

EDUCATION STATISTICS 2018

NATIONAL REFERENCE METADATA IN SINGLE INTEGRATED METADATA STRUCTURE (SIMS)

CONCEPT 1 – CONTACT

Sub-Concept 1.1: Contact organisation

National Statistics Office (NSO)

Sub-Concept 1.2: Contact organisation unit

Tourism and Education Unit

Sub-Concept 1.3: Contact name

Sabrina Esposito

Sub-Concept 1.4: Contact person function

Principal Statistician

Sub-Concept 1.5: Contact mail address

National Statistics Office (NSO),
Lascaris, Valletta VLT 2000, Malta.

Sub-Concept 1.6: Contact e-mail address

sabrina.esposito@gov.mt

Sub-Concept 1.7: Contact phone number

+356 2599 7636

CONCEPT 2 – METADATA UPDATE

Sub-Concept 2.1: Metadata last certified

10th December 2019

Sub-Concept 2.2: Metadata last posted

11th January 2021

Sub-Concept 2.3: Metadata last update

11th January 2021

CONCEPT 3 – STATISTICAL PRESENTATION

Sub-Concept 3.1: Data description

The Unit compiles datasets on education including Enrolments, Graduates, Personnel, Finance, Credit Mobility, and an Examination register. These satisfy needs of the relevant EU regulation and other needs at national level.

Data are transmitted to EUROSTAT for Student Enrolments, Entrants, Graduates, Classes, Languages, Personnel employed in educational institutions, Income and Expenditure invested in education.

Data are also published nationally.

Enrolments and graduates' datasets comprise mainly student details and course/qualification details. Personnel dataset including teaching and non-teaching staff employed in institutions in various ISCED levels. Income and expenditure data comprise mainly the allocation of income received and expenditure of state, state-dependant and independent schools.

Sub-Concept 3.2: Classification system

- ISCED (International Standard Classification for Education)
<https://metadata.nso.gov.mt/classificationdetails.aspx?id=ISCED%202011>
- ISCED Fields of Education and Training 2013
<https://metadata.nso.gov.mt/classificationdetails.aspx?id=ISCED%20Fields%20of%20Education%20and%20Training%202013>
- Nomenclature of Territorial Units for Statistics (NUTS)
<https://metadata.nso.gov.mt/classificationdetails.aspx?id=NUTS>

Sub-Concept 3.3: Sector coverage

State, State-dependent and Independent Sectors at all educational levels (from pre-primary to tertiary)

Sub-Concept 3.4: Statistical concepts and definitions

Statistics on an education programme provide information on the links between inputs (entrants into the system), the process (participation) and the output (the qualification).

The main statistical variables measured in this process are Enrolments (students), Entrants (into the ISCED level and into Tertiary level), Graduates (students obtaining a qualification), Educational personnel in schools (teaching and non-teaching), Credit mobility (students doing an experience abroad as part of the programme), Languages (foreign), Classes (class size in lower levels of education), Absences (authorised and unauthorised), Finance (financial resources invested in education) and ISCED mapping (tool to show the links between education programmes and qualifications).

Sub-Concept 3.5: Statistical unit

This data collection covers formal education programmes that represent at least the equivalent of one semester (or one-half of a school/academic year) of full-time study and are provided within the reporting country's own territory. The basic units of classification in ISCED are the national (and sub-national) education programme and the related recognised educational qualification.

Sub-Concept 3.6: Statistical population

Student population, graduate population, staff employed in educational institutions; income and expenditure from all sources of formal education, and exams.

Sub-Concept 3.7: Reference area

NUTS level 1

Sub-Concept 3.8: Time coverage

Detailed information on Education Statistics is available as from 2012.

Sub-Concept 3.9: Base period

Not Applicable.

CONCEPT 4 – UNIT OF MEASURE

Number of persons for enrolments, entrants, graduates, absences, classes, languages, and Educational personnel; Euro for education finance.

