

Office for  
Students



# HESES22 training

## Identifying and counting your students

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Funding Officer

6 October 2022

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# Webinar housekeeping

- Presenters:
  - Host: Roger Lear (backup – Ross Lawlor)
  - Q&A: Ross Lawlor/Graham Price
- Closed captions are available
- A recording of this session will be available on the OfS website
- Intended audience: those new to HESES and those needing a refresher
- How to ask a question:
  - Please use Q&A feature rather than the chat
  - Use the chat to contact event support
- Please give us your feedback.

# HESES22 webinars

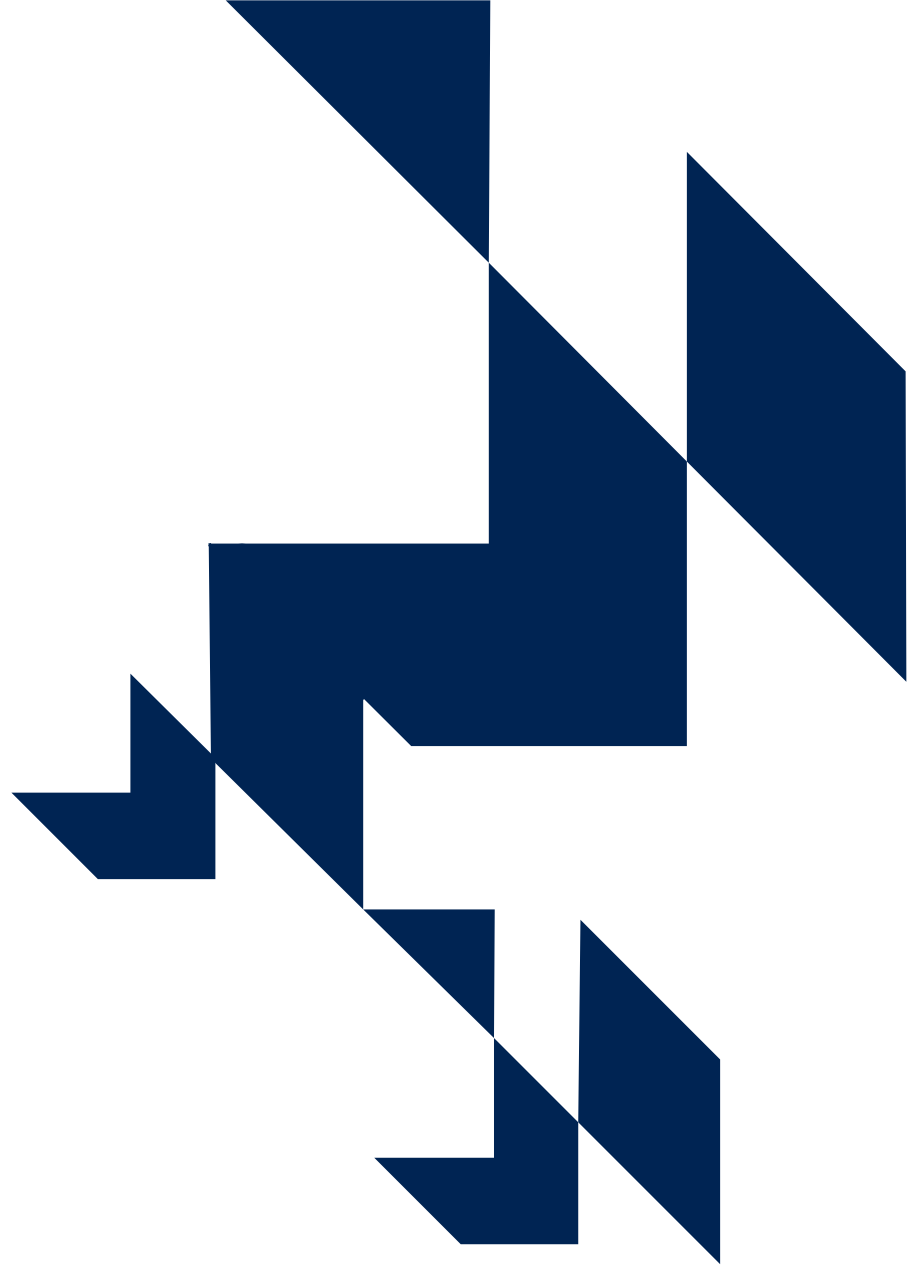
- Introduction to OfS funding and HESES22:
  - Recording available on our Events page
- Categorising your students and important definitions:  
1330 on Tuesday 29 September 2022
- **Identifying and counting students to be included in HESES22:  
1330 on Thursday 6 October 2022**
- Submission and verification of HESES22 data return:
  - Recording available on our Events webpage
- More information available at [www.officeforstudents.org.uk/events](http://www.officeforstudents.org.uk/events)

# Supporting materials

- A recording of this event and today's slides will be available from the OfS website at [www.officeforstudents.org.uk/events](http://www.officeforstudents.org.uk/events)
- Providers should also refer to [www.officeforstudents.org.uk/heses](http://www.officeforstudents.org.uk/heses)
  - includes model HESES22 workbooks
  - 'Completing the HESES22 workbook' publication
- 'HESES22 – Higher Education Students Early Statistics survey 2022-23' publication: [www.officeforstudents.org.uk/heses22](http://www.officeforstudents.org.uk/heses22) - "The Guidance Document"
- HESES videos on the OfS YouTube page: [www.youtube.com/officeforstudents](http://www.youtube.com/officeforstudents).
- Overview of OfS funding: 'Guide to funding 2022-23' publication
- Sign up for email alerts
  - [www.officeforstudents.org.uk/sign-up-for-email-alerts](http://www.officeforstudents.org.uk/sign-up-for-email-alerts)



**Counting years of  
instance:  
Column 1 or Column 2?**



# Table 1: Full-time

**Table 1: Full-time counts of years of instance**

A Higher Education Provider (10000000)

Validation and credibility checks are described in full detail below the table.

			Validation: OK Credibility: OK			Validation: OK Credibility: OK			Validation: OK Credibility: OK			Validation: OK Credibility: OK		
			Price group: Annex G			Length: Annex J			Level: Annex I			Fundability status: Annex F		
Price group	Length	Level	Home fee			Home fee			Home fee			Home fee		
			OfS fundable (a)	Non fundable (b)	Overseas (c)	OfS fundable (a)	Non fundable (b)	Overseas (c)	OfS fundable (a)	Non fundable (b)	Overseas (c)	OfS fundable (a)	Non fundable (b)	Overseas (c)
A	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		UG (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
		PGT (UG fee)												
		PGT (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
		PGT (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
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
	Long	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		UG (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
		PGT (UG fee)												
		PGT (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
		PGT (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
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
B	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		UG (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
		PGT (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
		PGT (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
		PGT (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
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
	Long	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		UG (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
		PGT (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
		PGT (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
		PGT (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
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
C1.1	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

# Table 1: Full-time

**Table 1: Full-time counts of students at a Higher Education Provider (10000000)**

Validation and credibility checks are described in full detail in the User Guide.

