2018-19 HESA student, HESA alternative provider student and ILR data checking tools: student numbers data summary technical document and rebuild instructions

Contents

Summary

1. This document details the algorithms applied to Higher Education Statistics Agency (HESA) student record, HESA alternative provider (AP) student record and Individualised Learner Record (ILR) data in order to determine a provider's higher education and further education student numbers.

2. The data in the student numbers output are provided as a data quality tool, to aide providers in getting their data correct and must not be used for any other purpose. The final HESA student, HESA AP student and ILR R14 data will be used to generate the final student numbers, which will be released as a 2018-19 post collection output in spring 2020. These will be the numbers used by the Office for Students (OfS) for regulatory purposes, such as assessing applications for degree awarding powers and university title, and calculating OfS registration fees.

3. The student numbers data summary is formed of two files. These are:

   a. Student numbers data summary workbook 'SN18_DCT_XXXXXXXX.xlsx'

   b. Student numbers data summary individualised file 'SN18_DCT_XXXXXXXX_IND.csv'

4. This document is aimed at readers with in-depth knowledge of the data. Readers are advised to have a copy of the HESA student record coding manual, HESA AP student record coding manual and ILR specification for the relevant year, and the Office of Qualifications and Examinations Regulation (Ofqual) Register Data Extract Specification to hand when using this document.

5. Some providers submit both a HESA data return and an ILR return. Student instances should not be returned in both collections, except in the case of higher apprenticeships. If a provider submits a HESA return it should return any records associated with higher apprenticeships to both HESA and the Education and Skills Funding Agency (ESFA). Therefore to avoid double counting these records, we have excluded from the population all records related to higher apprenticeships from the ILR for providers that also submit HESA student data.

6. We are unable to calculate the derived field SNEXCL128 for the data checking tool output, as this requires us to link between the ILR returns of separate providers. This field will be calculated in your final 2018-19 student numbers post-collection outputs. The algorithm for this field has been left in for your information, and clearly marked 'unavailable in DCT.'

Student numbers data summary workbook 'SN18_DCT_XXXXXXXX.xlsx'

Table 1 Excel workbook 'SN18_DCT_XXXXXXXX.xlsx'

Worksheet*	Title
Information	Workbook information
Student numbers	Student numbers summary
Data quality (ILR only)	Data quality review areas

*This worksheet reference corresponds to the workbook tabs.

Using the individualised file

7. When working through this document it is necessary to use the individualised file, SN18_DCT_XXXXXXXX_IND.csv, where XXXXXXXX is the UKPRN for the provider. This will show the calculation of the higher education and further education full-time equivalents for each student and, where relevant, why they are excluded from the calculation. Full details of how to access and use an individualised file are given on the OfS website (https://www.officeforstudents.org.uk/data-and-analysis/supplying-data/working-with-individualised-files/).

Note on terminology

8. The algorithms below apply to three different data collections, each of which has a different structure. In the HESA student return, the fields that we use are associated with a student instance. In the HESA AP student return, the fields that we are use are (mainly) associated with a student instance period; there may be multiple instance periods per student instance. In the ILR return, the fields that we use are associated with a course; a learner may study multiple courses.

9. Below, we use the generic term 'record' to refer to either an instance, an instance period or a learner-course combination, depending on the data source.

10. The year '20Y1-Y2' below refers to the academic year starting on 1 August 20Y1 and ending on 31 July 20Y2.

20Y1-Y2 fields used in the student number algorithms

Table 2 HESA student fields used in the student number calculations

Entity	Field	Description
Course	COURSEAIM	General qualification aim of course
Instance	COMDATE	Start date of instance
Instance	ENDDATE	End date of instance
Instance	EXCHANGE	Identifies whether the student is an exchange student
Instance	LOCSDY	Location of study
Instance	MODE	Mode of study
Instance	NUMHUS	Student instance identifier
Instance	STULOAD	Student instance full-time equivalence (FTE)
Institution	UKPRN	UK Provider Reference Number
Student	HUSID	HESA unique student identifier

Table 3 HESA AP student fields used in the student number calculations

Entity	Field	Description
Course	COURSEAIM	General qualification aim of course
Instance	NUMHUS	Student instance identifier