CONCEPT 5 – REFERENCE PERIOD

Academic year 2018 (t / t+1) for enrolments, entrants, graduates, classes, languages, and Educational personnel. Financial year (t) for finance. Year 2018 t+1 for absences.

CONCEPT 6 – INSTITUTIONAL MANDATE

Sub-Concept 6.1: Legal acts and other agreements

[The Malta Statistics Authority Act, 2000](#). The Act empowers the NSO to collect, compile, extract and release official statistics related to demographic, social, environment, economic and general activities and conditions of Malta.

EUROSTAT in joint agreement with OECD and UNESCO-UIS requires data submission as per Commission Regulation (EU) No 912/2013 of 23 September 2013 implementing Regulation (EC) No 452/2008 of the European Parliament and of the Council concerning the production and development of statistics on education and lifelong learning, as regards statistics on education and training system.

Sub-Concept 6.2: Data sharing

Microdata (students, credit mobility, graduates) collected by NSO is shared with NCFHE without any individuals' ID card numbers, names and surnames, and with the consent of the particular school. This is done to safeguard the confidentiality of respondents as stipulated in the MSA Act. NCFHE recognizes NSO's role as the National Statistics institute for Malta and passes the microdata collected from their end to NSO in its entirety.

CONCEPT 7 – CONFIDENTIALITY

Sub-Concept 7.1: Confidentiality – Policy

At National level:

The NSO requests information for the compilation of official statistics according to the articles of the MSA Act – Cap. 422 and the Data Protection Act – Cap. 586 of the Laws of Malta implementing the General Data Protection Regulations (GDPR).

Article 40 of the MSA Act stipulates the restrictions on the use of information while Article 41 stipulates the prohibition of disclosure of information. Furthermore, Section IX of the Act (Offences and Penalties) lays down the measures to be taken in case of unlawful exercise of any officer of statistics regarding confidentiality of data.

Since its inception, the NSO has always assured that all data collected remains confidential and that it is used for statistical purposes only according to the articles and derogations stipulated in the laws quoted above. The Office is obliged to protect the identify of data providers and refrain from divulging any data to third parties that might lead to the identification of persons or entities.

During 2009, the NSO has set up a Statistical Disclosure Committee to ensure that statistical confidentiality is observed, especially when requests for microdata are received.

Upon employment, all NSO employees are informed of the rules and duties pertaining to confidential information and its treatment. In line with stipulations of the MSA Act, before commencing work, every employee is required to take an oath of secrecy whose text is included in the same Act.

An internal policy on anonymisation and pseudo-anonymisation is in place to ascertain that adequate methods are used for the protection of data which the office collects and shares with the public in its capacity as the National Statistics Office. The policy is meant to safeguard confidentiality of both personal and business data entrusted to the NSO. The document provides guidance for all NSO employees who process data on a daily basis as to how anonymisation and pseudo-anonymisation methods should be applied. The policy applies to all confidential, restricted and internal information, regardless of form (paper or electronic documents, applications and databases) that is received, processed, stored and disseminated by the NSO.

At European level:

[Regulation \(EC\) No 223/2009](#) on European statistics (recital 24 and Article 20(4) of 11 March 2009 (OJ L 87, p. 164), stipulates the need to establish common principles and guidelines ensuring the confidentiality of data used for the production of European statistics and the access to those confidential data with due account for technical developments and the requirements of users in a democratic society.

Sub-Concept 7.2: Confidentiality – Data Treatment

Education statistics are released in aggregated format. UOE data collection caters for data to be flagged as 'c' (confidential) and this decision is at the discretion of each Member State. The criterion used to determine if a stratum is confidential refers to the absolute count of persons in that stratum. A stratum with less than 3 counts is flagged as confidential.

CONCEPT 8 – RELEASE POLICY

Sub-Concept 8.1: Release Calendar

An advance release calendar is maintained by the NSO and published on the NSO website. The calendar projects three months of news releases (including the current and two subsequent months).

