

HEIFES18 - definitions

Session aims

We are going to look at the basic definitions and concepts used in HEIFES.

After the presentation you should know:

- What data is recorded on each table
- How to categorise students
- How to count student years
- How to make forecasts of non-completion and FTE
- Some table-specific definitions

We will also do some exercises to help cement our understanding of these definitions.



Where can we find more information?

Information	Location in worksheet	Guidance
Mode of study	Specific worksheet for each	Annex H
Level of study	Level column	Annex I
Price group	Price group column	Annex G
Long or standard-length year	Length column	Annex J
Fundability / residential status / domicile	Sub categories of columns 1,2,3...	Annex F
Standard or non-standard year	Column 1 or Column 2	Annex C
Non-completion forecasts	Column 3	Annex D
(Part-time only) FTE for completed years	Column 4a	Annex E
Number of new-entrant students	Table 5&6 only – Section B	Annex C
Apprenticeships	Table 5 only	Annex B
Health profession	Tables 7a, 7b & 7c only	Annex L
Number of new starter students	Tables 7a, 7b & 7c only	Annex L



Part 1 - Categorising your students

Mode (Annex H)

- Mode determines which table to record a student in.
- Mode can be full-time, sandwich year out or part-time.

Full-time

- Full-time fees are chargeable.
- Normally required to attend for at least **24 weeks in the year** of course.
- Undertake study, tuition, learning in the workplace, work placement for at least **21 hours per week**.
- Here, this can include time spent on a sandwich work placement, if the year doesn't meet the criteria to be a sandwich year out.

Table	Mode recorded
1: Full-time	Full-time
2: Sandwich	Sandwich year out
3: Part-time	Part-time
4: Year abroad	Full-time & Sandwich year out
5: Planning	All
6: Subcontractual	All
7a-7c: Health	All

Mode (Annex H)

Sandwich year-out

- A reduced fee is chargeable
- The year of course includes a period of work-based experience
- Meets the definition given in the student support regulations OR is an Erasmus+ year abroad spent working
- Meets the time-based criteria in Annex H

Part-time

- If a year doesn't meet the definitions for Full-time or Sandwich year out, it is considered part-time in HEIFES.

Note

- Mode can change between years. More detail in the Annex.

Notes on Apprenticeships



Some students may be taking their higher education qualification as part of an apprenticeship. For these years of course:

- They should be registered with and reported by the lead provider (usually contracted by the ESFA).
- We would normally expect them to be part-time.
- We only fund activity related to the higher education course.
- They are not considered to be closed courses (more on this later)
- They are reported as normal in tables 1-3, and are also identified on table 5.

Table 1 Full-time

Table 1: Full-time counts of course				Column 1 or Column 2: Annex C			Column 3 Non-completions: Annex D			Column 4 Automatically completed					
Validation: OK				Validation: OK			Validation: OK			Validation: OK					
First-stage credibility: OK				First-stage credibility: OK			First-stage credibility: OK			First-stage credibility: OK					
Column 1 automatically populated with data from the Courses table				Column 2			Column 3			Column 4 Automatically populated					
Years countable between 1 August 2018 and 1 November 2018 inclusive				Forecast of years countable between 2 November 2018 and 31 July 2019 inclusive			Forecast of years not completed (negative values)			Estimated completed years academic year 2018-19 (Columns 1 + 2 + 3)					
Home and EU				Home and EU			Home and EU			Home and EU					
Price group: Annex G	Length: Annex J	Level: Annex I		OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)
B	Standard	UG	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Long	UG	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C1	Standard	UG	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Long	UG	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Price groups (Annex G)

- There are 4 price groups, which reflect the costs of teaching a particular subject:
 - B – high costs from use of labs and specialist facilities
 - C1 and C2 – intermediate costs, some specialist facilities
 - D – lower costs, mainly classroom based

NOTE – a course can be split between 2 or 3 price groups

- Price group is determined **firstly by the attributes of certain courses** and otherwise **by the LDCS codes** of the course that the student is on.
- LDCS codes are available via the learning aims search – the courses table maps to price groups using this data.
- Mappings are in the HEIFES18 guidance.

Price groups – LDCS codes

- Up to 6 characters long
- Each extra character is a sub-level
- Unless indicated in the guidance, sub-levels have the same price group as the ‘parent’ level.

LDCS code	LDCS description	Price Group
F	Area studies / cultural studies / language studies	D
FN	Languages	D
FN.1	Language studies	C2
FN.2	English language	D

‘Length’: Standard / long years

Full-time students:

- A long year is where a student is in attendance for 45 weeks or more in the year of course.
- Some restrictions:
 - Periods of work experience don’t count
 - Sandwich years don’t count
 - (Usually) foundation degrees don’t count
- If not a long year, it’s a standard-length year

Part-time students:

