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6 July 2023

Dear [Accountable Officer correspondence]

Deadlines and requirements for 2023-24 data returns

I am writing to set out deadlines for the data returns we require you to submit during the 2023-24 academic year (1 August 2023 – 31 July 2024). Annex A includes a notice issued under general ongoing condition of registration F3 and general ongoing condition of registration F4. This notice contains the detailed requirements and deadlines for these returns. Providers registered in the Approved (fee cap) category should refer to [Schedule 1](#) of this notice; providers registered in the Approved category should refer to [Schedule 2](#).

Requirements for the Annual Financial Return 2023 were set out in our letter of 27 April 2023,¹ which included the deadline dates for your provider for that return. We will set out requirements for the Annual Financial Return 2024, relating to your 2024 financial year, in a separate notice before the end of April 2024.

Please contact Abi Coveney at regulation@officeforstudents.org.uk or on 0117 931 7305 if you have any questions about this letter, or the information contained in its annexes.

Yours sincerely

David Smy
Director of Monitoring and Intervention

¹ See www.officeforstudents.org.uk/publications/deadlines-and-requirements-for-annual-financial-return-2023-enclosing-f3-notice/.

Annex A: Information requirements

To: The governing body, xxxxxxxx (the “Provider”)

Notice under general ongoing condition of registration F3: Provision of information to the Office for Students (‘OfS’) and general ongoing condition of registration F4: Provision of information to the Designated Data Body

Whereas:

(A) The Provider was registered by the OfS in accordance with section 3 of the Higher Education and Research Act 2017 (HERA) on the Register of English Higher Education Providers.

(B) For the purpose of assisting the OfS in performing any function, or exercising any power, conferred under any legislation, the OfS has the power under general ongoing condition F3(i) (and by virtue of section 8(1)(b) of HERA to compel the governing body of a registered English higher education provider to provide the OfS, or a person nominated by the OfS, with such information as the OfS specifies at the time manner and form specified.

(C) For the purposes of the Designated Data Body’s duties under sections 64(1) and 65(1) of HERA, the provider must provide the Designated Data Body with such information as the Designated Data Body specifies at the time and in the manner and form specified by the Designated Data Body.

Therefore:

Pursuant to general ongoing condition of registration F3 and F4, the Provider is required to provide the Specified Information at the Specified Time and in the Specified Manner.

Definitions:

“Designated Data Body” (DDB) means Jisc, the designated body as defined in section 66 of HERA.²

“Specified Information” means the Notice (Schedule 1 and Schedule 2), which sets out the requirements for the provision of information to the Designated Data Body (Condition F4) or to the OfS, or an external provider nominated by the OfS (Condition F3).

“Specified Manner” means the Specified Information must:

i. In respect of the Collection organisation at each row of the table at paragraph 6 of Schedule 1 or paragraph 12 of Schedule 2 of this Notice, be provided to the Designated Data Body via its data collection system; the OfS via the OfS Portal or an external provider nominated by the OfS using its specified systems for each data return requirement.

² Jisc became the Designated Data Body following its merger with HESA (Higher Education Statistics Agency) on 4 October 2022.

ii. In respect of the Collection organisation at each row of the table at paragraph 6 of Schedule 1 or paragraph 12 of Schedule 2 of this Notice, comply fully with guidance issued by the Designated Data Body, the OfS or an external provider nominated by the OfS for each data return requirement.

iii. Adhere fully to the Relevant Code of Practice for higher education data.

iv. In respect of the Sign-off required by at each row of the table at paragraph 6 of Schedule 1 and paragraph 12 of Schedule 2 of this Notice, be signed off by the specified provider contact listed in each row at column 5 of the table.

“Specified Time” means the deadline for provision of each collection to the Designated Data Body, the OfS or an external provider nominated by the OfS as set out in the column ‘Sign-off deadline’ of each row of the table at paragraph 6 of Schedule 1 or paragraph 12 of Schedule 2 of this Notice.

“The Relevant Code of Practice” means the code of practice published by the Designated Data Body which outlines the principles that apply to all data preparation and collection by higher education providers³.

Signed on behalf of the OfS and authorised for that purpose:

David Smy
Director of Monitoring and Intervention

Date: 6 July 2023

³ “The Relevant Code of Practice” currently refers to the Supply Side Code of Practice published on the HESA website, managed by Jisc: <https://www.hesa.ac.uk/innovation/data-landscape/Codes-of-practice/Supply-side>.