Entity	Field	Description
Instance period	EXCHIND	Identifies whether the student is an exchange student
Instance period	LOCSDY	Location of study
Instance period	PERIODEND	Instance period end date
Instance period	PERIODSTART	Instance period start date
Instance period	STULOAD	Student Instance FTE
Provider	UKPRN	UK Provider Reference Number
Student	HUSID	HESA unique student identifier
HESA derived field	XINACT01	Inactive for entire reporting year

Table 4 ILR, Learning Aim Reference Service and Ofqual fields used in the student number calculations

Data source	Field	Description
ILR	COMPSTATUS	Degree of completion of the learning activities leading to the learning aim
ILR	LEARNACTENDDATE	Learning actual end date
ILR	LEARNPLANENDDATE	Learning planned end date
ILR	LEARNSTARTDATE	Learning start date
ILR	STULOAD	Learner FTE
ILR	PLANLEARNHOURS	Planned Learning Hours
ILR	PRIORLEARNFUNDADJ	The proportion of this learning aim still to be delivered
ILR	PROGTYPE	The type of programme which the learner is undertaking
ILR	UKPRN	UK Provider Reference Number
ILR	WITHDRAWREASON	The reason why the learner has withdrawn from the learning aim
LARS	LEARNAIMREF	Learning aim reference
LARS	LEARNAIMREFTITLE	Learning aim title
LARS	LEARNAIMREFTYPE	Learning aim type
LARS	NOTIONALNVQLEVELV2	The detailed learning aim level on the NVQ scale
Ofqual	TOTAL QUALIFICATION TIME	The total time a learner may typically be expected to expend in achieving a qualification
Ofqual	MAXIMUM GUIDED LEARNING HOURS	The maximum number of hours a learner can be expected to be taught or instructed by their tutor or teacher to complete the qualification
Ofqual	TOTAL CREDITS	The total credits required to obtain the qualification

Note: 'LARS' = 'Learning Aim Reference Service'.

Table 5 Description of derived fields for recreating tables

Derived field name	Description	Paragraph
SNAVHOURSPERDAY	Average study hours per day over course	32
SNAYDAYSSTUDIED	Number of days studied in academic year	31
SNENDDATE	Last day studied in academic year	30
SNEXCL	Reason(s) for exclusion from student numbers population	22
SNEXCL1 – SNEXCL128	Student number population exclusions	14- 21
SNFEPLANLEARNSTULOAD	Further education STULOAD calculated from PLANLEARNHOURS	40
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SNHESTUDYLEVEL	Level of higher education record	25
SNHESTULOAD	STULOAD for higher education record	35
SNHESTULOADCASE	Determines fields used to calculate HE FTE for a given record	34
SNHOURSPERAYR	Total hours studied in academic year	33
SNLEVEL	Identifies record as higher or further education	24
SNNUMFERECORDS	Number of non-excluded FE records per student	42
SNPRIORLEARNADJ	Adjustment for prior learning	28
SNQUALHOURS	Total hours course is expected to take	29
SNSOURCE	Identifies the source of the record	11
SNTITLECREDITS	Max credits in course title	27
SNTITLEHRS	Max learning hours in course title	26
SNTOTFEFTE	Total further education FE per student	45
SNTOTFESTULOAD	Total capped further education STULOAD per student	44
SNTOTHEFTE	Total higher education FTE per student	39
SNTOTHESTULOAD	Total capped higher education STULOAD per student	38

Derived fields for calculating total higher education FTE

SNSOURCE

11. Identifies the source of the record.

Value	Definition
HESASTU	Record taken from the HESA student record
HESAAP	Record taken from the HESA AP student record
ILR	Record taken from the ILR

12. Where an algorithm cannot be applied in the same way to each SNSOURCE, this will be indicated in the description of the algorithm.

SNHESAILRFLAG (only available in ILR DCT)

13. Identifies providers that returned both HESA and ILR data in the academic year 20Y1-Y2.

Value	Definition
1	Provider returned both HESA and ILR data for the academic year 20Y1-Y2
0	Provider did not return both HESA and ILR data for the academic year 20Y1-Y2

SNEXCL1

14. Identifies records that start after the academic year of interest.

Value	Description	Definition
1	Excluded	(SNSOURCE= HESASTU and COMDATE >31/07/Y2) or (SNSOURCE = HESAAP and PERIODSTART > 31/07/Y2) or (SNSOURCE= ILR and LEARNSTARTDATE > 31/07/Y2)
0	Included	Otherwise

SNEXCL2

15. Identifies records that finish before the academic year of interest.

Value	Description	Definition
1	Excluded	(SNSOURCE= HESASTU and ENDDATE <01/08/Y1 and ENDDATE is not BLANK) or (SNSOURCE = HESAAP and PERIODEND < 01/08/Y1 and PERIODEND is not BLANK) or (SNSOURCE= ILR and LEARNACTENDDATE < 01/08/Y1 and LEARNACTENDDATE is not BLANK)

Value	Description	Definition
0	Included	Otherwise

SNEXCL4

16. Identifies records in the HESA student data that are dormant or on sabbatical, or records in the HESA AP student data that have been inactive for the reporting year.