- Depends on the length of the equivalent full-time course

Level of Study

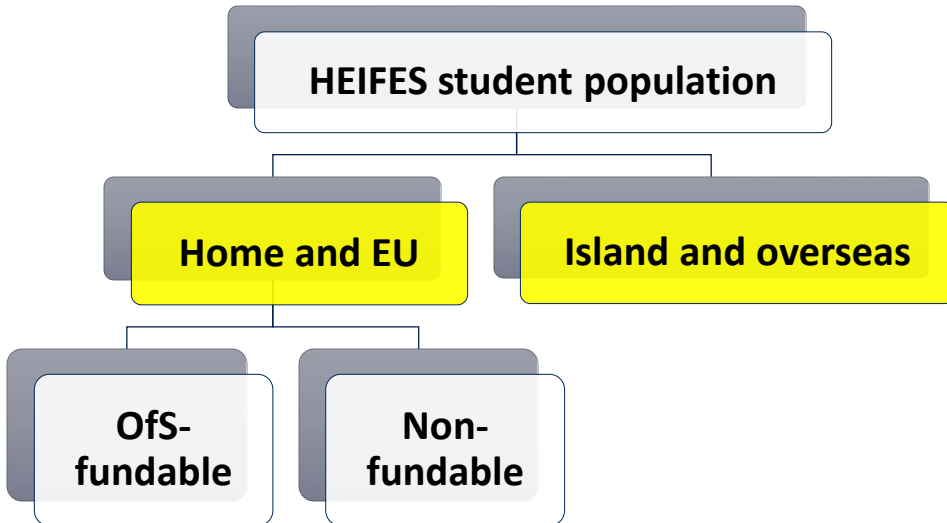
UG – Undergraduate

- Table 5 only: sub-levels identify where these are taken as part of an apprenticeship

PG – Postgraduate (taught)

- normal entry requirement is a degree level qualification.
- 3 sub-levels: PG (UG fee), PG (Masters loan), PG (Other)
- Table 5 only: further sub-levels identify where PG (Masters loan) and PG (Other) are taken as part of an apprenticeship

Residential status (Annex F)



Residential status (2)

Home and EU:

- Defined by the fee regulations.

Island and overseas:

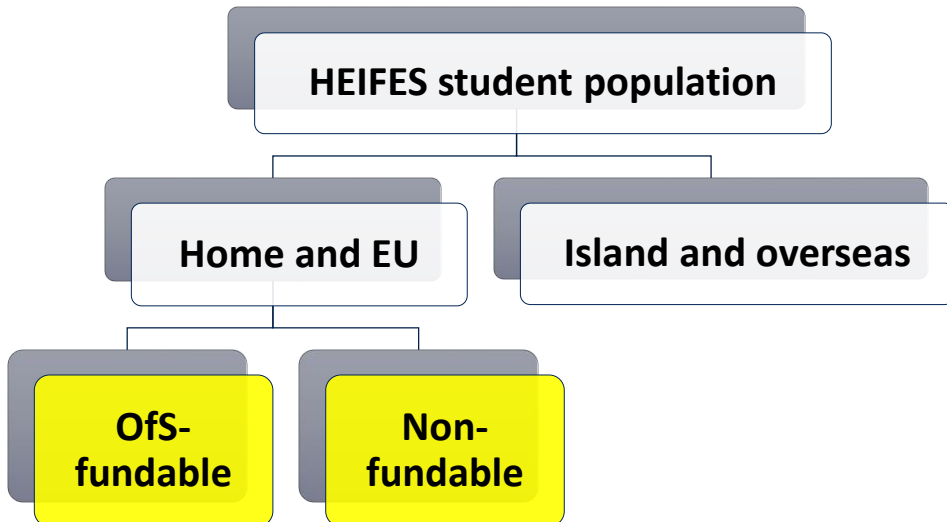
- Generally those from the Channel Islands or the Isle of Man or from outside the EU or specified territories
- Not included in funding allocations

NOTE:

- see HEIFES18 Annex F for further details
- the HEIFES guidance is NOT definitive – refer to the Fee regulations as well.



Fundability status (Annex F)



Fundability status (2)

OfS-fundable

- Home and EU students UNLESS they're in one of the categories below.

non-fundable categories

- Postgraduate research (PGR) students.
- Initial Teacher Training and INSET students (leading to QTS or EYTS)
- Students on certain pre-registration courses for nursing, midwifery and allied health professions. (More on these later).
- Students on certain courses commissioned and funded by an NHS organisation.
- PG students funded by another EU public source.
- Students on closed courses. (NOT students on apprenticeships).
- Students aiming for ELQs, unless exempt.

Fundability status: ELQs

Equivalent or Lower Qualifications

- When students are aiming for a qualification that is at the same level (or lower) than one they have already achieved.
- Generally these are non-fundable, but there are some exemptions. See HEIFES18 Annex F for the full list, but examples are:
 - Foundation degrees
 - PGCEs
 - Students in receipt of the Disabled Students Allowance
 - A number of health related courses
- If we don't know a student's prior qualifications, treat them as aiming for an ELQ. (So would be non-fundable, unless exempt).

