

### **Session aims**

## We are going to look at the basic definitions and concepts used in HEIFES.

After the presentation you should know:

- What data is recorded on each table
- How to categorise students
- How to count student years
- How to make forecasts of non-completion and FTE
- Some table-specific definitions

We will also do some exercises to help cement our understanding of these definitions.



### Where can we find more information?

Information	Location in worksheet	Guidance
Mode of study	Specific worksheet for each	Annex H
Level of study	Level column	Annex I
Price group	Price group column	Annex G
Long or standard-length year	Length column	Annex J
Fundability / residential status / domicile	Sub categories of columns 1,2,3	Annex F
Standard or non-standard year	Column 1 or Column 2	Annex C
Non-completion forecasts	Column 3	Annex D
(Part-time only) FTE for completed years	Column 4a	Annex E
Number of new-entrant students	Table 5&6 only – Section B	Annex C
Apprenticeships	Table 5 only	Annex B
Health profession	Tables 7a, 7b & 7c only	Annex L
Number of new starter students	Tables 7a, 7b & 7c only	Annex L



Part 1 - Categorising your students

### Mode (Annex H)

• Mode determines which table to record a student in.

• Mode can be full-time, sandwich year out or part-time.

#### Full-time

- · Full-time fees are chargeable.
- Normally required to attend for at least 24 weeks in the year of course.

Table	Mode recorded
1: Full-time	Full-time
2: Sandwich	Sandwich year out
3: Part-time	Part-time
4: Year abroad	Full-time & Sandwich year out
5: Planning	All
6: Subcontractual	All
7a-7c: Health	All

- Undertake study, tuition, learning in the workplace, work placement for at least **21 hours per week**.
- Here, this can include time spent on a sandwich work placement, if the year doesn't meet the criteria to be a sandwich year out.

### Mode (Annex H)

#### Sandwich year-out

- A reduced fee is chargeable
- The year of course includes a period of work-based experience
- Meets the definition given in the student support regulations OR is an Erasmus+ year abroad spent working
- Meets the time-based criteria in Annex H

#### Part-time

• If a year doesn't meet the definitions for Full-time or Sandwich year out, it is considered part-time in HEIFES.

#### Note

• Mode can change between years. More detail in the Annex.

#### **Notes on Apprenticeships**



Some students may be taking their higher education qualification as part of an apprenticeship. For these years of course:

- They should be registered with and reported by the lead provider (usually contracted by the ESFA).
- We would normally expect them to be part-time.
- We only fund activity related to the higher education course.
- They are not considered to be closed courses (more on this later)
- They are reported as normal in tables 1-3, and are also identified on table 5.

### **Table 1 Full-time**

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11 Price group	<ul> <li>Length</li> </ul>	Level		(b)	(C)		(b)	(C)	(a)	(b)	(C)	) (a)	(b)	(C)
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13		PG (UG fee)							0.00					0.00
	-	PG (Masters' loan)							0.00					Fundabilit
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	Long	UG				0.00			0.00					status:
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10		PG (Masters' loan)							0.00					AIIIEAT
19		PG (Other)		0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
20 C1	Standard								0.00					
21		PG (UG fee)							0.00	0.00				
		PG (Masters' loan)							0.00					
Level:		PG (Other)		0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Annex I	Long	UG							0.00					
		PG (UG fee)							0.00					
26		PG (Masters' loan)							0.00					
27		PG (Other)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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### Price groups (Annex G)

- There are 4 price groups, which reflect the costs of teaching a particular subject:
  - B high costs from use of labs and specialist facilities
  - > C1 and C2 intermediate costs, some specialist facilities
  - D lower costs, mainly classroom based

NOTE - a course can be split between 2 or 3 price groups

- Price group is determined firstly by the attributes of certain courses and otherwise by the LDCS codes of the course that the student is on.
- LDCS codes are available via the learning aims search the courses table maps to price groups using this data.
- Mappings are in the HEIFES18 guidance.