Sub-Concept 8.2: Release Calendar access

https://nso.gov.mt/en/News_Releases/Release_Calendar/Pages/News-Release-Calendar.aspx

Sub-Concept 8.3: User access

An internal policy on dissemination is in place to govern the dissemination of official statistics in an impartial, independent and timely manner, making them available simultaneously to all users.

The NSO's primary channel for the dissemination of official statistics is the NSO website. Tailored requests for statistical information may also be submitted through the NSO website.

CONCEPT 9 – FREQUENCY OF DISSEMINATION

Yearly.

CONCEPT 10 – ACCESSIBILITY AND CLARITY

Sub-Concept 10.1: News release

Enrolments

https://nso.gov.mt/en/News_Releases/View_by_Unit/Unit_C3/Tourism_Statistics/Pages/Student-Enrolments.aspx

Graduates

https://nso.gov.mt/en/News_Releases/View_by_Unit/Unit_C3/Tourism_Statistics/Pages/Graduate-Students.aspx

Absenteeism

https://nso.gov.mt/en/News_Releases/View_by_Unit/Unit_C3/Tourism_Statistics/Pages/Absenteeism-in-Schools.aspx

Sub-Concept 10.2: Publications

Statistics on Pre-Primary, Primary and Secondary Formal Education 2012/2013 – 2016/2017

(<https://nso.gov.mt/en/nso/Media/Salient-Points-of-Publications/Pages/Statistics-on-Pre-Primary,-Primary-and-Secondary-Formal-Education-2012-2013%20-%202016-2017.aspx>)

Sub-Concept 10.3: Online Database

UOE data on Malta can be obtained from Eurostat' statistics database (<http://ec.europa.eu/eurostat/data/database>)

Sub-Concept 10.4: Micro-data access

Microdata in anonymised form may be provided, upon request, under strict conditions to a selected number of institutions or persons accredited as research entities or researchers respectively. Further information on access to anonymised microdata is available on the NSO website through: <http://nso.gov.mt/en/Services/Microdata/Pages/Access-to-Microdata.aspx>.

Sub-Concept 10.5: Other

Ad hoc requests for statistical information can be made through the NSO online portal: <https://nso.gov.mt/en/Services/Pages/Request-for-Information.aspx>

Sub-Concept 10.6: Documentation on methodology

Work processes and procedures for the compilation of Education statistics are documented in a standardised reporting template and aligned to the GSBPM model. The model covers all phases of the statistical production process, from the initial stages of identifying what statistics are needed and the scope of the particular survey, to the final stages of dissemination and evaluation. The GSBPM report is only available internally and may be accessed by all NSO employees.

The UOE Manual describes the methodology of the joint collection of education data by the United Nations Educational, Scientific and Cultural Organisation (UNESCO) Institute for Statistics (UIS), the Organisation for Economic Cooperation and Development (OECD) and Eurostat, referred to as UOE data:

[https://ec.europa.eu/eurostat/statistics-explained/index.php/UNESCO_OECD_Eurostat_\(UOE\)_joint_data_collection_%E2%80%93_methodology](https://ec.europa.eu/eurostat/statistics-explained/index.php/UNESCO_OECD_Eurostat_(UOE)_joint_data_collection_%E2%80%93_methodology)

Sub-Concept 10.6.1: Metadata completeness rate

Information about all required metadata concepts (and sub-concepts thereof) are provided.

Sub-Concept 10.7: Quality Documentation

The UOE methodological manual supplied by Eurostat is constantly consulted in order to ensure full conformity with Eurostat definitions [https://ec.europa.eu/eurostat/statistics-explained/index.php/UNESCO_OECD_Eurostat_\(UOE\)_joint_data_collection_-_methodology](https://ec.europa.eu/eurostat/statistics-explained/index.php/UNESCO_OECD_Eurostat_(UOE)_joint_data_collection_-_methodology).

