

TEF Hub: User guide for providers (updated November 2023)

This is the TEF Hub user guide for TEF contacts and accountable officers.

If you need support with using the Hub or encounter any issues, please contact us at tefsystems@officeforstudents.org.uk

What is the TEF Hub?

The TEF Hub is a secure file sharing site. It can currently be used by provider contacts to:

- access TEF guidance and TEF data
- upload provider submissions
- provide information to help us verify the content of your submission
- view provisional outcomes and make representations
- view final outcomes
- manage TEF contacts as an accountable officer
- contact the TEF Team.

Accountable officers are invited to set up a TEF Hub account but are not required to.

Contents

TEF Hub: User guide for providers (updated November 2023)	1
What is the TEF Hub?	1
Accessing the TEF Hub	2
Setting up your TEF Hub account	2
TEF guidance and TEF data	7
Accessing guidance and templates	7
Accessing TEF data dashboards	7
Provider submissions	8
Submission format	8
How to upload your provider submission	8
View your submission	10
How to amend your provider submission once uploaded	12
Amend your submission before you submit your file	12

Provisional TEF outcomes	15
Accessing the TEF provisional outcome	15
Representation indication form	16
How to upload representations	17
Final TEF outcomes	20
Accessing the TEF final outcome	20
Ancillary information - provisional publication decision	21
Accessing the provisional publishing decision and ancillary information	21
How to upload representations about the provisional publishing decision.....	22
Ancillary information – final publication decision	25
Accessing the final publishing decision and ancillary information.....	25
TEF contacts	27
Updating TEF contacts as the accountable officer	27
Updating TEF student contacts as the accountable officer.....	28
Help and queries	29
How to contact the TEF Team via the TEF Hub	29

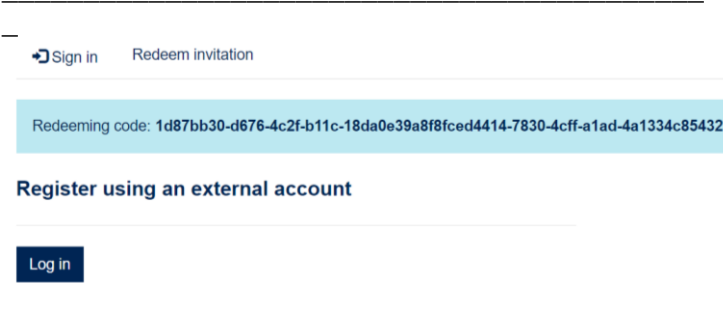


Accessing the TEF Hub


Setting up your TEF Hub account

Before you can log in to the TEF Hub, you will need to set up your TEF Hub account. You can start to set up your account once you receive a TEF Hub login invitation email from TEF@officeforstudents.org.uk. This will confirm your TEF contact role and contain:

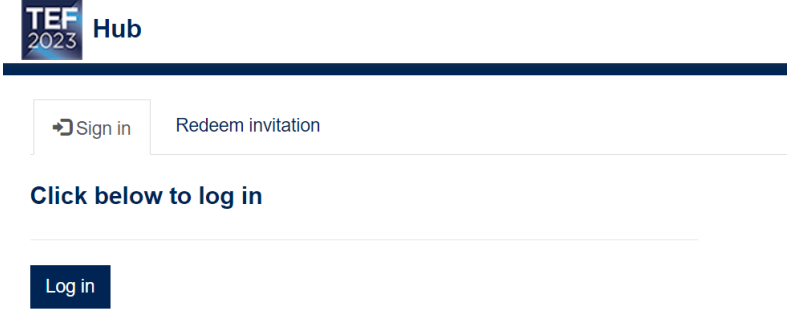
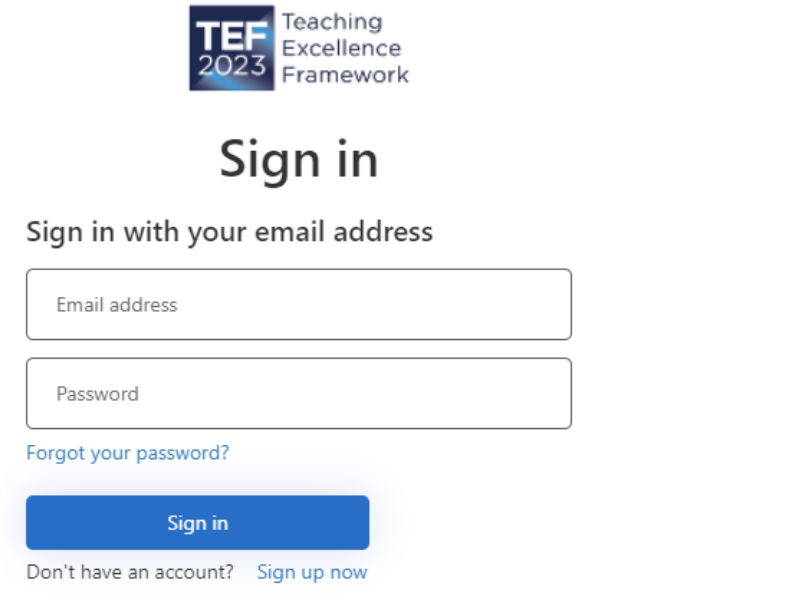
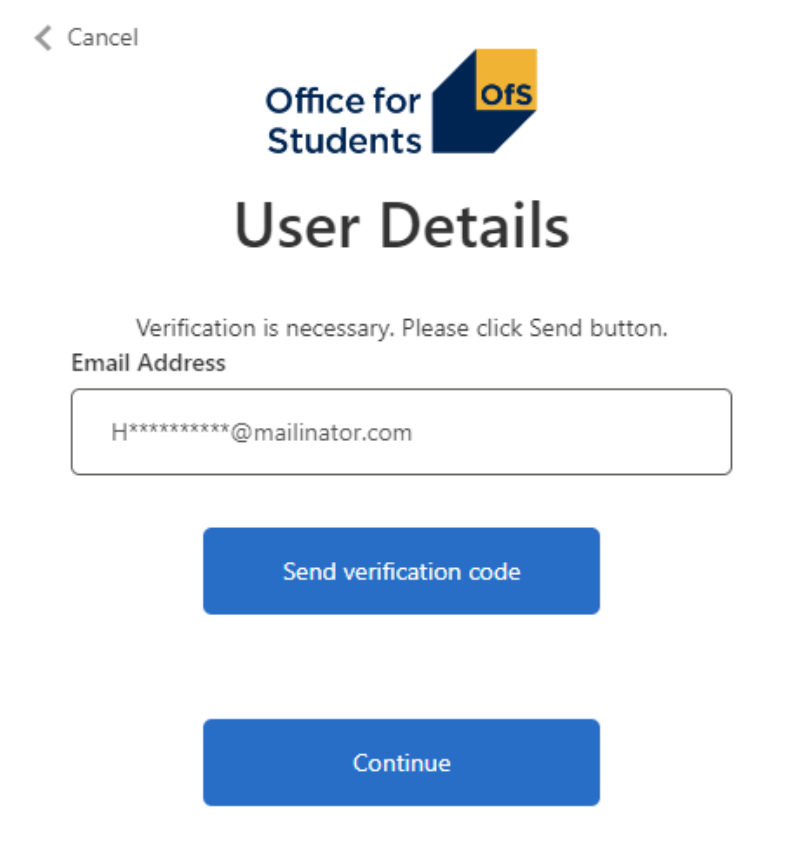
- a URL link to the TEF Hub
- an invitation code unique to you, for you to use to redeem your invitation to the TEF Hub.

<p>1. Redeem your invitation</p> <ul style="list-style-type: none"> • Click on the TEF Hub URL link in your invitation email which will take you to the 'Sign-up with an invitation code' page. • Copy and paste the invitation code from the email into the *Invitation code field and then click the Register button. • Click the Log in button. 	
---	--

	
<p>2. Sign up for an account</p> <ul style="list-style-type: none"> Click on the Sign up now link at the bottom of the form. 	
<p>3. Send verification code</p> <ul style="list-style-type: none"> Enter your email address and click on Send verification code. An email with a 6-digit code will arrive in your inbox within 2-5 minutes. <p><i>N.B The verification code will expire roughly 10 minutes after you receive the email.</i></p> <p><i>You may need to check your Spam folder if you cannot see the email in your inbox.</i></p> <p>If you do not receive your verification code, and you have checked your Spam folder:</p> <ul style="list-style-type: none"> Click on Send new code. <p>If you still do not receive your verification code, please contact tefsystems@officeforstudents.org.uk</p>	

<p>4. Verify your account</p> <ul style="list-style-type: none"> Once the email arrives, copy and paste the code into the verification code field (or type it in). Click on Verify code. If the verification code has expired, please click Send new code and repeat the steps above. 	<div style="text-align: right;"> ← Cancel </div> <div style="text-align: center;">  <h2 style="margin-top: 20px;">User Details</h2> <p style="margin-top: 10px;">Verification code has been sent to your inbox. Please copy it to the input box below.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; width: 80%; margin-left: auto; margin-right: auto;">sl.tefmaincontact@officeforstudents.uk</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; width: 80%; margin-left: auto; margin-right: auto;">Verification Code</div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> <div style="background-color: #007bff; color: white; padding: 10px 20px; border-radius: 5px;">Verify code</div> <div style="background-color: #007bff; color: white; padding: 10px 20px; border-radius: 5px;">Send new code</div> </div> </div>
<p>5. Create your password</p> <ul style="list-style-type: none"> Click in New Password and type in your choice of password and repeat it in Confirm New Password. If these fields already have dots in them, your browser may have selected a password for you. You can continue with that password or click in the fields to type in your own password. Click the Create button (you do not need to confirm your Given name and Surname). <p>Password rules:</p> <ul style="list-style-type: none"> It must be between 8 and 64 characters. It must have at least 3 of the following: <ul style="list-style-type: none"> - a lowercase letter - an uppercase letter - a digit - a symbol It must not begin or end with a space. 	<div style="margin-top: 20px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; width: 80%; margin-left: auto; margin-right: auto;">New Password</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; width: 80%; margin-left: auto; margin-right: auto;">Confirm New Password</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; width: 80%; margin-left: auto; margin-right: auto;">Given Name</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; width: 80%; margin-left: auto; margin-right: auto;">Surname</div> <div style="background-color: #007bff; color: white; padding: 10px 20px; border-radius: 5px; margin-top: 20px; width: 80%; margin-left: auto; margin-right: auto; text-align: center;">Create</div> </div>