Column 1 or Column 2: Annex C

Column 3 Non-completions: Annex D

Column 4 (Automatically completed)

Price group	Length	Level	Column 1			Column 2			Column 3			Column 4 Automatically populated			
			Years countable between 1 August 2022 and census date inclusive			Forecast of years countable after census date and before 1 August 2023			Forecast of years not completed (negative values)			Estimated completed years in academic year 2022-23 (Columns 1 + 2 + 3)			
			Home fee			Home fee			Home fee			Home fee			
			OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	
A	Standard	UG (Level 4 and 5)	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
		UG (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
		PGT (UG fee)													
		PGT (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
		PGT (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
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
	Long	UG (Level 4 and 5)	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
		UG (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
		PGT (UG fee)													
		PGT (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
PGT (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	
PGR			0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
B	Standard	UG (Level 4 and 5)	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
		UG (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
		PGT (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
		PGT (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
		PGT (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
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
	Long	UG (Level 4 and 5)	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
		UG (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
		PGT (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
		PGT (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
PGT (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	
PGR			0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
C1.1	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

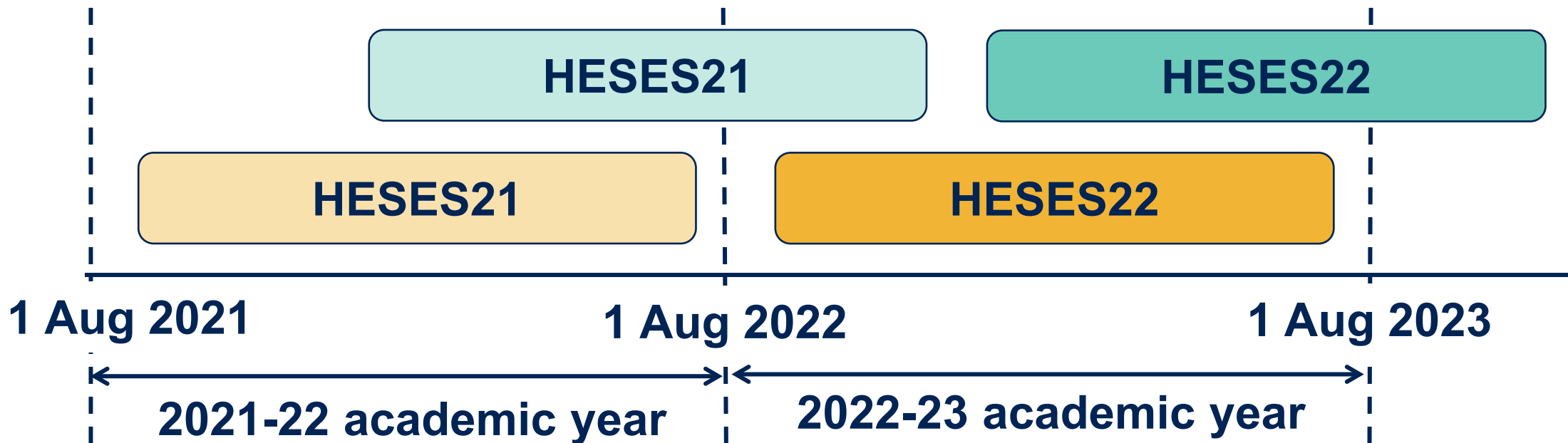


# Counting student activity (Annex C)

- We count **years of instance**.
- For a student studying on a course that meets our definition of recognised higher education:
  - the first year of instance begins **when students start studying** towards the qualification
  - the second and subsequent years of instance 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 have not withdrawn within two weeks of starting the instance.

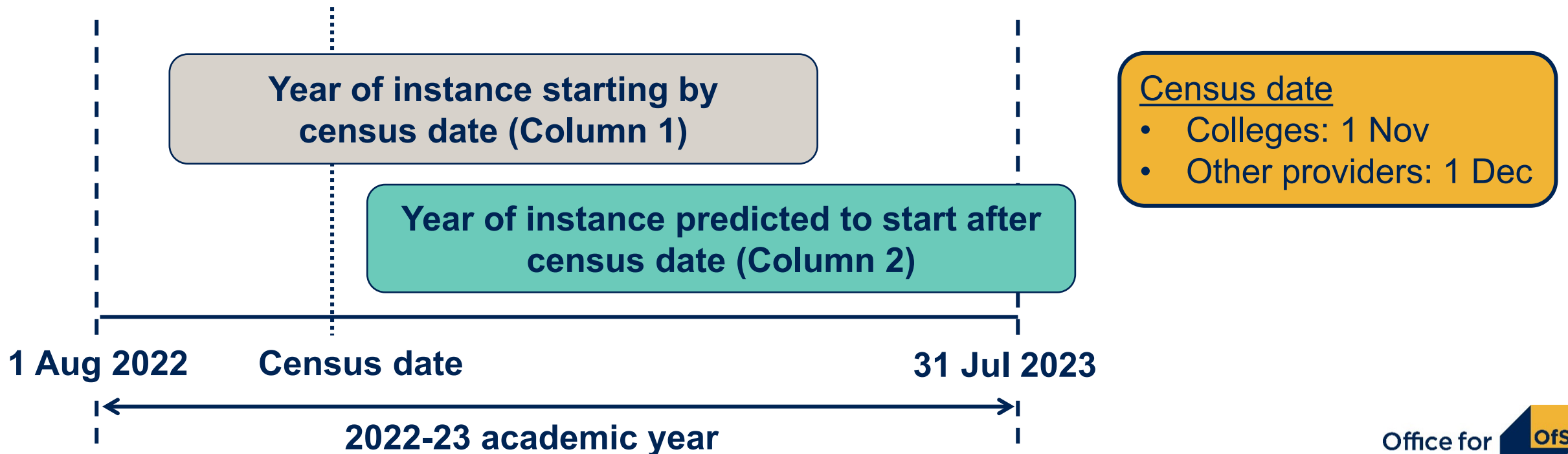
# Counting student activity: which HESES?

- The academic year that a year of instance **starts** in determines which HESES survey it's counted in



# Counting student activity: Column 1 or 2?

- Years of instance are recorded in either Column 1 or Column 2 on the relevant table - this reflects whether the year starts **before** or **after** the HESES census date.
- If a student has withdrawn from their year of instance on or before the census date they should **not** be returned.



# Table 1: Full-time

**Table 1: Full-time counts of years of instance**  
**A Higher Education Provider (10000000)**

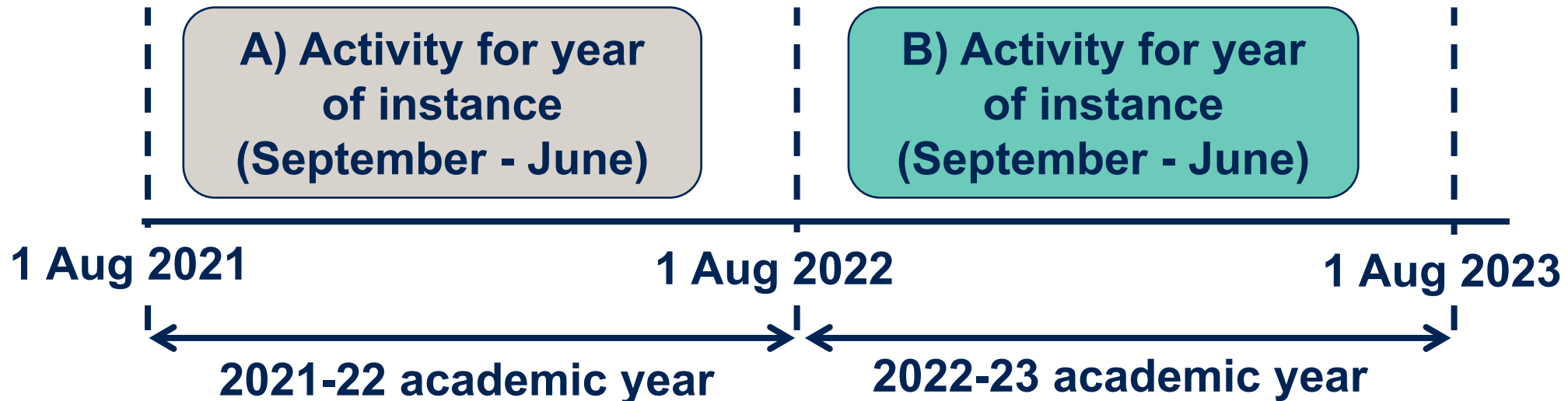
Validation and credibility checks are described in full detail below the table.