All methods are documented in a quality report which is updated annually. Latest version on Eurostat website:

https://ec.europa.eu/eurostat/cache/metadata/EN/educ_uae_enr_esgrs_mt.htm

Dedicated SIMS reports are available to the public on the [NSO's metadata website including concepts related to metadata and quality](#).

The NSO has developed an internal Quality Management Framework (QMF) which is built on common requirements of the ESS Code of Practice (ESS CoP). A document was prepared to include a set of general quality guidelines spanning over all statistical domains. Assuring methodological soundness is an integral part of the QMF, nonetheless, the document spans also on other areas related to institutional aspects.

CONCEPT 11 – QUALITY MANAGEMENT

Sub-Concept 11.1: Quality Assurance

Significant investment has been made in order to improve the quality of education statistics and the efficiency with which these are produced. All variables are realistically achieved.

The NSO ensures the accuracy of data released to the public and prepares clear methodological notes which explain the processes involved in the collection and production of official statistics.

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Every five to seven years, the NSO participates in a Peer Review exercise through which the compliance of its operations with principles of the ESS CoP is assessed by an expert team. Peer Reviews are indeed part of the European Statistical System (ESS) strategy to implement the ESS CoP. Each NSI is expected to provide information as requested by a standard self-assessment questionnaire. Following this an expert team visits the office to meet NSI representatives and main stakeholders. Peer Reviews result in a compliance report and the listing of a set of Improvement Actions which need to be followed up by the NSI. The next round of Peer Reviews is planned to be carried out in 2022.

Sub-Concept 11.2: Quality Assessment

Education datasets are considered very exhaustive: For this reason, a lot of time and effort goes into cleaning the data especially since the administrative sources (registers) on which they are based are not designed for statistical reasons.

Auxiliary sources and past data are consulted in case of missing data.

The NSO also works to establish better relationships with its administrative data providers; with the knowledge that if providers understand better what data are sought, the data quality will also improve. NSO also proposed and succeeded in convincing administrative data providers to modify the content of their databases to better cater for its statistical requirements. To this end, education statistics can be considered of good quality in view of more accurate administrative data being collected.

CONCEPT 12 – RELEVANCE

Sub-Concept 12.1: User needs

The main users of UOE data are:

- Central government - Particularly the Ministry for Education and Employment (MEDE)
- The National Commission for Further and Higher education (NCFHE)
- The Central Bank of Malta (CBM)
- Other units within NSO
- Other institutions falling under the education domain
- Independent educational institutions
- Researchers and students.

Sub-Concept 12.2: User satisfaction

The last User Satisfaction Survey was held in 2014 with the aim to collect information about key users' satisfaction with statistical output.

The NSO keeps record of the number of News Releases and publications disseminated on its website; the users to whom statistical products are provided; as well as the number of requests that are processed every year.

News Releases and tailor-made statistical outputs were assessed on account of their quality, timeliness, and on their ability to meet users' needs.

Sub-Concept 12.3: Data Completeness

The NSO has full coverage of all education institutions offering formal education. Microdata are collected in enough detail to cater for a variety of users' requests. Furthermore, the collection covers all mandatory information requested by Eurostat for UOE data transmission.

As per EC Regulation No 912/2013, courses for which the duration is less than the equivalent of part-time, as calculated in full-time equivalent, are excluded in the data collection. Furthermore, all courses that are not delivered in Malta are excluded.

CONCEPT 13 – ACCURACY AND RELIABILITY

Sub-Concept 13.1: Overall accuracy

The NSO has full coverage of all education institutions in the target population. Consistency checks are carried out with data provided from previous academic years and coherence tests are made with other auxiliary sources.

Sub-Concept 13.2: Sampling errors

Not applicable, a census of institutions is undertaken.

Sub-Concept 13.3: Non-sampling error

Every effort is made to minimise the incidence of non-sampling error. Further information about specific sources of non-sampling error is available in sub-concepts of 13.3.