Logging in to the TEF Hub

<p>6. Open the TEF Hub launch page</p> <ul style="list-style-type: none">• Open this link: https://tef-submissions.officeforstudents.org.uk/• Click on the Log in button.	
<p>7. Complete your sign in</p> <ul style="list-style-type: none">• Enter your email address and password and click on Sign in.	
<p>8. Multi-factor authentication process</p> <ul style="list-style-type: none">• We have implemented multi-factor authentication, so you will need to request a verification code to sign into the TEF Hub.• Click on the Send verification code.• An email with a 6-digit code will arrive in your inbox within 2-5 minutes. Please note that this email will be from Microsoft on behalf of the OfS. <p>N.B The verification code will expire roughly 10 minutes after you receive the email.</p>	

9. Verification code

- Once the email arrives, copy and paste the code into the verification code field (or type it in).
- Click on **Verify code**.

Troubleshooting tips

- If the verification code has expired, please click **Send new code** and repeat the steps above.
- If you cannot see the email with your verification code:
 - a. Check your Spam folder
 - b. If it is not there, try requesting a new code by clicking on **Send new code**.

If you still do not receive your verification code, please contact tefsystems@officeforstudents.org.uk

[← Cancel](#)



User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

H*****@mailinator.com

Verification code

Verification code

Verify code

Send new code

Continue

10. You are now signed into the TEF Hub

On the Home page you can view:

- Your name in the top right hand corner
- Your provider's name and UKRPN
- You can see four buttons for **Submissions**, **Guidance and templates**, **TEF data** and **Provisional outcome**.

TEF 2023 Hub

[Home](#) | [Contact us](#) | [TEF main contact](#) -

Welcome to the TEF Hub

Provider A (10000123)

Submissions

Create and manage submissions

Guidance and templates

View guidance and templates on the Ofs website

TEF data

View indicators and size and shape of provision dashboards

Provisional outcome

Provisional outcome not yet available

Please contact tefsystems@officeforstudents.org.uk if you have any issues accessing the TEF Hub.

TEF guidance and TEF data

Accessing guidance and templates

<ul style="list-style-type: none">• Sign in to the TEF Hub (see details on the previous page).• Click on Guidance and templates.• You will be re-directed to the OfS website¹ where you'll find relevant TEF guidance and templates.	<h3>Welcome to the TEF Hub</h3> <p>Provider A (10000123)</p> <div data-bbox="646 548 1018 678"><p>Submissions Create and manage submissions</p></div> <div data-bbox="1045 548 1423 678"><p>Guidance and templates View guidance and templates on the OfS website</p></div>
--	---

Accessing TEF data dashboards

<ul style="list-style-type: none">• Sign in to the TEF Hub.• Click on TEF data.	<div data-bbox="662 891 1364 1131"><p>TEF data View indicators and size and shape of provision dashboards</p></div>
<ul style="list-style-type: none">• You will see two options, one for the Indicators dashboard and one for Provision dashboard.• Click these options to be redirected to the data dashboards on the OfS website.	<h3>TEF data</h3> <p>Use the buttons below to access the data dashboards on the OfS website</p> <div data-bbox="654 1370 981 1478"><p>Indicators dashboard</p></div> <div data-bbox="1008 1370 1335 1478"><p>Provision dashboard Size and shape of provision</p></div>

For queries relating to the **TEF guidance and template**, please contact TEF@officeforstudents.org.uk

For queries relating to **TEF data**, please contact providermetrics@officeforstudents.org.uk

¹ The TEF guidance and templates are at www.officeforstudents.org.uk/advice-and-guidance/teaching/about-the-tef/tef-guidance/.

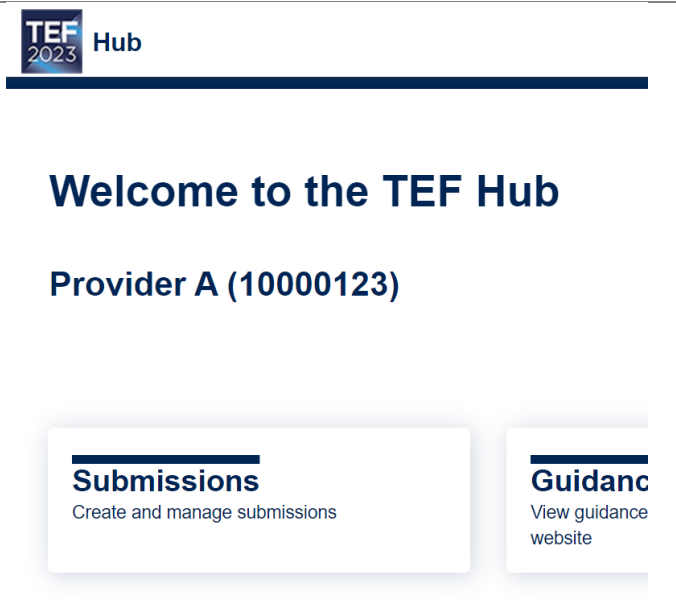
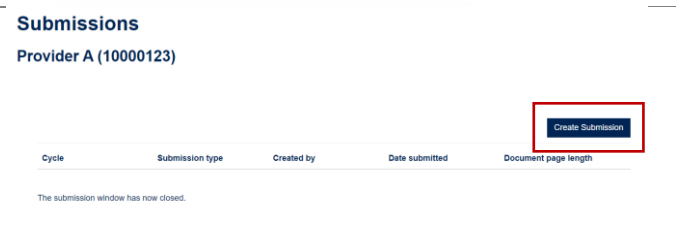
Provider submissions

Submission format

Please refer to Regulatory advice 22: Guidance on the Teaching Excellence Framework 2023 for the submission date², the submission format and length requirements, and for access to the optional providers submission template.³

How to upload your provider submission

You are able to upload and submit your provider submission during the submission window only.

<p>1. Open Submissions</p> <ul style="list-style-type: none">Log on to the TEF Hub and click on Submissions.	 <p>TEF 2023 Hub</p> <h2>Welcome to the TEF Hub</h2> <p>Provider A (10000123)</p> <div><p>Submissions Create and manage submissions</p><p>Guidance View guidance website</p></div>					
<ul style="list-style-type: none">Click on the Create Submission button.	 <p>Submissions Provider A (10000123)</p> <table><thead><tr><th>Cycle</th><th>Submission type</th><th>Created by</th><th>Date submitted</th><th>Document page length</th></tr></thead></table> <p>Create Submission</p> <p>The submission window has now closed.</p>	Cycle	Submission type	Created by	Date submitted	Document page length
Cycle	Submission type	Created by	Date submitted	Document page length		

² See the TEF 2023 guidance at www.officeforstudents.org.uk/publications/regulatory-advice-22-guidance-on-the-teaching-excellence-framework-2023/https://www.officeforstudents.org.uk/media/77d4955c-4165-4f8f-94cf-315544b6cf25/ra22-tef-framework-guidance-final.pdf, page 22, Table 3.

³ Available at www.officeforstudents.org.uk/publications/regulatory-advice-22-guidance-on-the-teaching-excellence-framework-2023/.

<p>2. Create the submission record</p> <ul style="list-style-type: none"> The Create a submission page is auto-populated with: <ul style="list-style-type: none"> the submission deadline your provider name the TEF cycle the submission type as Provider Submission. Click the Next button to create the record. 	<p>Create a submission</p> <p>Click on next to create a submission record. You will be able to add f</p> <p>Submission details</p> <p>Submission deadline: 11-October-2022</p> <p>Provider Provider A</p> <p>Cycle * 2022</p> <p>Submission type * Provider Submission</p> <p>Next</p>				
<p>3. Complete the submission</p> <ul style="list-style-type: none"> On the Complete submission screen you can add your file. The file types and formats accepted by the TEF Hub are shown under Files (see Submission format for further information). Click on the Add files button to add a file to your submission. 	<p>Complete a submission</p> <p>Submission details</p> <p>Submission deadline: 11-October-2022</p> <p>Provider Provider A</p> <p>Cycle * 2022</p> <p>Submission type * Provider Submission</p> <p>Files</p> <p>Allowed File Type, Size:</p> <ul style="list-style-type: none"> File Type: pdf Submission PDF Page Limit: 25 Pages Maximum File Size Limit: 50 MB <p>Add files</p>				
<p>4. Add your TEF submission file</p> <ul style="list-style-type: none"> Click on Choose files to find the relevant file. Once your file appears in the Add files window, click on the Add files button. 	<p>Add files</p> <p>Choose files <input type="text" value="Choose Files No file chosen"/></p> <p>Add files Cancel</p>				
<ul style="list-style-type: none"> Once the file has been uploaded it will show in the Files section at the bottom of the Complete submission screen. 	<p>Files</p> <p>Allowed File Type, Size:</p> <ul style="list-style-type: none"> File Type: pdf Submission PDF Page Limit: 25 Pages Maximum File Size Limit: 6 MB <table border="1"> <thead> <tr> <th>Name ↑</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td> TEF provider submission.pdf (423 KB)</td> <td>less than a minute ago</td> </tr> </tbody> </table>	Name ↑	Modified	TEF provider submission.pdf (423 KB)	less than a minute ago
Name ↑	Modified				
TEF provider submission.pdf (423 KB)	less than a minute ago				

5. Confirm your submission

Once you have added the relevant file and you're happy with your submission, you can confirm it:

- Scroll down the screen and please read the **Declaration** text.
- If the relevant parts of the declaration are accurate, click on the **Submit** button.
- Once the submission has been submitted, your screen will change to **View submission** (see details below).
- The TEF contacts and accountable officer will receive an email confirming receipt of your submission.
- This email may ask you to amend your submission if it does not meet the submission format and length requirements (see [How to amend your provider submission once uploaded](#)).