			Validation: OK			Validation: OK		
			Credibility: OK			Credibility: OK		
			Column 1			Column 2		
			Years countable between 1 August 2022 and census date inclusive			Forecast of years countable after census date and before 1 August 2023		
			Home fee			Home fee		
			OfS- fundable	Non- fundable	Overseas	OfS- fundable	Non- fundable	Overseas
Price group	Length	Level	(a)	(b)	(c)	(a)	(b)	(c)
A	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00
		UG (Other)	90.00	10.00	5.00	0.00	0.00	0.00
		PGT (UG fee)						
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00
	Long	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00
		UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)						
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00
B	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00
		UG (Other)	120.00	12.00	2.00	60.00	6.00	1.00
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00
		PGR		0.00	0.00		0.00	0.00
	Long	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00
		UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00

# Standard and non-standard years

## Standard year in column 1

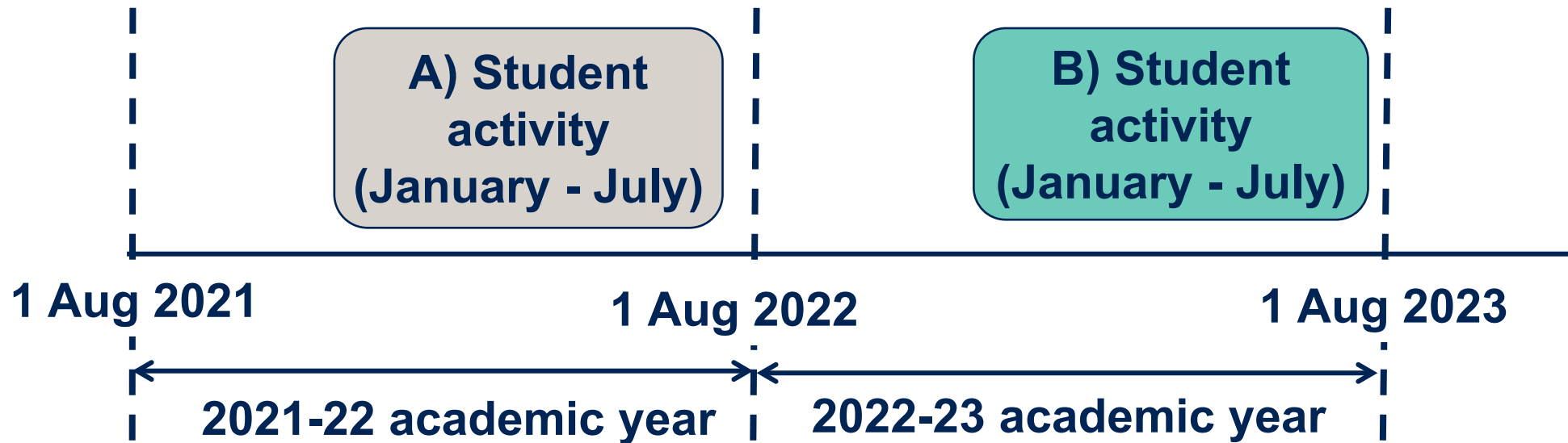
- All activity contained within one academic year (1 August – 31 July)
- Count at the start of each year of instance.



# Standard and non-standard years

## Standard year in column 2

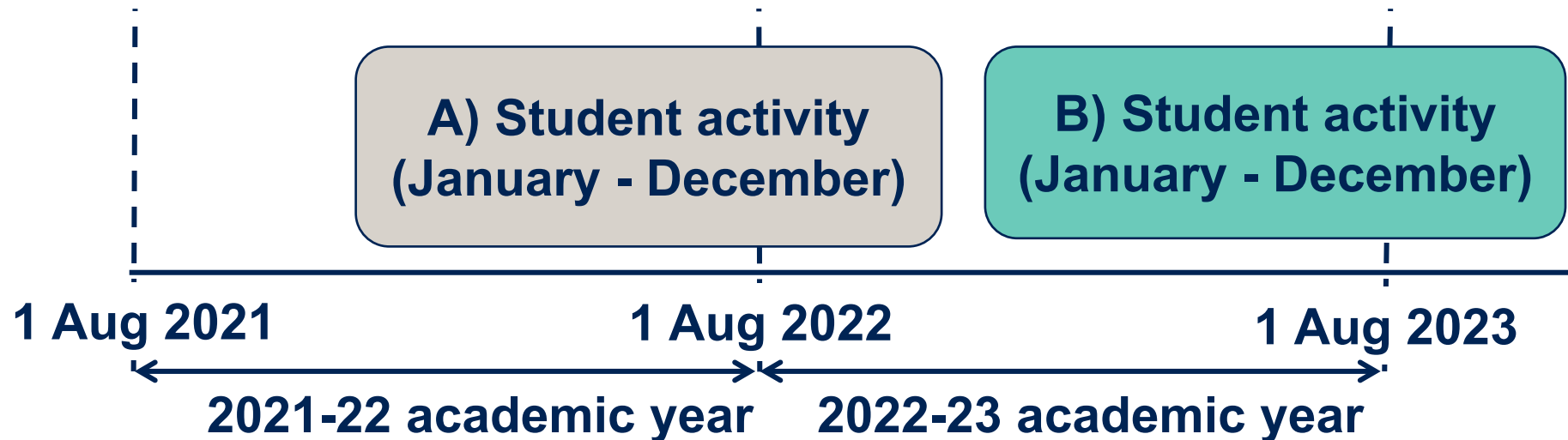
- All activity contained within one academic year (1 August – 31 July).
- Included as a forecast year in column 2 at the start of each year of instance.



# Standard and non-standard years

## Non-standard year (column 2):

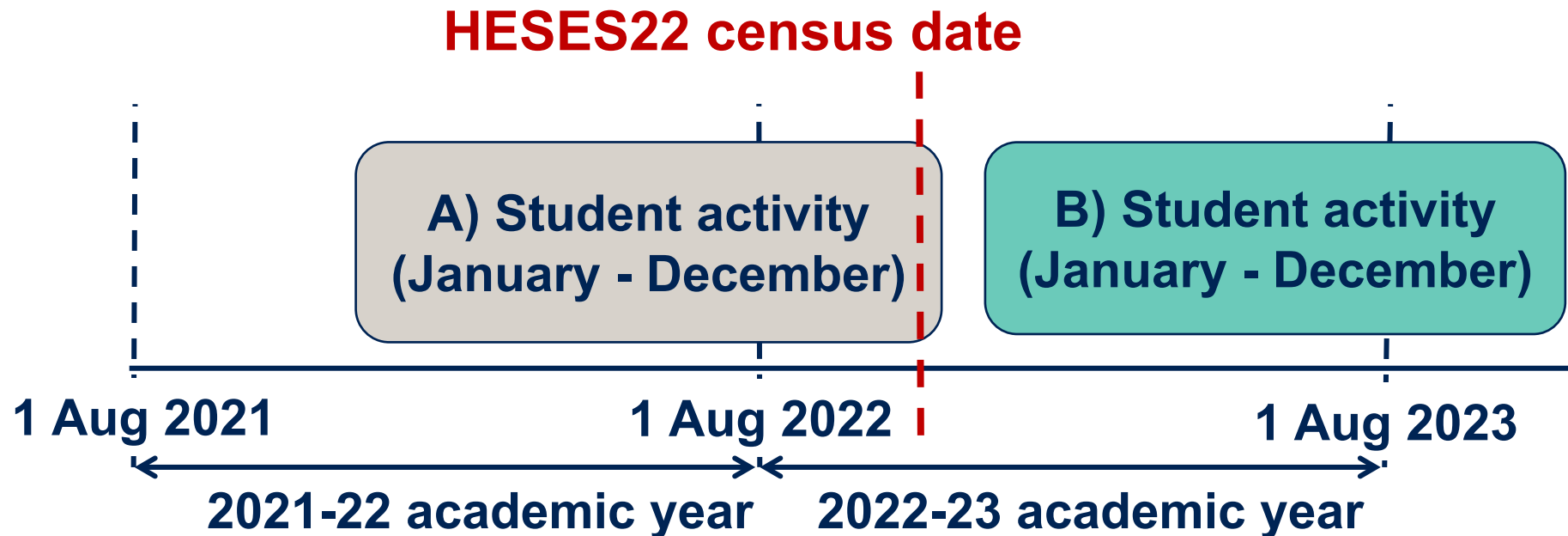
- Activity for a year of instance spans two academic years.
- Included as a forecast year in column 2 at the start of each year of instance: avoid double-counting.



