

Completing the multiplication factors representations workbook

HESES23 multiplication factors
representations workbook

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Introduction

Purpose

This document gives supplementary guidance to help providers to complete the multiplication factors representations workbook. It should be read in conjunction with the main guidance document 'HESES23 multiplication factors representations process' (OfS 2024.14).¹

1. Higher education providers that are registered with the Office for Students (OfS) in the Approved (fee cap) category are required to submit a data return for 2023-24. This allows us to calculate OfS funding for 2024-25 and provides us with an early indication of student numbers for planning purposes. The Higher Education Students Early Statistics 2023-24 (HESES23) survey was completed by providers that have students registered with them in 2023-24 on higher education courses recognised for OfS funding purposes. Providers that do not have such students in 2023-24, but expect to have them in 2024-25, instead complete the Higher Education Students Forecast 2024-25 (HESF24) survey.²

In previous HESES returns, the data collected for students included completion and full-time equivalent (FTE) values, and these FTEs were used to determine funding for the following academic year. These items were removed from the HESES23 survey. To determine FTEs from HESES23 for funding purposes, we have taken the count of years of engagement recorded in HESES23 by each provider and applied multiplication factors derived from HESES22 data. Providers' own HESES22 data has been used to do this unless there was insufficient data for the calculation to be made.

2. If a provider believes that one or more of the multiplication factors may no longer be appropriate then representations can be submitted to the OfS for consideration.³ The HESES23_FTE workbook displays the multiplication factors derived from HESES22 data and enables providers to make a representation to the OfS.
3. This document refers to more detailed information available elsewhere. Specifically:
 - **'main guidance'** refers to 'HESES23 multiplication factors representations process' (OfS 2024.14)
 - **'appendices'** refers to the appendices to this document – these will be released at the same time as the HESES23_FTE workbook.

¹ See www.officeforstudents.org.uk/publications/heses23-multiplication-factors-representations-process-guidance/.

² See www.officeforstudents.org.uk/data-and-analysis/data-collection/hesf/.

³ See www.officeforstudents.org.uk/data-and-analysis/data-collection/multiplication-factors/.

Introduction - Action required

- ‘**annexes**’ refers to Annexes A – J of the HESES23 guidance (OfS 2023.44)

All of these documents are available from the OfS website.⁴

Action required

4. Providers that do not wish to make a representation do not need to take any action and the HESES23_FTE workbook is for information only.
5. Providers that do wish to make a representation must upload a completed HESES23_FTE workbook by 16 May 2024.

Timetable

6. The timetable for the HESES23 multiplication factors representations process is summarised below.

Date	Action
21 March 2024	Guidance released and workbooks available to download from the OfS portal.
16 May 2024	HESES23_FTE submission deadline. For providers making a representation, a valid workbook must be submitted through the OfS portal by 16 May 2024.
July 2024	The final multiplication factors for all providers will be confirmed following the representations process.

HESES23_FTE workbook structure

7. The HESES23_FTE workbook is an Excel workbook. There are up to **5 worksheets** that you may need to complete; these are listed in Figure 1. You may not need to enter data into all worksheets; for instance, if you do not offer health courses you will not need to complete Tables 6a or 6c.

Figure 1: The tables in the HESES23_FTE workbook

Name of worksheet	Title or description	Action
Information	Workbook information.	Automatically filled
Table_of_contents	Central contents with links to all relevant workbooks.	Automatically filled
Validation	If you attempt to upload a workbook with validation errors, the resulting package will include this sheet which will contain details of the errors.	Automatically filled in the results package
1_Full_time	Calculation of estimated completed full-time FTEs for 2024-25 funding.	Provider to complete (if making representations relating to the full-time multiplication factors)

⁴ See www.officeforstudents.org.uk/data-and-analysis/data-collection/.

Name of worksheet	Title or description	Action
2_Sandwich	Calculation of estimated completed sandwich year out FTEs for 2024-25 funding.	Provider to complete (if making representations relating to the sandwich year out multiplication factors)
3_Part_time	Calculation of estimated completed part-time FTEs for 2024-25 funding.	Provider to complete (if making representations relating to the part-time multiplication factors)
6a_Health_full_time	Calculation of estimated completed full-time pre-registration health courses FTEs for 2024-25 funding.	Provider to complete (if making representations relating to the full-time pre-registration health multiplication factors)
6c_Health_part_time	Calculation of estimated completed part-time pre-registration health courses FTEs for 2024-25 funding.	Provider to complete (if making representations relating to the part-time pre-registration health multiplication factors)
A_Summary	Table A: Summary of indicative allocations	Automatically filled
B_High_cost	Table B: Indicative high-cost subject funding	Automatically filled
C_NMAH_supplement	Table C: Indicative nursing, midwifery and allied health supplement	Automatically filled
D_Overseas	Table D: Indicative overseas study programmes	Automatically filled
E_Other_high_cost_TAs	Table E: Other indicative high-cost targeted allocations	Automatically filled
F_Student_access_and_success	Table F: Indicative student access and success	Automatically filled
G_Parameters	Table G: 2023-24 Parameters used in the indicative funding models	Automatically filled

8. Full details on the contents of each table and how to complete them are in the 'HESES23_FTE workbook tables' section of this document below.

