Status_Type is Mandatory
	Learning Opportunity Work Experience	None
	Goods or Service Provision	None

3e – Offer Letter	Stakeholder	None
	Stakeholder Contact	None
	Stakeholder Role	None
	Premises Unit	None
	Locator	None
	Qualification	None
	Learning Opportunity	None
	Learning Opportunity Delivery	None
	Learning Opportunity Award	None
	Learning Opportunity Enrolment	Enrolment.Status_Type is Mandatory
3f – Learner Offer Decision	Stakeholder	None
	Stakeholder Contact	None
	Stakeholder Role	None
	Premises Unit	None
	Locator	None
	Qualification	None
	Learning Opportunity	None

	Learning Opportunity Delivery	None
	Learning Opportunity Award	None
	Learning Opportunity Enrolment	Enrolment.Status_Type is Mandatory
3g – Evidence	Stakeholder	None
	Stakeholder Contact	None
	Stakeholder Role	None
	Premises Unit	None
	Locator	None
	Qualification	None
	Learning Opportunity	None
	Learning Opportunity Delivery	None
	Learning Opportunity Delivery	None
	Learning Opportunity Award	None
	Learning Opportunity Enrolment	Enrolment.Status_Type and Enrolment.Evidence_Provided_Type are Mandatory
3h – Pre quals confirmed Letter	Stakeholder	None

	Stakeholder Contact	None
	Stakeholder Role	None
	Premises Unit	None
	Locator	None
	Qualification	None
	Learning Opportunity	None
	Learning Opportunity Delivery	None
	Learning Opportunity Award	None
	Learning Opportunity Enrolment	Enrolment.Status_Type is Mandatory