

8 February 2021

Dear [Data contact]

## 2019-20 post-collection outputs

1. The Office for Students (OfS) produces a series of files each year which show providers how we use their student data to support our regulatory functions. We call these 'post-collection outputs'. Following your submission of 2019-20 student data to the Higher Education Statistics Agency (HESA) or the Education and Skills Funding Agency (ESFA), the 2019-20 post-collection outputs will be made available via the OfS portal (<https://extranet.officeforstudents.org.uk/Data>). The 2019-20 post-collection outputs will be released in several stages as described below.
2. This letter provides information relating to:
  - a. Accessing these outputs
  - b. The outputs that will be available.
3. The release schedule for the individual 2019-20 post-collection outputs is as follows:

Output	Purpose	Released to whom	Expected release date
2019-20 Student numbers	To show how we calculate the student numbers that the OfS uses for various regulatory purposes, including setting registration fees.	Providers with 2019-20 data who were registered on or before 8 February 2021.	10 February 2021

Output	Purpose	Released to whom	Expected release date
ILR quality control summary (ILR data only)	To show the status of data quality relating to missing and inconsistent information, as well as a breakdown of student demographics.	Providers with 2019-20 ILR data.	February 2021
Transparency 2020	To show how we calculate attainment and completion information for the transparency information condition (F1).	Providers with 2019-20 ILR data who were registered on or before 3 February 2021.	April 2021
Reconciliation exercise	To show a comparison of funding calculated from our in-year Higher Education Students Early Statistics (HESES) survey to the student data. Where differences exceed thresholds, providers may be selected for a reconciliation exercise.	Providers with 2019-20 data who are registered in the Approved (fee cap) category and are in receipt of 2020-21 recurrent grant based on HESES19 data.	April/May 2021
Funding data summaries	To show how we have used student data to inform the latest funding allocations.	Providers with 2019-20 data who are registered in the Approved (fee cap) category.	June 2021

You will receive an email as each output is released to your provider.

4. The post-collection outputs will be available to download through the OfS portal. The provider's nominated OfS user administrator will be able to grant access to the '2019-20 post-collections outputs' area of the portal (<https://extranet.officeforstudents.org.uk/Users>).
5. Guidance for your provider's OfS user administrator can be found on the login page of the portal. Please note that the OfS user administrator portal website is different to the OfS portal, and the workbook can only be downloaded from the OfS portal. Further guidance on the portal is available in Annex A.
6. As not all providers will receive each output, there may not be data for you to download currently. See Annex A for information on how to access the portal.

7. Colleagues who wish to access these outputs will need to have one of the following email domains as part of their OfS portal login:

**«Domains»**

Access to the '2019-20 post-collection outputs' area will be denied if you are using an account that does not contain one of the domains above.

**Further information**

8. Further details about the 2019-20 post-collection outputs can be found on the OfS website at [www.officeforstudents.org.uk/data-and-analysis/post-collection-outputs/](http://www.officeforstudents.org.uk/data-and-analysis/post-collection-outputs/).
9. These outputs are provided for information only and no action is required.
10. For queries about the student number outputs, please contact [StudentNumbers@officeforstudents.org.uk](mailto:StudentNumbers@officeforstudents.org.uk)

For queries with the Transparency outputs, please contact [Transparency@officeforstudents.org.uk](mailto:Transparency@officeforstudents.org.uk)

For queries with any other output, please contact the relevant email address from the list below:

- Providers that submitted 2019-20 HESA student data: [HesaStudentData@officeforstudents.org.uk](mailto:HesaStudentData@officeforstudents.org.uk)
- Providers that submitted 2019-20 HESA student alternative student data: [APdata@officeforstudents.org.uk](mailto:APdata@officeforstudents.org.uk)
- Providers that submitted 2019-20 ILR data: [ILRdata@officeforstudents.org.uk](mailto:ILRdata@officeforstudents.org.uk)

Yours sincerely

**Sioned Forwood**  
Senior Analyst

## Annex A: Accessing and using the OfS portal

1. This annex gives guidance on how to access the OfS portal to download the 2019-20 post-collection outputs.
2. The OfS portal can be accessed via the following link:  
**<https://extranet.officeforstudents.org.uk/Data>**
3. You will need to be a registered user of the OfS portal to be assigned to the '2019-20 post-collection outputs' survey area, from which you will download your outputs.
4. If you have not registered on the OfS portal before, you will need to ask the nominated portal user administrator at your provider to create an account for you. Each person who requires access to the post-collection outputs will need to be registered with their own account.
5. You will need to be assigned to the '2019-20 post-collection outputs' survey area by the nominated OfS portal user administrator at your provider. The user administrator can find guidance on how to add portal users to portal areas on the main portal login page. If you are the user administrator, you will still need to assign yourself to the survey area.
6. If you do not know who your user administrator is, you can view the user administrators at your provider by logging onto the OfS portal. Select 'My account' towards the right-hand side of the yellow banner, and then click 'Activate an access key'. The names and contact details of the user administrators at your provider will be at the top of the page. If you are not registered and do not know who your user administrator is, please contact [portal@officeforstudents.org.uk](mailto:portal@officeforstudents.org.uk).
7. Once you have been assigned to the '2019-20 post-collection outputs' portal area, log in to the OfS portal and you will see a link for the 2019-20 post-collection outputs' portal area under the 'Home' section.
8. To download the post-collection outputs, click on the 'Download' button. You will receive a zipped file which will contain your outputs.
9. If there are any issues with downloading your post-collection outputs, please contact us at [portal@officeforstudents.org.uk](mailto:portal@officeforstudents.org.uk).