### **Price groups – LDCS codes**

- Up to 6 characters long
- Each extra character is a sub-level
- Unless indicated in the guidance, sub-levels have the same price group as the 'parent' level.

LDCS code	LDCS description	Price Group
F	Area studies / cultural studies / language studies	D
FN	Languages	D
FN.1	Language studies	C2
FN.2	English language	D

### 'Length': Standard / long years

#### Full-time students:

- A long year is where a student is in attendance for 45 weeks or more in the year of course.
- Some restrictions:
  - > Periods of work experience don't count
  - Sandwich years don't count
  - (Usually) foundation degrees don't count
- If not a long year, it's a standard-length year

#### Part-time students:

• Depends on the length of the equivalent full-time course

### Level of Study

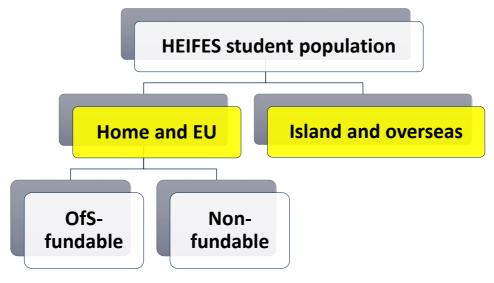
#### UG – Undergraduate

Table 5 only: sub-levels identify where these are taken as part of an apprenticeship

#### PG – Postgraduate (taught)

- normal entry requirement is a degree level qualification.
- 3 sub-levels: PG (UG fee), PG (Masters loan), PG (Other)
- Table 5 only: further sub-levels identify where PG (Masters loan) and PG (Other) are taken as part of an apprenticeship

### **Residential status (Annex F)**



### **Residential status (2)**

#### Home and EU:

• Defined by the fee regulations.

#### Island and overseas:

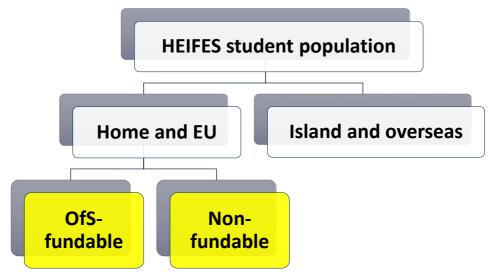
- Generally those from the Channel Islands or the Isle of Man or from outside the EU or specified territories
- Not included in funding allocations

#### NOTE:

- see HEIFES18 Annex F for further details
- the HEIFES guidance is NOT definitive refer to the Fee regulations as well.



### Fundability status (Annex F)



### Fundability status (2)

#### **OfS-fundable**

• Home and EU students UNLESS they're in one of the categories below.

#### non-fundable categories

- Postgraduate research (PGR) students.
- Initial Teacher Training and INSET students (leading to QTS or EYTS)
- Students on certain pre-registration courses for nursing, midwifery and allied health professions. (More on these later).
- Students on certain courses commissioned and funded by an NHS organisation.
- PG students funded by another EU public source.
- Students on closed courses. (NOT students on apprenticeships).
- Students aiming for ELQs, unless exempt.

### Fundability status: ELQs

#### Equivalent or Lower Qualifications

- When students are aiming for a qualification that is at the same level (or lower) than one they have already achieved.
- Generally these are non-fundable, but there are some exemptions. See HEIFES18 Annex F for the full list, but examples are:
  - Foundation degrees
  - PGCEs
  - > Students in receipt of the Disabled Students Allowance
  - A number of health related courses
- If we don't know a student's prior qualifications, treat them as aiming for an ELQ. (So would be non-fundable, unless exempt).

