

TEACHING ENGLISH AS A FOREIGN LANGUAGE – 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 Statistics

Sub-Concept 1.3: Contact name

Mr. Joseph Galea

Sub-Concept 1.4: Contact person function

Principal Statistician

Sub-Concept 1.5: Contact mail address

National Statistics Office,
Lascaris, Valletta,
VLT 2000

Sub-Concept 1.6: Contact e-mail address

joseph.galea@gov.mt

Sub-Concept 1.7: Contact phone number

+356 2599 7337

CONCEPT 2 – METADATA UPDATE

Sub-Concept 2.1: Metadata last certified

20th November 2019.

Sub-Concept 2.2: Metadata last posted

7th January 2021.

Sub-Concept 2.3: Metadata last update

7th January 2021.

CONCEPT 3 – STATISTICAL PRESENTATION

Sub-Concept 3.1: Data description

The Unit compiles datasets on foreign students attending English language courses at local licensed English Language Teaching (ELT) schools and on teaching and non-teaching staff in local licensed ELT schools. The Students' dataset comprises mainly of students' details such as date of birth, nationality, course type and duration of stay, and type of accommodation. The Staff data consist of the staff details mainly date of birth, nationality, and type of employment.

Sub-Concept 3.2: Classification system

[ISO Codes \(List of Countries\).](#)

Sub-Concept 3.3: Sector coverage

All local licensed English Language Teaching (ELT) schools.

Sub-Concept 3.4: Statistical concepts and definitions

The main statistical variables measured in this process are the number of students, the number of student weeks, the students' and staff's nationality, the course type, the type of accommodation, and the staff's type of employment.

Sub-Concept 3.5: Statistical unit

Local licensed English Language Teaching (ELT) schools.

Sub-Concept 3.6: Statistical population

- Foreign students attending English language courses at local licensed English Language Teaching (ELT) schools.
- Teaching and non-teaching staff in local licensed ELT schools.

Sub-Concept 3.7: Reference area

NUTS level 1.

Sub-Concept 3.8: Time coverage

Detailed information on TEFL Statistics is available as from 2009.

Sub-Concept 3.9: Base period

Not applicable.

CONCEPT 4 – UNIT OF MEASURE

- Number of foreign students / teaching and non-teaching staff
- Student weeks (number of nights spent by students, converted to weeks).

CONCEPT 5 – REFERENCE PERIOD

Year t.

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;

ELT Council

[Education Act – Chapter 327 of the Laws of Malta](#)

[Legal Notice 221 of 2015 – The English Language Teaching Council Regulations](#)

[English Language Teaching Council Data Protection Policy](#)

MOU 2016

1. ELT Council is tasked with the collection and vetting of the received questionnaires.
2. Micro-data are exchanged via email in excel format.
3. In accordance with the Malta Statistics Authority Act (Cap. 422 of the Laws of Malta), the functions of the National Office of Statistics (NSO) are the compilation, extraction and release of official statistics relating to demographic, social, environmental, economic and general activities and conditions of Malta as specified in the First Schedule (of the Act).
4. NSO is responsible for the analysis and subsequent publication of the data in the form of an NSO News Release.
5. NSO will also provide additional breakdowns to the ELT Council as per the latter's own requirements provided that the confidentiality of respondents is ensured.

Sub-Concept 6.2: Data sharing

ELT Council exchanges micro-data with NSO via OneDrive in excel format. After the analysis, the data are published in a dedicated News Release.

CONCEPT 7 – CONFIDENTIALITY

Sub-Concept 7.1: Confidentiality – Policy

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.

Sub-Concept 7.2: Confidentiality – Data Treatment

TEFL statistics are released in an aggregated format in the News Release on the NSO website.

ELT Council agrees to notify the institutions, from which data are being sought and of their intention to share this information with NSO. In the event that institutions do not grant their permission for the sharing of such information, ELT Council pledges to notify NSO immediately after receiving written notice from the education institution, thus allowing the latter to take alternative measures.

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.

Moreover, dedicated news releases are available in electronic format on the NSO website.

CONCEPT 9 – FREQUENCY OF DISSEMINATION

Annual.

CONCEPT 10 – ACCESSIBILITY AND CLARITY

Sub-Concept 10.1: News release

https://nso.gov.mt/en/News_Releases/View_by_Unit/Unit_C3/Tourism_Statistics/Pages/Teaching-English-as-a-Foreign-Language.aspx

Sub-Concept 10.2: Publications

Not applicable.

Sub-Concept 10.3: Online Database

Not applicable.

Sub-Concept 10.4: Micro-data access

No microdata access is available when it comes to TEFL statistics.

Sub-Concept 10.5: Other

Not applicable.