Fundability status: ELQs

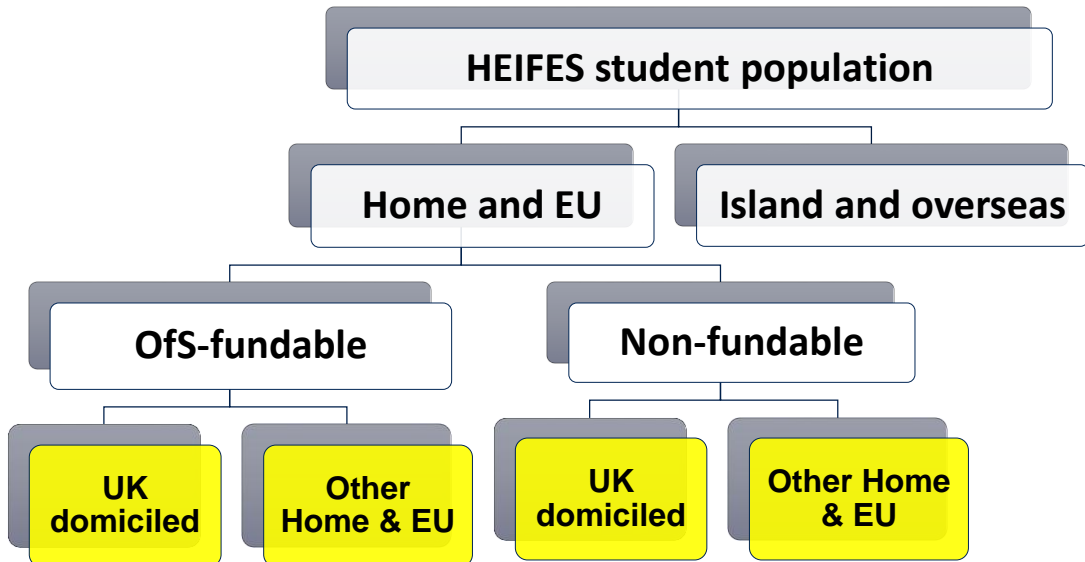
Typical HE qualification	FHEQ level
Master's degrees (MA, MSc)	7
Integrated master's degrees (MEng)	
Postgraduate diplomas	
Postgraduate Certificate in Education (PGCE)	
Bachelor's degrees with honours	6
Bachelor's degrees	
Graduate diplomas	
Foundation degrees	5
Diplomas of Higher Education (DipHE)	
Higher National Diplomas (HND)	
Higher National Certificates (HNC)	4
Certificates of HE (CertHE)	

CAUTION:

This is not meant to be a complete list of HE qualification levels.

See HEIFES18 guidance for further information.

Domicile (Annex F)



Domicile

Shares a definition with the **ILR DOMICILE field**:

“the country code of the student's permanent home address prior to entry to the course. It is not necessarily the correspondence address of the student.”

UK-domiciled:

- entitled to pay Home & EU fees and
- country of domicile = England, Wales, Scotland, Northern Ireland, UK not otherwise specified

Definitions quiz part 1

- In small groups on your tables, look through the questions that make up part 1 of the table definitions quiz. These relate to the topics we've just covered.
- You have 15 minutes to answer these questions.
- We encourage you to talk them through and (if necessary) look at the relevant annex in your HEIFES guidance.
- We'll go through the answers, then break for coffee.



Part 2 – Counting your students

Session aims

In this section we will look at:

- The census date
- Column 1 and Column 2 students
- The Courses table
- Non-completions
- FTE



Table 1 Full-time

Table 1: Full-time counts of years of course				Column 1 or Column 2: Annex C			Column 3 Non-completions: Annex D			Column 4 Automatically completed					
Validation: OK				Validation: OK			Validation: OK			Validation: OK					
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Home and EU				Home and EU			Home and EU			Home and EU					
Price Group: Annex G	Length: Annex J	Level: Annex I		OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)
B	Standard	UG	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Long	UG	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C1	Standard	UG	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Long	UG	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Counting student activity (Annex C)

We count **years of course**. For a student studying for a specific qualification:

- The first year begins when they start studying towards the qualification.
- The second and subsequent years start on or near the anniversary of this date (to allow for minor variations in term dates).

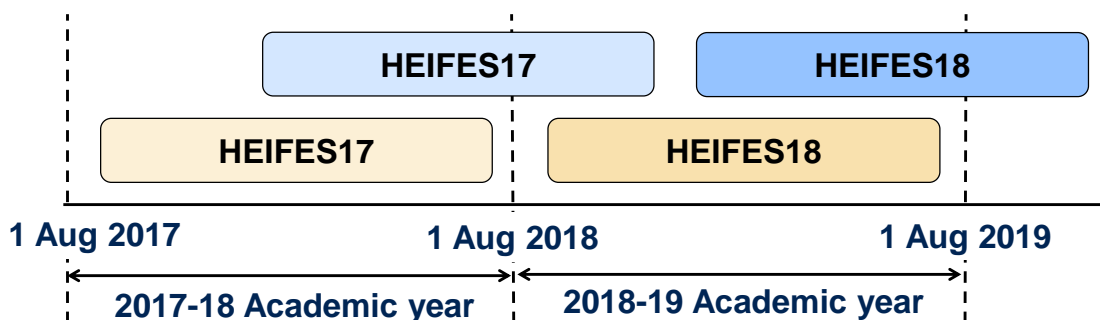
For each year, student activity is counted if:

- A fee is charged
- The FTE for the year is at least 0.03
- They are not writing up a thesis or similar piece of work for the whole year
- They haven't withdrawn within two weeks of starting their year of course

Counting student activity: which HEIFES?