Value	Description	Definition
1	Excluded	(SNSOURCE= HESASTU and MODE = 51, 63, 64, 98) or (SNSOURCE= HESAAP and XINACT01 = 1)
0	Included	Otherwise

SNEXCL8

17. Identifies incoming exchange students in the HESA student and HESA AP student data.

Value	Description	Definition
1	Excluded	((SNSOURCE= HESASTU and (EXCHANGE = 4,G or LOCSDY = S)) or ((SNSOURCE = HESAAP and (EXCHIND = 1 or LOCSDY = S))
0	Included	Otherwise

SNEXCL16

18. Identifies apprenticeship standard 'wrapper' programme aims in the HESA student or ILR data.

Value	Description	Definition
1	Excluded	(SNSOURCE= HESASTU and COURSEAIM = Z99) or (SNSOURCE = ILR and LEARNAIMREF = ZPROG001)
0	Included	Otherwise

SNEXCL32

19. Identifies higher apprentices in the ILR that have been returned by providers that also submit HESA student data.

Value	Description	Definition
1	Excluded	SNSOURCE= ILR and SNHESAILRFLAG = 1 and PROGTYPE = 20, 21, 22, 23, 25
0	Included	Otherwise

SNEXCL64

20. Identifies an ILR record which has been closed to correct an incorrect LEARNPLANENDDATE.

Value	Description	Definition
1	Excluded	SNSOURCE= ILR and COMPSTATUS = 4[1] and WITHDRAWREASON = 40 and LEARNACTENDDATE = 1 August 20Y1
0	Included	Otherwise

SNEXCL128 (unavailable in DCT)

21. Identifies records in the ILR which we believe relate to teaching provision rather than registered provision. This will be identified if two records returned by two providers for the same student are found to have the same LEARNAIMREF, the courses start within 31 days of each other and the UKPRN for one record matches the PARTNERUKPRN of the other record. The record with missing PARTNERUKPRN will then be flagged.

Value	Description	Definition
1	Excluded	SNSOURCE= ILR and the student appears to exist in another provider's ILR and this record will be excluded from the student numbers calculation
0	Included	Otherwise

SNEXCL

22. This field indicates whether the record will be included in the calculation of student numbers. SNEXCL is the sum of all applicable values from the table below.

Value	Description	Definition
1	Record starts after academic year of interest	SNEXCL1 = 1
2	Record ends before academic year of interest	SNEXCL2 = 1
4	Student is dormant, on sabbatical or inactive for the entire reporting year	SNEXCL4 = 1
8	Incoming exchange student	SNEXCL8 = 1
16	Apprenticeship standard 'wrapper' programme aim	SNEXCL16 = 1
32	Higher apprentices returned in ILR by providers that also submit HESA student data	SNEXCL32 = 1
64	ILR records closed to correct LEARNPLANENDDATE	SNEXCL64 = 1
128	ILR record returned by the teaching provider also returned by the registering provider	SNEXCL128 = 1
0	Otherwise	None of the above

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[1] ILR records returned to the ESFA with COMPSTATUS=3 and WITHDRAWREASON=40 will have the value of COMPSTATUS changed to 4 by the ESFA. This is replicated in the ILR data checking tool.

23. This field contain(s) the exclusion reason(s) for the instance. It is calculated as (1 × SNEXCL1) + (2 × SNEXCL2) + …+(128*SNEXCL128).

