HESES21 training

Submission and verification of the HESES21 workbook

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Funding Officer

29 September 2021

Webinar housekeeping

Presenters:

- Host: Chloe Ferris (backup – Roger Lear)
- Q&A: Ross Lawlor

How to ask a question:

- Please use Q&A rather than "chat" box
- Use "chat" box if you need to ask a question to the events team

- Closed captions are available – click the CC icon
- A recording of this session will be available on the OfS website
- Please give us your feedback

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What we will cover today

- How to submit your HESES21 workbook

- How the OfS will carry out data verification on your HESES return

- How to get your HESES21 submission signed off.

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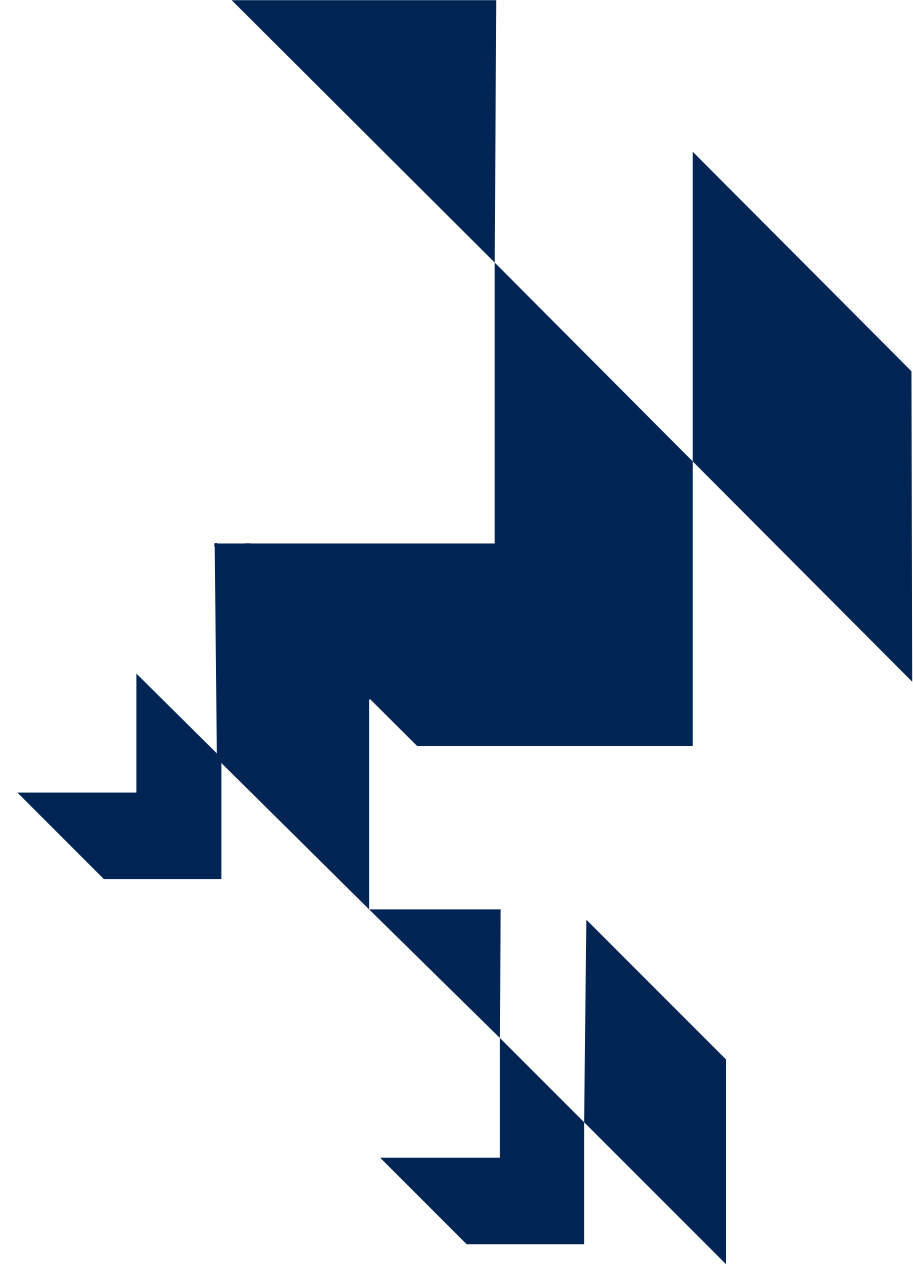# Content of the series of webinars and timetable