Getting ready to submit the HESES23_FTE workbook

Using the OfS portal to access and submit the HESES23_FTE workbook

9. Detailed instructions on how to access the OfS portal and download the HESES23_FTE workbook can be found in Appendix 1. This also contains details on how to use the portal to submit your workbook as well as frequently asked questions about the role of the user administrator.

Considering whether you wish to submit a representation

10. Before completing your workbook you will need to read the main guidance and check the multiplication factors in the HESES23_FTE workbook to enable you to consider whether you wish to submit a representation.

Entering data in the workbook

11. Note that in this document, when we refer to column numbers and letters, we are referring to the column titles on the tables (e.g. 'Representation category'), not to worksheet columns. Column titles may include more than one worksheet column.
12. On the workbook tables, there are three different cell types:
 - blue cells – these are cells where the information required for a representation is to be entered
 - white cells – these are cells that have been either pre-populated with data from another source, or pre-filled by an underlying calculation, they are locked and data cannot be entered into them
 - grey cells – these are cells where data is not applicable, they are locked and data cannot be entered into them
13. **We recommend that you do not simply copy and paste data into your workbook** as this can affect formatting and lead to accidental locking of workbook cells. If you choose to copy and paste data, ensure that you select one of the 'Paste Values' options. This will not copy the formatting of the data you are pasting and will preserve the formatting of the workbook. You will not be able to paste over locked grey cells.

Automatic highlighting in the workbook

14. When completing the workbook, you may see automatic highlighting as follows:
 - **Validation errors** on Tables 1 to 6c, highlighting where data is not correct (for example, where an explanation for the representation has not been entered). Any validation errors will need to be corrected before the workbook is ready to be submitted.

HESES23_FTE workbook tables

15. This part of the guide will take you through each sheet in the workbook, detailing the data which can be entered on each table. A list of abbreviations used in this guide is at the end of this document.

The Information sheet

16. This sheet holds prepopulated information detailing:

- provider name and UK Provider Reference Number (UKPRN)
- workbook information
- the status of validation checks (tables with text in red indicate that checks have been flagged on the corresponding table)
- links to guidance on the completion of the workbook.

The Validation sheet

17. If you attempt to upload a workbook with validation errors, the results package will include a sheet titled 'Validation' that will contain details of the errors. Check Appendix 3 for guidance on such errors.⁵ If you need further assistance, please contact us at heses@officeforstudents.org.uk.

Tables 1, 2 and 3

18. Tables 1, 2 and 3 are pre-populated to show:

- Years of engagement ('HESES22 Column 1 and 2') and estimated completed years of engagement ('HESES22 Column 4/4a') for all full-time, sandwich year out or part-time students returned in your HESES22 survey.⁶ (See HESES23 Annex D for the definition of mode of study).
- Years of engagement ('HESES23 Column 1 and 2') for all full-time, sandwich year out or part-time students returned in your HESES23 survey. (See HESES23 Annex D for the definition of mode of study).

⁵ See www.officeforstudents.org.uk/data-and-analysis/data-collection/multiplication-factors/.

⁶ For HESES23, the concept of 'years of instance' was replaced with 'years of engagement'. We made this change in terminology because of alterations to the data specification for the Student record. The new definition allowed us to maintain compatibility with both the ILR and Data Futures specifications and to allow a common term to be used for all providers returning HESES. Where 'years of engagement' has been used with reference to HESES22, please be aware that we are discussing 'years of instance'. The language has been kept the same in the main text to avoid using different terminology and definitions to discuss similar models which operated to return data for the same function. For further information on this change see www.officeforstudents.org.uk/publications/changes-to-2023-student-data-surveys-to-inform-funding-notification-of-changes/.

- The 'Multiplication factor' which is calculated as 'HESES22 Column 4/4a' ÷ 'HESES22 Column 1 and 2' (unless there are less than 10 years of engagement in 'HESES22 Column 1 and 2' for this row – see Appendix 2 for further details on how the multiplication factors have been calculated).
- The 'Multiplication factor level' which shows at which level the multiplication factor was calculated.
- The 'FTEs for 2024-25 funding' which shows the FTE we shall use in the calculation of OfS funding for 2024-25, unless a successful representation is submitted. It is calculated as 'HESES23 Column 1 and 2' × 'Multiplication factor'.