Schedule 1: Data returns for providers registered in the Approved (fee cap) category

1. The table below sets out the data returns that providers registered in the Approved (fee cap) category are required to submit. There are different requirements for further education and sixth form colleges: these are shown in column 4 of the table below.
2. If your provider has changed registration category during or before the 2022-23 academic year, you are required to submit data returns applicable to the new registration category.
3. The collection organisation (as listed in the table below) will issue detailed guidance on the time, format and coverage of the individual data returns.
4. Some data returns have interim dates before the final deadline, for example for data verification processes, and you are required to meet all applicable deadlines.
5. The reasons for collecting data listed are not exhaustive and the OfS reserves the right to use information collected for any relevant function, including as set out in the Higher Education and Research Act 2017.
6. If you do not have any reportable activity within the coverage of a return, you are required to make a nil return. For example, a new provider might not have any qualifying students within the coverage of the Graduate Outcomes return. Deadlines for nil returns may not match final sign-off deadlines, and you should refer to detailed guidance from the collection organisation for further information.

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
Unistats (2023-24)	DDB	A provider will need to submit information about courses that it will offer to its students. This helps prospective higher education students to make decisions about what and where to study. Further information: https://www.hesa.ac.uk/collection/c23061A	All providers	Accountable officer	23 August 2023 or two calendar months after the date of the provider's registration (whichever is later)

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
Monitoring of specific recurrent funding allocations for the 2022-23 academic year	OfS	<p>A provider will need to provide information on its use of three funding allocations provided for the 2022-23 academic year:</p> <ul style="list-style-type: none"> • additional student hardship funding (announced in January 2023) • recurrent funding to support growth of Level 6 degree apprenticeship training programmes (announced in March 2023) • recurrent funding to support growth of Level 4 and 5 qualifications (announced in March 2023) <p>The data will be used to monitor how a provider has used these funding allocations. Any undistributed hardship funding will be reclaimed, as set out in the terms and conditions attached to its use.</p> <p>Full guidance on the monitoring return will be published on the OfS website in July 2023.</p>	All providers	Accountable officer	5 October 2023

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
Capital monitoring 2023-24 (1 April 2023 to 31 March 2024)	OfS	This is used to provide assurance that the funding has been used for the purposes given, and evidence of the impact of the capital grant at individual providers. Further information about the interim report will be provided for providers in summer 2023. Further information about the annual report will be published in spring 2024.	All providers in receipt of OfS competitive capital funding in financial year 2023-24. All providers in receipt of a formula capital allocation in financial year 2023-24, and/or competitive capital funding in financial year 2023-24.	Accountable officer	Interim report sign off: 6 October 2023 Annual report sign off: 16 April 2024.
Annual fee information	OfS	A provider will need to submit information on the maximum fees that it wishes to charge 'qualifying persons' in connection with each 'qualifying course' provided in 2024-25. The data is used to fulfil the duty in section 11 of HERA. Guidance on submission requirements will be published on the OfS website in the autumn.	Providers intending to charge fees above the basic fee level for 2024-25	Accountable officer	11 October 2023

1	2	3	4	5	6
Data return	Collection organisation	Further information and purpose of collection	Required from	Sign-off required by	Sign-off deadline
Student (data futures) record (2022-23)	DDB	<p>A provider will need to submit details of individual students and the courses they are studying.</p> <p>The data collected underpins the OfS's regulatory approach.</p> <p>Further information: https://codingmanual.hesa.ac.uk/22056/home/</p>	All excluding further education and sixth form colleges	Accountable officer	20 October 2023
Medical and Dental Students survey 2023	OfS	<p>A provider with medicine or dentistry courses will need to submit data relating to the intake of medical and dental students. Only providers with medicine or dentistry courses will be asked to submit this return; a nil return will not be required from other providers.</p> <p>The data is used to monitor medical and dental recruitment.</p> <p>Guidance on submission requirements will be published on the OfS website in the autumn.</p>	All with medicine or dentistry courses	Accountable officer	8 November 2023
Graduate Outcomes Survey (2022-23)	DDB	<p>A provider will need to engage with the Graduate Outcomes survey, including submitting and approving contact details for students who have completed their studies, who will then be surveyed by the DDB. For further education and sixth form colleges, initial contact details will be sourced from the Individualised Learner Record (ILR) but will still need checking.</p>	All providers	Once the Student (data futures) record has been signed off by the accountable officer, the ability to approve these contact details will become	<p>10 November 2023 (Cohort A – for providers that have completed the Student (data futures) record)</p> <p>11 December 2023 (Cohort A – for further education)</p>