- HESES21: essential updates for experienced staff

  1330 on Wednesday 15 September 2021

- Introduction to HESES21 and changes from HESES20:

  1330 on Monday 20 September 2021

- Categorising your students and important definitions:

  1330 on Wednesday 22 September 2021

- Counting your students:

  1330 on Monday 27 September 2021

- **Submission and verification of HESES21 data return:**

  1330 on Wednesday 29 September 2021

- Hands-on workbook exercises and breakout groups:

  1330 on Tuesday 5 October 2021 and 1330 on Thursday 7 October 2021.

More information available at www.officeforstudents.org.uk/events

Supporting materials

- Recordings will be available from the Office for Students website on the events page

- We will also publish the slides on the website and any supplementary materials

- Providers should also refer to:
  - **Guide to funding 2021-22** publication
  - HESES21 – Higher Education Students Early Statistics survey 2021-22 **HESES guidance** document
  - **How to complete the HESES21 workbook** publication and **its appendices**
  - HESES website: www.officeforstudents.org.uk/heses
  - HESES videos on the OfS YouTube page: www.youtube.com/officeforstudents.

How to submit your HESES21 workbook

HESES timeline

Date	Activity
Late October 2021	HESES21 workbook available to download from the OfS portal
1 November 2021	(Further education and sixth form colleges and academies) HESES21 census date
11 November 2021	**(Further education and sixth form colleges and academies) Noon deadline: submit HESES21**
1 December 2021	(All other providers) HESES21 census date
9 December 2021	**(All other providers) Noon deadline: submit HESES21**
9 December – up to end of January 2022	Data verification – we will ask you questions about your data based on validation and credibility checks, and comparisons with previous years' data.
1 February 2022	Deadline for HESES21 sign-off by provider's accountable officer.

Submitting the workbook using the OfS portal

- Why use the OfS portal?
  - A secure means of sending and receiving workbooks
  - Access the Portal: https://extranet.officeforstudents.org.uk/data

- Please **do not** send HESES workbooks by email:
  - Courses table data could be used in a way that increases the risk of individual students being identified
  - To send any additional sensitive information, please contact us first

- Further guidance on using the portal: see **www.officeforstudents.org.uk/heses**
  - Video (also on our YouTube channel: www.youtube.com/officeforstudents)
  - Appendix 1 of Completing the HESES21 workbook document: **Downloading and submitting HESES21**.

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Accessing the OfS portal for the first time

- You will need to be a registered user of the OfS portal to be assigned to the HESES21 survey area, from which you can download your HESES21 workbook

- If you are not registered on the OfS portal you will need to ask the nominated portal user administrator at your provider to create an account for you and assigned to the relevant HESES21 survey area

- If you do not know who your user administrator is, you can view the user administrators at your provider by logging into the portal.

- If you are not registered and do not know who your user administrator is, please contact portal@officeforstudents.org.uk.

- Once you have access to the OfS portal you can download the workbook (after its release date in October).

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Submitting the workbook

Submitting your workbook:

- Complete the self-check questionnaire in our **Completing the HESES workbook** document.

- Navigate to the correct area for HESES21 on the portal and start the submission process by clicking on the **upload** button

- Upload and processing may take some time during busy periods. The webpage will automatically refresh when submission has completed.

Amending your workbook:

- Before the census date: upload permitted but submissions are **not valid**

- After the census date: multiple submissions allowed before the submission deadline - we will use the **most recently submitted workbook**

- Unlocked or modified workbooks will **not** be accepted.