SNLEVEL

24. Identifies whether the record is of higher education or further education.

SNSOURCE = HESASTU, HESAAP

Value	Description	Definition
HE	Record of higher education	COURSEAIM = D, E, L, M, H, I, J, C
FE	Record of further education	COURSEAIM = P, Q, R, S, X

SNSOURCE = ILR

Value	Description	Definition
HE	Record of higher education	LEARNAIMREF ≠ ZPROG001 and NOTIONALNVQLEVELV2 = 4, 5, 6, 7, 8, H
FE	Record of further education	LEARNAIMREF ≠ ZPROG001 and not above

SNHESTUDYLEVEL

25. Indicates the level of study for higher education records, using either the Quality Assurance Agency for Higher Education's Frameworks for higher education qualifications (for qualifications awarded using degree awarding powers) or else the Regulated qualifications framework[2].

SNSOURCE = HESASTU, HESAAP

Value	Description	Definition
6+	Records at Level 6 or above	SNLEVEL = HE and COURSEAIM = D, E, L, M, H, I00, I11, I12, I16
5	Records at Level 5	SNLEVEL = HE and COURSEAIM=I60, I61, I70, I71, I72, I73, I74, I76, I78, I79, I80, I81, I90, I91, I99, J
4	Records at Level 4	SNLEVEL=HE and not above

SNSOURCE = ILR

Value	Description	Definition
6	Records at Level 6 or above	SNLEVEL = HE and NOTIONALNVQLEVELV2 = 6, 7, 8
5	Records at Level 5	SNLEVEL = HE and NOTIONALNVQLEVELV2 = 5

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[2] For the Frameworks for higher education qualifications see www.qaa.ac.uk/en/quality-code/the-existing-uk-quality-code/part-a-setting-and-maintaining-academic-standards.

Value	Description	Definition
4	Records at Level 4	SNLEVEL=HE and not above

SNTITLEHRS

26. For ILR records only. The maximum number of hours per record as extracted from the course title on the Learning Aim Reference Service (LARS). For example, the value of SNTITLEHRS for the course listed as 'Non regulated SFA formula funded provision, Entry level, Medicine and Dentistry, 389 to 580 hrs, PW B' would be 580.

SNTITLECREDITS

27. For ILR records only. The maximum number of credits per record as extracted from the course title on the LARS. For example, the value of SNTITLECREDITS for the course listed as 'Innovation code, Entry level, Medicine and Dentistry, 3-5 credits' would be 5.

SNPRIORLEARNADJ

28. For ILR records only. The funding adjustment for prior learning expressed as a decimal value.

Value	Definition
PRIORLEARNFUNDADJ/100	SNSOURCE = ILR and PRIORLEARNFUNDADJ > 0
0	SNSOURCE = ILR and PRIORLEARNFUNDADJ = 0

SNQUALHOURS

29. For ILR records only. The total number of hours the course associated with the record is expected to take.

Value	Description	Definition
TOTAL QUALIFICATION TIME × SNPRIORLEARNADJ	Source of hours is TOTAL QUALIFICATION TIME	SNSOURCE = ILR and STULOAD = MISSING and TOTAL QUALIFICATION TIME ≠ MISSING
MAXIMUM GUIDED LEARNING HOURS × SNPRIORLEARNADJ	Source of hours is MAXIMUM GUIDED LEARNING HOURS	SNSOURCE = ILR and STULOAD = MISSING and MAXIMUM GUIDED LEARNING HOURS ≠ MISSING and not above
(TOTAL CREDITS × 10) × SNPRIORLEARNADJ	Source of hours is TOTAL CREDITS	SNSOURCE = ILR and STULOAD = MISSING and TOTAL CREDITS ≠ MISSING and not above
(SNTITLEHRS) × SNPRIORLEARNADJ	Source of hours is SNTITLEHRS	SNSOURCE = ILR and STULOAD = MISSING and SNTITLEHRS ≠ MISSING and not above

Value	Description	Definition
(SNTITLECREDITS × 10) × SNPRIORLEARNADJ	Source of hours is SNTITLECREDITS	SNSOURCE = ILR and STULOAD = MISSING and SNTITLECREDITS ≠ MISSING and not above

SNENDDATE

30. For ILR records only. Determines the end date to be used when calculating the number of days studied (SNAYDAYSSTUDIED) in the academic year 20Y1-Y2. Used only where SNQUALHOURS will be used to calculate the FTE of the record.

Value	Description	Definition
LEARNACTENDDATE	Learner completed learning activities in 20Y1-Y2	SNSOURCE=ILR and LEARNACTENDDATE ≠ MISSING and LEARNACTENDDATE<=31/07/Y2
31/07/Y2	Learner is still studying at the end of 20Y1-Y2	SNSOURCE=ILR and not above

SNAYDAYSSTUDIED

31. For ILR records only. The number of days studied in the 20Y1-Y2 academic year, calculated as the numbers of days between SNENDDATE and either 1 August 20Y1 or LEARNSTARTDATE, whichever is earlier. Used only where SNQUALHOURS will be used to calculate the FTE of the record.