1	2	3	4	5	6
Data return	Collection organisation	Further information and purpose of collection	Required from	Sign-off required by	Sign-off deadline
		<p>The graduate outcomes survey is used to understand student progression and outcomes, including to inform student choice.</p> <p>Further information: https://www.hesa.ac.uk/collection</p>		available on the system. The provider will need to approve these contact details by pressing the approval button on the system.	<p>and sixth form colleges)</p> <p>16 February 2024 (Cohort B)</p> <p>17 May 2024 (Cohort C)</p> <p>16 August 2024 (Cohort D)</p>
Staff record (2022-23)	DDB	<p>A provider will need to submit demographic and contract information for academic staff it employs and its governors.</p> <p>The data is used by the OfS and by UK Research and Innovation (UKRI) and the Department for Education, to understand the makeup of the academic and research workforce.</p> <p>Further information: https://www.hesa.ac.uk/collection/c22025</p>	All excluding further education and sixth form colleges	Accountable officer	14 November 2023
Aggregate offshore record (2022-23)	DDB	<p>A provider will need to submit information about the number of students studying overseas who are either registered with it or studying towards its awards.</p> <p>The data is used to understand the nature and extent of providers' offshore activity and for general monitoring purposes.</p>	All excluding further education and sixth form colleges	Accountable officer	16 November 2023

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
		<p>Further information:</p> <p>https://www.hesa.ac.uk/collection/c22052</p>			
National Student Survey (NSS) 2024	Contractor	<p>A provider will need to submit contact details for students who are on the target list. The data will be collected by contractors working on behalf of the OfS and other stakeholders.</p> <p>NSS data is used to inform student choice, as part of the Teaching Excellence Framework, and for general monitoring purposes.</p> <p>Further information:</p> <p>https://www.officeforstudents.org.uk/advice-and-guidance/student-information-and-data/national-student-survey-nss/</p>	All providers	Not applicable	24 November 2023
Prevent accountability and data return	OfS	<p>A provider will need to submit a set of declarations confirming that it has continued to show due regard to the Prevent duty.</p> <p>It will also need to submit data on key areas of the Prevent duty: welfare, events and external speakers, and training.</p> <p>These are used to provide assurance that providers continue to demonstrate due regard to the Prevent duty.</p>	<p>All providers that have received both a detailed assessment outcome and Prevent review meeting outcome by 1 August 2023.</p> <p>Excluding further</p>	Governing body or an individual who has received delegated authority from the governing body	1 December 2023

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
			education and sixth form colleges		
Higher Education Students Early Statistics survey 2023-24	OfS	A provider will need to submit data on the number of higher education students studying in the 2023-24 academic year. The data is used to inform funding allocations. Updated guidance on submission requirements will be published on the OfS website in the autumn.	All providers	Accountable officer	31 January 2024
TRAC 2022-23 ⁴	OfS	A provider will need to submit a Transparent Approach to Costing (TRAC) return that has been reviewed and approved as set out in guidance. The data is used to understand the application of costs across activity, including cross subsidies in higher education. It is also used by UKRI and other public funders for funding purposes.	Only providers that were required to submit a TRAC return for 2021-22	Accountable officer	31 January 2024
Higher Education – Business and Community Interaction	DDB	A provider will need to submit details of the volume and direction of interactions between the provider, business and the wider community. The data is used by UKRI to allocate Higher Education Innovation Fund funding and to	All excluding further education and sixth form colleges	Accountable officer	2 February 2024

⁴ TRAC for Teaching (TRAC(T)) is no longer collected by the OfS.

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	5 Sign-off required by	6 Sign-off deadline
survey (2022-23)		generate metrics for the Knowledge Exchange Framework. Further information: https://www.hesa.ac.uk/collection/c22032			
Provider profile (2023-24)	DDB	A provider will need to submit information about the location of its campuses and its internal organisation. This data allows the OfS and others to understand the geographic distribution of higher education. Further information: https://www.hesa.ac.uk/collection	All excluding further education and sixth form colleges	Accountable officer	24 June 2024
Individualised Learner Record (ILR) (2022-23)	Education and Skills Funding Agency (ESFA)	A provider will need to submit details of individual students and the courses they are studying. The data collected underpins the OfS's regulatory approach. Further information: https://www.gov.uk/government/collections/individualised-learner-record-ilr .	Further education and sixth form colleges only	Aligned with ESFA requirements	Aligned with ESFA deadline

Schedule 2: Data returns for providers registered in the Approved category

7. The table below sets out the data returns that providers registered in the Approved category are required to submit. There are different requirements for further education and sixth form colleges: these are shown in column 4 of the table below.
8. If your provider has changed registration category during or before the 2022-23 academic year, you are required to submit data returns applicable to the new registration category.
9. The collection organisation (as listed in the table below) will issue detailed guidance on the time, format and coverage of the individual data returns.
10. Some data returns have interim dates before the final deadline, for example for data verification processes, and you are required to meet all applicable deadlines.
11. The reasons for collecting data listed are not exhaustive and the OfS reserves the right to use information collected for any relevant function, including as set out in the Higher Education and Research Act 2017.
12. If you do not have any reportable activity within the coverage of a return, you are required to make a nil return. For example, a new provider might not have any qualifying students within the coverage of the Graduate Outcomes return. Deadlines for nil returns may not match final sign-off deadlines, and you should refer to detailed guidance from the collection organisation for further information.