Files

Allowed File Type, Size:

- File Type: pdf
- Submission PDF Page Limit: 25 Pages
- Maximum File Size Limit: 6 MB

Name ↑

Modified

TEF provider submission.pdf (423 KB)

about a minute

Declaration

For all documents uploaded:

- I confirm that the information in the documents uploaded is accurate and verifiable.
- I understand that documents uploaded to this portal as of the relevant deadline will be made available to TEF panel members.

For provider submissions:

- I confirm that I am uploading this submission as the Accountable Officer of my provider and I have had the final say over the submission's content.
- I understand that the provider holds the copyright to its TEF submission, and the property right) or other right of any third party.
- I understand that a copy of the submission will be made available to TEF panel members and may be published by the OfS in official sources of information as part of the TEF process.

For student submissions:

- I confirm that I am uploading this submission as the TEF main student contact officer for my provider and I have had the final say over the submission's content.
- I understand that a copy of the submission will be made available to TEF panel members and may be published by the OfS in official sources of information as part of the TEF process.

Submit

6. View your submission

- You are now able to view your submission.

View Submission

Below are the details of the submission related to your provider

Submission details

Submission open date: 03-October-2022

Submission deadline: 11-October-2022

Provider

Provider A

Cycle *

2022

Submission type *

Provider Submission

Files

Name ↑

TEF provider submission_final version..pdf (423 KB)

- You can view this at any time by clicking on **Submissions** on the Home page.
- On the **Submissions** page, hover over the **Cycle** column and click on the **View details** button that appears.

Submissions

Provider A (10000123)

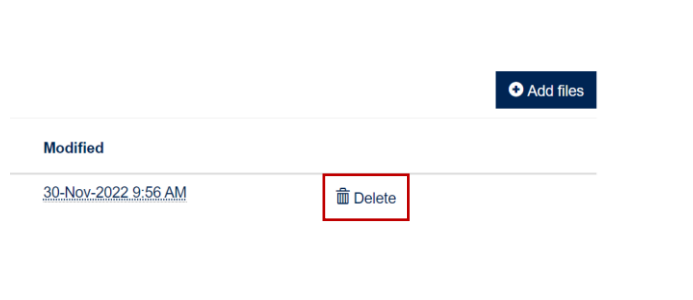
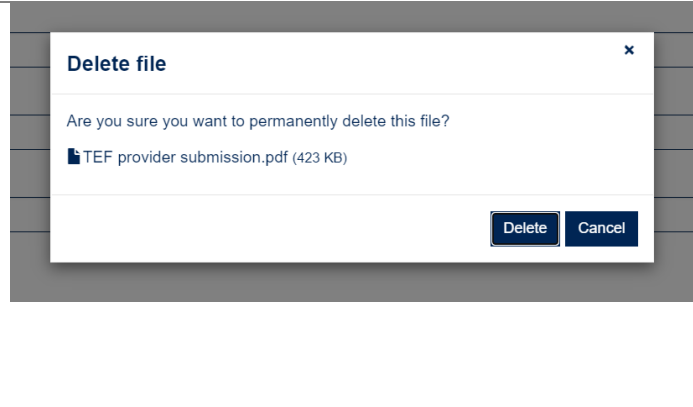
Cycle	Submission type	Created by
2022 View details	Provider Submission	TEF main contact

How to amend your provider submission once uploaded

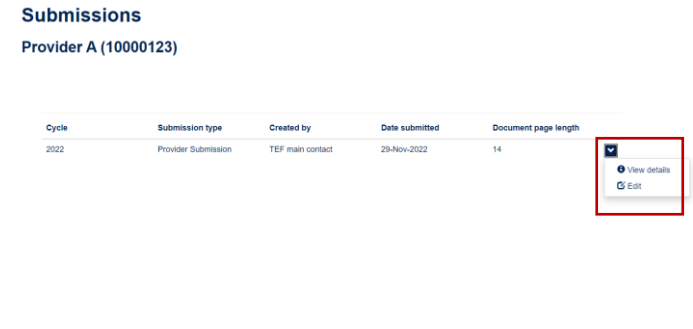
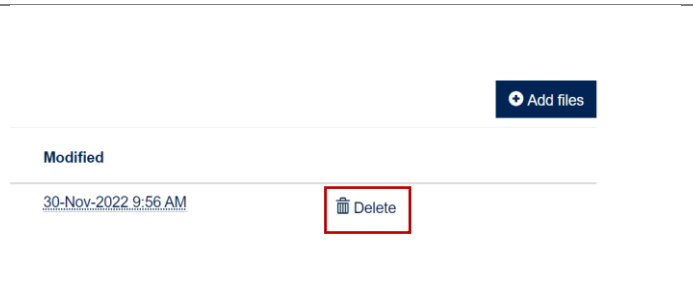
You can amend your submission **before the submission deadline**, either:

- after you have uploaded the file and before you click submit, or
- after you have uploaded the file and clicked submit.

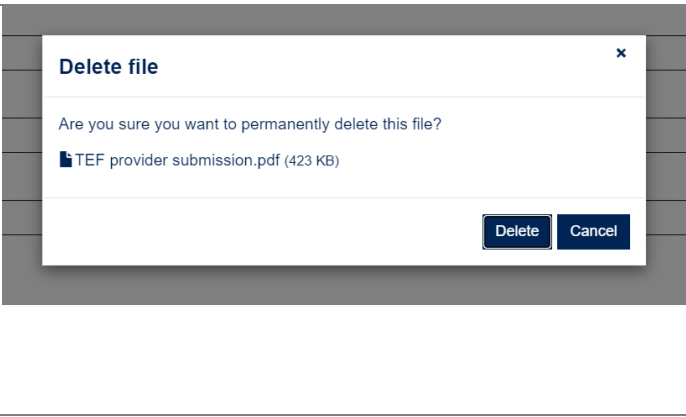
Amend your submission before you submit your file

<p>1. View the file in the Complete submission form</p> <ul style="list-style-type: none">• Click the Delete file icon in the file record.	 <p>The screenshot shows a file record in a table. The record is for a file named 'TEF provider submission.pdf' (423 KB) uploaded on 30-Nov-2022 at 9:56 AM. A 'Delete' icon (a trash can) is highlighted with a red box. There is an 'Add files' button in the top right corner.</p>
<p>2. Delete file</p> <ul style="list-style-type: none">• Click Delete in the pop-up message to confirm you want to permanently delete this file.• Click Cancel if you do not want to permanently delete the file.• Then click the Add files button, choose the new file to upload and click Submit.	 <p>The screenshot shows a 'Delete file' pop-up dialog box. It asks 'Are you sure you want to permanently delete this file?' and lists the file 'TEF provider submission.pdf (423 KB)'. There are 'Delete' and 'Cancel' buttons at the bottom right.</p>

Amend your submission after you have submitted your file

<p>3. Open submissions</p> <ul style="list-style-type: none">• Go to the home page and click on the Submission button.• You will see the provider submission uploaded previously.• Click the drop-down arrow on the right and select Edit.	 <p>The screenshot shows the 'Submissions' page for 'Provider A (10000123)'. It contains a table with columns: Cycle, Submission type, Created by, Date submitted, and Document page length. The first row shows Cycle 2022, Submission type Provider Submission, Created by TEF main contact, Date submitted 29-Nov-2022, and Document page length 14. A dropdown menu is open on the right side of the table, showing 'View details' and 'Edit' options, with the 'Edit' option highlighted in a red box.</p>
<p>4. Select the file to delete</p> <ul style="list-style-type: none">• Click the Delete file icon in the file record.	 <p>The screenshot shows a file record in a table, identical to the one in step 1. The 'Delete' icon (a trash can) is highlighted with a red box. There is an 'Add files' button in the top right corner.</p>

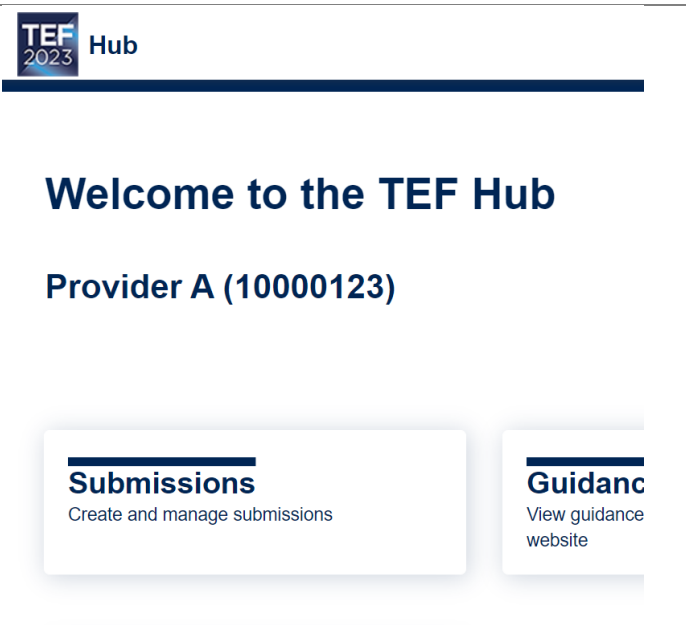
- 5. Delete the file**
- Click **Delete** in the pop-up message to confirm you want to permanently delete this file.
 - Click **Cancel** if you do not want to permanently delete the file.
 - Then click the **Add files** button, choose the new file to upload and click **Submit**.