# Standard and non-standard years

## Non-standard year (column 2):

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





# The Courses table – for further education and sixth-form colleges and academies only

**Courses table: Countable years of instance between 1 August 2022 and census date at course level**

Provider name

This sheet has freeze panes on. To unfreeze panes, under the 'View' tab select the dropdown 'Freeze panes' and choose 'Unfreeze panes'.  
Validation and credibility checks are described in full detail to the right of the table.

		Validation: OK		Validation: OK		Validation: OK		Validation: OK		Validation: OK		Validation: OK							
		Credibility: OK		Credibility: OK		Credibility: OK		Credibility: OK		Credibility: OK		Credibility: OK							
Row number	Learning aim reference	Course title	Price group 1	Price group 1 proportion	Price group 2	Price group 2 proportion	Price group 3	Price group 3 proportion	Level	Length	Full-time			Sandwich year out			Part-time		
											Years countable between 1 August 2022 and census date inclusive			Years countable between 1 August 2022 and census date inclusive			Years countable between 1 August 2022 and census date inclusive		
											Home fee			Home fee			Home fee		
			(a) OfS-fundable	(b) Non-fundable	(c) Overseas	(a) OfS-fundable	(b) Non-fundable	(c) Overseas	(a) OfS-fundable	(b) Non-fundable									
			UK-domiciled (i)	Other (ii)	UK-domiciled (i)	Other (ii)	UK-domiciled (i)	Other (ii)	UK-domiciled (i)	Other (ii)									
1	00232899	HNC in Business & Management	D	100%					UG (Level 4 and 5)	Standard	16	0	0	0	0	0	0	0	0
2	50082747	BTEC HND Diploma in Construction and the Built Environment	C2	50%	B	50%			UG (Level 4 and 5)	Standard	64	16	12	8	0	0	0	0	0
3	00300733	Foundation Degree in Marine Ecology	B	50%	C2	50%			UG (Level 4 and 5)	Standard	0	0	0	0	0	0	0	0	0
4	00244662	Foundation Degree in Commercial Photographic Practice	C1.2	100%					UG (Level 4 and 5)	Standard	0	0	0	0	0	0	0	51	0
5	00300213	BA (Hons) in Textiles	C1.2	100%					UG (Other)	Standard	100	17	17	8	9	13	1	0	1
6	00230703	MA in Marketing	D	100%					PGT (Masters' loan Standard	Standard	0	0	0	0	0	0	0	0	0
7	00229736	MSc in Acoustics	B	100%					PGT (Masters' loan Standard	Standard	6	2	2	0	20	0	0	0	0
8											0	0	0	0	0	0	0	0	0

# What is the Courses table for?

- The Courses table is only visible in workbooks of further education and sixth form colleges and academies
- It's only used to record years of instance starting **on or before the census date**
- Data entered on the courses table automatically populates Column 1 on Tables 1, 2, 3 and 5.
- **Column 2** years of instance will still have to be entered manually on the relevant tables
- Data is entered at a course level, using learning aims references.
- We take a snapshot of the data in the Education and Skills Funding Agency's Learning Aim database. Using the learning aim reference, this data is used to automatically show:
  - course title
  - level
  - price group(s)
  - length.
- If you don't have a learning aim reference, or the information inserted on the table is incorrect, contact us as soon as possible at [heses@officeforstudents.org.uk](mailto:heses@officeforstudents.org.uk).

# Completing the Courses table (1)

Learning aim reference	Course title	Price group 1	Price group 1 proportion	Price group 2	Price group 2 proportion	Price group 3	Price group 3 proportion	Level	Length
00232899	HNC in Business & Management	D	100%					UG (Level 4 and 5)	Standard
50082747	BTEC HND Diploma in Construction and the Built Environment	C2	50%	B	50%			UG (Level 4 and 5)	Standard
00300733	Foundation Degree in Marine Ecology	B	50%	C2	50%			UG (Level 4 and 5)	Standard
00244662	Foundation Degree in Commercial Photographic Practice	C1.2	100%					UG (Level 4 and 5)	Standard
00300213	BA (Hons) in Textiles	C1.2	100%					UG (Other)	Standard
00230703	MA in Marketing	D	100%					PGT (Masters' loan)	Standard
00229736	MSc in Acoustics	B	100%					PGT (Masters' loan)	Standard

- You must use the specific **learning aim reference** for each course. There are limits on how many times you can enter the same learning aim
- **Price groups** for each course are defined by the learning aim
- A course can be split between price groups – if so you will have to enter the percentage for each price group
  - enter figures that reflect the split between subjects over the course as a whole
- **Level** and **length** are automatically completed but you can overwrite these if necessary

# Completing the Courses table (2)

Full-time					Sandwich year out					Part-time					Notes on temporary learning aims
Years countable between 1 August 2022 and census date inclusive					Years countable between 1 August 2022 and census date inclusive					Years countable between 1 August 2022 and census date inclusive					
Home fee (a) OfS-fundable		Home fee (b) Non-fundable		(c) Overseas	Home fee (a) OfS-fundable		Home fee (b) Non-fundable		(c) Overseas	Home fee (a) OfS-fundable		Home fee (b) Non-fundable		(c) Overseas	
UK-domiciled (i)	Other (ii)	UK-domiciled (i)	Other (ii)		UK-domiciled (i)	Other (ii)	UK-domiciled (i)	Other (ii)		UK-domiciled (i)	Other (ii)	UK-domiciled (i)	Other (ii)		
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
64	16	12	8	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	100	35	0	0	0	
0	0	0	0	0	0	0	0	0	0	51	0	11	0	0	
100	17	17	8	9	13	1	0	1	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	28	4	7	3	0	
6	2	2	0	20	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

- There are separate columns for each mode: full-time, sandwich year out and part-time
- Sub-columns separate out: fee status, fundability status and domicile
- Column for notes on temporary learning aims
- Only enter years of instance starting **before or on the census date** (1 November)
  - those starting after that are entered manually in Column 2 of the appropriate table.