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Results package workbook

When processing of the workbook is complete on the portal:

- check **outcome** and **comments** boxes for errors

- if none, click **result** to get the **results package** zip file

- workbooks with errors will not be accepted

- Download your results package:

  - **only the person that uploaded the workbook can download the results package on the portal** - we recommend downloading and saving in a safe and accessible place so you can revisit the results package to help answer any queries we may have

- See **www.officeforstudents.org.uk/heses** for links to Appendix 1 of Completing the HESES21 workbook and to our video with a live 'demo'.

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Results package workbook continued

The workbook in the results package has:

- your submitted data with automatic highlighting

- **Information** sheet (see next slide)

  - date of submission

  - submission number

  - any updates to the workbook

- The results package version of the workbook will be **used in data verification**

  - Use a copy of this version for any revisions that you make.

HESES21 – 'Information' tab

HESES21
Higher Education Students Early Statistics Survey 2021-22

Provider:

UKPRN:

Workbook information

Date workbook submitted: Not yet submitted
Submission number: Not yet submitted
Deadline: Thursday 9 December 2021

HESES template version: 1.0
Template notes:

Validation check: Table 2 (Sandwich year out); Table 5 (Planning); Table 6a (Health full-time); Please see Appendix 2 for details of validation checks (see below)

First-stage credibility check: Table 6a (Health full-time); Please see Appendix 3 for details of credibility checks (see below)

Comparison table highlighting: Table A; Table H; Table J; Please see Appendix 4 for details of comparison tables (see below)

Validation sheet

- Once you have uploaded your workbook, download the results package. The workbook will contain an additional 'Validation' sheet, which will detail the specific validation errors

- If an error or inconsistency is detected in a table, 'Validation: Failure' will appear in red above the column in which it is detected, and values associated with the failure will turn red

- You will still be able to upload your workbook if it is invalid, but we will not accept it as a submission

- These **must** be resolved before workbook will be accepted as a valid submission.

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Validation errors - example

- Data entered on workbook is not feasible
  - Example: negative number entered in a cell that cannot be negative
  - Highlighted in red in the workbook.

Validation checks for Table 1 (see Appendix 2 for full definitions of the underlying formulae)
1. The following totals are not whole numbers:

2. The following cells in Column 3 contain positive values:

3. The following cells contain values entered to more than two decimal places:

4. The following cells in Columns 1, 2 and 4 contain negative values:
Column 1, OfS-fundable, Price group A, Standard length, Level UG; Column 1, OfS-fundable, Price group A, Standard length, Level UG;

Validation: Failure (see below table)