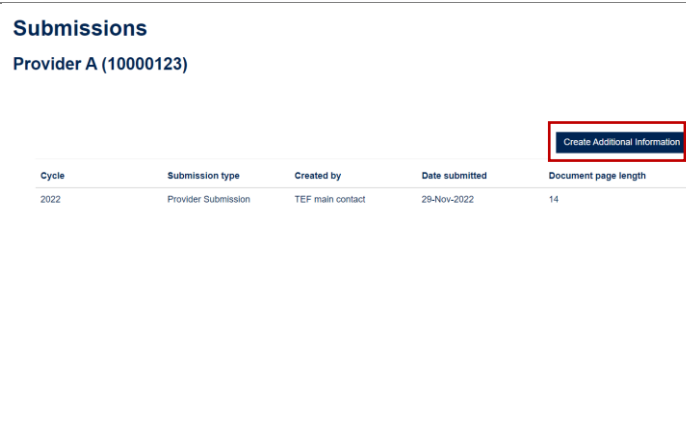
How to upload additional information for verification

You may receive a request from us to supply additional information, following verification checks by the TEF Team and requests for verification by the panel.⁴

- 1. Receive request for additional information**
- If you need to submit additional information following a request from us, please log on to the TEF Hub and click on **Submissions**.



- Click on **Create Additional Information**.



⁴ See the TEF 2023 guidance at www.officeforstudents.org.uk/publications/regulatory-advice-22-guidance-on-the-teaching-excellence-framework-2023/, paragraphs 148-155.

<p>2. Complete the submission</p> <ul style="list-style-type: none"> Complete the submission by following steps 2 to 6 described in How to upload your provider submission. 	<p>Complete a submission</p> <p>Submission details</p> <p>Submission deadline: 11-October-2022</p> <p>Provider Provider A</p> <p>Cycle * 2022</p> <p>Submission type * Provider Additional Information</p> <p>Files</p> <p>Allowed File Type, Size:</p> <ul style="list-style-type: none"> File Type: pdf,docx,xlsx Submission PDF Page Limit: Pages Maximum File Size Limit: 6 MB <p>Add files</p> <table border="1"> <thead> <tr> <th>Name ↑</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>additional information.pdf (423 KB)</td> <td>less than a minute ago Delete</td> </tr> </tbody> </table> <p>Declaration</p> <p>For all documents uploaded:</p> <p><small>I confirm that the information in the documents uploaded is accurate and reliable.</small></p>	Name ↑	Modified	additional information.pdf (423 KB)	less than a minute ago Delete
Name ↑	Modified				
additional information.pdf (423 KB)	less than a minute ago Delete				
<p>3. View additional information</p> <ul style="list-style-type: none"> You are now able to view your additional information submission. You will receive an email confirming receipt of the additional information submission. 	<p>View Submission</p> <p>Below are the details of the submission related to your provider</p> <p>Submission details</p> <p>Submission open date: 03-October-2022</p> <p>Submission deadline: 11-October-2022</p> <p>Provider Provider A</p> <p>Cycle * 2022</p> <p>Submission type * Provider Additional Information</p> <p>Files</p> <table border="1"> <thead> <tr> <th>Name ↑</th> <th>Modified</th> </tr> </thead> <tbody> <tr> <td>additional information.pdf (423 KB)</td> <td>less than a minute ago</td> </tr> </tbody> </table>	Name ↑	Modified	additional information.pdf (423 KB)	less than a minute ago
Name ↑	Modified				
additional information.pdf (423 KB)	less than a minute ago				

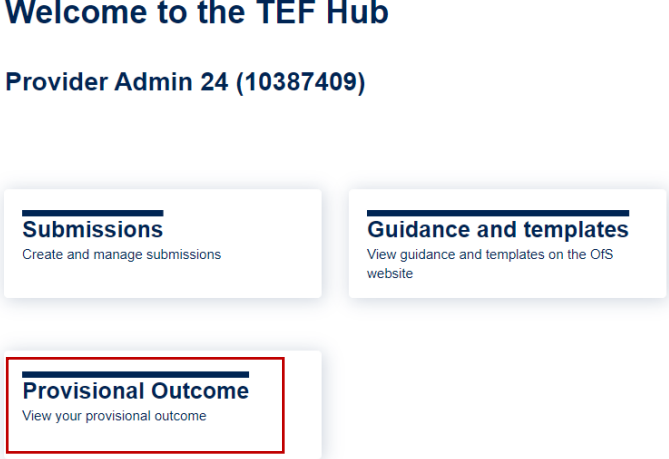

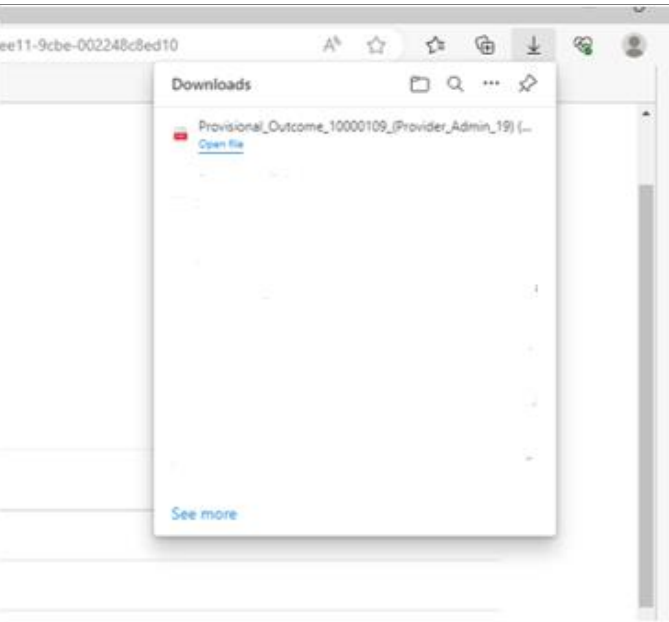
Please email tefsystems@officeforstudents.org.uk for queries about creating and completing your provider submission

For general guidance on submissions, please contact TEF@officeforstudents.org.uk

Provisional TEF outcomes

Accountable officers and TEF contacts will receive an email notifying them when their TEF provisional outcome is available on the TEF Hub.


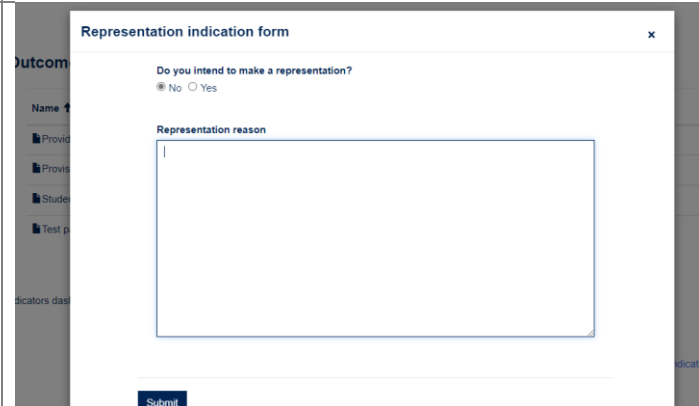
Accessing the TEF provisional outcome

<p>1. Open the provisional outcome page</p> <ul style="list-style-type: none"> Log on to the TEF Hub and click on Provisional Outcome. <p><i>Please note: When the provisional outcome is available, the text on the button will read 'View your provisional outcome' and it will be clickable.</i></p>	
<p>2. View the provisional outcome and evidence</p> <ul style="list-style-type: none"> Under the Outcomes and evidence table, you will see a list of documents: <ul style="list-style-type: none"> The provisional outcome letter. The panel statement. There is also a link to the data dashboards from this page. 	
<ul style="list-style-type: none"> Click on the name of a document to download it. A Downloads box will appear. Click on the Open file link and the document will open in a separate tab. 	

Representation indication form

As advised in your provisional decision letter, it would assist with our planning for managing any representations that we receive if you could advise us whether or not you are planning to make a representation and the basis for this.

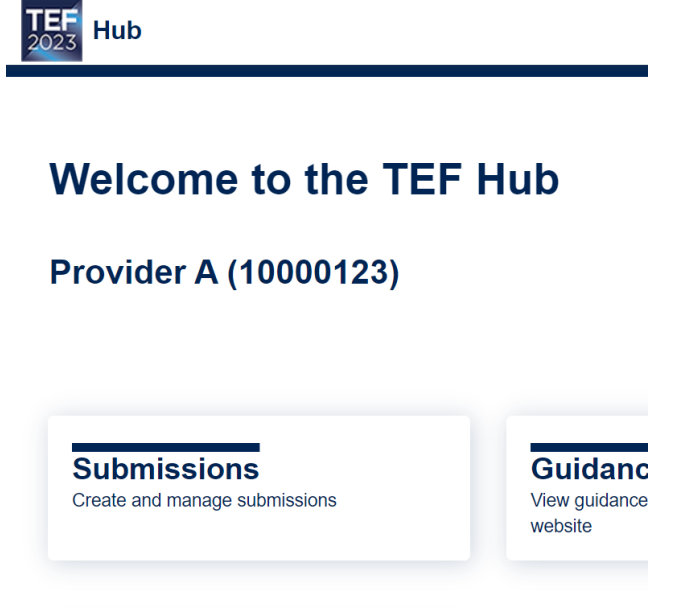

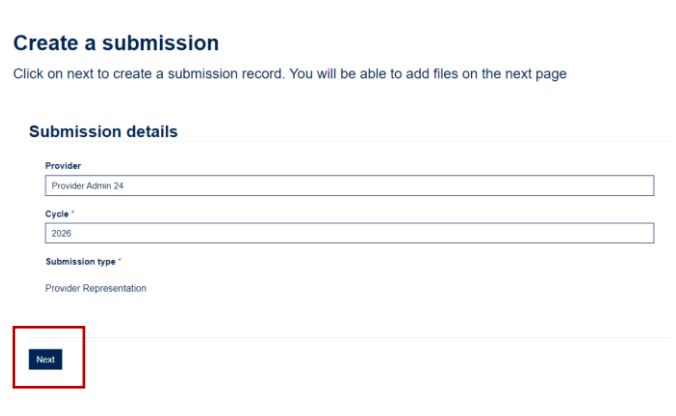
Any indication you provide at this stage is non-binding, and you can change your mind at any point before the deadline for representations.