# When two courses are part of one instance

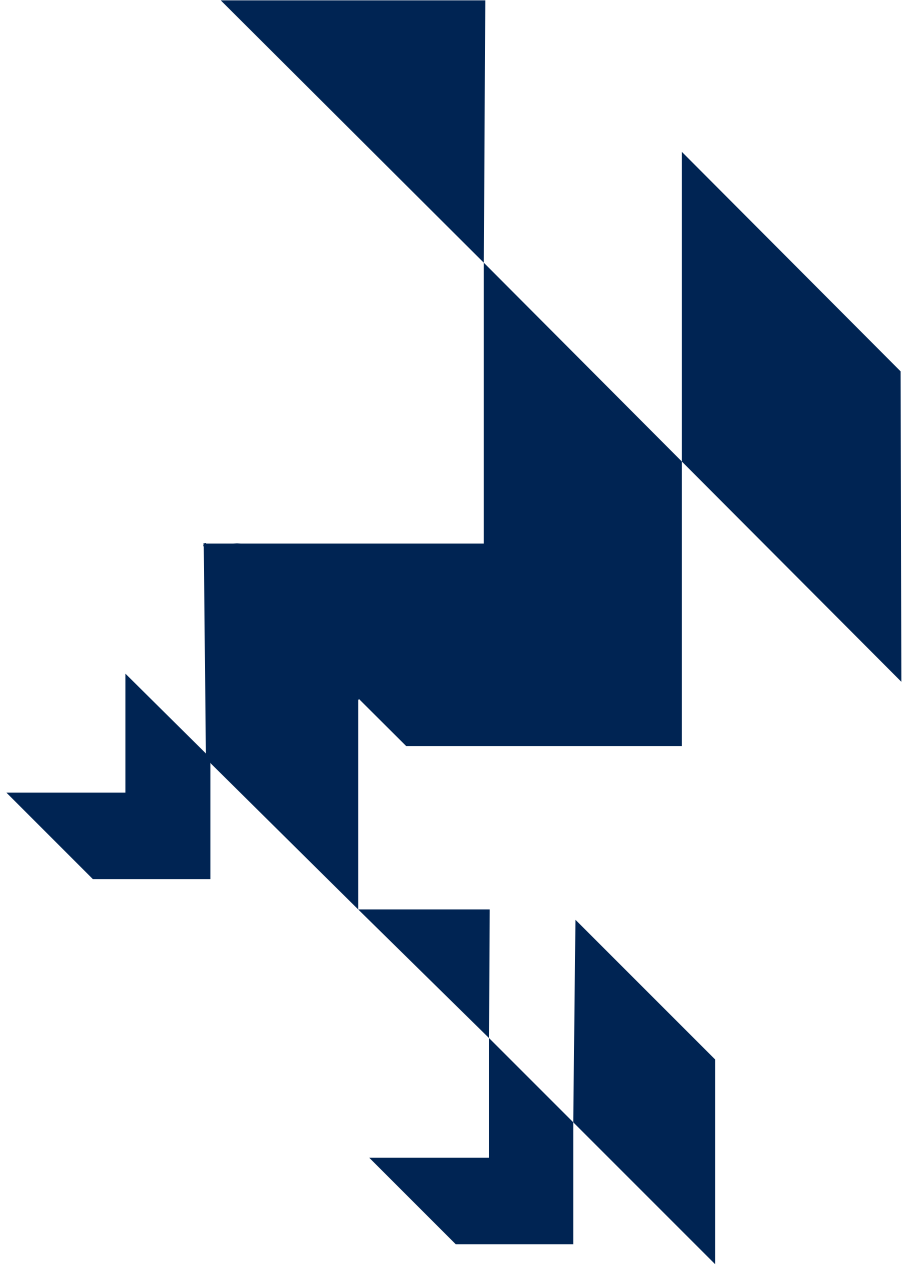
- When a student progress directly from one course to another at the same broad level (e.g. undergraduate or postgraduate taught), we would consider this to be a single instance for HESES purposes.
- Examples:
  - A student completes a foundation degree then progresses straight away to a top-up year for a BSc
  - A student completes an HNC, then progresses to top this up to an HND.
- If the top-up element overlaps with the year of instance of the lower level aim
  - the Courses table cannot account for this
  - enter students against **the higher learning aim.**

# Any questions?

Please use the Q&A box



# Non-completions: Column 3





# Table 1: Full-time

**Table 1: Full-time counts of students at a Higher Education Provider (10000000)**

Validation and credibility checks are described in full detail in the User Guide.

Column 1 or Column 2: Annex C

Column 3 Non-completions: Annex D

Column 4 (Automatically completed)

Price group	Length	Level	Column 1			Column 2			Column 3			Column 4			
			Years countable between 1 August 2022 and census date inclusive			Forecast of years countable after census date and before 1 August 2023			Forecast of years not completed (negative values)			Automatically populated Estimated completed years in academic year 2022-23 (Columns 1 + 2 + 3)			
			Home fee			Home fee			Home fee			Home fee			
			OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	
A	Standard	UG (Level 4 and 5)	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
		UG (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
		PGT (UG fee)													
		PGT (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
		PGT (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
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
	Long	UG (Level 4 and 5)	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
		UG (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
		PGT (UG fee)													
		PGT (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
PGT (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	
PGR			0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
B	Standard	UG (Level 4 and 5)	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
		UG (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
		PGT (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
		PGT (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
		PGT (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
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
	Long	UG (Level 4 and 5)	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
		UG (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
		PGT (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
		PGT (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
PGT (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	
PGR			0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		
C1.1	Standard	UG (Level 4 and 5)	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
- Completion is not the same as 'progression'

**The OfS definition of 'completion':** in order to complete the year, a student must:

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

**In order to complete a module,** a student must do one of the following:

- undergo the final assessment in the module
- pass the module, if it can be done without undergoing the final assessment.



# The OfS definition of completion

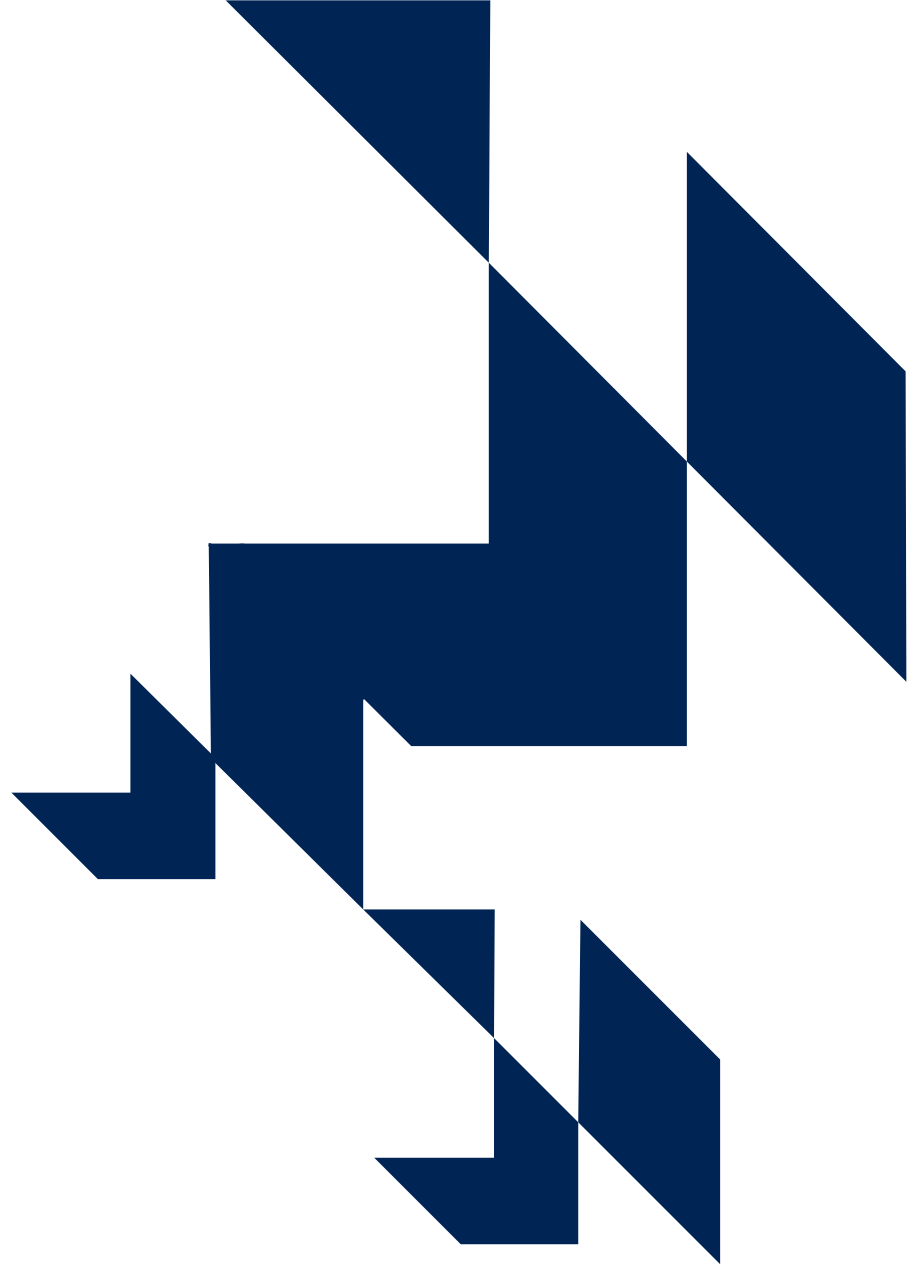
Enter a **forecast** of the students recorded in Columns 1 and 2 who will not complete their year of instance.