19. We will use this information when we calculate funding for 2024-25. A partial screenshot of Table 1 is shown in Figure 3.

Figure 2: Categorisation of years of engagement

	Categories	Definitions
Mode of study	Full-time (Table 1) Sandwich year out (Table 2) Part-time (Table 3)	Annex D
Price group	A B C1.1 C1.2 C2 D	Annex G
Length (of year)	Standard Long	Annex H
Level (of study)	UG (Level 4 and 5): undergraduate students on courses leading to qualifications that are designated at level 4 or 5 of the 'sector-recognised standards' UG (Other): all undergraduate students that do not fall into the above category. This includes those studying towards Bachelor's degrees (with or without honours) PGT (UG fee): postgraduate taught study on courses that are designated under the undergraduate student support arrangements PGT (Masters' loan): postgraduate taught study on courses eligible under masters' loan arrangements that are not PGT (UG fee) PGT (Other): postgraduate taught study not falling into the previous two categories	Annex E

20. To make a representation against the multiplication factor calculated by the OfS for a particular combination of price group, length and level for full-time, sandwich year out or part-time years of engagement:
- a. Choose the category under which the multiplication factor is having a representation submitted against in the drop down menu for the relevant row in **Representation category**.
 - b. Choose the **Representation level** for the HESES23 multiplication factor level that you judge to be more appropriate than the one calculated by the OfS. The **Representation multiplication factor (Automatically populated)** will be automatically populated with the multiplication factor associated with this level.
 - c. If the **Representation multiplication factor (Automatically populated)** is judged to be not appropriate, instead select 'Own rate' from the drop down box in **Representation level** and enter the multiplication factor you have calculated yourselves in **Representation multiplication factor (Manually entered)**.
 - d. In **Explanation** enter the reason you are making a representation against the multiplication factor for this particular combination of mode of study, price group, length and level.

22. **Validation failure** messages will occur in Tables 1, 2 or 3 if:

- a. The **Representation category** or **Representation level** is not equal to one of the expected values.
- b. **Representation level** is the same or lower than the **Multiplication factor level**.
- c. **Representation multiplication factor (manually entered)** has not been entered, or has been entered to more than two decimal places.
- d. The **Representation multiplication factor** selected or entered results in a change of less than the threshold of 0.05 from the **Multiplication factor**.
- e. The **Explanation** is blank or exceeds the 2000 character limit.

Figure 3: Partial screenshot of Table 1: Calculation of estimated completed full-time FTEs for 2024-25 funding

Table 1: Calculation of estimated completed full-time 2024-25 funding FTEs

Provider name

Validation checks are described in full detail below the table.

							Validation: OK		Validation: OK		Validation: OK				
			HESES22 Column 1 and 2	HESES22 Column 4	HESES23 Column 1 and 2	Multiplication factor	Multiplication factor level	2024-25 funding FTEs	Representation category	Representation level	Representation multiplication factor (Automatically populated)	Representation multiplication factor (Manually entered)	Representation 2024-25 funding FTEs	Explanation	
Price group	Length	Level	Countable years in academic year 2022-23	Estimated completed years in academic year 2022-23	Countable years in academic year 2023-24	Multiplication factor used to calculate 2024-25 funding FTEs	Aggregation level of multiplication factor used	FTEs for use in calculation of 2024-25 funding	Category under which representations to the multiplication factor are being made	Aggregation level at which representations are being made to	Multiplication factor at level which representations are being made to	Multiplication factor where representations are being made for 'own rate'	FTEs for use in calculation of 2024-25 funding using the representation multiplication factor	Reason for appeal against multiplication factor (2000 character limit)	
A	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	N/A	0.00							
		UG (Other)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (UG fee)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (Other)	0.00	0.00	0.00	0.00	N/A	0.00							
	Long	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	N/A	0.00							
		UG (Other)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (UG fee)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (Other)	0.00	0.00	0.00	0.00	N/A	0.00							
B	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	N/A	0.00							
		UG (Other)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (UG fee)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (Other)	0.00	0.00	0.00	0.00	N/A	0.00							
	Long	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	N/A	0.00							
		UG (Other)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (UG fee)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	N/A	0.00							
		PGT (Other)	0.00	0.00	0.00	0.00	N/A	0.00							

Note: Tables 2 and 3 have a similar structure and use the same definitions as Table 1