First-stage credibility: OK

Column 2

Forecast of years countable after census date and before 1 August 2022

Home fee

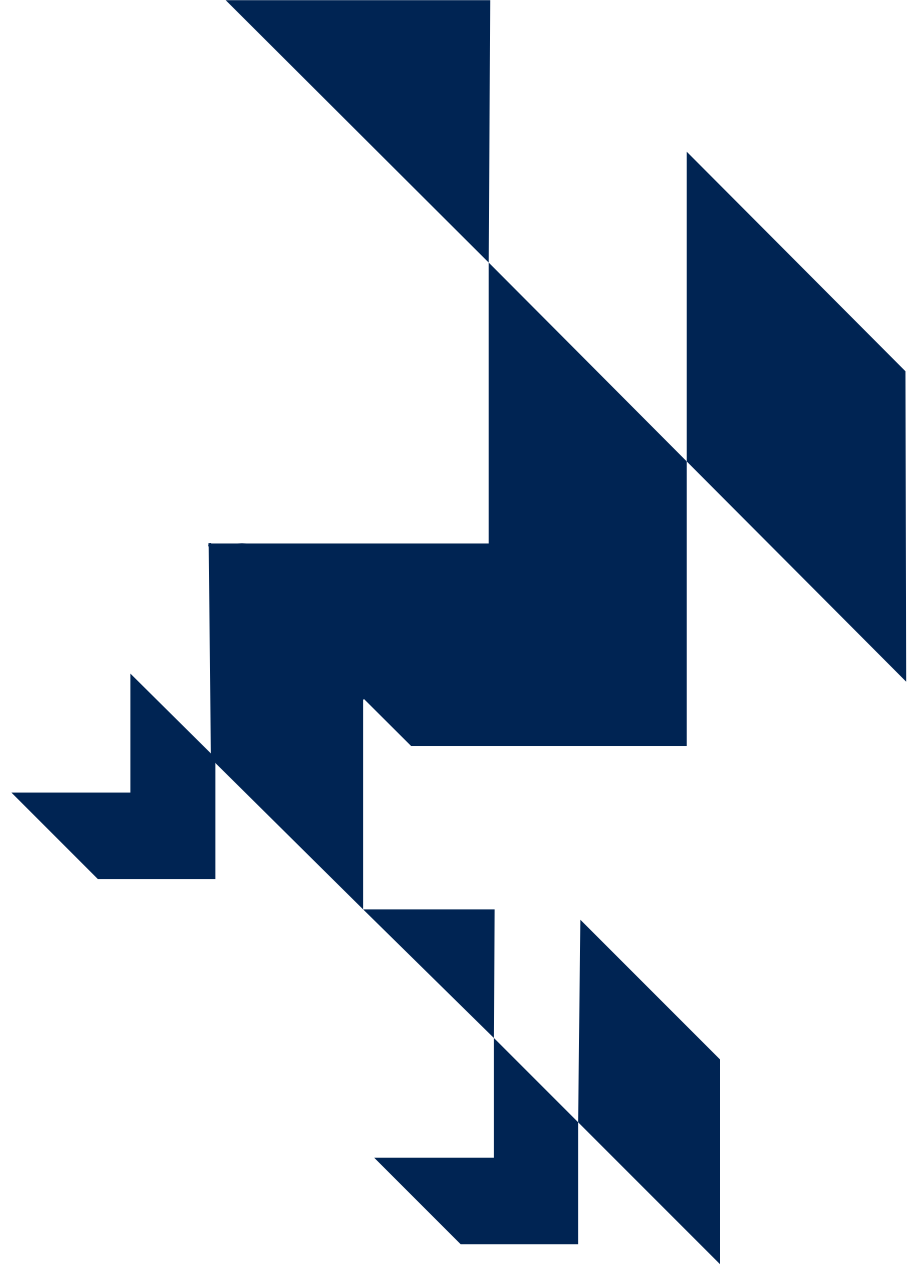|	OfS-fundable (a)	Non-fundable (b)	Overseas (c)
	90.00	-10.00	0.00

- Once validation errors have been resolved, the workbook should be resubmitted and a new copy of the result package should be downloaded.

Validation check: No validation errors

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Any questions?

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How the OfS will carry out data verification on your HESES return

Next steps – data verification begins

- The results package and any explanations given by the provider will be used by OfS staff to assess whether the data is reasonable
  - All providers will be assigned a data verification (DV) specialist

- Providers may be asked to provide additional information, or to correct data, in response to this assessment during the data verification period

- After the submission deadline we will email each provider's student data contact, usually within five working days of the deadline. Attached to the email will be:
  - a letter with full instructions on the DV process
  - a data verification queries (DVQ) document listing specific queries
  - a deadline for receiving your responses (usually five working days away).