## 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
- This should be moderated using 3-5 years of data, weighted toward most recent years.
- Forecasts should not be 'skewed by exceptional circumstances'
- Completion is not the same as progression: use the definition from the HESES guidance.



**Full-time  
equivalence (FTE):  
Column 4a**



# Table 3: Part-time

**Table 3: Part-time co**  
**A Higher Education Provider (**  
 Validation and credibility checks are describe

Column 1 or  
Column 2:  
Annex C

Column 3  
Non-completions:  
Annex D

Column 4  
(Automatically  
completed)

Column 4a  
FTE:  
Annex E

			Column 1			Column 2			Column 3			Column 4 <small>Automatically populated</small>			Column 4a			
			Years countable between 1 August 2022 and census date inclusive			Forecast of years countable after census date and before 1 August 2023			Forecast of years not completed (negative values)			Estimated completed years in academic year 2022-23 (Columns 1 + 2 + 3)			Estimated FTE for completed years included in Column 4 for academic year 2022-23			
			Home fee			Home fee			Home fee			Home fee			Home fee			
			OfS-fundable	Non-fundable	Overseas	OfS-fundable	Non-fundable	Overseas	OfS-fundable	Non-fundable	Overseas	OfS-fundable	Non-fundable	Overseas	OfS-fundable	Non-fundable	Overseas	
Price group	Length	Level	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)	
A	Standard	UG (Level 4 and 5)	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	
		UG (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	
		PGT (UG fee)																
		PGT (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	0.00
		PGT (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	0.00
			PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
	Long	UG (Level 4 and 5)	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	0.00
		UG (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	0.00
		PGT (UG fee)																
		PGT (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	0.00
PGT (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	0.00	
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
B	Standard	UG (Level 4 and 5)	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	
		UG (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	
		PGT (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	0.00
		PGT (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	0.00
		PGT (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	0.00
			PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00
	Long	UG (Level 4 and 5)	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	0.00
		UG (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	0.00
		PGT (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	0.00
		PGT (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	0.00
PGT (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	0.00	
		PGR		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
C1.1	Standard	UG (Level 4 and 5)	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	

# 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.

Example:

A full-time degree takes three years.

A part-time degree takes six years.

$$3 / 6 = 0.5 \text{ FTE}$$

Over six years, the total FTE is 3.

# Calculating FTE: credit example

For example: A full-time degree is taken over three years, with 120 credits taken each year. In the part-time course, 90 credits are studied in years one, two and three, and 30 credits are studied in years four, five and six.

What is the FTE for years one, two and three?

$$90 / 120 = 0.75$$

What is the FTE for years four, five and six?

$$30 / 120 = 0.25$$

What is the total FTE over the course?

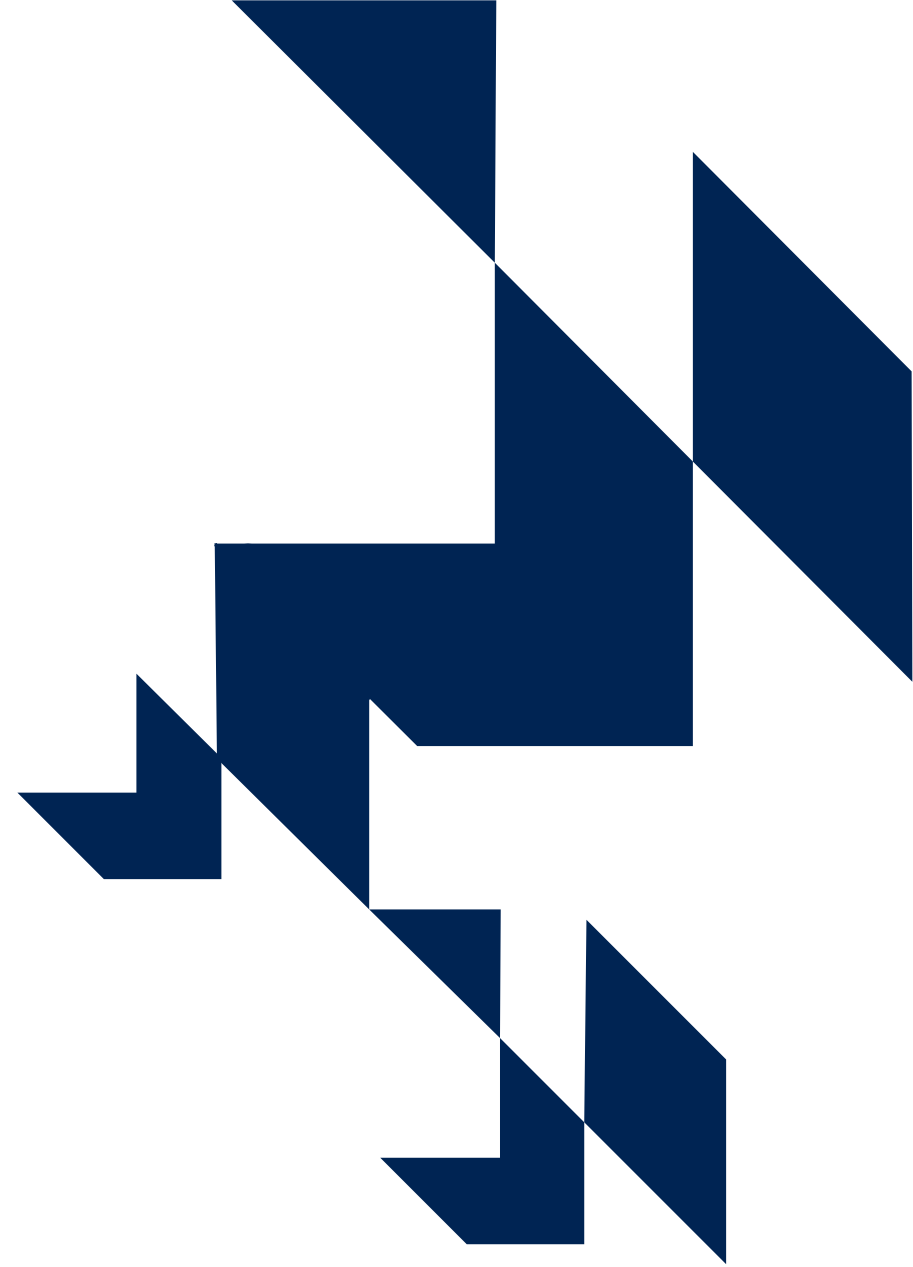
$$0.75 + 0.75 + 0.75 + 0.25 + 0.25 + 0.25 = 3.0$$