Sub-Concept 13.3.1: Coverage error

A census of institutions is undertaken. As per UOE manual 'Programmes of a duration less than the equivalent of part time FTE as specified in UOE Manual are excluded. If a student obtains more than one qualification in the same ISCED level in a given academic year, he is only counted as one graduate.'

Divergence between the frame population and the target population:

Vocational school-based component over the whole length of the programme assessed is based on information provided by the school. Programmes shorter than one semester: duration is assessed by number of credits.

Special education needs (SNE) programmes: Not included in the graduates' questionnaire as the ISCED level attained by these students is insufficient for level completion.

Credit mobile students: They are included in the national enrolments for academic year. Students remain enrolled with the local institution.

Reasons for unavailable data and, planned actions to improve coverage:

Data on formal adult education can only be derived from students' ages. Although the AES will provide some information on adult formal education, this survey is not conducted on an annual basis. One should also point out that in AES, data are collected from individuals and not directly from institutions. The latest AES was carried out for reference year 2016.

Education programmes for children under the age of 3 are not applicable. These data are unavailable since the educational component in ISCED 01 is unofficial.

Sub-Concept 13.3.1.1: Over Coverage

Not applicable.

Sub-Concept 13.3.1.2: Common Units Proportion

Not applicable.

Sub-Concept 13.3.2: Measurement error

Not applicable.

Sub-Concept 13.3.3: Non-response error

In circumstances where variables such as student age or nationality are missing, these are retrieved from auxiliary administrative registers.

Sub-Concept 13.3.3.1: Unit non-response

Not applicable.

Sub-Concept 13.3.3.2: Item non-response

In circumstances where variables such as student age or nationality are missing, these are retrieved from auxiliary administrative registers.

Sub-Concept 13.3.4: Processing error

Errors related to data entry or to respondents' bias are impossible to eliminate completely.

Sub-Concept 13.3.5: Model assumption error

Not applicable.

CONCEPT 14 – TIMELINESS AND PUNCTUALITY

Sub-Concept 14.1: Timeliness

Information related to the latest reference year (academic year t-t+1, or financial year t)							
Type of data	Data Collection		Post-collection phase		Dissemination/publication date		Additional comments on deadlines and timeliness
	Start date	End date	Start date	End date	Start date	End date	
Students/ Personnel	April year t+1	May of year t+1 for all education levels	This process commences as soon as all the data are received	September year t+2	April t+3	May t+3	Deadlines are consistently met.
Graduates	December year t+1	February of year t+2 for post-secondary and tertiary institutions	This process commences as soon as all the data are received	November year t+2	April t+3	May t+3	Deadlines are consistently met.
Finance	April year t+1	September t+1	This process commences as soon as all the data are received	November year t+2	N/A	N/A	Deadlines are consistently met.

Sub-Concept 14.2: Punctuality

Submission dates for the latest reference year (academic year t-t+1, or financial year t)							
Deadline for transmission of data: 30 September t+2				Deadline for transmission of data: 30 November of t+2			
Enrolments	Entrants	Personnel	Foreign languages learning	Regional data	Graduates	Education expenditure	Credit mobility
September year t+2	September year t+2	September year t+2	September year t+2	N/A	November year t+2	November year t+2	November year t+2

CONCEPT 15 – COHERENCE AND COMPARABILITY

Sub-Concept 15.1: Comparability – Geographical

The UOE manual is adhered to for the whole procedure, thus enabling comparability across EU Member states, OECD members and the EFTA countries.

Deviation: While multiple course routes are known, it is not possible to determine how much time is devoted to each area of study. Students course duration is pro-rated by field.

Sub-Concept 15.2: Comparability – Over Time

Data prior to academic year 2012/2013 have not been revised to include the reclassification of upper secondary education and are therefore not comparable to other data.