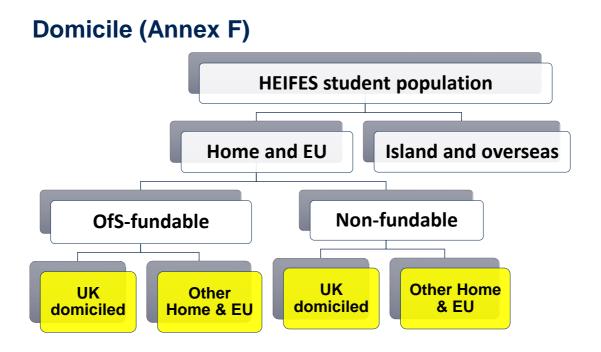
### Fundability status: ELQs

Typical HE qualification	FHEQ level
Master's degrees (MA, MSc)	
Integrated master's degrees (MEng)	7
Postgraduate diplomas	1
Postgraduate Certificate in Education (PGCE)	
Bachelor's degrees with honours	
Bachelor's degrees	6
Graduate diplomas	
Foundation degrees	
Diplomas of Higher Education (DipHE)	5
Higher National Diplomas (HND)	
Higher National Certificates (HNC)	1
Certificates of HE (CertHE)	4

#### CAUTION:

This is not meant to be a complete list of HE qualification levels.

See HEIFES18 guidance for further information.



### Domicile

Shares a definition with the ILR DOMICILE field:

"the country code of the student's permanent home address prior to entry to the course. It is not necessarily the correspondence address of the student."

UK-domiciled:

- entitled to pay Home & EU fees and
- country of domicile = England, Wales, Scotland, Northern Ireland, UK not otherwise specified

### **Definitions quiz part 1**

- In small groups on your tables, look through the questions that make up part 1 of the table definitions quiz. These relate to the topics we've just covered.
- You have 15 minutes to answer these questions.
- We encourage you to talk them through and (if necessary) look at the relevant annex in your HEIFES guidance.
- We'll go through the answers, then break for coffee.





Part 2 – Counting your students

### **Session aims**

In this section we will look at:

- The census date
- Column 1 and Column 2 students
- The Courses table
- Non-completions
- FTE



#### **Table 1 Full-time**

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11 Price group	<ul> <li>Length</li> </ul>	Level	(a)	(b)	(C)	(a)	(b)	(C)	(a)	(b)	(C)	(a)	(b)	(C)
12 B	Standard	UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13		PG (UG fee)	0.00			0.00			0.00			0.00		0.00
	-	PG (Masters' loan)				0.00			0.00					Fundabilit
Length:	~	PG (Other)				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Long	UG				0.00			0.00			0.00		status:
Annex J		PG (UG fee)				0.00			0.00					Annex F
10		PG (Masters' loan)				0.00			0.00					
19		PG (Other)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20 C1	Standard	PG (UG fee)				0.00			0.00					
21		PG (UG fee) PG (Masters' loan)				0.00			0.00					
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Level:	Long	UG		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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26		PG (Masters' loan)				0.00			0.00			0.00		
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### Counting student activity (Annex C)

We count years of course. For a student studying for a specific qualification:

- > The first year begins when they start studying towards the qualification.
- The second and subsequent years start on or near the anniversary of this date (to allow for minor variations in term dates).

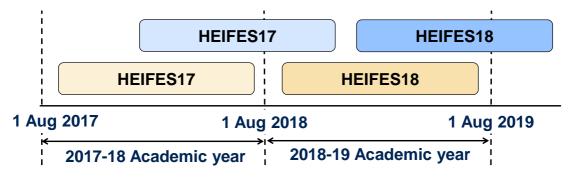
For each year, student activity is counted if:

- A fee is charged
- The FTE for the year is at least 0.03
- They are not writing up a thesis or similar piece of work for the whole year
- They haven't withdrawn within two weeks of starting their year of course

#### **Counting student activity: which HEIFES?**

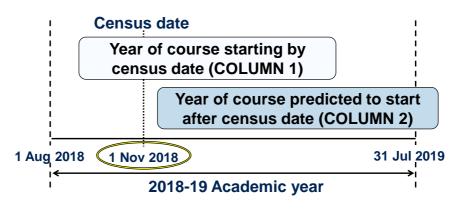
A year of course is counted in the HEIFES survey based on which academic year it starts in.

