

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
NCG Data Policy		October 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	5	October 2025

<b>OWNER</b>	Director of Learner Data Services		
<b>GROUP EXECUTIVE LEAD</b>	Chief Information, Data and Estates Officer		
<b>DOCUMENT TYPE</b>	Policy <input checked="" type="checkbox"/>	Group Procedure <input type="checkbox"/>	Local Procedure <input type="checkbox"/>
<b>PURPOSE</b>	The purpose of this policy is to set out the vision for data across NCG so that it is available in a timely, accurate and complete manner to underpin management decision making and fulfil regulatory obligations. This includes ensuring that reliable data is used to inform reports on both the quality of our provision and the funding income being generated by current activity.		
<b>APPLICABLE TO</b>	All NCG employees, as well as consultants, vendors, agency workers, contractors, service users, volunteers and/or any other parties who have a business relationship with NCG.		
<b>EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
<b>KEY THINGS TO KNOW ABOUT THIS POLICY</b>	1. This policy has been in place and amended since 2020 2. The policy follows NCG's vision for data 3. The policy applies to all data in NCG.		
<b>EXPECTED OUTCOME</b>	Readers are expected to understand the organisational position on data, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
<b>LINKED DOCUMENTS</b>	<ul style="list-style-type: none"> <li>NCG SoP Curriculum Setup (<a href="#">Curriculum set up SoP</a>)</li> <li>NCG SoP Enrolment (<a href="#">Enrolment SoP</a>)</li> <li>NCG SoP Examinations (<a href="#">Exams SoP</a>)</li> <li>NCG SoP Achievement (<a href="#">Achievement SoP</a>)</li> <li>NCG SoP Apprenticeships (<a href="#">Apprenticeships SoP</a>)</li> <li>NCG SoP Maintenance of Records (<a href="#">Maintenance Of Records SoP</a>)</li> <li>NCG SoP Timetabling (<a href="#">Timetabling SoP</a>)</li> </ul>

	<p>The following policies can be found at: <a href="#">NCG Policies</a></p> <ul style="list-style-type: none"> <li>• NCG Fees Policies (HE and FE)</li> <li>• NCG Apprenticeship Policy</li> <li>• NCG Attendance Policy</li> <li>• NCG Data Protection Policy</li> <li>• NCG Special Category and Criminal Data Policy</li> <li>• HE Admissions Policy</li> <li>• International Admissions Policy</li> </ul>
<b>KEYWORDS</b>	<ul style="list-style-type: none"> <li>• Data, timetabling, enrolment, compliance, Curriculum, Examinations</li> </ul>

## Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	The policy has been consulted with LDS leads and senior curriculum leads in all colleges (Learner Data Partners) who in turn consult their own colleges and reflect the concerns of learners.		

## **1. GENERAL POLICY STATEMENT**

The purpose of this policy is to set out the vision for data across NCG so that it is available in a timely, accurate and complete manner to underpin management decision making and fulfil regulatory obligations. This includes ensuring that reliable data is used to inform reports on both the quality of our provision and the funding income being generated by current activity.

## **2. LINKS OF POLICY STATEMENT TO NCG VISION FOR DATA**

### **2.1. Aim for data**

This Policy supports the NCG vision:

To be the UK's leading college group recognised for our local impact, national influence and reach.

We believe data is the lifeblood of an organisation and effective data management has a vital contribution to make in delivering the NCG Strategy.

Our aim is for NCG data to be a trusted institutional asset, providing actionable insights, which underpins our ambition to be outstanding particularly in relation to physical and digital resources and the development of Lean processes.

Data held by NCG underpins success in all areas of activity across the academic community, professional services and external partners. It is also an essential requirement in terms of compliance.

### **2.2. Principles**

The vision will be realised by focusing on three overarching principals:

- a. We will provide quality data (in terms of relevance, presentation, completeness and accuracy. These are the dimensions of data quality) to inform effective decision making at strategic, tactical and operational levels. This commitment extends to the provision of data to external agencies for regulatory and funding purposes.

- b. We will establish a high level of trust in the data provided to audiences inside and outside the institution. The credibility of our data assets is of paramount importance.
- c. We will develop a data literate community with the professional capabilities necessary to make best use of data assets. Establishing a common data language including terminology, tools, skills and standard practises is an essential success factor. Clearly defined roles and responsibilities will be an important dependency for this goal.

## **2.3. Data governance roles and responsibilities**

### **Chief Information, Data and Estates Officer**

The Chief Information, Data and Estates Officer (CIDEO) has overall accountability for the quality of the organisation's data and is the institutional owner of the Data Strategy. The CIDEO reports on this topic to the Audit and Risk Committee.