ISCED 11 was used, as requested, for the first time for academic year 2012/2013. Previous data are classified in ISCED 97.

Fields classification 2013 was used as from 2014/2015, previous data were classified in Fields classification 1999.

ISCED 45 was revised and recoded into ISCED 35. This change has been applied as from academic year 2012/2013.

Sub-Concept 15.3: Coherence – Cross Domain

Statistics by ISCED level can be mapped with those of Further and Higher Education Statistics: MQF level vis-a-vis ISCED level; NCFHE includes short courses.

Sub-Concept 15.3.1: Coherence – Sub-Annual and Annual statistics

Not applicable.

Sub-Concept 15.3.2: Coherence – National Accounts

Not applicable.

Sub-Concept 15.4: Coherence – Internal

Some data are shared on an annual basis with the National Accounts and the Public Finance, Labour Market, Social and Living Conditions, Business Registers units within NSO. To this end, consistency with their datasets is assured.

CONCEPT 16 – COST AND BURDEN

The process to compile and analyse education data is a lengthy one. In fact, three statisticians work on the data collection, cleaning, analysis and dissemination of Education statistics.

CONCEPT 17 – DATA REVISION

Sub-Concept 17.1: Data revision – Policy

At the NSO, there is currently no internal policy governing revisions that occur for all statistics produced. Nonetheless, a revisions policy is being drafted to safeguard a coordinated revisions system across statistical domains.

This policy will take account of the need and causes for revisions; time and frequency of revisions; data and other statistical products affected by such revisions; and length of periods revised.

Sub-Concept 17.2: Data revision – Practice and Data Revision

Education statistics are not normally subject to revisions. However, whenever revisions are carried out, these are always adequately documented both in the quality report that is annually sent to Eurostat and in the methodological sheet accompanying NSO news releases.

Type of data reviewed	Detailed variables concerned	Reference time period	Year when the revision was made	Reason having led to the revision	Consequences on accuracy
Enrolments, Entrants, Personnel and Graduates	Revision of ISCED 45 to ISCED 35.	2013-2016	2018	Agreement with EUROSTAT, the Ministry for Education and Employment and the NSO	Enhancement in upper secondary participation
Finance	Revision of ISCED 45 to ISCED 35.	2012-2015	2018	Agreement with EUROSTAT, the Ministry for Education and Employment and the NSO	Enhancement in upper secondary participation
Enrolments, Entrants and Graduates	Post-secondary and tertiary levels	2016	2018	Enhancements in inclusion of private institutions offering courses delivered in Malta	Improvement in accuracy
Enrolments and Graduates	ISCED P-5 ISCED A-4	2016	2018	Incorrect course information provided by the institutions - corrected	Improvement in accuracy
Finance	Overall quality enhancement	2012-2015	2018	A new data collection tool was launched and new estimation techniques using auxiliary sources were implemented	Improvement in accuracy

CONCEPT 18 – STATISTICAL PROCESSING

Sub-Concept 18.1: Source data

Sources used for data on enrolments			
Detailed variables concerned	Name of the source	Type (Survey/Register/Estimation/Other)	Responsible of the source (UOE data provider/ Other: which-one?)
ISCED 0-3	School Information System (SIS) for students in state schools	Register	Ministry for Education and Employment
ISCED 0-3	NSO census among state-dependent and independent schools	Survey	Heads of schools
ISCED 3-6	General and vocational post-secondary institutions	Survey	Heads of institutions and Ministry for Education and Employment
ISCED 5-8	Tertiary education institutions (including University of Malta and other private institution)	Survey	Heads of institutions
Sources used for data on entrants			
Detailed variables concerned	Name of the source	Type (Survey/Register/Estimation/Other)	Responsible of the source (UOE data provider/ Other)
ISCED 0-3	School Information System (SIS) for students in state schools	Register	Ministry for Education and Employment
ISCED 0-3	NSO census among state-dependent and independent schools	Survey	Heads of schools
ISCED 3-6	General and vocational post-secondary schools	Survey	Heads of institutions
ISCED 5-8	Tertiary education institutions (including University of Malta and other private institution)	Survey	Heads of institutions
Sources used for data on personnel			
Detailed variables concerned	Name of the source	Type (Survey/Register/Estimation/Other)	Responsible of the source (UOE data provider/ Other)
ISCED 0-3	State teaching and non-teaching data, independent teaching data, and church teaching and non-teaching staff data	Register	Ministry for Education and Employment
ISCED 0-3	NSO census among Independent schools for non-teaching staff data	Survey	Heads of schools
ISCED 3-6	General and vocational post-secondary schools	Survey	Heads of institutions
ISCED 5-8	Tertiary education institutions (including University of Malta and other private institution)	Survey	Heads of institutions