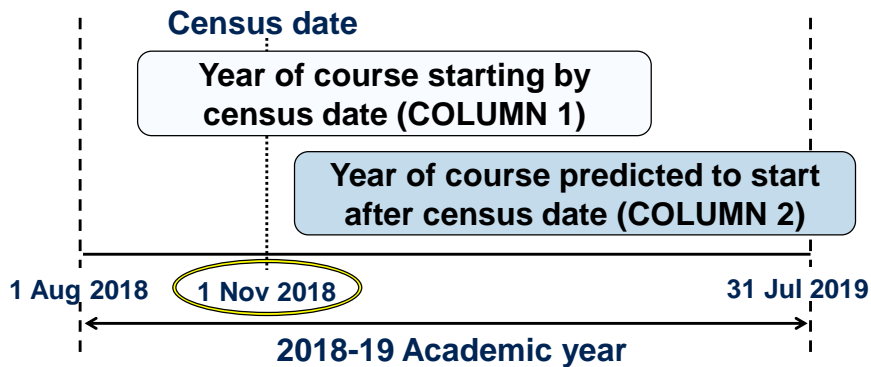
A year of course is counted in the HEIFES survey based on which academic year it starts in.

The years labelled as 'HEIFES17' below both start in the 2017-18 academic year.



Counting student activity: Column 1 or 2?

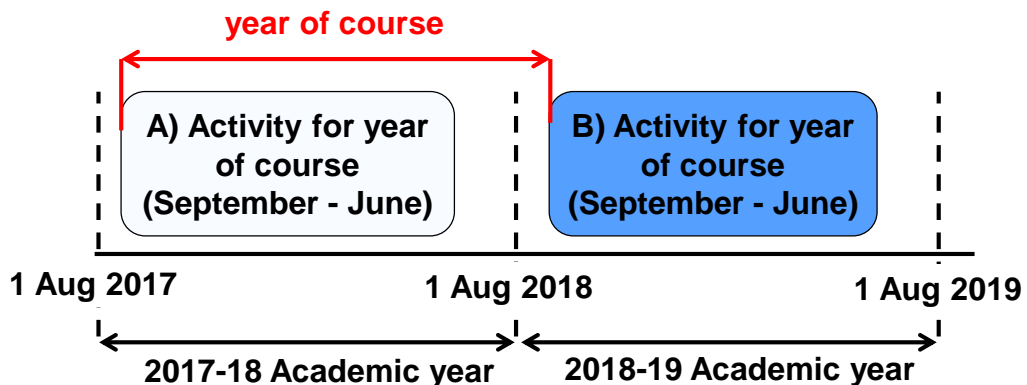
- Years of course can be recorded in either Column 1 or Column 2: this reflects if the year starts before or after the HEIFES census date.
- If a student has withdrawn from their year of course on or before 1 November 2018 they should NOT be returned.



Standard & non-standard years

Standard year (column 1):

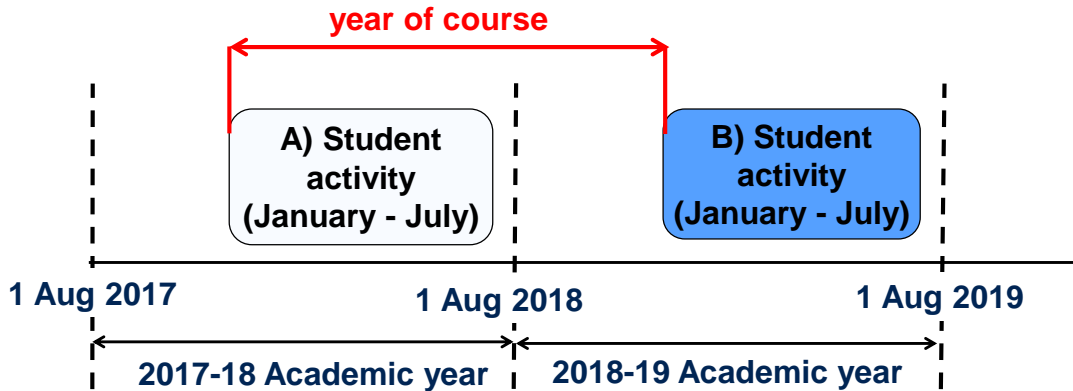
- All activity contained within one academic year (1 August – 31 July)
- Count at the start of each year of course



Standard & non-standard years

Standard year (column 2):

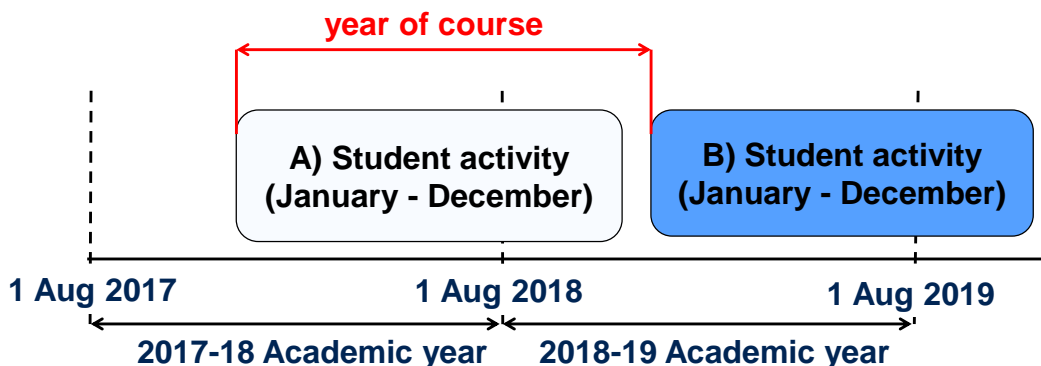
- All activity contained within one academic year (1 August – 31 July)
- Included as a forecast year in column 2 at the start of each year of course.