### **Chief Financial Officer**

The (CFO) has responsibility for assuring the Group Executive and NCG Board in terms compliance with legislation relating to data and information e.g. GDPR and FOI.

### **Data Protection Officer**

The Data Protection Officer's role is to inform and advise the business about its obligations to comply with the UK data protection legislation. The DPO role is held by the Director of Assurance and Risk.

### **Data Owners**

Data Owners are accountable for the quality of the datasets they own. They are senior stakeholders with decision making powers and the resources to authorise data quality initiatives (e.g. Executive Director of HR is the owner of the staff dataset). To assist them with their responsibilities Data Owners are supported by Data Stewards.

### **Data Stewards**

A Data Steward is responsible for the quality of data in one or more datasets. They are stakeholders with the expertise and capacity to carry out data quality activities as requested by the Data Owner or CIDEO. Data Stewards assist in delivering the responsibilities of their Data Owners and may work with one or more Data Practitioners to do so. E.g. the stewards for learner data in each college are the LDS Lead and the Learner Data Partner who is a senior curriculum colleague nominated by the Principal.

### **Data Practitioners**

Data Practitioners are members of staff who capture, input or amend institutional data. They have significant job activities relating to data. E.g. LDS for learner data and curriculum colleagues.

### **Data Users**

Data Users are people who consume institutional data. These may be any NCG colleague or external stakeholder.

## **3. STATEMENT ON IMPLEMENTATION**

The policy and the linked Standard Operating Procedures are published on the NCG intranet and are regularly reviewed, updated and communicated to LDS staff and Learner Data Partners as well as linked partners such as Quality and HE.

Annual training is provided to staff in line with these procedures ahead of each academic year.

## **4. STATEMENT ON EQUALITY AND DIVERSITY**

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have

considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

## 5. STATEMENT ON CONSULTATION

This policy has been reviewed in consultation with the Policy Review Council and Executive Team.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	New Policy/collection of extant SoPs	Detail of policy absorbed into the NCG Standard Operating Procedures. New policy giving overall direction with detail linked to Standard Operating Procedures.	Director of Learner Data Services	June 2020
2	Standard operating procedures. Also amended Exec job titles.	Amended list of standard operating procedures. Amended EDGAR to COCO and CIDO to CIDEO job titles.	Director of Learner Data Services	July 2021
3	SoP section	Minor changes to dates and addition of Curriculum Planning SoP	Director of Learner Data Services	June 2022
4	SoP Section	Minor changes to SoP section	Director of Learner Data Services	June 2023
5	Responsibilities and SoP	Addition of Exams Sop, removal of COCO and replacement with CFO in all references.	Director of Learner Data Services	June 2024

## **Appendix 1: NCG Standard Operating Procedures**

Standard operating procedures will be developed to document key activities relating to each of the most significant datasets. This process has begun with learner data.

The NCG Learner Records Project, which ran from January to July 2019 drew together data, IT, quality and finance leads from all of the NCG colleges and Professional Services of NCG to agree a set of key guidelines, deadlines and data standards that would support data collection and data managers and comply with the contractual obligations to NCG's funding bodies. The outcome of the project was a set of standard operating procedures which contain the structures within which all parts of NCG will operate in relation to data, including key milestones, deadlines and Key Performance Indicators.

- Curriculum Planning: Detailing how curriculum is developed from the strategic to the operational level during business planning, with ownership sitting at the college SLT level, supported by professional services. This details when specific elements of plans are to be produced and how the finished course file is validated that will form the next year's curriculum.
- Curriculum Setup: Detailing how courses should be structured, what data should be included and the timescales for curriculum rollover and validation.
- Timetabling: Detailing a standard process and timeline for the collection, development and publishing of timetables prior to the new academic year.
- Enrolment: Detailing the process for application and enrolment, including what information must be collected prior to, at and immediately after enrolment.
- Examinations: Detailing roles and responsibilities when conducting examinations in NCG colleges and applying to curriculum staff, LDS staff and other departments.
- Achievement: Drawing heavily on and linked to the NCG Attendance Policy, this details when achievement should be actioned, what data should be recorded in different circumstances and how to deal with late achievement, re-sits and other non-standard situations.



- Apprenticeships: Apprenticeships are a very specific contract with differing deadlines and more detailed data requirements; therefore a specific SoP has been devised to detail data processes and requirements throughout the learner Journey from sign up to timely achievement.
- Maintenance of Records: Maintenance of compliant data is a contractual obligation between NCG and its funding bodies. This SoP details all of the checks local data teams must carry out on a weekly, monthly and annual basis, which checks Professional services will carry out; funding deadlines, learner census; funding claims and Key Performance indicators.

Many of these processes are supported by detailed work instructions and all will be reviewed as the NCG Data Review progresses, in line with developments to NCG processes and systems.