

Regional Skills Assessment Data Matrix - Glossary

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This glossary document is designed for use alongside the Regional Skills Assessment (RSA) Data Matrix. The terms are presented in alphabetical order (A to Z).

If you have any queries or comments, please contact rsa@sds.co.uk

	Term	Theme	Definition	Definition Source
A	Annual Participation Measure (APM)	Skills supply	All participation statuses for 16-19 year olds in Scotland over one calendar year (1st April - 31st March). Status is defined as: <ul style="list-style-type: none"> • Participating (in employment/education/training & other development) • Not participating (unemployed seeking/unemployed not seeking) • Unconfirmed (unable to track through SDS or partner data). 	Skills Development Scotland
	APM - Participating in employment	Skills supply	Those who are participating in employment. This covers all individuals who consider themselves to be employed through undertaking paid work based on self-classification adopted by the Labour Force Survey. It includes those undertaking a Modern/ Graduate Apprenticeship or are self-employed or undertaking an internship.	Annual Participation Measure report
	APM - Participating in education	Skills supply	Those who are: <ul style="list-style-type: none"> • Still at school • Enrolled in higher education (University/higher education institution/college to follow a course of study at SCQF level 7 or above • Enrolled in further education at a college or other provider to study a course below SCQF level 7 For the latter two the individual could be enrolled full-time, part-time or on a distance learning basis).	Annual Participation Measure report

	APM - Participating in other training and development	Skills supply	People engaged in training such as the Employability Fund, Activity Agreements or other Formal Training. It also includes those engaged in personal/skills development for employability or social & health purposes and those who are undertaking voluntary work.	Annual Participation Measure report
	APM - Not participating - unemployed seeking	Skills supply	Those who are unemployed and known to SDS to be actively seeking employment, education or training. These may include individuals who are not accessing Department for Work and Pensions services or benefits (e.g. 16 and 17-year olds can only claim Universal Credit in specific circumstances).	Annual Participation Measure report
	APM - Not Participating - unemployed not seeking	Skills supply	Those who are unemployed and not seeking employment, education or training. These people are economically inactive and include those: <ul style="list-style-type: none"> • Choosing not to enter education, employment or training; • Not yet ready to enter education, employment or training; • With caring responsibilities; • Who are pregnant; • Who have taken time out to travel; or • Who may be unavailable due to ill-health or are in custody. 	Annual Participation Measure report
	Average earnings - Resident analysis	Skills supply	Provides estimates for people living in an area.	Annual Survey of Hours and Earnings (ASHE)
	Average earnings - Workplace analysis	Skills supply	Provides estimates for people working in an area.	Annual Survey of Hours and Earnings (ASHE)
B	Business births	Skills demand	New business registrations (identified through registration of the administrative units - Value Added Tax (VAT) and Pay as You Earn (PAYE)) are referred to as business births.	ONS Business Demography
	Business deaths	Skills demand	Businesses that have ceased to trade (identified through de-registration of the administrative units) are referred to as business deaths.	ONS Business Demography
	Business expenditure on research and development	Skills demand	Business Enterprise Research and Development Expenditure is the spending by businesses on research and development. 'Businesses' excludes government organisations, higher education establishments and charities. Research and Development is defined as: creative and systematic work undertaken in order to increase the stock of knowledge, including knowledge of humankind, culture and society - and to devise new application of available knowledge.	BERD Scotland Publication

	Business lifecycle	Skills demand	From the date of business start-up and incorporation, through financing for growth, to succession (passing on a business), and disposal or cessation of the business.	Office of Tax Simplification UK Gov
	Business survival rate	Skills demand	<p>The proportion of enterprises started up in a given year, which remain active during the reference period.</p> <p>Survival: A business is deemed to have survived if (having been a birth in year n or having survived to year n), it is active in terms of employment and/or turnover in any part of n+1.</p> <p>For example, of all the businesses that opened in March 2019, x% made it to March 2020, and were still open when the survey was conducted.</p>	ONS Business Demography
C	City deal	All	<p>A City Deal is an agreement between government and a city-region and gives local areas specific power and freedoms to help support economic growth, create jobs or invest in local projects. It gives the city-region certain powers and freedom to:</p> <ol style="list-style-type: none"> 1) take charge and responsibility of decisions that affect their area; 2) do what they think is best to help businesses grow; 3) create economic growth; and 4) decide how public money should be spent. 	UK Government
D	Data zone	All	Data zones are the key geography for the dissemination of small area statistics in Scotland. Composed of aggregates of Census Output Areas, data zones are large enough that statistics can be presented accurately without fear of disclosure and yet small enough that they can be used to represent communities. Data zones also represent a relatively stable geography that can be used to analyse change over time, with changes only occurring after a Census. Following the update to data zones using 2011 Census data, there are now 6,976 data zones covering the whole of Scotland.	Scottish Government
E	Economic inactivity rate	Skills supply	The number of people who are economically inactive as a percentage of the total population.	Annual Population Survey (APS)
	Economically inactive	Skills supply	<p>People who are neither in employment nor unemployed (based on the International Labour Organisation measure). This group includes people who are caring for their family or retired (as well as those aged under 16).</p> <p>ILO definitions:</p> <ul style="list-style-type: none"> • Employed people: those of working age who, during a short reference period, were 	Annual Population Survey (APS)