Standard & non-standard years

Non-standard year (column 2):

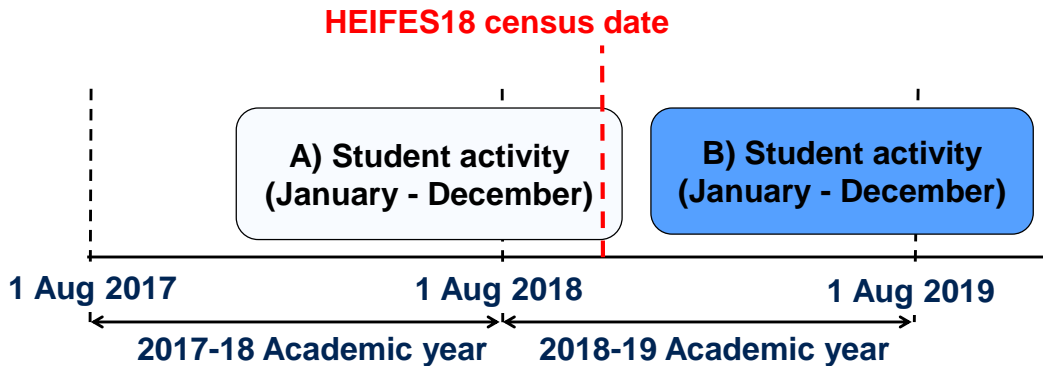
- Activity for a year of course spans two academic years.
- Included as a forecast year in column 2 at the start of each year of course: avoid double-counting!



Standard & non-standard years

Non-standard year (column 2):

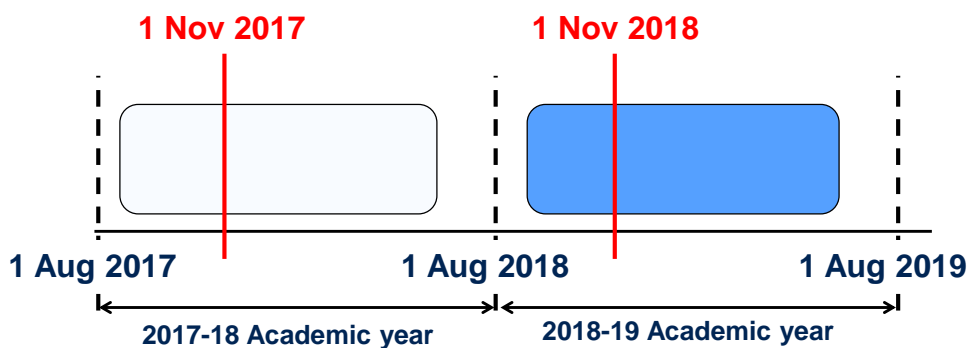
- Activity for a year of course spans two academic years.
- Included as a forecast year in column 2 at the start of each year of course: avoid double-counting!



Counting student activity: example 1

A student starts a degree in September 2017 with exams in June 2018. After a summer break they re-enrol in September 2018 for the second year of the degree.

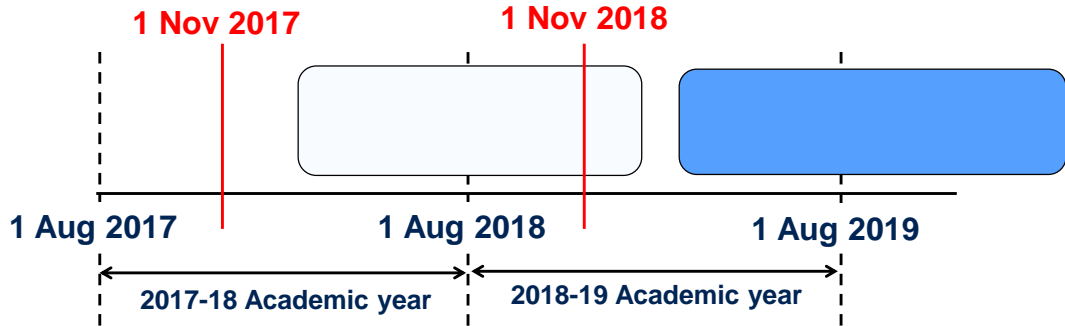
- Should the second year be recorded in Column 1 or 2 of HEIFES18?



Counting student activity: example 2

A student starts a degree in January 2018 and they will only study in 'normal' term time (i.e. January-Easter, Easter-June, September-December).

- Should the second year be recorded in Column 1 or 2 of HEIFES18?