Sources used for data on foreign languages learning			
Detailed variables concerned	Name of the source	Type (Survey/Register/Estimation/Other)	Responsible of the source (UOE data provider/ Other)
ISCED 1-3	School Information System (SIS) for students in state schools	Register	Ministry for Education and Employment
ISCED 1-3	NSO census among state-dependent and independent schools	Survey	Heads of schools
Sources used for data on graduates			
Detailed variables concerned	Name of the source	Type (Survey/Register/Estimation/Other)	Responsible of the source (UOE data provider/ Other)
ISCED 3	Exams database	Register	Ministry for Education and Employment
ISCED 3	NSO census of state-dependent and independent schools	Survey	Heads of schools
ISCED 3-5	General and vocational post-secondary schools	Survey	Heads of institutions
ISCED 5-8	Tertiary education institutions (including University of Malta and other private institution)	Survey	Heads of institutions
Sources used for data on education expenditure			
Detailed variables concerned	Name of the source	Type (Survey/Register/Estimation/Other)	Responsible of the source (UOE data provider/ Other)
ISCED 0-3	NSO census of Independent schools	Survey	Heads of schools
All ISCED levels	Public Finance Unit (NSO)	Register	NSO
ISCED 0-3	Secretariat for Catholic Schools	Register	Curia
ISCED 4-8	Post-secondary and Tertiary education institutions (University of Malta and other private institutions)	Survey	Heads of institutions

Sub-Concept 18.2: Frequency of data collection

Annually.

Sub-Concept 18.3: Data Collection

Information regarding state owned pre-primary, primary and secondary schools is received from MEDE, while electronic questionnaires are sent to church and independent schools covering pre-primary to upper-secondary levels.

Institutions offering post-secondary and Tertiary education are contacted directly by NSO via an email questionnaire.

Prior to data analysis, data from different sources are checked for completeness and merged into a single data file.

Sub-Concept 18.4: Data Validation

Data checking and validation takes place at different stages of production. In the first instance data are checked for completeness and a broad comparison with data from the previous academic years is carried out. Subsequently, data are appropriately coded.

Sub-Concept 18.5: Data Compilation

Once all required data are received, they are checked and queried, if necessary. Data are analysed, cleaned and coded, and the necessary imputations and benchmarking are performed. When staff are assigned to more than one level or grade, a weighting procedure is applied such that the number of hours worked are pro-rated according to the number of hours devoted to each programme, level or grade.

Sub-Concept 18.5.1: Imputation

Consistency year-to-year checks are performed, data are queried with the source and imputations are performed if data are not available.

Graduates and students: Conversion factors from part-time to full-time equivalent (FTE) data (two part-timers are equivalent to one full timer).

Absences: When necessary, missing authorized and unauthorized data are imputed accordingly by using a hot deck approach.

Sub-Concept 18.6: Adjustment

Finance: Student data are adjusted for the financial year by taking two thirds of academic year t+3 and one third of year t+2.

Sub-Concept 18.6.1: Seasonal Adjustment

Not applicable.

CONCEPT 19 – COMMENT

No further comments.