SNAVHOURSPERDAY

32. For ILR records only. Calculates the average number of hours that would be studied each day for the duration of the course, calculated as SNQUALHOURS divided by the number of days between the LEARNSTARTDATE and LEARNPLANENDDATE. Used only where SNQUALHOURS will be used to calculate the FTE of the record.

SNHOURSPERAYR

33. For ILR records only. Calculates the total number of hours studied in the academic year for each record. Used only where SNQUALHOURS will be used to calculate the FTE of the record. We cap SNHOURSPERAYR at the value of SNQUALHOURS for the course.

- SNHOURSPERAYR= Min((SNAVHOURSPERDAY × SNAYDAYSSTUDIED), SNQUALHOURS).

SNHESTULOADCASE

34. Defines the fields we will use in calculating the FTE for a given higher education record.

Value	Description	Definition
0	STULOAD will be used in calculating FTE for this record	SNEXCL = 0 and SNLEVEL = HE and STULOAD ≠ MISSING
1	STULOAD will be set to 0 for this record	SNEXCL = 0 and SNLEVEL = HE and SNSOURCE = HESASTU, HESAAP and STULOAD = MISSING

Value	Description	Definition
2	SNQUALHOURS will be used in calculating FTE for this record	SNEXCL = 0 and SNLEVEL = HE and SNSOURCE = ILR and STULOAD = MISSING and SNQUALHOURS ≠ MISSING
3	A value of 25 STULOAD will be assigned to this record	SNEXCL = 0 and SNLEVEL = HE and SNSOURCE = ILR and STULOAD = MISSING and not above

SNHESTULOAD

35. The STULOAD for each higher education record.

Value	Definition
STULOAD	SNHESTULOADCASE = 0
0	SNHESTULOADCASE = 1
(SNHOURSPERAYR ÷ 540)×100	SNHESTULOADCASE = 2
25	SNHESTULOADCASE = 3

SNHEINSTLEVSTULOAD

36. The total STULOAD at a given SNHESTUDYLEVEL for each higher education instance[3]

Value	Definition
SNHESTULOAD	SNSOURCE=HESASTU
Sum of SNHESTULOAD across all instance periods at a given SNHESTUDYLEVEL per instance	SNSOURCE=HESAAP and SNEXCL=0
Sum of SNHESTULOAD across all records for each SNHESTUDYLEVEL per student	SNSOURCE=ILR and SNEXCL=0

SNHEINSTLEVSTULOADADJ

37. The capped STULOAD at a given SNHESTUDYLEVEL for each higher education instance.

- SNHEINSTLEVSTULOADADJ= Min(SNHEINSTLEVSTULOAD,150).

SNTOTHESTULOAD

38. SNTOTHESTULOAD is the total STULOAD per student including any capping, calculated as the sum of SNHEINSTLEVSTULOADADJ across each unique combination of instance and level per student where SNEXCL=0.

SNTOTHEFTE

39. The total higher education FTE, calculated as SNTOTHESTULOAD÷100.

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[3] The ILR data does not include the concept of an 'instance'. Solely for the purpose of calculating SNHEINSTLEVSTULOAD we treat a level of study in the ILR data as analogous to an instance.

Additional fields required to calculate total further education FTE

SNFEPLANLEARNSTULOAD

40. For ILR records only. Converts PLANLEARNHOURS to STULOAD for calculation of further education FTE.

- SNFEPLANLEARNSTULOAD = Max(((PLANLEARNHOURS÷540)×100)-SNTOTHESTULOAD,0).