Sub-Concept 10.6: Documentation on methodology

A dedicated section of the News Release outlines the methodology used for the compilation of TEFL statistics.

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

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 TEFL 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.

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.

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

ELT Council is responsible for chasing the institutions for the submission of the questionnaire and checking that all variables are filled in correctly. The ELT Council is also tasked with ensuring that data are presented in the format required by NSO.

NSO provides training and documentation to the ELT Council thereby enabling them to perform the tasks mentioned above successfully.

The ELT Council agrees to monitor response and to make every effort to obtain the highest response rate possible.

Any changes to the compilation procedures, which may affect the quality or relevance of the data, are to be communicated, in writing, to the other party within the shortest reasonable time.

CONCEPT 12 - RELEVANCE

Sub-Concept 12.1: User needs

The main users of the TEFL statistics are:

- ELT Council;
- FELTOM;
- Deloitte;
- Malta Tourism Authority;
- Other institutions falling under the education and the tourism domain;
- Other units within NSO;
- 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 local licensed English Language Teaching (ELT) schools. Micro-data are collected in sufficient detail to cater for users' requests.

CONCEPT 13 – ACCURACY AND RELIABILITY

Sub-Concept 13.1: Overall accuracy

The ELT Council provides NSO with a full coverage of all local licensed English Language Teaching (ELT) schools. Consistency checks are carried out with data provided from previous years.

Sub-Concept 13.2: Sampling errors

Not applicable. ELT chase all institutions for the collection of the necessary data.

Sub-Concept 13.3: Non-sampling error

A potential source of non-sampling error relates to non-response error.

When necessary, if an institution does not respond, data are imputed from the previous year's data and each variable is kept as is. However, all efforts are done to ensure 100% response rate.

Sub-Concept 13.3.1: Coverage error

Not applicable.

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

When necessary, if an institution does not respond, data are imputed from the previous year's data and each variable is kept as is, however, all efforts are done to ensure 100% response rate.

Sub-Concept 13.3.3.1: Unit non-response

Not applicable.

Sub-Concept 13.3.3.2: Item non-response

Not applicable.

Sub-Concept 13.3.4: Processing error

Not applicable.

Sub-Concept 13.3.5: Model assumption error

Not applicable.

CONCEPT 14 – TIMELINESS AND PUNCTUALITY

Sub-Concept 14.1: Timeliness

Data are collected for year t. The collection period starts in November t and ends in January t+1. The analysis of the data starts in January t+1 when data are received, and the data are published in March t+1.

Sub-Concept 14.2: Punctuality

The deadline for transmission of data on foreign students and teaching and non-teaching staff is March year t which was adhered to.

CONCEPT 15 – COHERENCE AND COMPARABILITY

Sub-Concept 15.1: Comparability – Geographical

Not applicable.

Sub-Concept 15.2: Comparability – Over Time

Not applicable.

Sub-Concept 15.3: Coherence – Cross Domain

Data collected for TEFL statistics are compared with the data on the ELT industry performance which are collected by Deloitte and FELTOM.

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

Not applicable.

Sub-Concept 15.3.2: Coherence – National Accounts

Aggregated data are shared with National Accounts, mainly the number of foreign students for each institution and the number of staff by type of employment.

Sub-Concept 15.4: Coherence – Internal

Refer to sub-concept 15.3.2

CONCEPT 16 – COST AND BURDEN

ELT Council is responsible with the collection and vetting of the received questionnaires. One statistician from NSO works on analysing and publishing data.

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

TEFL statistics are normally not subject to revisions.

CONCEPT 18 – STATISTICAL PROCESSING

Sub-Concept 18.1: Source data

Surveys containing data on foreign students and staff of all local licensed English Language Teaching (ELT) schools are collected by the ELT Council.

Sub-Concept 18.2: Frequency of data collection

Annual.

Sub-Concept 18.3: Data Collection

ELT Council is tasked with the collection and vetting of the data received on the foreign students and staff. Prior to data analysis, the questionnaires are checked again for completeness and then merged into a single data file.

Sub-Concept 18.4: Data Validation

When the surveys are received, data are checked for completeness and a comparison with data from the previous year is carried out. Subsequently, data are merged in a single file and they are appropriately coded.

Sub-Concept 18.5: Data Compilation

When necessary, if an institution does not respond, data are imputed from the previous year's data and each variable is kept as is.

Sub-Concept 18.5.1: Imputation

Refer to Sub-Concept 18.5.

Sub-Concept 18.6: Adjustment

Not applicable.

Sub-Concept 18.6.1: Seasonal Adjustment

Not applicable.

CONCEPT 19 - COMMENTS

No further comments.