The years labelled as 'HEIFES17' below both start in the 2017-18 academic year.



### Counting student activity: Column 1 or 2?

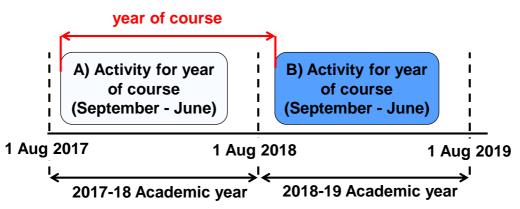
- Years of course can be recorded in either Column 1 or Column 2: this reflects if the year starts before or after the HEIFES census date.
- If a student has withdrawn from their year of course on or before 1 November 2018 they should NOT be returned.



#### Standard & non-standard years

#### Standard year (column 1):

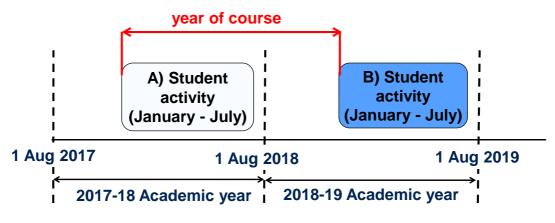
- All activity contained within one academic year (1 August 31 July)
- · Count at the start of each year of course



### Standard & non-standard years

#### Standard year (column 2):

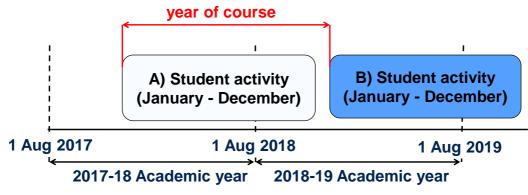
- All activity contained within one academic year (1 August 31 July)
- Included as a forecast year in column 2 at the start of each year of course.



#### Standard & non-standard years

#### Non-standard year (column 2):

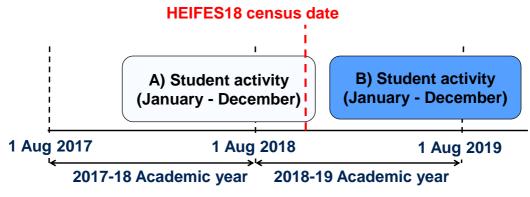
- Activity for a year of course spans two academic years.
- Included as a forecast year in column 2 at the start of each year of course: avoid double-counting!



### Standard & non-standard years

#### Non-standard year (column 2):

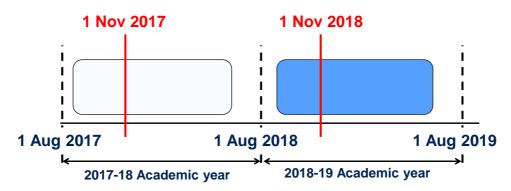
- Activity for a year of course spans two academic years.
- Included as a forecast year in column 2 at the start of each year of course: avoid double-counting!



#### **Counting student activity: example 1**

A student starts a degree in September 2017 with exams in June 2018. After a summer break they re-enrol in September 2018 for the second year of the degree.

Should the second year be recorded in Column 1 or 2 of HEIFES18?



### **Counting student activity: example 2**

A student starts a degree in January 2018 and they will only study in 'normal' term time (i.e. January-Easter, Easter-June, September-December).

· Should the second year be recorded in Column 1 or 2 of HEIFES18?



#### The Courses table

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#### What is the Courses table for?

- The courses table is used to record Column 1 years of course
- Data entered on the courses table automatically populates Column 1 on Tables 1, 2, 3 and 5.
- Data is entered at a course level, using Learning Aims.