The Courses table

Courses table: Countable years of course between 1 August 2018 and 1 November 2018 at course level																								
Abingdon and Witney College (UKPRN: 10000055) LARS download: 21/11/17. Any learning aims added after this date will not be included in the Courses table. Please email helmes@officeforstudents.org.uk for assistance.																								
Validation: OK		Validation: OK		Validation: OK		Validation: OK		Validation: OK		Validation: OK		Validation: OK		Validation: OK		Validation: OK		Validation: OK						
First-stage credibility: OK		First-stage credibility: OK		First-stage credibility: Warnings (see right of table)		First-stage credibility: OK		First-stage credibility: OK		First-stage credibility: OK		First-stage credibility: OK		First-stage credibility: OK		First-stage credibility: OK		First-stage credibility: OK						
Row number	Learning aim reference	Course title	Price group 1	Price group 1 proportion	Price group 2	Price group 2 proportion	Level	Sub-level	Length	Full-time			Sandwich year out			Part-time								
										Years countable between 1 August 2018 and 1 November 2018 inclusive	Home and EU domiciled	Other UK and EU domiciled	Other/stand Home and EU overseas	Years countable between 1 August 2018 and 1 November 2018 inclusive	Home and EU domiciled	Other UK and EU domiciled	Other/stand Home and EU overseas	Years countable between 1 August 2018 and 1 November 2018 inclusive	Home and EU domiciled	Other UK and EU domiciled	Other/stand Home and EU overseas			
14	00230703	MA in Marketing	D	100%			PG (Masters loan)	All other PGT (Masters' loan)	Standard	0	0	0	0	0	0	0	0	0	28	4	7	3	20	
15	00229736	MSc in Acoustics	B	100%			PG (Masters loan)	All other PGT (Masters' loan)	Standard	6	2	2	0	20	0	0	0	0	0	0	0	0	0	0
16	00300213	BA (Hons) in Textiles	C1	100%			UG	All other UG	Standard	108	17	17	8	9	13	1	0	1	0	0	0	0	0	0
17	00300733	Foundation Degree in Marine Ecology	B	50%	C2	50%	UG	FHEQ level 4 and 5 apprenticeship	Standard	0	0	0	0	0	0	0	0	0	0	0	0	0	0	34
18	00232899	HNC in Business & Management	D	100%			UG	FHEQ level 6+ apprenticeship	Standard	45	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	00244620	HND in Visual Communication	C1	100%			UG	FHEQ level 4 and 5 apprenticeship	Standard	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	50082747	BTEC HND Diploma in Construction and the Built Environment (QCF)	C2	25%	B	75%	UG	All other UG	Standard	64	16	12	8	0	0	0	0	0	0	0	0	0	0	0
21	8									0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

What is the Courses table for?

- The courses table is used to record **Column 1 years of course**
- Data entered on the courses table automatically populates Column 1 on Tables 1, 2, 3 and 5.
- Data is entered at a course level, using Learning Aims.

We take a snap shot of the data in the ESFA's Learning Aims Search database (LARS). (Date is at the top of the worksheet). This is used to list:

- Course title
- Price group(s)
- Level & sub-level
- Length

If you don't have a learning aim, or the information is incorrect, contact us as soon as possible at heifes@hefce.ac.uk.

Courses table layout

Learning aim reference		Course title	Price group 1	Price group 1 proportion	Price group 2	Price group 2 proportion	Level	Sub-level	Length	Full-time Years countable between 1 August 2018 and 1 November 2018 inclusive			Sandwich year out Years countable between 1 August 2018 and 1 November 2018 inclusive			Part-time Years countable between 1 August 2018 and 1 November 2018 inclusive				
										(a) UK-domiciled	(b) Other Home and EU	(c) Non-fundable Other Home and EU/overseas	(a) UK-domiciled	(b) Other Home and EU	(c) Non-fundable Other Home and EU/overseas	(a) UK-domiciled	(b) Other Home and EU	(c) Non-fundable Other Home and EU/overseas		
1	00230703	MA in Marketing	D	100%			PG (Masters loan)	All other PGT (Masters' loan)	Standard	0	0	0	0	0	0	28	4	7	3	20
2	00229736	MSc in Acoustics	B	100%			PG (Masters loan)	All other PGT (Masters' loan)	Standard	6	2	2	0	20	0	0	0	0	0	0
3	00300213	BA (Hons) in Textiles	C1	100%			UG	All other UG	Standard	108	17	17	8	9	13	1	0	1	0	0
4	00300733	Foundation Degree in Marine Ecology	B	50%	C2	50%	UG	FHEQ level 4 and 5 apprenticeship	Standard	0	0	0	0	0	0	0	0	0	0	0
5	00232899	HNC in Business & Management	D	100%			UG	FHEQ level 6+ apprenticeship	Standard	45	0	0	0	0	0	0	0	0	0	0
6	00244620	HND in Visual Communication	C1	100%			UG	FHEQ level 4 and 5 apprenticeship	Standard	0	0	0	0	0	0	0	0	0	0	0
7	50082747	BTEC HND Diploma in Construction and the Built Environment (QCF)	C2	25%	B	75%	UG	All other UG	Standard	64	16	12	8	0	0	0	0	0	0	0
8										0	0	0	0	0	0	0	0	0	0	0

Learning aim & course title

Price group(s)

Level & Length

Column 1 (full-time)

Column 1 (sandwich)

Column 1 (part-time)

Table 1 Full-time

Table 1: Full-time counts of years of course

Price group	Length	Level	Column 1: Historically populated			Column 2: Forecast of years countable between 2 November 2018 and 31 July 2019 inclusive			Column 3: Forecast of years not completed (negative values)			Column 4: Estimated completed years academic year 2018-19 (Columns 1 + 2 + 3)		
			OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)
			Home and EU	Non-fundable	Island and overseas	Home and EU	Non-fundable	Island and overseas	Home and EU	Non-fundable	Island and overseas	Home and EU	Non-fundable	Island and overseas
B	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C1	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The OfS definition of completion

Students start their year with a study intention.

- The modules they intend to complete in that year.

The OfS definition of 'completion':

In order to complete the year, a student must:

- complete all of their study intention.
- within 13 calendar months of the start of their year.

Completion is not the same as 'progression'.

In order to complete a module, a student must either:

- Undergo the final assessment in the module,

OR

- Pass the module, if it can be done without undergoing the final assessment.