# Any questions?

Please use the Q&A box



# Tables 6a and 6c: Healthcare



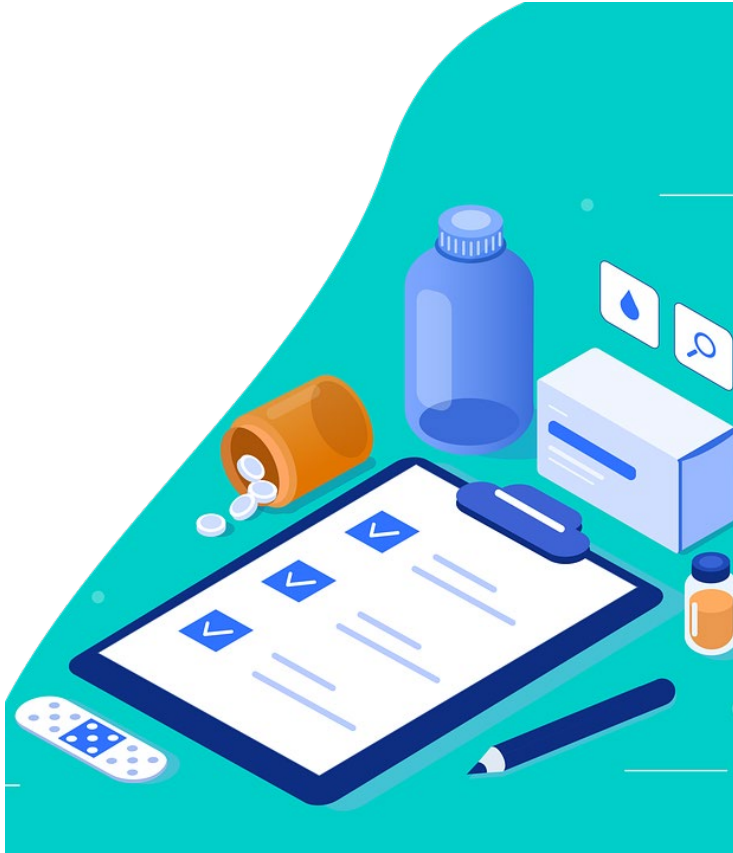


# What are tables 6a and 6c for?



- Record students on certain courses that lead, on successful completion, to **first registration as a professional in nursing, midwifery and certain allied health professions**
- Tables 6a and 6c are mutually exclusive
- These students will already have been recorded on table 1 or 3
- Tables 6a and 6c break these numbers down by:
  - profession
  - fundability status
  - starters in 2022-23.

# Who is recorded on Tables 6a and 6c?



- Home fee students
- Studying specific pre-registration courses. Not all healthcare courses are recorded here.

These courses need to be approved by specific regulatory bodies:

- The Nursing and Midwifery Council
- The Health and Care Professions Council
- The General Dental Council.

Further detail on these professions and courses is in **Annex L of the HESES guidance.**

# Structure of Table 6a

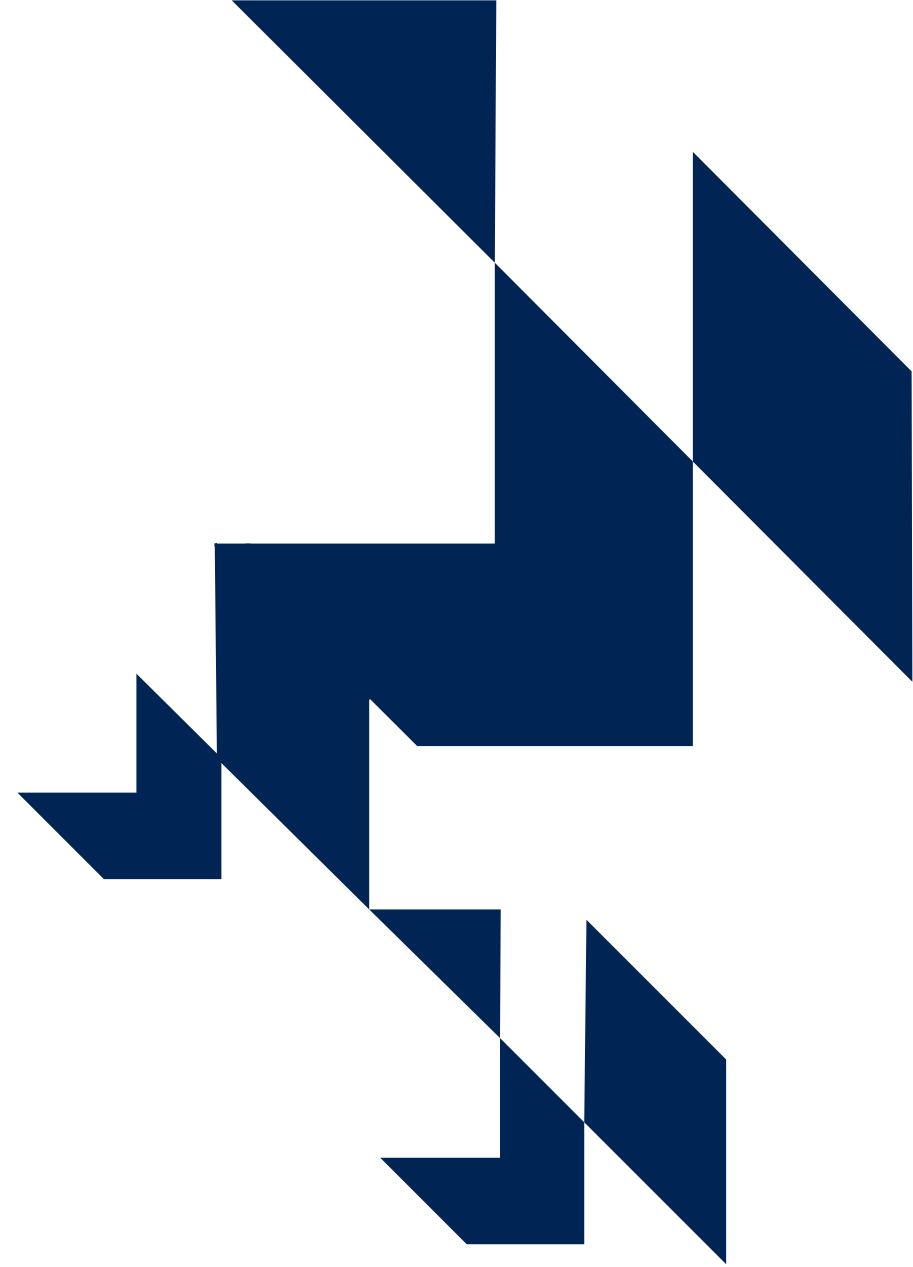
Profession (price group)	Length	Level	Column 1 Years countable between 1 August 2022 and census date inclusive			Column 2 Forecast of census date
			OfS-fundable (a)	Non-fundable (b)	Starters in 2022-23 included in (a) and (b)	OfS-fundable (a)
Dental hygiene (A)	Standard	All UG	0.00	0.00	0.00	0.00
		PGT (UG fee)				
	Long	All UG	0.00	0.00	0.00	0.00
		PGT (UG fee)				
Dental therapy (A)	Standard	All UG	0.00	0.00	0.00	0.00
		PGT (UG fee)				
	Long	All UG	0.00	0.00	0.00	0.00
		PGT (UG fee)				
Dental therapy (B)	Standard	PGT (Masters' loan)	0.00	0.00	0.00	0.00
		PGT (Masters' loan)	0.00	0.00	0.00	0.00
Dietetics (B)	Standard	All UG	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00
	Long	All UG	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00
Midwifery (B)	Standard	All UG	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00
	Long	All UG	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00
Nursing - adult (C1.1)	Standard	All UG	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00
	Long	All UG	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00
Nursing - children (C1.1)	Standard	All UG	0.00	0.00	0.00	0.00

- The health tables have the same Columns we have seen elsewhere.
- The headings differ slightly:
  - **OfS-fundable students (a):** all years
  - **Non-fundable students (b):** all years
  - **Starters in 2022-23:**
    - the number of students recorded in (a) and (b) that are starters in 2022-23.
- Profession is separated out and can be filtered for ease of completion.
- Length and level are as before.