We take a snap shot of the data in the ESFA's Learning Aims Search database (LARS). (Date is at the top of the worksheet). This is used to list:

- Course title
- Price group(s)
- Level & sub-level
   Length

If you don't have a learning aim, or the information is incorrect, contact us as soon as possible at heifes@hefce.ac.uk.

### **Courses table layout**

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4		Foundation Degree in Marine Ecology	В	50%	C2	50%			Standard	0	0	0	0		0	0	0	0	0	100	35			)
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### **Completing the Courses table**

- You must use the specific learning aim for each course.
- Price groups for each course are defined by the learning aim.
- A course can be split between price groups if so you will have to enter the percentage for each price group
- Level, sub-level and length are automatically completed but you can overwrite these if necessary.
- There are separate columns for each mode.
- Sub-columns separate out fee status, fundability status and domicile.
- Only enter Column 1 students years of course that have started before the census date.

### **Completing the Courses table**

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1		Í	0 0 0 0	B: 0 0 D	0 0 0

- Entering data for learning aim 204800 HND in public services:
- Full-time, standard length, price group C1
- 20 Home & EU, fundable students (UK domiciled)
- 10 Home & EU, non-fundable students (UK domiciled)
- 5 Island & Overseas students

2 3 Abingdor	Coli utomatic	umn 1 is ally populate	)	lidation: O		Column Column Annex	2:	¢	con	mn 3 I npletic nnex I	ins: D	Au c	Columr tomatio omplet	cally ted
ice		ata from the ses table	mn 1		en 1 August	Column 2		able	First-stag	ţ		First-sta Column 4 Automatically Estimated co academic ve	mpleted ye	ars
iex G			inclusive Home and E		2010	July 2019 inc Home and E	lusive		(negative value) Home and EU	ues)	mpieteu	1 + 2 + 3) Home and E		(Columns
$\overline{}$			OfS-		Island and			Island and	Home and EU OfS-		Island and			Island and
10			fundable	fundable			fundable	overseas	fundable	fundable	overseas		fundable	overseas
11 Price group	<ul> <li>Length</li> </ul>	Level	(a)	(b)	(C)		(b)	(C)	(a)	(b)	(C		(b)	(C)
12 B	Standard		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
13		PG (UG fee)	0.00			0.00		0.00	0.00					0.00
		PG (Masters' loan)	0.00			0.00		0.00	0.00					Fundabi
ath:	-	PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
	Long	UG	0.00			0.00		0.00	0.00					status
ex J		PG (UG fee)	0.00			0.00		0.00	0.00					Annex
10		PG (Masters' loan)	0.00			0.00		0.00	0.00					ATTICA
19		PG (Other)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
20 C1	Standard		0.00			0.00		0.00	0.00					
21		PG (UG fee)	0.00			0.00		0.00	0.00	0.00	0.00			
		PG (Masters' loan)	0.00			0.00	0.00	0.00	0.00	0.00	0.00			
vel:		PG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
exI	Long	UG	0.00			0.00		0.00	0.00					
		PG (UG fee)	0.00			0.00		0.00	0.00					
		PG (Masters' loan)	0.00			0.00		0.00				0.00		
26 27		PG (Other)	0.00			0.00		0.00	0.00			0.00		

### The OfS definition of completion

#### Students start their year with a study intention.

• The modules they intend to complete in that year. The OfS definition of 'completion':

In order to complete the year, a student must:

- complete all of their study intention.
- within 13 calendar months of the start of their year. Completion is not the same as 'progression'.

#### In order to complete a module, a student must either:

- Undergo the final assessment in the module, OR
- Pass the module, if it can be done without undergoing the final assessment.



### Non-completion: Column 3 (Annex D)

Enter a **forecast** of the students recorded in Columns 1 and 2 who will not complete their year of course.

#### Notes

- Should be recorded as a negative number.
- Estimates should be primarily based on the previous year's non-completion rate for the particular course.
- Completion is not the same as progression: use the definition from the HEIFES guidance.