SNFESTULOADCASE

41. Determines the fields that will be used to calculate the FTE for further education records.

Value	Description	Definition
0	STULOAD will be used when calculating FTE for this record	SNEXCL = 0 and SNLEVEL = FE and SNSOURCE = HESASTU, HESAAP and STULOAD ≠ MISSING
1	STULOAD will be set to 0 for this record	SNEXCL = 0 and SNLEVEL = FE and SNSOURCE = HESASTU, HESAAP and STULOAD = MISSING
2	PLANLEARNHOURS will be used when calculating FTE for this record	SNEXCL = 0 and SNLEVEL = FE and SNSOURCE = ILR and PLANLEARNHOURS ≠ MISSING
3	SNQUALHOURS will be used when calculating FTE for this record	SNEXCL = 0 and SNLEVEL = FE and SNSOURCE = ILR and SNQUALHOURS ≠ MISSING and not above
4	A value of 10 STULOAD will be assigned to this record	SNEXCL = 0 and SNLEVEL = FE and SNSOURCE = ILR and not above

SNNUMFERECORDS

42. For ILR data only. The number of records per student with SNLEVEL = FE and SNEXCL = 0.

SNFESTULOAD

43. The STULOAD for each further education record.

Value	Definition
STULOAD	SNFESTULOADCASE = 0
0	SNFESTULOADCASE = 1
SNFEPLANLEARNSTULOAD ÷ SNNUMFERECORDS	SNFESTULOADCASE = 2
(SNHOURSPERAY÷ 540)×100	SNFESTULOADCASE = 3
10	SNFESTULOADCASE = 4

SNTOTFESTULOAD

44. The sum of SNFESTULOAD across all SNEXCL = 0 records for the student. This is capped at a maximum of 150 per student.

SNTOTFEFTE

45. The total further education FTE, calculated as SNTOTFESTULOAD÷100.

Rebuild instructions

46. The individualised file, SN18_DCT_XXXXXXXX_IND.csv, can be used to interrogate the data and our calculation of derived fields by filtering to certain groups of records. Specific instructions to rebuild the student number summary figures in the student numbers data summary workbook, SN18_DCT_XXXXXXXX.xlsx, are provided here. If you submit ILR data, the algorithms for rebuilding the figures in the additional data quality worksheet are detailed in the workbook itself.

47. A number of additional fields not described in the algorithms above have been added to the individualised file. These are listed in the table below.

Table 6 Additional fields in the individualised file

Field name	Description
STUDENTIDTYPE	The type of student identifier field for the record. This will be HUSID for records from the HESA student record or HESA AP student record, and LEARNREFNUMBER for records from the ILR.
STUDENTID	The HUSID or LEARNREFNUMBER for the record.
REBUILDHEFEFLAG	A column provided to enable the figures in Table 1 to be rebuilt.
REBUILDL456FLAG	A column provided to enable the figures in Table 2 to be rebuilt.

Student numbers summary

48. The following instructions assume the user has the individualised file open in Microsoft Excel.

49. To apply filters to the column headings, highlight the headings. From the 'DATA' tab in the toolbar select 'Filter'.

50. You will need to use the SUBTOTAL function with option 9 to sum the values in the relevant columns once the filters have been applied. Using the SUBTOTAL function instead of the SUM function will ensure that you only include those values that have been filtered to.

Table 1 Split of further and higher education provision

51. The fields SNTOTFEFTE and SNTOTHEFTE are calculated per student. Where a student instance extends over more than one row of data, SNTOTFEFTE and SNTOTHEFTE will be the sum of the FE and HE FTE respectively across all rows of data. The REBUILDHEFEFLAG is provided to allow you to easily de-duplicate the data, and only count the total FE and HE FTE once per student. Please note that REBUILDHEFEFLAG should not be used to determine which individual rows of data have been included or excluded from the calculation of student numbers. Instead, the SNEXCL field should be used to determine this.

52. To rebuild the figures in Table 1, filter to REBUILDHEFEFLAG = 1. The subtotals for SNTOTFEFTE and SNTOTHEFTE will give the totals for the FE and HE FTE respectively. You do not need to filter by SNLEVEL as this has already been accounted for in generating REBUILDHEFEFLAG.

Table 2 Split of higher education by SNHESTUDYLEVEL

53. To allow you to calculate the total HE FTE at each individual level (4, 5, or 6+), the REBUILDL456FLAG is provided. This field can be used to select one row of data per student per level of HE study, to prevent double counting the FTE where an individual has multiple aims at the same level of study.

54. To rebuild the figures in Table 2, first clear the filter from REBUILDHEFEFLAG. Filter to REBUILDL456FLAG = 1. The subtotal for SNHEINSTLEVSTULOADADJ, once divided by 100 to produce an FTE, will give the total FTE in Table 2. To rebuild the figures for each level of study, filter SNHESTUDYLEVEL to 4, 5 or 6+ as required.