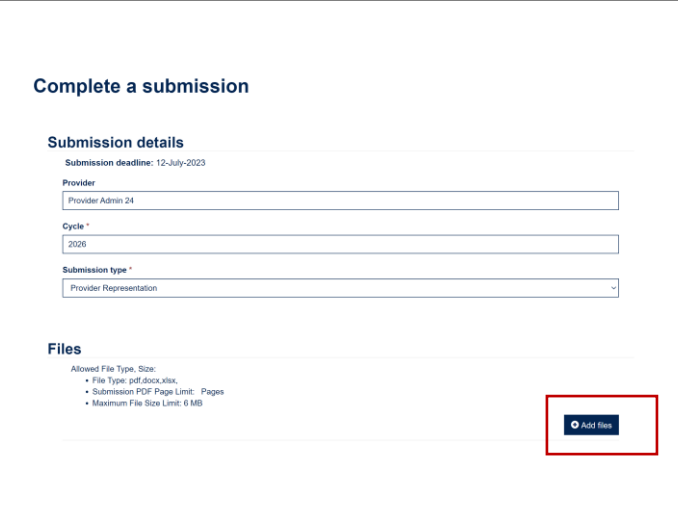

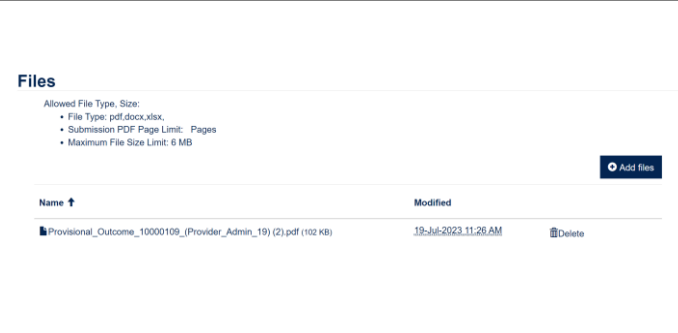
<p>1. Open the provisional outcome page</p> <ul style="list-style-type: none">Under the Outcomes and evidence table, click on the Representation indication form link to indicate whether you intend to make a representation or not.	 <p>Outcomes and evidence</p> <p>Name ↑</p> <ul style="list-style-type: none">Provider Submission_TEF submission 5 pages (2).pdf (423 KB)Provisional_Outcome_10000109_(Provider_Admin_19).pdf (102 KB)Student Submission_TEF submission 5 pages (2).pdf (423 KB)Test panel statement for UAT - provider 19.pdf (68 KB) <p>Indicators dashboard</p> <p>Representation indication form</p>
<p>2. A Representation Indication form box will appear.</p> <ul style="list-style-type: none">Click the No or Yes button. If you click Yes, please add a reason for the representation. n.b. please refer to Annex A of your provisional outcome letter for guidance on what to include here.Click Submit.	 <p>Representation indication form</p> <p>Do you intend to make a representation?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Representation reason</p> <p>Submit</p>

How to upload representations

Representations are treated as a type of submission in the TEF Hub, so you need to use the Submissions option to upload and submit them.

You are able to upload and submit representations only up until 28 days after you receive your provisional outcome, unless you have been granted an extension.

<p>1. Open Submissions</p> <ul style="list-style-type: none">Log on to the TEF Hub and click on Submissions.											
<ul style="list-style-type: none">Click on the Create Representation button. <p><i>Please note: This button will only appear once your provisional outcome has been issued and up until the deadline</i></p>	 <table border="1"><thead><tr><th>Cycle</th><th>Submission type</th><th>Created by</th><th>Date submitted</th><th>Document page length</th></tr></thead><tbody><tr><td>2026</td><td>Provider Submission</td><td>Laura Way</td><td>11-Jul-2023</td><td>5</td></tr></tbody></table>	Cycle	Submission type	Created by	Date submitted	Document page length	2026	Provider Submission	Laura Way	11-Jul-2023	5
Cycle	Submission type	Created by	Date submitted	Document page length							
2026	Provider Submission	Laura Way	11-Jul-2023	5							
<p>2. Create the representation record</p> <ul style="list-style-type: none">The Create a submission page is auto-populated with:<ul style="list-style-type: none">the submission deadlineyour provider namethe TEF cyclethe submission type as Provider Representation.Click the Next button to create the record.											

<p>3. Add files</p> <ul style="list-style-type: none"> On the Complete submission screen you can add your file(s). The file types and formats accepted by the TEF Hub are shown under Files (for representations, these are Word documents, pdf files and Excel files)). Click on the Add files button to add a file to your submission. 	 <p>Complete a submission</p> <p>Submission details</p> <p>Submission deadline: 12-July-2023</p> <p>Provider Provider Admin 24</p> <p>Cycle * 2026</p> <p>Submission type * Provider Representation</p> <p>Files</p> <p>Allowed File Type, Size:</p> <ul style="list-style-type: none"> File Type: pdf,docx,xlsx Submission PDF: Page Limit: Pages Maximum File Size Limit: 6 MB <p>Add files</p>						
<ul style="list-style-type: none"> Click on Choose files to find the relevant file. Once your file appears in the Add files window, click on the Add files button. 	 <p>Add files</p> <p>Choose files <input type="button" value="Choose Files"/> Provisional...dmin_19).pdf</p> <p>Add files Cancel</p>						
<ul style="list-style-type: none"> Once the file has been uploaded it will show in the Files section at the bottom of the Complete submission screen. Repeat these steps again if you wish to add more than one file. 	 <p>Files</p> <p>Allowed File Type, Size:</p> <ul style="list-style-type: none"> File Type: pdf,docx,xlsx Submission PDF: Page Limit: Pages Maximum File Size Limit: 6 MB <p>Add files</p> <table border="1"> <thead> <tr> <th>Name ↑</th> <th>Modified</th> <th></th> </tr> </thead> <tbody> <tr> <td>Provisional_Outcome_10000109_Provider_Admin_19 (2).pdf (102 KB)</td> <td>19-Jul-2023 11:28 AM</td> <td>Delete</td> </tr> </tbody> </table>	Name ↑	Modified		Provisional_Outcome_10000109_Provider_Admin_19 (2).pdf (102 KB)	19-Jul-2023 11:28 AM	Delete
Name ↑	Modified						
Provisional_Outcome_10000109_Provider_Admin_19 (2).pdf (102 KB)	19-Jul-2023 11:28 AM	Delete					

4. Submit your representations

Once you have added the relevant file and you're happy with your representation submission, you can submit it:

- Scroll down the screen and please read the **Declaration** text, then click on the **Submit** button.

Please note: we will not publish representations and only the initial provider submission.

- Once the submission has been submitted, your screen will change to **View submission** (see details below 6. View your submission).
- The TEF contacts and accountable officer will receive an email confirming receipt of your submission.

Files

Allowed File Type, Size:

- File Type: pdf
- Submission PDF Page Limit: 25 Pages
- Maximum File Size Limit: 6 MB

Name ↑

Modified

TEF provider submission.pdf (423 KB)

about a minute

Declaration

For all documents uploaded:

- I confirm that the information in the documents uploaded is accurate and verifiable.
- I understand that documents uploaded to this portal as of the relevant deadline will be made available to TEF panel members.

For provider submissions:

- I confirm that I am uploading this submission as the Accountable Officer of my provider with my knowledge and consent (a notification will be sent to the Accountable Officer to inform them of the submission).
- I understand that the provider holds the copyright to its TEF submission, and the provider will retain the property right) or other right of any third party.
- I understand that a copy of the submission will be made available to TEF panel members and may be published by the OfS in official sources of information as part of the TEF process.