#### **Table 3 Part-time**

A 1 Table 3: Par 2 Abingdon and 4 5	t- autor o pop fro	induite cally		E IE lidation: O	Colu Ann		H idation: O ge credibi	ĸ		tions:	K L	Autom com	umn 4 naticall pleted		Estim Aı	lumn 4 nated F nnex E	TE
Price			Column 1 Automaticall	y popula ed		Column 2	X		Column 3	,		Column 4 Automaticall	populated		Column 4a	ŧ	
Group: Annex G			Years count 2018 and 1 inclusive			Forecast of y between 2 No July 2019 inc	ovember 20		Forecast of y		ompleted	Estimated co academic ye 1 + 2 + 3)			Estimated FT years include academic years	d in Column	
Annex O			Home and E	U		Home and El	J		Home and EL	J		Home and E			Home and EL	J	
10			OfS- fundable	Non- fundable	Island and overseas	OfS- fundable	Non- fundable	Island and		Non- fundable	Island and overseas		Non- fundable	Island and overseas		Non- I: fundable	overseas
11 Price group	- Length	Leve	el (a)	(b)	(C)	(a)	(b)	(C)	(a)	(b)	(C)	(a)	(b)	(C)	(a)	(b)	<b>(</b> )
12 B	Standard				17.00	0.00			0.00			67.50		17.00	0.00		0.0
13		PG (UG fee				0.00			0.00			0.00			0.00	-	1
14		PG (Masters' loan				0.00			0.00			0.00			0.00	Fund	dability
15	Long	PG (Other		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		atus:
17	Long	PG (UG fee				0.00			0.00			0.00			0.00		
1	-	PG (Masters' loan				0.00			0.00			0.00			0.00	Anr	nex F
Length:		PG (Other				0.00			0.00			0.00			0.00	0.00	0.00
Annex J	Standard			11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.00	11.00	0.00	0.00	0.00	0.00
ATTICK J		PG (UG fee	e) 0.00			0.00			0.00			0.00			0.00		
22		PG (Masters' loan				0.00			0.00			0.00			0.00		
23		PG (Other				0.00			0.00	0.00		0.00			0.00		
24	Long	U				0.00			0.00			0.00			0.00		
Loval	_	PG (UG fee				0.00			0.00			0.00			0.00		
Level:		PG (Masters' loan				0.00			0.00			0.00			0.00		
Annex I		PG (Other	r) 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	nformation	Courses Course	es Valid 1 F	ull-time	2 Sandwich	3 Part-time	Table 3	Valid 4	Year abroad	5 Plannin	ig 6 Si	🕂 🗄 🗄	4				

### Calculating FTE: Column 4a (Annex E)

#### FTE = Full Time Equivalence.

- For a part-time course, this is defined by looking at the equivalent full-time course.
- It can be calculated based on:
  - Number of credits studied
  - Duration of the course
- Over a whole part-time course, the FTE should add up to the same total as a full-time course.
- Foundation degree bridging courses have a FTE of 0.3

E.g. A full-time degree takes 3 years, and the part-time version takes 6 years.

3/6 = 0.5 FTE (Over the 6 years, this totals back up to 3).

### **Calculating FTE: credit example**

E.g. A full-time degree is taken over 3 years, with 120 credits taken each year. In the part-time course, 90 credits are studied in years 1, 2 and 3, and 30 credits are studied in years 4, 5 and 6.

What is the FTE for years 1, 2 and 3?

90 / 120 = 0.75

What is the FTE for years 4,5 and 6?

30 / 120 = 0.25

What is the total FTE over the course?