Tables 6a and 6c

23. Tables 6a and 6c are pre-populated to show:

- Years of engagement ('HESES22 Column 1 and 2') and estimated completed years of engagement ('HESES22 Column 4/4a') for all full-time or part-time home fee students on pre-registration health courses returned in your HESES22 survey. (See HESES23 Annex D for the definition of full-time).
- Years of engagement ('HESES23 Column 1 and 2') for all full-time or part-time home fee students on pre-registration health courses returned in your HESES23 survey. (See HESES23 Annex D for the definition of full-time).
- The 'Multiplication factor' which is calculated as 'HESES22 Column 4/4a' ÷ 'HESES22 Column 1 and 2' (unless there are less than 10 years of engagement in 'HESES22 Column 1 and 2' for this row – see Appendix 2 for further details on how the multiplication factors have been calculated).
- The 'Multiplication factor level' which shows at which level the multiplication factor was calculated.
- The 'FTEs for 2024-25 funding' which shows the FTE we shall use in the calculation of OfS funding for 2024-25, unless a successful representation is submitted. It is calculated as 'HESES23 Column 1 and 2' × 'Multiplication factor'.

24. We will use this information when we calculate funding for 2024-25. A partial screenshot of Tables 6a and 6c is shown in Figure 5.

Figure 4: Categorisation of Home fee counts of years of engagement on pre-registration courses in nursing, midwifery and allied health professions

	Categories	Definitions and guidance
Mode of study	Full-time (Table 6a) Part-time (Table 6c)	Annex D
Profession	Dental hygiene Dental therapy Dietetics Midwifery Nursing (adult) Nursing (children) Nursing (learning disability) Nursing (mental health) Nursing (unclassified)	Occupational therapy Operating department practice Orthoptics Orthotics and prosthetics Physiotherapy Podiatry Radiography (diagnostic) Radiography (therapeutic) Speech and language therapy
Length (of year)	Standard Long	Annex H

	Categories	Definitions and guidance
Level	UG: All undergraduates (UG (Level 4 and 5) and UG (Other) inclusive). PGT (UG fee): postgraduate taught study on courses that are designated under the undergraduate student support arrangements PGT (Masters' loan): postgraduate taught study on courses eligible under masters' loan arrangements that are not PGT (UG fee)	Annex E

25. To make a representation against the multiplication factor calculated by the OfS for a particular combination of mode of study, profession, length and level for years of engagement for home fee students on pre-registration health courses:

- a. Choose the category under which the multiplication factor is having a representation submitted against in the drop down menu for the relevant row in **Representation category**.
- b. Choose the **Representation level** for the HESES23 multiplication factor level that you judge to be more appropriate than the one calculated by the OfS. The **Representation multiplication factor (Automatically populated)** will be automatically populated with the multiplication factor associated with this level.
- c. If the **Representation multiplication factor (Automatically populated)** is judged to be not appropriate, instead select 'Own rate' from the drop down box in **Representation level** and enter the multiplication factor you have calculated yourselves in **Representation multiplication factor (Manually entered)**.
- d. In **Explanation** enter the reason you are making a representation against the multiplication factor for this particular combination of mode, profession, length and level.

26. Validation failure messages will occur in Tables 6a and 6c if:

- a. The **Representation category** or **Representation level** is not equal to one of the expected values.
- b. **Representation level** is the same or lower than the **Multiplication factor level**.
- c. **Representation multiplication factor (manually entered)** has not been entered, or has been entered to more than two decimal places.
- d. The **Representation multiplication factor** selected or entered results in a change of less than the threshold of 0.05 from the **Multiplication factor**.
- e. The **Explanation** is blank or exceeds the 2000 character limit.

Figure 5: Partial screenshot of Table 6a: Calculation of estimated completed full-time pre-registration health courses FTEs for 2024-25 funding