For student submissions:

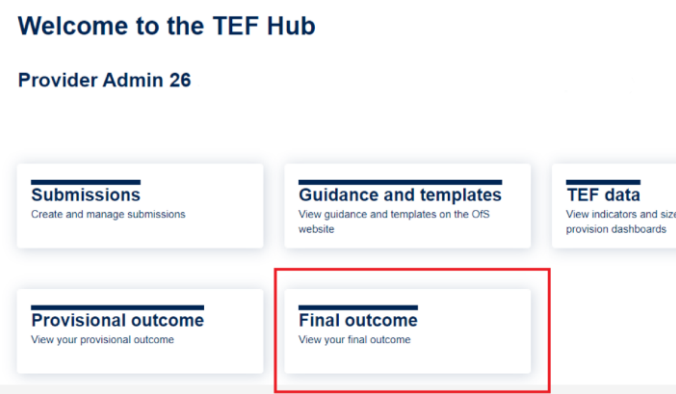
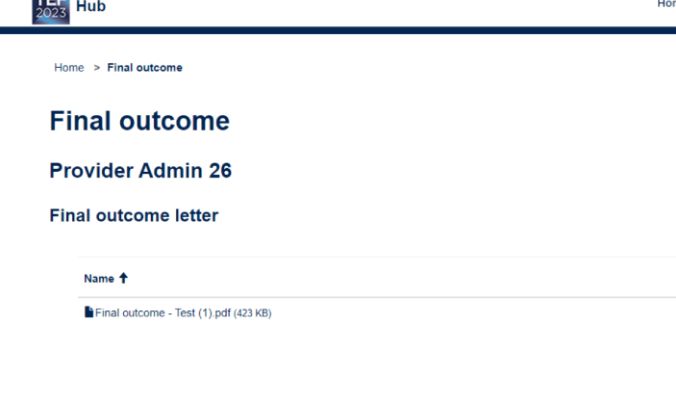
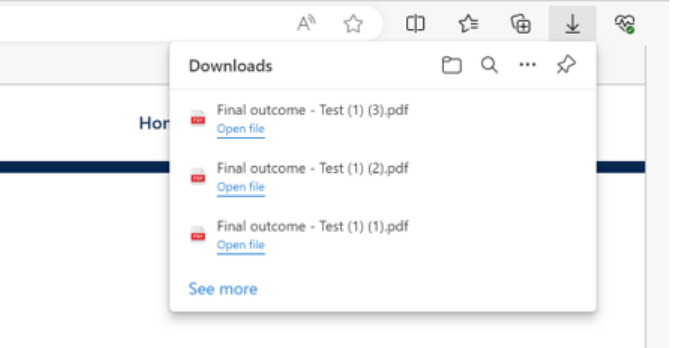
- I confirm that I am uploading this submission as the TEF main student contact officer for my provider so independently and I have had the final say over the submission's content.
- I understand that a copy of the submission will be made available to TEF panel members and may be published by the OfS in official sources of information as part of the TEF process.

Submit

Final TEF outcomes

Accountable officers and TEF contacts will receive an email notifying them when their TEF final outcome is available on the TEF Hub.

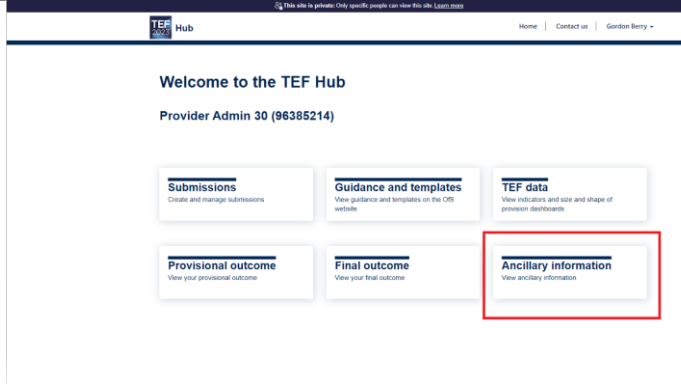
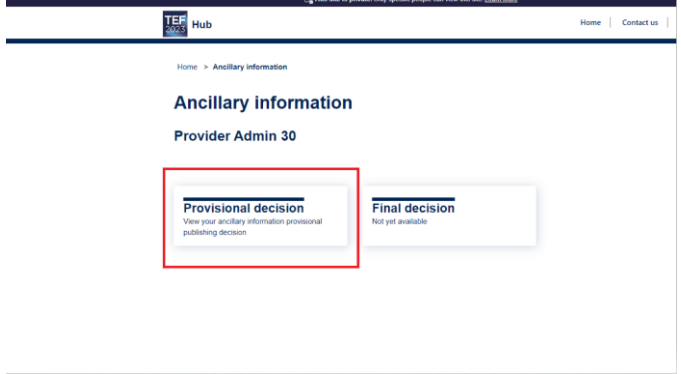
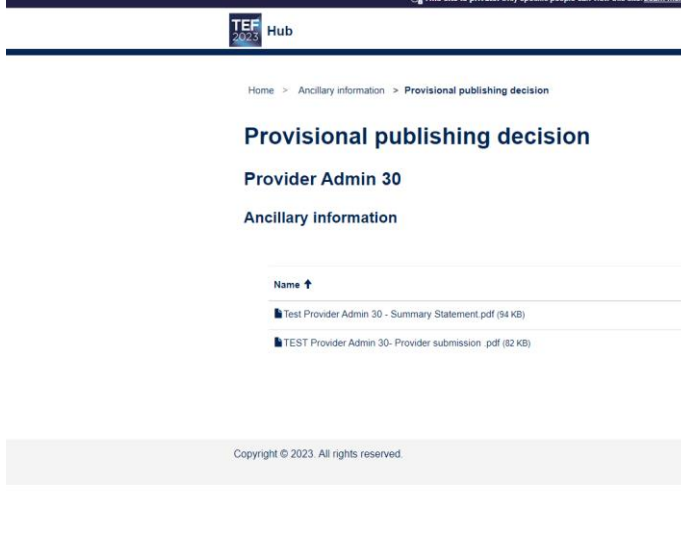
Accessing the TEF final outcome

<p>1. Open the final outcome page</p> <ul style="list-style-type: none">Log on to the TEF Hub and click on Final outcome. <p><i>Please note: When the final outcome is available, the text on the button will read 'View your final outcome' and it will be clickable.</i></p>	 <p>Welcome to the TEF Hub</p> <p>Provider Admin 26</p> <p>Submissions Create and manage submissions</p> <p>Guidance and templates View guidance and templates on the OfS website</p> <p>TEF data View indicators and size provision dashboards</p> <p>Provisional outcome View your provisional outcome</p> <p>Final outcome View your final outcome</p>
<p>2. View the final outcome</p> <ul style="list-style-type: none">Under the Final outcome letter table, you will see a list of documents:<ul style="list-style-type: none">The final outcome letter.The panel statement.	 <p>TEF 2023 Hub</p> <p>Home > Final outcome</p> <p>Final outcome</p> <p>Provider Admin 26</p> <p>Final outcome letter</p> <p>Name ↑</p> <ul style="list-style-type: none">Final outcome - Test (1).pdf (423 KB)
<ul style="list-style-type: none">Click on the name of a document to download it.A Downloads box will appear.Click on the Open file link and the document will open in a separate tab.	 <p>Downloads</p> <ul style="list-style-type: none">Final outcome - Test (1) (3).pdf Open fileFinal outcome - Test (1) (2).pdf Open fileFinal outcome - Test (1) (1).pdf Open file <p>See more</p>

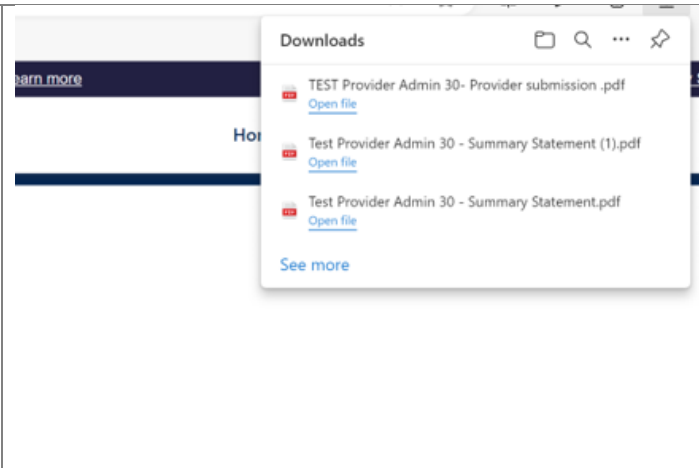
Ancillary information - provisional publication decision

When we have made a provisional publication decision about the ancillary information listed in paragraph 88b of [Regulatory Advice 22](#), we will email accountable officers and TEF contacts to notify them that this decision, and the information we intend to publish, is available on the TEF Hub.

Accessing the provisional publishing decision and ancillary information

<p>1. Open the ancillary information page</p> <ul style="list-style-type: none">Log on to the TEF Hub and click on Ancillary information.	 <p>The screenshot shows the TEF Hub dashboard for 'Provider Admin 30 (96385214)'. It features a grid of six buttons: 'Submissions', 'Guidance and templates', 'TEF data', 'Provisional outcome', 'Final outcome', and 'Ancillary information'. The 'Ancillary information' button is highlighted with a red rectangular box.</p>
<ul style="list-style-type: none">Click on the Provisional decision button. <p><i>Please note: When the provisional publishing decision is available, the text on the button will read 'View your ancillary information provisional publishing decision' and it will be clickable.</i></p>	 <p>The screenshot shows the 'Ancillary information' page for 'Provider Admin 30'. It contains two buttons: 'Provisional decision' and 'Final decision'. The 'Provisional decision' button is highlighted with a red rectangular box and contains the text 'View your ancillary information provisional publishing decision'.</p>
<p>2. View the ancillary information provisional publishing decision</p> <ul style="list-style-type: none">Under the Ancillary information table, you will see a list of documents:<ul style="list-style-type: none">The provisional publishing decision letter.The summary statement.The provider submission.The student submission (if applicable).	 <p>The screenshot shows the 'Provisional publishing decision' page for 'Provider Admin 30'. It displays a list of documents under the heading 'Ancillary information'. The list includes:</p> <ul style="list-style-type: none">Test Provider Admin 30 - Summary Statement.pdf (54 KB)TEST Provider Admin 30- Provider submission .pdf (82 KB) <p>The footer of the page reads 'Copyright © 2023. All rights reserved.'</p>

- Click on the name of a document to download it.
- A **Downloads** box will appear.
- Click on the **Open file** link and the document will open in a separate tab.