Non-completion: Column 3 (Annex D)

Enter a **forecast** of the students recorded in Columns 1 and 2 who will not complete their year of course.

Notes

- Should be recorded as a **negative** number.
- Estimates should be primarily based on the previous year's non-completion rate for the particular course.
- Completion is not the same as progression: use the definition from the HEIFES guidance.



Table 3 Part-time

Table 3: Part-time		Column 1 or Column 2: Annex C			Column 3 Non-completions: Annex D			Column 4 Automatically completed			Column 4a Estimated FTE Annex E					
course and FTE		Validation: OK			Validation: OK			Validation: OK			Validation: OK					
Abingdon and (10000055)		First-stage credibility: OK			First-stage credibility: OK			First-stage credibility: Warning (see below table)			First-stage credibility: OK			First-stage credibility: OK		
Price Group: Annex G		Column 1 Automatically populated Years countable between 1 August 2018 and 1 November 2018 inclusive			Column 2 Forecast of years countable between 2 November 2018 and 31 July 2019 inclusive			Column 3 Forecast of years not completed (negative values)			Column 4 Automatically populated Estimated completed years academic year 2018-19 (Columns 1 + 2 + 3)			Column 4a Estimated FTE for completed years included in Column 4 for academic year 2018-19		
Price group		Home and EU			Home and EU			Home and EU			Home and EU			Home and EU		
Length		OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)	OFS-fundable (a)	Non-fundable (b)	Island and overseas (c)
Standard	UG	67.50	0.00	17.00	0.00	0.00	0.00	0.00	0.00	0.00	67.50	0.00	17.00	0.00	0.00	0.00
	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Standard	UG	51.00	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.00	11.00	0.00	0.00	0.00	0.00
	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PG (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PG (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fundability status: Annex F

Calculating FTE: Column 4a (Annex E)

FTE = Full Time Equivalence.

- For a part-time course, this is defined by looking at the equivalent full-time course.
- It can be calculated based on:
 - Number of credits studied
 - Duration of the course
- Over a whole part-time course, the FTE should add up to the same total as a full-time course.
- Foundation degree bridging courses have a FTE of 0.3

E.g. A full-time degree takes 3 years, and the part-time version takes 6 years.

$$3 / 6 = 0.5 \text{ FTE} \quad (\text{Over the 6 years, this totals back up to 3}).$$

Calculating FTE: credit example

E.g. A full-time degree is taken over 3 years, with 120 credits taken each year. In the part-time course, 90 credits are studied in years 1, 2 and 3, and 30 credits are studied in years 4, 5 and 6.

What is the FTE for years 1, 2 and 3?

$$90 / 120 = 0.75$$

What is the FTE for years 4,5 and 6?

$$30 / 120 = 0.25$$

What is the total FTE over the course?

$$0.75 + 0.75 + 0.75 + 0.25 + 0.25 + 0.25 = 3.0$$



Part 3 – The planning tables

Table 5 Planning

			Section A: All years						Section B: New entrants					
			Validation: OK			Validation: OK			Validation: OK			Validation: OK		
			First-stage credibility: OK			First-stage credibility: OK			First-stage credibility: Warnings (see below table)			First-stage credibility: Warnings (see below table)		
			Section A: All years						Section B: New entrants					
			Column 1			Column 2			New entrants included in Section A of this table					
			Automatically populated			Automatically populated								
			Years countable between 1 August 2018 and 31 November 2018 inclusive			Years countable between 2 November 2018 and 31 July 2019 inclusive (as entered in Column 2 of Tables 1, 2 and 3)								
			Home and EU			Home and EU			Home and EU			Home and EU		
			(a) OFS-fundable	(b) Non-fundable	(c) Other	(a) OFS-fundable	(b) Non-fundable	(c) Other	(a) OFS-fundable	(b) Non-fundable	(c) Other	(a) OFS-fundable	(b) Non-fundable	(c) Other
			UK-domiciled	Other Home and EU	UK-domiciled	Other Home and EU	UK-domiciled	Other Home and EU	UK-domiciled	Other Home and EU	UK-domiciled	Other Home and EU	UK-domiciled	Other Home and EU
			(i)	(ii)	(i)	(ii)	(i)	(ii)	(i)	(ii)	(i)	(ii)	(i)	(ii)
Mode	Level	Sub-level												
Full-time	UG	FHEQ level 4 and 5 apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0
and		FHEQ level 6+ apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0
sandwich		All other UG	0	0	0	0	0	0	0	0	0	0	0	0
year out		PG (UG fee)	0	0	0	0	0	0	0	0	0	0	0	0
		PG (Masters loan)	0	0	0	0	0	0	0	0	0	0	0	0
		All other PGT (Masters' loan)	0	0	0	0	0	0	0	0	0	0	0	0
		Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0
		All other PG (Other)	0	0	0	0	0	0	0	0	0	0	0	0
Part-time	UG	FHEQ level 4 and 5 apprenticeship	151	35	11	0	34	0	0	0	0	0	0	0
		FHEQ level 6+ apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0
		All other UG	0	0	0	0	0	0	0	0	0	0	0	0
		PG (UG fee)	0	0	0	0	0	0	0	0	0	0	0	0
		PG (Masters loan)	0	0	0	0	0	0	0	0	0	0	0	0
		All other PGT (Masters' loan)	28	4	7	3	20	0	0	0	0	0	0	0
		Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0
		All other PG (Other)	0	0	0	0	0	0	0	0	0	0	0	0
All modes	All UG levels		151	35	11	0	34	0	0	0	0	0	0	0
	All PG levels		28	4	7	3	20	0	0	0	0	0	0	0
	Total		179	39	18	3	54	0	0	0	0	0	0	0