Table 6a: Calculation of estimated completed full-time pre-registration health courses 2024-25 funding FTEs													
Provider name		Validation: OK											
All UG is the sum of UG (Level 4 and 5) and UG (Other). Validation checks are described in full detail below the table.													
		HESES22 Column 1 and 2	HESES22 Column 4	HESES23 Column 1 and 2	Multiplication factor	Multiplication factor level	2024-25 funding FTEs	Representation category	Representation level	Representation multiplication factor (Automatically populated)	Representation multiplication factor (Manually entered)	Representation 2024-25 funding FTEs	Explanation
		Countable years in academic year 2022-23	Estimated completed years in academic year 2022-23	Countable years in academic year 2023-24	Multiplication factor used to calculate 2024-25 funding FTEs	Aggregation level of multiplication factor used	FTEs for use in calculation of 2024-25 funding	Category under which representations to the multiplication factor are being made	Aggregation level at which representations are being made to	Multiplication factor at level which representations are being made to	Multiplication factor where representations are being made for 'own rate'	FTEs for use in calculation of 2024-25 funding using the representation multiplication factor	Reason for appeal against multiplication factor (2000 character limit)
Profession (price group)	Length Level												
Dental hygiene (A)	Standard All UG	0.00	0.00	0.00	0.00	N/A	0.00						
	PGT (UG fee)												
	Long All UG	0.00	0.00	0.00	0.00	N/A	0.00						
	PGT (UG fee)												
Dental therapy (A)	Standard All UG	0.00	0.00	0.00	0.00	N/A	0.00						
	PGT (UG fee)												
	Long All UG	0.00	0.00	0.00	0.00	N/A	0.00						
	PGT (UG fee)												
Dental therapy (B)	Standard PGT (Masters' loan)	0.00	0.00	0.00	0.00	N/A	0.00						
	Long PGT (Masters' loan)	0.00	0.00	0.00	0.00	N/A	0.00						
Dietetics (B)	Standard All UG	0.00	0.00	0.00	0.00	N/A	0.00						
	PGT (UG fee)	0.00	0.00	0.00	0.00	N/A	0.00						
	Long All UG	0.00	0.00	0.00	0.00	N/A	0.00						
	PGT (UG fee)	0.00	0.00	0.00	0.00	N/A	0.00						
Midwifery (B)	Standard All UG	0.00	0.00	0.00	0.00	N/A	0.00						
	PGT (UG fee)	0.00	0.00	0.00	0.00	N/A	0.00						
	Long All UG	0.00	0.00	0.00	0.00	N/A	0.00						
	PGT (UG fee)	0.00	0.00	0.00	0.00	N/A	0.00						

Note: Table 6c has a similar structure and uses the same definitions as Table 6a.

Funding comparison tables

27. Funding comparison tables (A to F) are included in the workbook. These tables show indicative funding allocations using the FTEs for 2024-25 funding calculated by the OfS and also modelled indicative funding allocations using the representation FTEs for 2024-25 funding. These indicative funding allocations use the funding methods for 2023-24. The indicative allocations in the funding comparison tables are shown as a comparison tool, and the totals in Table A will be used to assess whether the thresholds set out in paragraphs 32-33 of the main guidance have been met. They are illustrative calculations using the 2023-24 funding method and parameters and should not be considered as any kind of funding commitment. They do not include any FTE adjustments.
28. Further detail on these worksheets can be found in Appendix 4 to this document, which describes each of the funding comparison tables.

Submitting your representation

29. This is an outline of the process for submitting your completed representation workbook. Further details can be found in Appendix 1 ('Downloading the HESES23_FTE workbook and submitting representations'). If your provider is not making a representation, no action is required.

How to submit your representation

30. You must submit your representation using the OfS portal, which is at <https://extranet.officeforstudents.org.uk/data/>.
31. Each provider has one or more portal user administrators who manage the provider's staff access to the portal itself and to the relevant areas within it. If you are having difficulty accessing the portal, in the first instance please contact your portal user administrator.
32. We strongly recommend that you liaise with your portal user administrator(s) as early as possible to ensure that the relevant staff have timely access to the portal area required for the representation process.
33. If you have difficulties that cannot be resolved by your portal user administrator, please contact portal@officeforstudents.org.uk.
34. In order not to breach data protection, **you must not email the HESES23_FTE workbook**. Please use the OfS portal as described here and in Appendix 1.

Representation submission deadline

35. When you are satisfied that the workbook is complete, valid and accurate, you have until the submission deadline to upload the workbook to the OfS portal. The deadline date is 16 May 2024. Each provider should only submit a maximum of one representations workbook to the OfS for consideration. This will contain all the multiplication factors and the relevant representations. If amendments to the representations submitted are required this will only be accepted as a valid submission once approved by the Funding team.

The results package

36. After the HESES23_FTE workbook has been successfully uploaded to the portal you will be able to download a results package. This contains the latest processed copy of your HESES23_FTE workbook which will have an updated 'Information' worksheet that will show the submission date and number. You should always download the results package as we will refer to the most recent version of your workbook when considering representations.
37. It is important you download your results package before the deadline as once the deadline has passed there it will not be available.

Abbreviations used in this document

Abbreviation	Explanation
FTE	Full-time equivalent
HESES	Higher Education Students Early Statistics survey
OfS	Office for Students
PGT	Postgraduate taught
UG	Undergraduate
UKPRN	UK Provider Reference Number



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www.nationalarchives.gov.uk/doc/open-government-licence/version/3/