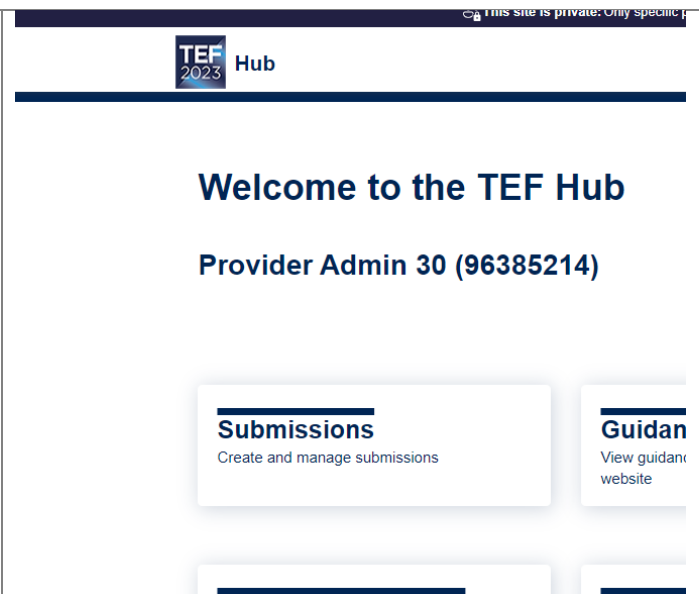
How to upload representations about the provisional publishing decision

You have 14 days to make any representations about the additional information we have made a provisional decision to publish.

Representations are treated as a type of submission in the TEF Hub, so you need to use the Submissions option to upload and submit them.

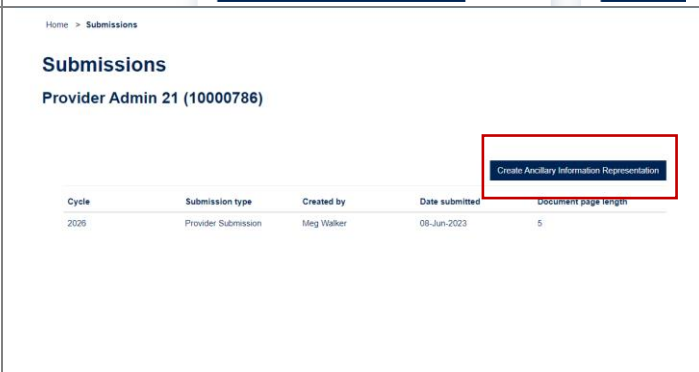
1. Open Submissions

- Log on to the TEF Hub and click on **Submissions**.



- Click on the **Create Ancillary Information Representation** button.

Please note: This button will only appear once your provisional publishing decision has been issued and up until the deadline



2. Create the representation record

- The **Create a submission** page is auto-populated with:
 - your provider name
 - the TEF cycle
 - the submission type as Ancillary Information Provider Representation
- Click the **Next** button to create the record.

TEF Hub Home | Contact us | Meg Walker

Home > Create a submission

Create a submission

Click on next to create a submission record. You will be able to add files on the next page

Submission details

Provider
Provider Admin 21

Cycle *
2025

Submission type *
Ancillary Information Provider Representation

Next

Copyright © 2023. All rights reserved.

3. Add files

- On the Complete submission screen you can add your file(s).
- The file types and formats accepted by the TEF Hub are shown under Files (for representations, these are Word documents, pdf files and Excel files)).
- Click on the Add files button to add a file to your submission.

TEF Hub Home | Contact us | Meg Walker

Home > Complete a submission

Complete a submission

Submission details

Submission deadline:

Provider
Provider Admin 21

Cycle *
2025

Submission type *
Ancillary Information Provider Representation

Files

Allowed File Type, Size:

- File Type: pdf,docx,xlsx
- Submission PDF Page Limit: Pages
- Maximum File Size Limit: 6 MB

Add files

- Click on Choose files to find the relevant file.
- Once your file appears in the Add files window, click on the Add files button.

Add files [X]

Choose files [Choose Files] Provisional...dmin_19).pdf

Add files **Cancel**

- Once the file has been uploaded it will show in the **Files** section at the bottom of the **Complete submission** screen.
- Repeat these steps again if you wish to add more than one file.

Files

Allowed File Type, Size:

- File Type: pdf,docx,xlsx
- Submission PDF Page Limit: Pages
- Maximum File Size Limit: 6 MB

Add files

Name ↑	Modified
TEST - Representation document for ancillary information. pdf (45 KB)	02-Oct-2023, 3:33 PM [Delete]

4. Submit your representations

Once you have added the relevant file and you're happy with your representation submission, you can submit it:

- Scroll down the screen and please read the **Declaration** text, then click on the **Submit** button.

Please note: we will not publish representations and only the initial provider submission.

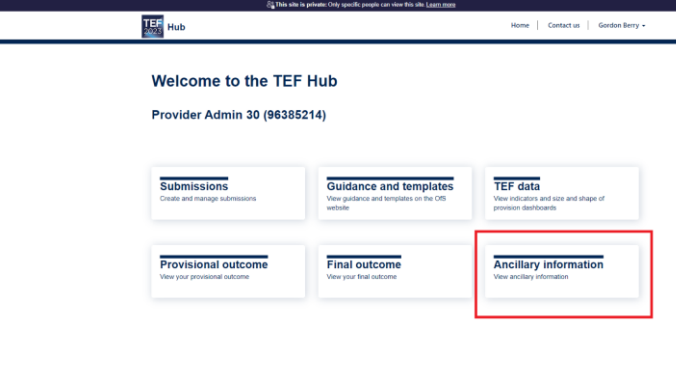
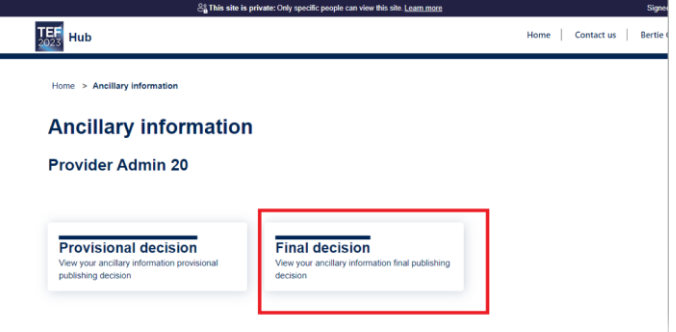
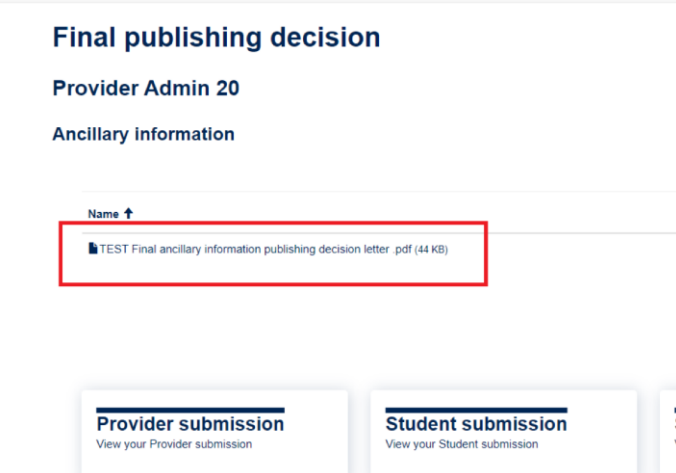
- Once the submission has been submitted, your screen will change to **View submission** (see details below 6. View your submission).
- The TEF contacts and accountable officer will receive an email confirming receipt of your submission.
- If you need to amend or delete your submission, please see details above (How to amend your provider submission).

The screenshot shows a web interface for submitting a representation. At the top, there is a year selector set to '2026' and a dropdown menu for 'Submission type' with 'Ancillary Information Provider Representation' selected. Below this is a 'Files' section with a table of allowed file types and sizes, and an 'Add Files' button. A table below shows one file uploaded: 'TEST - Representation document for ancillary information .pdf (46 KB)' with a modification date of '02_Oct_2023 3:33 PM' and a 'Delete' link. Underneath is a 'Declaration' section with two bullet points of text. At the bottom, a 'Submit' button is highlighted with a red rectangular box.

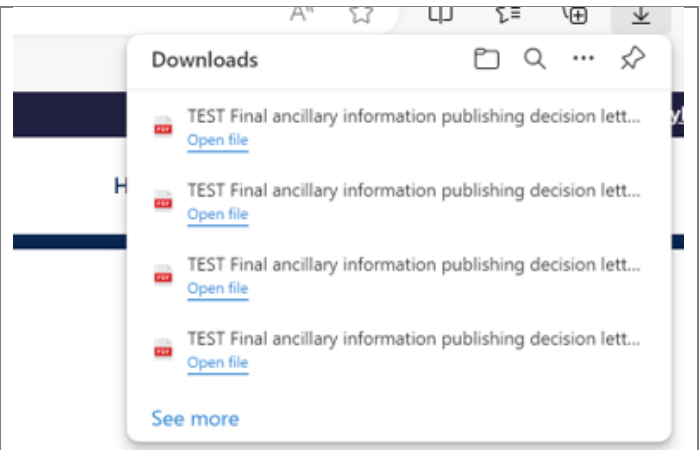
Ancillary information – final publication decision

When we have made a final publication decision about the ancillary information listed in paragraph 88b of Regulatory Advice 22, we will email accountable officers and TEF contacts to notify them that this decision, and the information we intend to publish, is available on the TEF Hub.