Table 5 – differences to previous tables

There are some differences in layout and definitions in Table 5:

1. Level is broken down further into sub-levels which reflect where years are taken as part of apprenticeships
2. Two sections:
 - Section A – all students, broken down into Columns 1 & 2
 - Section B – new entrants
3. Each section has sub columns for:
 - RESIDENTIAL & FUNDABILITY STATUS
 - DOMICILE (for Home and EU students).
4. Rows separate out by MODE and then by LEVEL and SUB-LEVEL

Table 5 – definitions

New entrant (also applies to table 6):

- Is when a student first generates a countable year for that course.
- Does not include students repeating a year but does include students entering directly onto the second or subsequent years of a course.
- Students who have been active at the **same broad level** (UG, PGT, PGR) **at the provider** in either of the **two previous academic years** should not be recorded as new entrants.

Apprenticeships:

- Record any years of course taken as part of an apprenticeship.
- Further, expanded information on apprenticeships is in Annex B.

Table 6 Subcontractual

Row number	UKPRN	Name of provider	Mode	Level	Fundability status	Section A: All years Years countable between 1 August 2018 and 31 July 2019 inclusive	Section B: New entrants New entrants included in Section A of this table	Name of unregistered provider	
						Total	615	473	
1	1000000Y	NORTH EAST WARE COLLEGE	FT + SWOUT	UG	Home and EU, OFS-fundable	87	44		
2	1000000Y	NORTH EAST WARE COLLEGE	FT + SWOUT	UG	Home and EU, non-fundable	2	1		
3	1000000Y	NORTH EAST WARE COLLEGE	PT	UG	Home and EU, OFS-fundable	106	28		
4	1000000Z	THE LONDON SCHOOL OF GENERIC BUSINESS	FT + SWOUT	PGT (Masters' loan)	Home and EU, OFS-fundable	87	86		
5	1000000Z	THE LONDON SCHOOL OF GENERIC BUSINESS	FT + SWOUT	PGT (Masters' loan)	Home and EU, non-fundable	12	12		
6	1000000Z	THE LONDON SCHOOL OF GENERIC BUSINESS	FT + SWOUT	PGT (Masters' loan)	Island and overseas	45	44		
7	1000000W	EXEMPLAR ACADEMY OF PERFORMING ARTS	PT	UG	Home and EU, OFS-fundable	10	10		
8	1000000W	EXEMPLAR ACADEMY OF PERFORMING ARTS	PT	UG	Home and EU, non-fundable	1	1		
9	1000000X	BEISPIEL COLLEGE	FT + SWOUT	PGT (UG fee)	Home and EU, OFS-fundable	237	222		
10	1000000X	BEISPIEL COLLEGE	FT + SWOUT	PGT (UG fee)	Home and EU, non-fundable	26	25		
11	4002	Other Non-UK provider	FT + SWOUT	UG	Home and EU, OFS-fundable	2	0	Academie van Zuid-nergens	
12						0	0		

Recording subcontracted students (Table 6)

- Students should be returned in HEIFES18 by the provider that they are registered with. (This is defined in Annex A).
- As well as recording these students in Tables 1 → 5, it is also necessary to report any such students on Table 6.
- For each subcontracted provider, students should be split up by:
 - Mode of study
 - Level of study
 - Fundability status
- It is not necessary to separate these students by price group / course.
- You should **also** record the number of **new entrants** for each line.

Tables 7a, 7b and 7c (Health)

We only expect 2 colleges to fill this in.

- Tables 7a, 7b and 7c collect information about students on certain healthcare courses.
- These students will have already been included in Tables 1 → 6
- There are some specific definitions for Table 7, which are given in Annex L. If you think you need to complete this table, contact us.

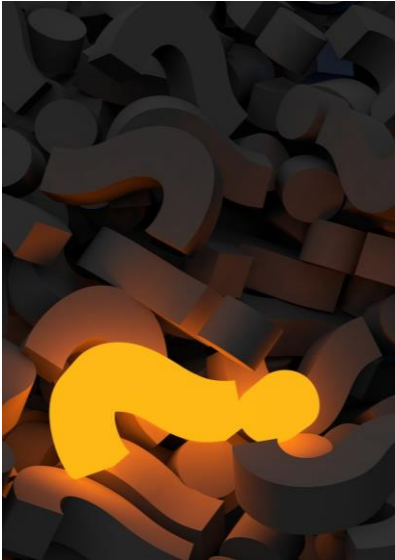


What we covered

- Differences between the Tables (mainly Mode)
- How to classify students
- How to count students:
 - Column 1 or Column 2
 - Estimating non-completions (Column 3)
- How to estimate FTE for part-time students (Column 4a)
- Some specific definitions for Tables 5 & 6:
- 'new entrants' and apprenticeships
- Subcontracted students



Definitions quiz part 2



- In small groups on your tables, look through the questions that make up part 2 of the table definitions quiz. These relate to the definitions used in counting and recording students.
- Again, you have 15 minutes to answer these questions, and we encourage you to talk them through and (if necessary) look at the relevant annex in your HEIFES guidance.

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