		<p>engaged in any activity to produce goods or provide services for pay or profit.</p> <ul style="list-style-type: none"> Unemployed people: those without a job who have been actively seeking work in the past four weeks and are available to start work in the next two weeks. 	
Employment	Skills supply	<p>People aged 16 or over who:</p> <ul style="list-style-type: none"> Did some paid work in the reference week (whether as an employee or self-employed) Had a job that they were temporarily away from (for example, on holiday) Are on government-supported training and employment programmes Are doing unpaid family work (that is, working in a family business). 	Annual Population Survey (APS)
Employment Rate	Skills supply	The number of people in employment as a percentage of the population in that age group.	Annual Population Survey (APS)
Employment: Full-time	Skills supply	Full-time workers are employees working more than 30 paid hours per week (or 25 in teaching professions).	Annual Survey of Hours and Earnings (ASHE)
Employment: Non-permanent	Skills supply	<p>When a job is temporary in one of the following ways:</p> <ul style="list-style-type: none"> Fixed period contract; Agency temping; Casual work; Seasonal work; or <p>Other temporary work.</p>	ONS
Employment – Part-time	Skills supply	Part-time is defined as employees working less than or equal to 30 paid hours per week (or less than 25 hours for the teaching professions).	Annual Survey of Hours and Earnings (ASHE)
Employment: Self-employment	Skills supply	Self-employment is when a person, in their main employment, work on their own account whether or not they have employees.	ONS
Equality act core disabled	All	A person who has a physical or mental health condition or illness that has lasted or is expected to last 12 months or more, that reduces their ability to carry-out day-to-day activities.	Government Statistical Service
Equality act work-limiting disabled	All	Those people who have a long-term disability which affects the kind of work or amount of work they might do.	ONS
Ethnic minority	All	A group of people from a particular culture or of a particular race living in a country where the main group is of a different culture or race.	Oxford English Dictionary

F	Forecast	Skills demand	Forecasts are generated using historical trends, fundamental economic relationships and wider national/global trends to provide labour market, occupational and skills projections for the future, for a given nation or region.	Oxford Economics technical note
G	Gross Value Added	Skills demand	Gross value added (GVA) is a measure of the increase in the value of the economy due to the production of goods and services.	ONS: Regional economic activity by gross value added (balanced), UK: 1998 to 2017
	Growth deal	All	Growth Deals are agreements between the Scottish Government, the UK Government and local government designed to bring about long-term strategic approaches to improving regional economies.	Scottish Government
	Growth sector	All	<p>Scotland's Economic Strategy identifies six sectors (growth sectors) where Scotland has a distinct comparative advantage:</p> <ul style="list-style-type: none"> • Food & Drink (including agriculture & fisheries); • Creative Industries (including digital); • Sustainable Tourism; • Energy (including renewables); • Financial & Business Services; and • Life Sciences. <p>Growth Sectors are defined using Standard Industrial Classification (SIC) 2007 codes. SIC codes are used to classify business establishments by the main type of economic activity in which they are engaged.</p>	Scottish Government
I	Industry	All	Industries are defined by the UK Standard Industrial Classification of Economic activities (SIC 2007). In the UK there are 21 broad industrial groups, or industry groups, used to classify business establishments and other standard units by the type of economic activity in which they are engaged.	ONS
	Industry/ Sector specialisation	Skills demand	This compares the share of employee jobs by industry at a local authority level with the share at the national level. If a sector has a value greater than 100%, this means the sector is over represented relative to Scotland. If it is less than 100%, the sector is under-represented. Sectoral specialisation exists for those sectors with a value which is over 100%.	ONS