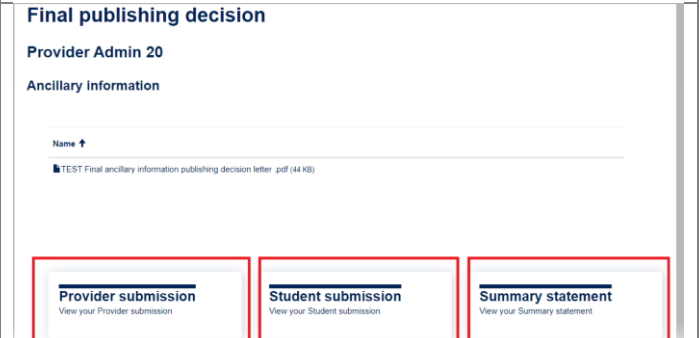
Accessing the final publishing decision and ancillary information

<p>3. Open the ancillary information page</p> <ul style="list-style-type: none">Log on to the TEF Hub and click on Ancillary information.	 <p>The screenshot shows the TEF Hub dashboard for 'Provider Admin 30 (96385214)'. It features a grid of six buttons: 'Submissions', 'Guidance and templates', 'TEF data', 'Provisional outcome', 'Final outcome', and 'Ancillary information'. The 'Ancillary information' button is highlighted with a red rectangular box.</p>		
<ul style="list-style-type: none">Click on the Final decision button. <p><i>Please note: When the final publishing decision is available, the text on the button will read 'View your ancillary information final publishing decision' and it will be clickable.</i></p>	 <p>The screenshot shows the 'Ancillary information' page for 'Provider Admin 20'. It contains two buttons: 'Provisional decision' and 'Final decision'. The 'Final decision' button is highlighted with a red rectangular box.</p>		
<p>4. View the ancillary information final publishing decision</p> <ul style="list-style-type: none">In the Ancillary information table, you will see the final publishing decision letter.	 <p>The screenshot shows the 'Final publishing decision' page for 'Provider Admin 20'. It displays a table with the following content:</p> <table border="1"><thead><tr><th>Name ↑</th></tr></thead><tbody><tr><td>TEST Final ancillary information publishing decision letter .pdf (44 KB)</td></tr></tbody></table> <p>The table entry is highlighted with a red rectangular box. Below the table, there are buttons for 'Provider submission' and 'Student submission'.</p>	Name ↑	TEST Final ancillary information publishing decision letter .pdf (44 KB)
Name ↑			
TEST Final ancillary information publishing decision letter .pdf (44 KB)			

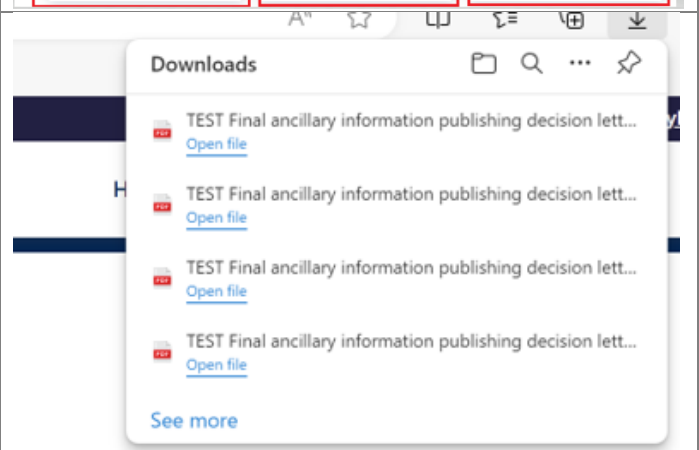
- Click on the name of a document to download it.
- A **Downloads box** will appear.
- Click on the **Open file** link and the document will open in a separate tab.



- Under the Ancillary information table, you will see links to final ancillary information.
- To view these, you will need to click on the link of the document type you wish to view.



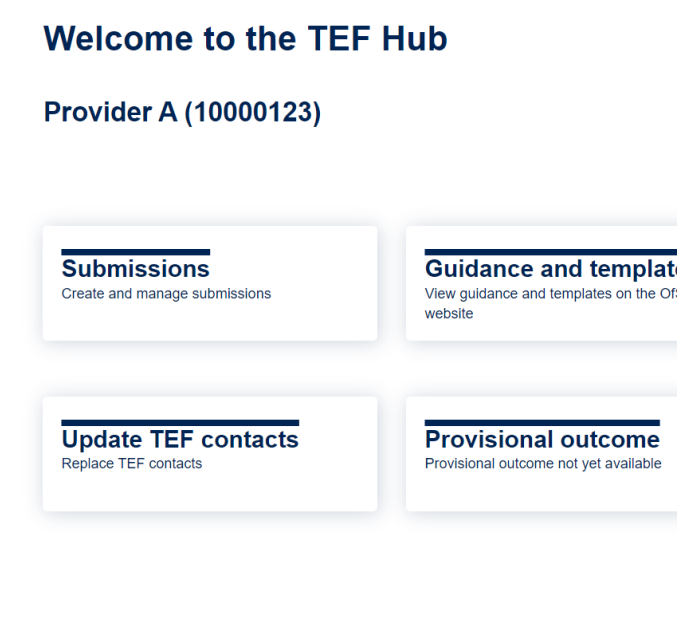
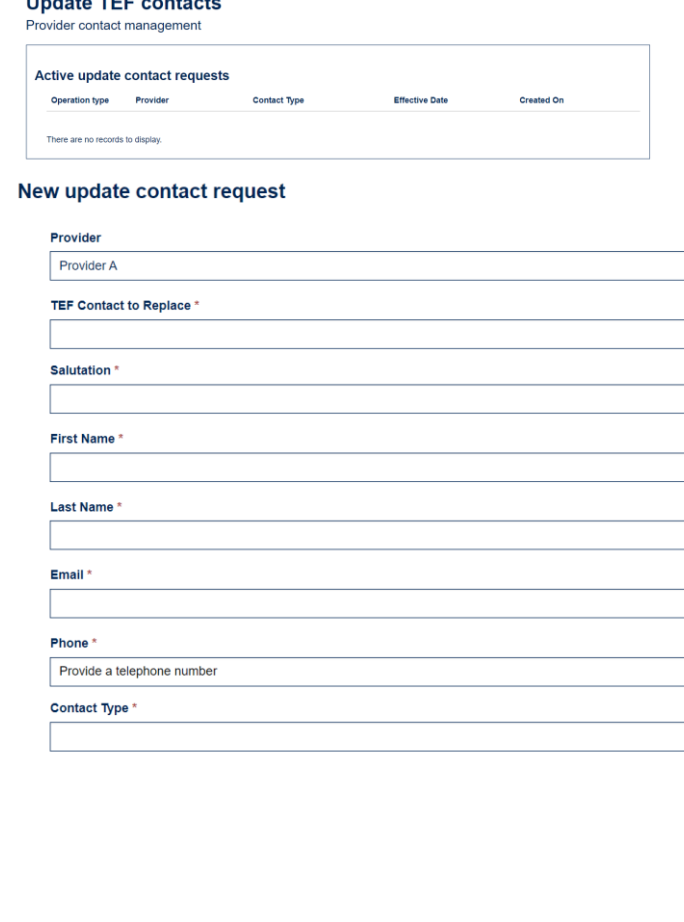
- This will take you to a page where you will see the document in a table.
- Click on the name of the document to download it.
- A **Downloads box** will appear.
- Click on the **Open file** link and the document will open in a separate tab.



TEF contacts

Updating TEF contacts as the accountable officer

Accountable officers can update and replace their provider's TEF main and TEF alternative contacts via the TEF Hub. Please contact TEF@officeforstudents.org.uk if you are the accountable officer and wish to amend the TEF main contact to be yourself.

<p>1. Go to Contact updates</p> <ul style="list-style-type: none">Log on to the TEF Hub and click on Update TEF contacts.	
<p>2. Select the TEF contact to replace</p> <p>Contact changes you make will appear as requests. The top part of this screen will show any previous requests you've sent (see details below).</p> <p>To send a new request for a contact update:</p> <ul style="list-style-type: none">In the drop-down list, select the name of the contact you wish to replace.Enter the details of the new contact in the following fields:<ul style="list-style-type: none">SalutationFirst nameLast nameEmail addressPhone numberUnder Contact Type, select the relevant TEF role from the drop-down list.	

<p>3. Confirm the start date</p> <ul style="list-style-type: none"> Under Effective Date, use the calendar icon to confirm the contact's start date. <p><i>If you wish the contact change to take place immediately, set a date in the past.</i></p> <ul style="list-style-type: none"> Click the Submit button. 	<p>Effective Date *</p> <p>DD-MMM-YYYY</p> <p>Submit</p>										
<p>4. Submission confirmation</p> <ul style="list-style-type: none"> This message will appear to confirm your submission has been successful. 	<p>New update contact request</p> <p>Submission completed successfully.</p>										
<p>5. View contact update history</p> <ul style="list-style-type: none"> You can see a history of the changes you've submitted in the Active update contact requests at the top of the screen. 	<p>Update TEF contacts Provider contact management</p> <p>Active update contact requests</p> <table border="1"> <thead> <tr> <th>Operation type</th> <th>Provider</th> <th>Contact Type</th> <th>Effective Date</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td colspan="5">There are no records to display.</td> </tr> </tbody> </table>	Operation type	Provider	Contact Type	Effective Date	Created On	There are no records to display.				
Operation type	Provider	Contact Type	Effective Date	Created On							
There are no records to display.											


Updating TEF student contacts as the accountable officer

Please contact TEF@officeforstudents.org.uk if you wish to update your TEF student contacts. Please provide information about the role held by any new student being nominated to allow us to check their suitability.⁵

⁵ See the TEF 2023 guidance at www.officeforstudents.org.uk/publications/regulatory-advice-22-guidance-on-the-teaching-excellence-framework-2023/, page 8.

Help and queries

How to contact the TEF Team via the TEF Hub

<p>1. Open the Contact us form</p> <ul style="list-style-type: none">Click on the Contact us tab on the TEF at the top of the TEF Hub screen.	
<p>2. Complete the Contact us form</p> <ul style="list-style-type: none">Select your query type from the Query Type* drop-down list.Add a subject line for your query in the Subject* box.Under Details*, add the details explaining your query.Click the Submit button.Once your query has been submitted you'll be returned to the TEF home screen. <p><i>For queries regarding TEF data, please contact providermetrics@officeforstudents.org.uk</i></p>	

If you need support with using the Hub or encounter any issues, please contact us at tefsystems@officeforstudents.org.uk.