

HEIFES18 Beginners' and Refreshers' workshop

Wednesday 10 October 2018
King's House Conference Centre, Manchester

Agenda

Timing	Activity	Lead By
09:30 - 10:00	Registration and coffee	
10:00 - 10:05	Welcome and introductions	Ross Lawlor
10:05 - 10:35	Presentation 1: The Funding Round cycle and the HEIFES process	Ross Lawlor
10:35 - 11:05	Presentation 2a: Table definitions part - categorising students	Esther Nye
11:05 - 11:25	Table definitions quiz 1 Feedback / answers	Jon Baker
11:25 - 11:35	BREAK	
11:35 - 12:15	Presentation 2b: Table definitions part 2 - counting students and the courses table	Esther Nye
12:15 - 12:55	Presentation 2c: Table definitions part 3 - the planning tables Table definitions quiz 2 Feedback / answers	Esther Nye Jon Baker
12:55 - 13:25	LUNCH ILR surgery – OfS staff available to answer question	Danny Shone Jack Preston
13:25 - 14:15	Presentation 3: Table exercises	Graham Price
14:15 - 15:05	Presentation 4: The OfS portal, submitting HEIFES and the data verification phase	Sarah Parry-Reid
15:05 - 15:15	Summary and final points	Ross Lawlor
15:15 - 16:00	OfS staff also available for individual questions and discussions. Time available for continuation of exercises.	
16:00	CLOSE	