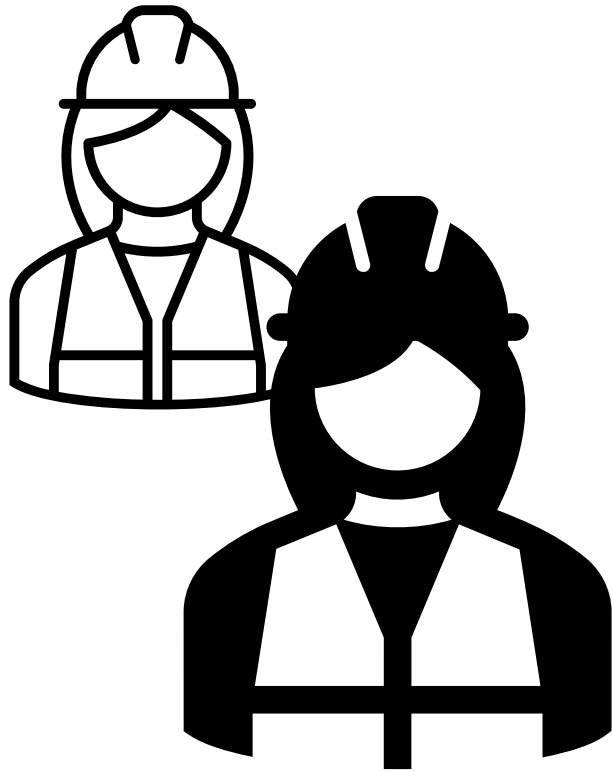
# Starter versus new entrant

- 'Starter' in tables 6a and 6c does not have the same definition as 'New entrant' for Table 5
- A 'starter' is a student starting study for the first time on a relevant pre-registration course in a specific year
- For HESES22, you need to separately identify students who are starters in 2022-23

**Table 7:  
Degree apprenticeship  
students**



# Why has table 7 been added this year?



- We are distributing £8 million of funding to support the growth of **Level 6 degree apprenticeship training programmes in 2022-23**
- Table 7 collects data on this provision.
- This data will be used to calculate funding for 2022-23 (announced in February) and 2023-24.



# Table 7 – degree apprenticeship students

**Table 7: Home fee years of instance and full-time equivalence (FTE) on degree apprenticeships**

Provider name

Validation and credibility checks are described in full detail below the table.

			Validation: OK	Validation: OK	Validation: OK	Validation: OK	Validation: OK	Validation: OK	Validation: OK	Validation: OK	Validation: OK	Validation: OK		
			Credibility: OK	Credibility: OK	Credibility: OK	Credibility: OK	Credibility: OK	Credibility: OK	Credibility: OK	Credibility: OK	Credibility: OK	Credibility: OK		
			Section A: All degree apprenticeship years						Section B: Starters on degree apprenticeships					
			Column 1	Column 2	Column 3	Column 4	Column 4a	Column 1	Column 2	Column 3	Column 4	Column 4		
			Years countable between 1 August 2022 and census date	Forecast of years countable after census date and before 1 August	Forecast of years not completed (negative values)	Automatically populated Estimated completed years in academic year 2022-23	Automatically populated for full-time Estimated FTE for completed years included in Column 4 for academic year 2022-23	Starters included in Column 1 of Section A	Starters included in Column 2 of Section A	Starters included in Column 3 of Section A	Starters included in Column 4 of Section A	Automatically populated		
			(a) OfS-fundable	(b) Non-fundable	(a) OfS-fundable	(b) Non-fundable	(a) OfS-fundable	(b) Non-fundable	(a) OfS-fundable	(b) Non-fundable	(a) OfS-fundable	(b) Non-fundable		
Mode	Price group	Level												
Full-time	A	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
	B	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
	C1.1	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
	C1.2	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
	C2	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
	D	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
Part-time	A	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
	B	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
	C1.1	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
	C1.2	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
	C2	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
	D	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
All modes	All price group	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0		
		UG (Other)	0	0	0	0	0	0	0	0	0	0		
		Total	0	0	0	0	0	0	0	0	0	0		

# Table 7 – Section A

			Section A: All degree apprenticeship years										
			Column 1		Column 2		Column 3		Column 4		Column 4a		
			Years countable between 1 August 2022 and census date		Forecast of years countable after census date and before 1 August		Forecast of years not completed (negative values)		Automatically populated Estimated completed years in academic year 2022-23		Automatically populated for full-time Estimated FTE for completed years included in Column 4 for academic year 2022-23		
Mode	Price group	Level	(a) OfS-fundable	(b) Non-fundable	(a) OfS-fundable	(b) Non-fundable	(a) OfS-fundable	(b) Non-fundable	(a) OfS-fundable	(b) Non-fundable	(a) OfS-fundable	(b) Non-fundable	
Full-time	A	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	
		UG (Other)	0	0	0	0	0	0	0	0	0	0	
	B	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	
		UG (Other)	0	0	0	0	0	0	0	0	0	0	
	C1.1	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	
		UG (Other)	0	0	0	0	0	0	0	0	0	0	
	C1.2	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	
		UG (Other)	0	0	0	0	0	0	0	0	0	0	
	C2	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	
		UG (Other)	0	0	0	0	0	0	0	0	0	0	
	D	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	
		UG (Other)	0	0	0	0	0	0	0	0	0	0	
	Part-time	A	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0
			UG (Other)	0	0	0	0	0	0	0	0	0	0
B		UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	
		UG (Other)	0	0	0	0	0	0	0	0	0	0	
C1.1		UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	
		UG (Other)	0	0	0	0	0	0	0	0	0	0	
C1.2		UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	
		UG (Other)	0	0	0	0	0	0	0	0	0	0	
C2		UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	
		UG (Other)	0	0	0	0	0	0	0	0	0	0	
D		UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	
		UG (Other)	0	0	0	0	0	0	0	0	0	0	
All modes		All price group	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0
			UG (Other)	0	0	0	0	0	0	0	0	0	0
	Total		0	0	0	0	0	0	0	0	0	0	



# Table 7 – what goes in Section A?

- Students should be recorded on this table only when they meet **both** these criteria:
  - they are on a Level 6 degree apprenticeship training programme
  - they have a currently stated qualification aim of an undergraduate degree.
- Students whose currently stated qualification aim is **not** an undergraduate degree should **not** therefore be reported on Table 7.
- **Example:** student studying on a level 6 degree apprenticeship programme, doing a Foundation Degree (FD) then taking a top-up year (e.g. for a BSc)
  - Years 1 & 2: **not recorded on table 7** – because current qualification aim (FD) is **not** an undergraduate degree
  - Year 3: **is recorded on table 7** – both criteria now met because current qualification aim **is** an undergraduate degree
- See the HESES guidance (Annex C) & our new video for more details.



# Table 7 – what goes in Section B?

- Section B is a subset of section A and records “starters”
  - students starting study **for the first time** towards a qualification aim of an undergraduate degree on a level 6 degree apprenticeship training programme.
- Note:
  - students classified as starters on Table 7 in 2022-23 will not necessarily be ‘new entrants’ on Table 5, though the two populations will overlap
  - students may have multiple concurrent learning aims throughout the course: please see the HESES guidance (Annex C)
  - **see our revised video on apprenticeships** (released later this month) - see [www.officeforstudents.org.uk/heses](http://www.officeforstudents.org.uk/heses) and follow the link for **training materials**
- Full details: see Annex C of the HESES guidance.

# Any questions?

Please use the Q&A box



# How to find further guidance

Further guidance on the topics covered today can be found in the HESES guidance document, in these annexes:

Topic	Guidance
Standard or non-standard year & Table 7	Annex C
Non-completion forecasts	Annex D
(Part-time only) FTE for completed years	Annex E
Health profession	Annex L



# Next steps

## Submission and verification of the HESES22 workbook

A recorded session covering:

- how to submit your completed HESES22 workbook
- how the OfS will carry out data verification on your HESES return
- how to get your HESES22 submission signed off.
- [www.officeforstudents.org.uk/events](http://www.officeforstudents.org.uk/events)

# How to find out more

**Website:** [www.officeforstudents.org.uk/heses](http://www.officeforstudents.org.uk/heses)

**Email:** [heses@officeforstudents.org.uk](mailto:heses@officeforstudents.org.uk)

**YouTube:** [www.youtube.com/officeforstudents](http://www.youtube.com/officeforstudents)



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The logo for the Office for Students, featuring a dark blue square with a yellow square in the top right corner containing the letters 'OfS' in dark blue.

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