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	6 Sign-off required by	7 Sign-off deadline
Unistats (2023-24)	DDB	A provider will need to submit information about courses that it will offer to its students. This helps prospective higher education students to make decisions about what and where to study. Further information: https://www.hesa.ac.uk/collection/c23061A	All providers	Accountable officer	23 August 2023 or two calendar months after the date of the provider's registration (whichever is later)

1	2	3	4	6	7
Data return	Collection organisation	Further information and purpose of collection	Required from	Sign-off required by	Sign-off deadline
Student (data futures) record (2022-23)	DDB	<p>A provider will need to submit details of individual students and the courses they are studying.</p> <p>The data collected underpins the OfS's regulatory approach.</p> <p>Further information: https://codingmanual.hesa.ac.uk/22056/home/</p>	All excluding further education and sixth form colleges	Accountable officer	20 October 2023
Graduate Outcomes Survey (2022-23)	DDB	<p>A provider will need to engage with the Graduate Outcomes survey, including submitting and approving contact details for students who have completed their studies, who will then be surveyed by the DDB. For further education and sixth form colleges, initial contact details will be sourced from the Individualised Learner Record (ILR) but will still need checking.</p> <p>The graduate outcomes survey is used to understand student progression and outcomes, including to inform student choice.</p> <p>Further information: https://www.hesa.ac.uk/collection</p>	All providers	Once the Student (data futures) record has been signed off by the accountable officer, the ability to approve these contact details will become available on the system. The provider will need to approve these contact details by pressing the approval button on the system.	<p>10 November 2023 (Cohort A – for providers that have completed the Student (data futures) record)</p> <p>11 December 2023 (Cohort A – for further education and sixth form colleges)</p> <p>16 February 2024 (Cohort B)</p> <p>17 May 2024 (Cohort C)</p> <p>16 August 2024 (Cohort D)</p>

1	2	3	4	6	7
Data return	Collection organisation	Further information and purpose of collection	Required from	Sign-off required by	Sign-off deadline
Aggregate offshore record (2022-23)	DDB	<p>A provider will need to submit information about the number of students studying overseas who are either registered with it or studying towards its awards.</p> <p>The data is used to understand the nature and extent of providers' offshore activity and for general monitoring purposes.</p> <p>Further information: https://www.hesa.ac.uk/collection/c22052</p>	All excluding further education and sixth form colleges	Accountable officer	16 November 2023
National Student Survey (NSS) 2024	Contractor	<p>A provider will need to submit contact details for students who are on the target list. The data will be collected by contractors working on behalf of the OfS and other stakeholders.</p> <p>NSS data is used to inform student choice, as part of the Teaching Excellence Framework, and for general monitoring purposes.</p> <p>Further information: https://www.officeforstudents.org.uk/advice-and-guidance/student-information-and-data/national-student-survey-nss/</p>	All providers	Not applicable	24 November 2023
Prevent accountability and data return	OfS	A provider will need to submit a set of declarations confirming that it has continued to show due regard to the Prevent duty.	All providers that have received both a detailed assessment outcome and	Governing body or an individual who has received delegated	1 December 2023

1 Data return	2 Collection organisation	3 Further information and purpose of collection	4 Required from	6 Sign-off required by	7 Sign-off deadline
		<p>It will also need to submit data on key areas of the Prevent duty: welfare, events and external speakers, and training.</p> <p>These are used to provide assurance that providers continue to demonstrate due regard to the Prevent duty.</p>	Prevent review meeting outcome by 1 August 2023. Excluding further education and sixth form colleges	authority from the governing body	
Provider profile (2023-24)	DDB	<p>A provider will need to submit information about the location of its campuses and its internal organisation. This data allows the OfS and others to understand the geographic distribution of higher education.</p> <p>Further information: https://www.hesa.ac.uk/collection</p>	All excluding further education and sixth form colleges	Accountable officer	24 June 2024
Individualised Learner Record (ILR) (2022-23)	Education and Skills Funding Agency (ESFA)	<p>A provider will need to submit details of individual students and the courses they are studying.</p> <p>The data collected underpins the OfS's regulatory approach.</p> <p>Further information: https://www.gov.uk/government/collections/individualised-learner-record-ilr.</p>	Further education and sixth form colleges only	Aligned with ESFA requirements	Aligned with ESFA deadline