K	Key sector	All	<p>A sector which is seen as particularly important in helping to drive economic growth and competitiveness in the local area. In Scotland, these are:</p> <ul style="list-style-type: none"> • Chemical sciences; • Creative industries; • Construction; • Early years and childcare; • Energy; • Engineering; • Financial and business services; • Food and drink; • Health and social care; • ICT/digital; • Life sciences; and • Tourism. 	Oxford Economics
L	Local Authority	All	An organisation which provide public services, including education, social care, waste management, libraries and planning. Usually these are Councils which operate independently of central government and are accountable to their electorates for the services they provide.	Scottish Government
M	Mean	All	The average of a group (or sample) of values.	Scottish Government
	Median	All	The number that divides a group of scores that have been arranged into ascending/descending order into 2 groups. The median is also known as the 50th percentile or the 2nd quartile (Q2).	Scottish Government
N	Net migration	Skills supply	The difference between migration (long-term moves from one country or region to another) into and out of a country or local area.	National Records of Scotland
P	Population estimate	Skills supply	Estimate of the number of people resident in an area at a particular time. The size of the population is estimated on an annual basis, using 30th June (mid-year) as a reference point.	National Records of Scotland
	Population projection	Skills supply	Estimate of the future size and other demographic characteristics of a population, based on an assessment of past trends and assumptions about the future course of demographic behaviour.	National Records of Scotland
R	Region	All	<p>There are three definitions of regions used for skills planning:</p> <ol style="list-style-type: none"> 1. Regional Outcome Agreement regions: There are 13 regional outcome agreement areas in the RSA Data Matrix: Aberdeen and Aberdeenshire, Ayrshire, Borders, Dumfries and Galloway, Edinburgh and Lothians, Fife, Forth Valley, Glasgow, Highlands and Islands, Lanarkshire, Tayside, West, West Lothian. 2. City Deal Regions: 	Skills Development Scotland

			<p>There are four City Deal regions in the RSA Data Matrix: Glasgow, Edinburgh and South East Scotland, Inverness and Highlands, and Stirling and Clackmannanshire.</p> <p>3. Growth Deal Regions: There are four Growth Deal regions in the RSA Data Matrix: Argyll and Bute Rural Growth Deal, Falkirk Investment Zone, Moray Growth Deal, and the Islands Growth Deal.</p>	
	Regional Outcome Agreement	All	<p>Regional Outcome Agreements help colleges and universities demonstrate their distinct contribution to the Scottish Funding Council's core objectives, in particular:</p> <ul style="list-style-type: none"> • Improving life chances well-being and successful outcomes for students • Contributing to sustainable economic prosperity, in return for public investment. 	Scottish Funding Council
	Rural Local Authorities	All	<p>The RESAS (the Rural and Environment Science and Analytical Services) classification distinguishes local authorities according to their level of rurality:</p> <ul style="list-style-type: none"> • Large cities; • Urban with substantial rural areas; • Mainly rural; or • Islands and remote. <p>The factors considered to determine rurality are:</p> <ul style="list-style-type: none"> • Population; • Population per km²; • Share of 16-64-year olds; • Share of population in pensionable age; • Share of population that not assigned to either a settlement or locality; • Share of premises unable to receive 10Mbit/s; • Population in settlements under 10,000; • Access to Services 40% most deprived areas in LA; and • Local government employment. <p>15 Scottish local authorities are classified as 'mainly rural' or 'islands and remote rural'.</p>	Scottish Government
S	School Leaver - Follow up Destinations	Skills supply	The follow-up data provides information on the outcomes of young people approximately nine months after leaving school (first Monday in April), if pupils stay to the end of the academic year.	Scottish Government
	School Leaver - Initial Destinations	Skills supply	The initial destinations data provide information on the outcomes for young people approximately three months after leaving school (first Monday in October)	Scottish Government

School Leaver Destinations: Positive destination	Skills supply	Positive destinations are activities that pupils are engaged in on leaving school. School leavers who are engaged in higher education, further education, training, voluntary work, employment or activity agreements are classified as being in positive destinations.	Scottish Government
School roll projection	Skills supply	Pupils in publicly funded primary and secondary schools only. Specifically, these projections do not include pupils at centrally funded schools, pre-school pupils, pupils at special schools or those at independent schools.	Scottish Government Pupil Projections
Scottish Index of Multiple Deprivation (SIMD)	Skills supply	A relative measure of deprivation across 6,976 small areas (called data zones) in Scotland. SIMD looks at the extent to which an area is deprived across seven domains: income, employment, education, health, access to services, crime and housing.	SIMD
SIMD - least deprived - 10%	Skills supply	Datazones in Scotland ranked between 6,279 and 6,976. The Scottish Index of Multiple Deprivation (SIMD) shows where Scotland's least deprived and most deprived areas are. The SIMD looks at multiple deprivation, therefore 'deprived' does not just mean 'poor' or 'low income'. It can also mean people have fewer resources and opportunities, for example in health and education.	Scottish Index of Multiple Deprivation (SIMD)
SIMD - most deprived - 10%	Skills supply	Datazones in Scotland ranked between 1 and 697. The Scottish Index of Multiple Deprivation (SIMD) shows where Scotland's least deprived and most deprived areas are. The SIMD looks at multiple deprivation, therefore 'deprived' does not just mean 'poor' or 'low income'. It can also mean people have fewer resources and opportunities, for example in health and education.	Scottish Index of Multiple Deprivation (SIMD)
Skills demand	Skills Demand	The need for skills in the labour market. Skill is broadly defined as any personal characteristic that is productive of value and can be augmented through some form of investment.	UK Government Office for Science
Skills gaps	Skills mismatch	Definition: <ul style="list-style-type: none"> Where employees are deemed by their employer to be not fully proficient in their role Incidence: <ul style="list-style-type: none"> The number of employees lacking proficiency to fulfil their role. Density: <ul style="list-style-type: none"> The number of staff reported as not fully proficient as a proportion of all employment. 	Employer Skills Survey (ESS)
Skills mismatch	Skills mismatch	Where there is a gap between the demand for skills (from businesses) and the supply of skills within the labour market.	Employer Skills Survey (ESS)