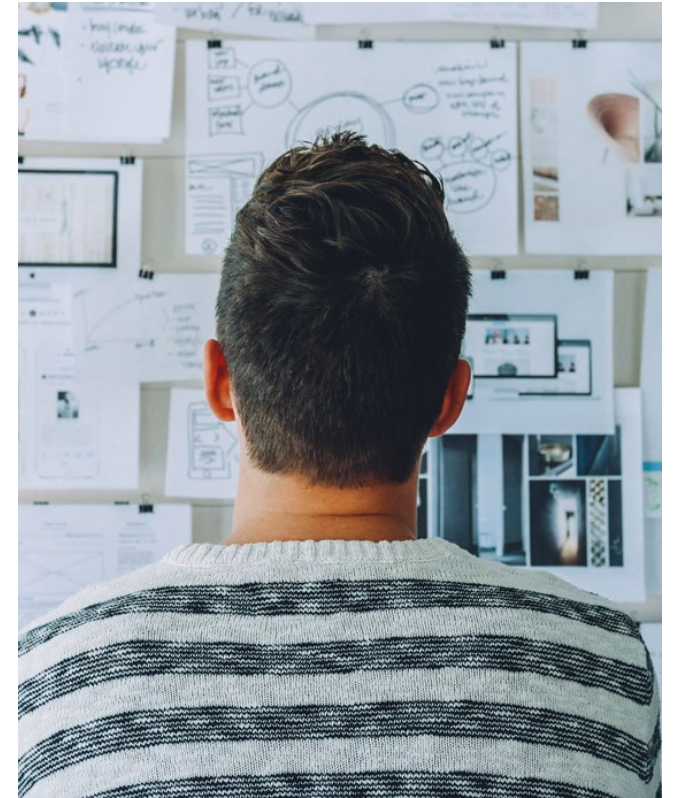# Data verification - introduction

- Data assurance process:
  - starts with **data verification (DV)**: is data fit for purpose?
  - audits and/or reconciliation of data may take place later
  - Importance of good practice

Note: where a provider fails to submit data on time or returns data that is not credible after verification, we may allocate funds based on our own estimates of student activity:

- We reserve the right to use our own estimates of data where we believe provider data is not fit for purpose
- We reserve the right to review funding allocations for the most recent seven-year period.

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What are we looking for from your HESES data?

- The best possible representation of your higher education provision
  - This allows us to make accurate grant allocations
- Data verification allows us to:
  - be confident in the accuracy of your data
  - be confident in the robustness of your data processes
  - identify any large or unexpected changes (compared to previous years)
  - understand the context of your data - how HESES relates to what's happening with your provision.

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What are DV queries based on?

We base our queries on your results package, including:

- **first-stage credibility warnings on workbook tables:** these indicate where data is possible but appears unusual

- **comparison table highlighting**: these tables compare your HESES21 data with previous years and other sources and highlight any unexpected changes

- **other relevant issues:** e.g. where providers have merged.

Validation check:	No validation errors
First-stage credibility check:	Table 1 (Full-time); Table 5 (Planning); Please see Appendix 3 for details of credibility checks (see below)
Comparison table highlighting:	Table A; Table B; Table D; Table H; Please see Appendix 4 for details of comparison tables (see below)

First-stage credibility warnings - example

- Data is possible but appears unusual

- Example: all students recorded as new entrants

- Error shown:
  - above the column
  - below the table

- Will be queried during data verification process
  - Investigate for the underlying causes.

First-stage credibility: Warnings (see below table)				
Section B: New entrants				
New entrants included in Section A of this table				
Home fee				
(a) OfS-fundable UK-		(b) Non-fundable UK-		(c) Overseas
domiciled (i)	Other (ii)	domiciled (i)	Other (ii)	
250	0	0	0	0

First-stage credibility checks for Table 5 (see Appendix 3 for full definitions of the underlying formulae)
1. Students have not been entered in Section B: New entrants:

2. All of the students in Section A: All years have been returned as new entrants in Section B: New entrants:
UG: All students have been recorded as new entrants;

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Comparison tables – example highlighting

- Contents automatically generated from workbook data and from other data sources

- Highlighting shows fields where comparisons exceed threshold parameters - see appendices on the OfS website for full details

- Highlighted fields may be queried during data verification process
  - Investigate for the underlying causes

- We will not be asking questions on all the highlighted areas.