0.75 + 0.75 + 0.75 + 0.25 + 0.25 + 0.25 = 3.0



# Part 3 – The planning tables

### **Table 5 Planning**

1 2			c nt breakdowns for planning pu	D rposes	E	F	G		ion A:		К	L	М	N		ection v entr		R
3	Abingdon	and Witney Co	ollege (UKPRN: 10000055)		Va	alidation: (	ок	All y	ears	Va	alidation: O	к				V EIIII		
4				F		age credit		t			age credibi			First-stag		bility: War		ee below
6				Section A:	All ve:	ars								Section E	3: New e	entrants		
7				Column 1					Column 2									
8				Automatical	ly popu	ulated			Years cou	ntable b	etween 2 No	vember	2018 and					
				Years coun	table b	etween 1 A	ugust 20	18 and 1			sive (as ente			New entra	nts inclu	ded in Sect	ion A of t	his table
9				November 2			logoot Lo	ino ana i	of Tables				- or of the second seco					
10				Home and E	U				Home and		· · · · ·			Home and	EU			
11				(a) OfS-fun	dable	(b) Non-fui		(C)	(a) OfS-fu	ndable	(b) Non-fun	dable	(C)	(a) OfS-fu	ndable	(b) Non-fu		(C)
					Other			Island	[···	Other			Island		Other			Island
					Home	UK-	Home		UK-			Home		UK-			Home	
12				domiciled a					domiciled					domiciled		domiciled		overseas
	Mode	Level	Sub-level	(i)	(ii)	(i)	(ii)		()	(ii)	(i)	(ii)		(i)	(ii)		(ii)	
	Full-time and	UG	FHEQ level 4 and 5 apprenticeship FHEQ level 6+ apprenticeship						0		0		0	0		0		0
	sandwich		All other UG	0					0		0		0	0				0
	vear out	PG (UG fee)	All other og	0	0				0		0		0		0	0		0
18	year out	PG (Masters	Apprenticeship	0	0	0			0		0	0	0	0	0	0	0	0
19		loan)	All other PGT (Masters' loan)	ō					0					0				
20		PG (Other)	Apprenticeship	0	0				0		0		0	0		0		0
21			All other PG (Other)	0	0	0		0	0		0		0	0	0	0		0
22	Part-time	UG	FHEQ level 4 and 5 apprenticeship		35	11		34	. 0					0				0
23			FHEQ level 6+ apprenticeship	0					0					0				0
24			All other UG	0	0	0			0	0	0	0	0	0	0	0	0	0
25		PG (UG fee)		0	0				0	0	0	0	0	0	0	0	0	0
26		PG (Masters	Apprenticeship		0	0	0	0	0					0				0
27 28		loan) PG (Other)	All other PGT (Masters' loan) Apprenticeship	28	4			20	0	0	0	0	0	0	0	0	0	0
28		FG (Other)	All other PG (Other)	0					0					0				
30	All modes	All UG levels	Al other PG (other)	151	35	11	0	34	0	0	0	0	0	0	0	0	0	0
31	An moues	All PG levels		28	4						0		0	0		0		0
32		Total		179	39	18	3			0	0	0	0	0	0	0	0	0

### Table 5 – differences to previous tables

There are some differences in layout and definitions in Table 5:

1. Level is broken down further into sub-levels which reflect where years are taken as part of apprenticeships

2. Two sections:

- Section A all students, broken down into Columns 1 & 2
- Section B new entrants
- 3. Each section has sub columns for:
  - RESIDENTIAL & FUNDABILITY STATUS
  - DOMICILE (for Home and EU students).
- 4. Rows separate out by MODE and then by LEVEL and SUB-LEVEL

### Table 5 – definitions

#### New entrant (also applies to table 6):

- Is when a student first generates a countable year for that course.
- Does not include students repeating a year but does include students entering directly onto the second or subsequent years of a course.
- Students who have been active at the same broad level (UG, PGT, PGR) at the provider in either of the two previous academic years should not be recorded as new entrants.

#### **Apprenticeships:**

- Record any years of course taken as part of an apprenticeship.
- Further, expanded information on apprenticeships is in Annex B.

