The Components of NFE Data System’s Life Cycle

VIETNAM

Workshop on Non-Formal Education Data Collection

19-20 September 2016
Bangkok, Thailand
Conceptual Data Life Cycle

1. Data collection
   • Instrument design/review
   • Pre-testing
   • Publication
   • Distribution
   • Follow-up

2. Data processing
   • Requirements analysis
   • Program design
   • Program testing
   • Implementation
   • Maintenance

3. Data analysis
   • Requirements study
   • Graphing
   • Compilation
   • Reporting

4. Reporting

5. Publication
   • Putting it together
   • Formatting
   • Costing
   • Publication
   • Distribution

6. Dissemination
   • Reaching the user
   • Presentation
   • Briefing
   • Training

7. Feedback
   • Collection
   • Incorporation
1. **Main source of NFE data**: Non formal educational centers at all levels (community learning centers, non – formal schools, etc), institutes,

2. **Methods** (How NFE data is collected?): Reports of non-formal educational bases, through questionnaires, interviews of research.

3. **Which forms/instruments** is used to collect NFE data? Website: thongke.smas.edu.vn; Documents, datasets released by the ministry of education and training (Continuing Education Department).

4. How is it **ensured** that all centers and schools receive the instruments, complete them and send them back **on time**? Officials at each level have to be in charge to complete them (by phone calls, email, ....).

5. **Who collects** NFE data?: Center heads, researchers from research institutes, monitoring officials.

6. **How often** is NFE data collected?: Twice a year.
2. NFE Data Processing

1. Monitoring instruments/systems
   - Approximately, how many questionnaires are completed and returned? More than 80%.
   - How is the distribution of non-returned responses by region and districts identified?

   The regions and the learning community centers are asked to fill the data in the forms. At each level, supervisors will have the statistics after receiving the responses.

2. Data entry and cleaning
   - Who is responsible for NFE data entry and cleaning? Trained data encoders, consultants at levels of ministry, provinces, districts.
   - How closely do the data entry/cleaning officers (encoders) work with survey administrators?
2. NFE Data Processing (cont’d)

3. Data compilation
   • Where is NFE data saved? Regions, district levels to national level.
   • In which format is it complied? Hard copy, soft copy.
   • If data is complied as a hard copy, how long is it usually kept?
     More than 5 years

4. Quality control
   • What tools are used to identify missing/ miscoded data?
     Data – processed software: SPSS, STATA, SAS, ENVIVO
3. NFE Data Analysis

1. Are basic indicators of NFE system’s performance readily available?
   Yes, for example basic indicators: the number of non-formal education centers, .... are always included

2. Are trend statistics and indicators used to supplement analytical reports?
   Yes.

3. Are research results used to augment other reports?
   It’s up to the types of the reports.

4. Are regional, provincial and district disparity analysis analytical reports incorporated as part of major reports?
   Yes

5. Is a planning and projection simulation available and used to make different scenarios available for planners?
   Yes.
## 4. Reporting

<table>
<thead>
<tr>
<th>Type of NFE report currently available</th>
<th>The purpose of the report</th>
<th>The main users of the report</th>
<th>Comprehensiveness of the report</th>
</tr>
</thead>
<tbody>
<tr>
<td>An annual report of continuing education department (word document);</td>
<td>- A reference</td>
<td>The general public, researchers, M&amp;E experts, national and international organizations who use statistics in their reports, student and teachers in educational institutions, research organizations</td>
<td>A few pages of summary, basic tables, or several volumes of tabulation and analysis</td>
</tr>
</tbody>
</table>
| A Quick reference | A short summary of the annual statistical abstract | • Upper decision-makers  
• Users who do not need detailed statistics | A few pages of summary, basic tables, or several volumes of tabulation and analysis |
| A NFE indicators report (General Statistics Department) | A report of the analysis of the NFE systems’ performance | • Experts in the Planning Department  
• EMIS experts  
• Planners, decision-makers and policy makers to take correct actions when planning and making decisions | A few pages of summary, basic tables, or several volumes of tabulation and analysis |
| Etc. | | | |
5. Publication

Please share what type of publication is produced for NFE data

- *printed report*
- *Ad-hoc tabulations*
- *CDs, diskettes, online, other media*
- *Brochure with summary highlights*
5. Publication (cont’d)

Please share major sections of the existing NFE publication, if available

1. Preface & letter of transmittal
2. Table of contents & lists of tables and figures
3. Introductory & explanatory notes
4. Summary highlights
5. Mid-year population estimates (data used in computations)
7. Annex / appendix
6. Dissemination

- Please identify main internal and external NFE data users (see below)
- In which forms, is NFE data distributed to internal and external users?

<table>
<thead>
<tr>
<th>Type of user</th>
<th>Internal users</th>
<th>External users</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>planners, decision-makers, decision support systems, experts and educational administrators at all levels <strong>within the MoE</strong>, including provinces, districts and schools</td>
<td>planners, researchers, students, teachers, GOs/NGOs, national and international organizations, CSOs and private individuals <strong>outside the MoE</strong> and the community as a whole</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dissemination form(s)</th>
<th>(Regular) distribution of school/center abstracts, quick references, indicators’ reports</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>Publication and distribution of pamphlets and posters to users</em></td>
</tr>
<tr>
<td></td>
<td><em>Reports and briefing to planners and decision-makers at different levels of administration</em></td>
</tr>
<tr>
<td></td>
<td><em>Etc.</em></td>
</tr>
</tbody>
</table>

-  (Regular) distribution of school/center abstracts, quick references, indicators’ reports
-  *Publication and distribution of pamphlets and posters to users*
-  *Reports and briefing to planners and decision-makers at different levels of administration*
-  *Etc.*
7. Feedback

What mechanism for collecting feedback on NFE data do you, as a NFE data officer, use or exists in your country?

• **A record book** to monitor information from those visiting office to keep account of what information they require and for what purpose

• *Not very good system of feedback right now, need to be improved*
Non-formal Educational bases (Community Learning Centers; continuing educational center, ...)

Formal Schools

Methods

Main source of NFE data

Saved in several computers on the network

National (MOE), Statistic Unit

Second-level administrative division (Provincial Level)

Third-level administrative division (District Level)

Questionnaires (DATA COLLECTION METHODS)

Questionnaires (DATA COLLECTION METHODS)

Questionnaires (DATA COLLECTION METHODS)

Other DATA COLLECTION METHODS (website...)

Other DATA COLLECTION METHODS (website...)

Other DATA COLLECTION METHODS

Research Institutes
Challenges

• Better system to collect, process, analyse data
• Better questionnaires
• More human resources