	Skills Shortage	Skills mismatch	<p>Definition:</p> <ul style="list-style-type: none"> Where employers struggle to fill vacancies due to a lack of skills, qualifications or experience amongst applicants. <p>Incidence:</p> <ul style="list-style-type: none"> The number of vacancies that employers view as hard to fill due to a lack of skills, qualifications or experience amongst the applicants. <p>Density:</p> <ul style="list-style-type: none"> The number vacancies that were hard to fill because of reported skill shortages, as a proportion of all vacancies. 	Employer Skills Survey (ESS)
	Skills shortage vacancy	Skills mismatch	A vacancy that is reported to be hard-to-fill because applicants lack relevant skills, qualifications or experience.	Employer Skills Survey (ESS)
	Skills supply	Skills supply	The supply of people within the labour market. Skill is broadly defined as any personal characteristic that is productive of value and can be augmented through some form of investment.	UK Government Office for Science
	Skills under-utilisation	Skills supply	When employees have both skills and qualifications more advanced than required for their current job role.	Employer Skills Survey
	Standard Industrial Classification (SIC)	All	The UK SIC 2007 is the Standard Industrial Classification used in classifying business establishments and other statistical units by the type of economic activity in which they are engaged.	ONS
	Standard Occupational Classification (SOC)	All	A common classification of occupational information in the UK. The object to be classified using the Standard Occupational Classification (SOC) is the concept of a “job”. Defined as a set of tasks or duties to be carried out by one person, the notion of a job represents a basic element in the employment relationship.	ONS
T	Total employment	Skills supply	<p>Employees plus the number of working owners. BRES therefore includes self-employed workers as long as they are registered for VAT or Pay-As-You-Earn (PAYE) schemes. Self-employed people not registered for these, along with HM Forces and Government Supported trainees are excluded.</p> <p>Working owners are typically sole traders, sole proprietors or partners who receive drawings or a share of the profits.</p>	Business Register and Employment Survey

	Total requirement	Skills demand	<p>Total requirement:</p> <p>Expansion requirement and replacement requirement are summed to produce total occupation/industry/key sector demand, or occupation demand by qualification.</p> <p>Expansion requirement:</p> <p>Expansion requirement refers to the net change in total employment (people) by occupation/industry/qualification over the forecast period and therefore the results can be positive (which indicates growth) or negative (which indicates decline).</p> <p>Replacement Requirement:</p> <p>Replacement requirement represents how many more people will be required due to people leaving the workforce through (for example through retirement).</p>	Oxford Economics technical note
U	Unemployment	Skills supply	The ILO measure of unemployment refers to people without a job who were able to start work in the 2 weeks following their Annual Population Survey (APS) interview and who had either looked for work in the 4 weeks prior to interview or were waiting to start a job they had already obtained.	Annual Population Survey (APS)
	Unemployment rate	Skills supply	The percentage of economically active people who are unemployed on the ILO measure. This refers to those aged 16 and over or those of working age.	Annual Population Survey (APS)
	Upskilling	Skills mismatch	Where employees need to develop new skills or knowledge for reasons such as the introduction of new working practices or legislation, or (introduced for the 2017 survey) the UK's decision to leave the EU.	Employer Skills Survey
W	Workless households	Skills supply	Households (at least one person is aged 16 to 64 years) and where no one aged 16 years or over is in employment. These members may be unemployed or economically inactive.	Annual Population Survey (APS)
Z	Zero-hours employment	Skills supply	Employment with a contract that does not guarantee a minimum number of hours.	ONS