### **Table 6 Subcontractual**

A	BC	D	E	F	G	н	I J	
Table 6: Yea	ars of instance taught under subcontractual arrangement	s by other providers						
Institution								
	Validation: OK		Validation: OK			Validation: OK	Validation: OK	
	First-stage credibility: Warnings (see to right of table)		First-stage credibility: OK			First-stage credibility: OK	First-stage credibility: Warnings (see to right of table	
						Section A: All years Section B: New entrants		
Row	Automatically populated				Years countable between 1 August 2018 and 31 July	New entrants included in Section A of this		
number UKPR	N Name of provider	<ul> <li>Mode</li> </ul>	Level	Fundability status	2019 inclusive	table	Name of unregistered provider	
				Tota	615	473		
1 1000	000Y NORTH EAST WARE COLLEGE	FT + SWOUT	UG	Home and EU. OfS-fundable	87	44		
2 1000	000Y NORTH EAST WARE COLLEGE	FT + SWOUT	UG	Home and EU, non-fundable	2	1		
3 1000	000Y NORTH EAST WARE COLLEGE	PT	UG	Home and EU, OfS-fundable	106	28		
4 1000	000Z THE LONDON SCHOOL OF GENERIC BUSINESS	FT + SWOUT	PGT (Masters' loan)	Home and EU, OfS-fundable	87	86		
5 1000	000Z THE LONDON SCHOOL OF GENERIC BUSINESS	FT + SWOUT	PGT (Masters' loan)	Home and EU, non-fundable	12	12		
6 1000	000Z THE LONDON SCHOOL OF GENERIC BUSINESS	FT + SWOUT	PGT (Masters' loan)	Island and overseas	45	44		
7 1000	000W EXEMPLAR ACADEMY OF PERFORMING ARTS	PT	UG	Home and EU, OfS-fundable	10	10		
8 1000	000W EXEMPLAR ACADEMY OF PERFORMING ARTS	PT	UG	Home and EU, non-fundable	1	1		
9 1000	000X BEISPIEL COLLEGE	FT + SWOUT	PGT (UG fee)	Home and EU, OfS-fundable	237	222		
10 1000	000X BEISPIEL COLLEGE	FT + SWOUT	PGT (UG fee)	Home and EU, non-fundable	26	25		
11 4002	Other Non-UK provider	FT + SWOUT	UG	Home and EU, OfS-fundable	2	0	Academie van Zuid-nergens	
12					0	0		

#### **Recording subcontracted students (Table 6)**

- Students should be returned in HEIFES18 by the provider that they are registered with. (This is defined in Annex A).
- As well as recording these students in Tables 1 → 5, it is also necessary to report any such students on Table 6.
- For each subcontracted provider, students should be split up by:
  - Mode of study
  - Level of study
  - Fundability status
- It is not necessary to separate these students by price group / course.
- You should also record the number of new entrants for each line.

### Tables 7a, 7b and 7c (Health)

#### We only expect 2 colleges to fill this in.

- Tables 7a, 7b and 7c collect information about students on certain healthcare courses.
- These students will have already been included in Tables 1 → 6
- There are some specific definitions for Table 7, which are given in Annex L. If you think you need to complete this table, contact us.



#### What we covered

- Differences between the Tables (mainly Mode)
- · How to classify students
- How to count students:
  - Column 1 or Column 2
  - Estimating non-completions (Column 3)
- How to estimate FTE for part-time students (Column 4a)
- Some specific definitions for Tables 5 & 6:
- 'new entrants' and apprenticeships
- Subcontracted students



#### **Definitions quiz part 2**



- In small groups on your tables, look through the questions that make up part 2 of the table definitions quiz. These relate to the definitions used in counting and recording students.
- Again, you have 15 minutes to answer these questions, and we encourage you to talk them through and (if necessary) look at the relevant annex in your HEIFES guidance.

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