THE COMPONENTS OF NFE DATA
SYSTEM’S LIFE CYCLE

Lao People Democratic Republic

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
EXPLANATION OF THE NFE PROGRAMME IN LAO PDR

- **Literacy programme:** Level 1 (year 1-2) and level 2 (year 3-4)
- **Equivalency:** level 3 (Primary education program), lower and upper secondary school.
- **Vocational**
1. **NFE DATA COLLECTION**

1. **Main source of NFE data:** Provincial Education Sector, District Education Sector and Community Learning Centers (CLCs).

2. **Methods** The data is collected by sending the forms to provinces, districts and CLCs. (The data collector will have sometimes to train before filling the forms)

3. **Which forms/instruments** There are 4 data collection and 4 monitoring forms for: Ministry, Province, District and Village.

4. How is it **ensured** that all centers and schools receive the instruments, complete them and send them back **on time**? In order to follow-ups, our department have timeframe for monitoring and evaluation in each province. However, if the province which have not been reach by our department team, we will call can request them for data neither my email, fax, transport or by hand)

5. **Who collects NFE data?** District Education Sector, CLCs teachers, center heads.

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? Above 90% but less than 100%
   - How is the distribution of non-returned responses by region and districts identified? Our Department team will call and request for the data.

2. Data entry and cleaning
   - Who is responsible for NFE data entry and cleaning? Most of the data entry encoder are Ministry, Provincial, District and CLCs staff who well trained in data collection.
   - How closely do the data entry/cleaning officers (encoders) work with survey administrators? Officer usually work closely with our NFE monitoring and evaluation team.
2. NFE DATA PROCESSING (CONT’D)

3. Data compilation
   ▶ Where is NFE data saved? Most of data are stored in computers which has been manage by our statistics team (Note: Our department is working on create a standalone database to store all data)
   ▶ In which format is it complied? Most of the data were send by soft copy (Excel File). However, if the data is not relevant will we ask encoder to send our the hard copy neither by fax or scan.
   ▶ If data is complied as a hard copy, how long is it usually kept? Not sure.

4. Quality control
   ▶ What tools are used to identify missing/ miscoded data? Our department have create an excel file with formula which can identify the incorrect and irrelevant data.
3. NFE DATA ANALYSIS

1. Are basic indicators of NFE system’s performance readily available? Yes
   1. Indicators for Literacy programme (level1)
   2. Indicators for equivalency programme (Primary, Lower and Upper secondary school)
   3. Indicators for vocational programme

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

3. Are research results used to augment other reports? No

4. Are regional, provincial and district disparity analysis analytical reports incorporated as part of major reports? No

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>
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| - Annual summary of the NFE data collection.   
- NFE indicators report   
- ESDP 2016-2020   
- MoEs vision 2030 | - NFE annual report.   
- A short summary of the annual statistical abstract   
- Ministry of Education and Sports annual report. | • National and international organizations who use statistics in their reports, student and teachers in educational institutions, research organizations.   
• Ministry of Education and Sports annual report.   
• Upper decision-makers   
• 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 |
5. PUBLICATION

Please share what type of publication is produced for NFE data

- Printed report (Soft Copy)
- Ad-hoc tabulations
- CDs, and other media
- Brochure with summary highlights
5. PUBLICATION (CONT’D)

- Ministry of Education and Sports, Statistics centers
- National report on literacy
6. DISSEMINATION

<table>
<thead>
<tr>
<th>Type of user</th>
<th><strong>Internal users</strong></th>
<th><strong>External users</strong></th>
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<tbody>
<tr>
<td></td>
<td>Planners, decision-makers, decision support systems, experts and educational administrators at all levels <strong>within the MoEs</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 MoEs and the community as a whole</strong></td>
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**Dissemination form(s)**
- Publication and distribution of pamphlets and posters to users
- Reports and briefing to planners and decision-makers at different levels of administration
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7. FEEDBACK

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

- E.g. 1: A record book to monitor information from those visiting your office to keep account of what information they require and for what purpose

- E.g. 2: A habit of reading through policy and research papers and reports to get an idea of what these bodies are interested in

- E.g. 3: Use the opportunities you have to attend meetings, individual discussion to try to read the minds of the professionals and assess information you might be able to work on in order to be able to provide them with the alternatives you can manage
8. CURRENT NFE DATA COLLECTION PATH

- There are 4 data collection and 4 monitoring forms for: Ministry, Province, District and Village.
- Data collection and monitoring form were send to the provinces and districts level, the form will then send to the village level (CLCs) for data collection. After done filling in, the form will then be sent or collected by district level to merged the data to district form.
- Next the merged data were sent to Provincial level to again combined the information of dataset and sent back to the Ministry in order to analyze and store the information to our database.
Data is collected from the village by CLCs,
CLCs send the data to the district education sector,
District sends all the data to the province,
Province sends the data to the Department of Non-Formal Education.

**Note:** The data can be sent via transportation, post, email, Fax or by hand.
THANK YOU
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