HESES21			Percentage point difference between	
Total years of instance	Long years of instance	Proportion long	HESES20 and HESES21	2020-21 HESA/ILR and HESES21
200.00	109.00	55%	55	55
63.00	18.00	29%	29	29
0.00	0.00	0%	0	0
0.00	0.00	0%	0	0

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Initial explanations

- After reviewing the results pack of your **final workbook**, may wish to get in contact with us to explain some of the credibility checks before our data verification process begins

- Example: a provider has a recruitment drive
  - Table 5 section B (new entrants) highlights increased proportion of new entrants

- Not mandatory but speed up the data verification process
  - Please sent these **as soon as possible** to **dataverification@officeforstudents.org.uk**

- No prescribed format, but please refer to your results package using the credibility checks and comparison table highlighting for guidance.

Data verification - mechanics

- Data verification queries (DVQs) template:
  - Microsoft Word document
  - contains DVQs and provider responses
  - exchanged by email between the data verifier and the provider's student data contact
- We recommend having more than one student data contact to avoid single point of dependence
  - Please write to **heses@officeforstudents.org.uk** to nominate others
- Save workbooks and correspondence where colleagues can access them if required.

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Data verification queries (DVQs)

HESES20: Higher Education Students Early Statistics survey 2020-21 data verification template

Provider: East Filton College (00000000)

Comparison table queries

Query number	Table row	Query	Provider response
Table H: proportion of new entrants			
5	H (New entrants): Full-time and sandwich year out, UG, Home and EU	For Full-time and sandwich year out, UG, Home and EU new entrants, there is a change of 52.9% between 2019-20 ILR and HESES20 (with a change of 58 new entrants). 20 November 2020 - Please describe the reasons for this change. If your response is related to earlier queries, feel free to cross-reference your responses. --- 27 November 2020 – thanks for your response. Please confirm the course(s) that this extra intake relates to (quoting the learning aim reference to allow cross reference with the Courses table). Thanks. --- 3 December 2020 – thanks. No further queries on this topic at this time.	25 November 2020 – this increase relates to an additional intake of students in January 2021. --- 1 December 2020 – the new intake are all students on the HND in HESES Studies, learning aim reference 000000.

Responses to data verification queries (DVQs)

Top data verification queries:

- How has your provision changed?

- Is this query related to another? Cross-reference your responses if appropriate

- Review your responses from previous years – they may still apply

- Changes in the proportions of students by price group, mode of study or fundability status

- Changes in non-completion rates.

Your responses should:

- directly relate to the query raised

- provide an appropriate level of detail

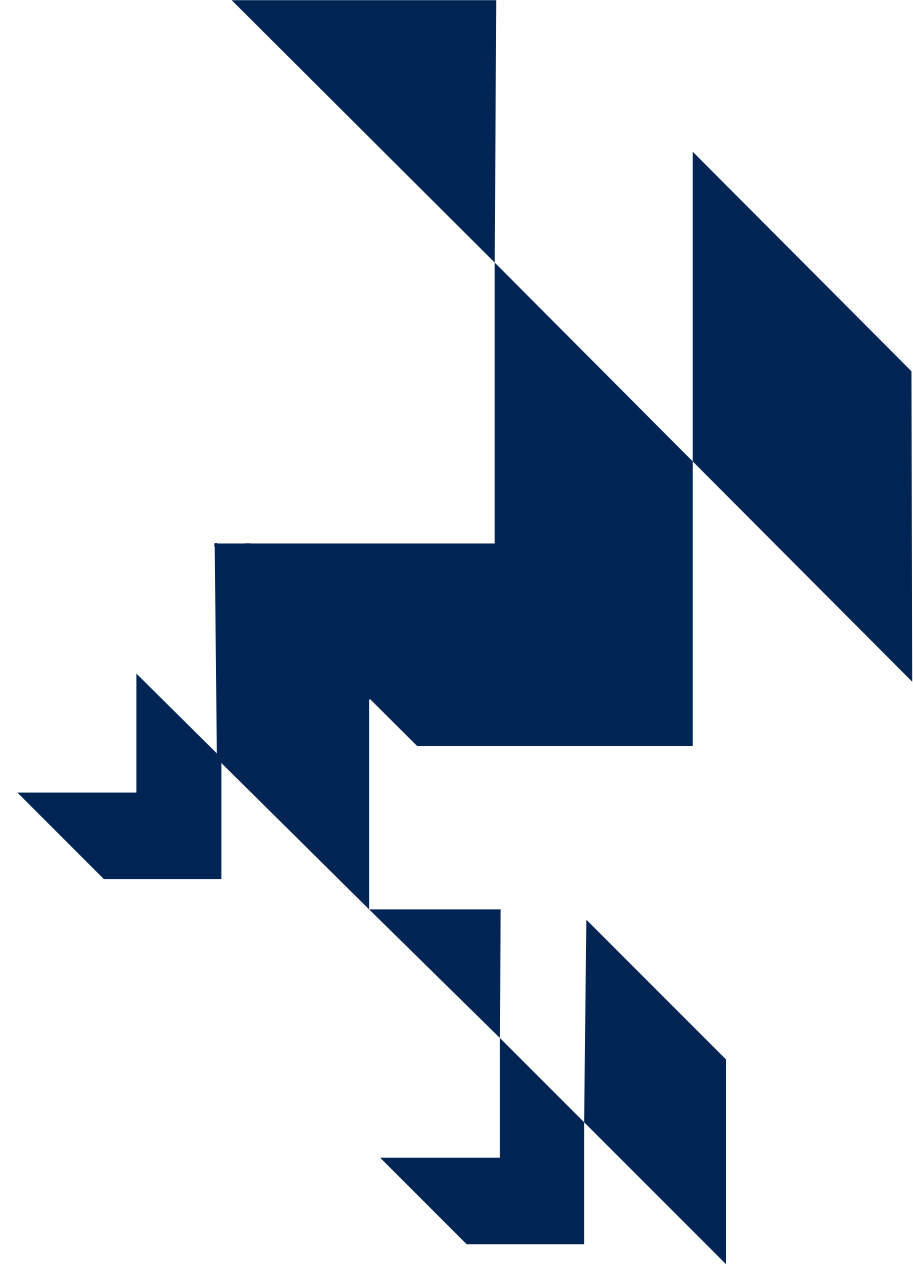- show an understanding of HESES definitions.

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Returning your responses

- Check that your responses answer all points in the DVQs
  - If you need to amend your workbook data, contact your data verifier who will assist you with this
  - YouTube channel: www.youtube.com/officeforstudents
- Email your responses to **dataverification@officeforstudents.org.uk**
- Please respond within the deadline set when the DVQs were sent to you
  - This is usually five working days (excluding the holiday period)
- Data verification can sometimes require more than one round of queries before the data is ready for sign off.

Any questions?

How to get your HESES21 submission signed off

Signing off HESES

- Sign-off form:
  - Sent once all queries have been resolved and any amendments processed your DV specialist will send a sign-off form

- Shows submission date and number
  - Please check that these match the date and version number of your most recently submitted HESES workbook: see the Information sheet

- **Must** be returned by the sign-off deadline: 1 February 2022

- Sign-off must be made by the provider's **accountable officer**
  - If likely to be unavailable, please let us know urgently.

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Data amendments after sign-off

- Amendments are only accepted in exceptional circumstances

- Criteria for data amendment - errors must:
  - be widespread and significant
  - relate to clear evidence of data error (not re-interpretation)
  - be likely to have a material impact on one or more of our uses of the data

- We use the final signed-off version of your data submission

- Assessed by a data amendments panel
  - **www.officeforstudents.org.uk/data-and-analysis/amendments-to-data/.**

What we have covered today

- How to submit your HESES21 workbook
- How the OfS will carry out data verification on your HESES return
- How to get your HESES21 submission signed off.

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Any questions?

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How to find out more

Website: www.officeforstudents.org.uk/heses

Email: heses@officeforstudents.org.uk

YouTube: www.youtube.com/officeforstudents

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Thank you for listening

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