

# HESESB & HESF: the location table

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## Location table – which locations to include

- The **Location** table records teaching locations for **OfS-fundable** students in the **HESES18/HESF19 population**, for the purpose of calculating **location-based funding allocations**.
- Locations are always those of **providers**, even though some students may be studying by distance learning, on a work placement or on a study year abroad.
- You should complete a row for:
  1. Each of **your provider's own locations**;
  2. Each location of a provider that teaches students on your behalf under a **subcontractual arrangement**.
- If a number of locations for a provider fall within a **single local authority district** or **unitary authority**, these can be treated as a **single location**.
  - In general, we would not expect buildings that are part of a single campus to be identified separately.

## Location table – which locations to include

- See **paragraph 192** in **Part 1** of ‘**HESES18 Higher Education Students Early Statistics survey 2018-19**’ (OfS 2018.40) or ‘**HESF19 Higher Education Students Forecast 2019-20**’ (not yet published) for guidance on how to record locations for:
  - Distance learning
  - Learning in the workplace, work experience and study abroad
  - Joint courses

## Location table – how to record locations

1. Select one of the two entries on the ‘**Location type**’ drop-down list:
  - a) **Other** – when entering one of your provider’s **own locations**.
  - b) **Subcontracted out** – when entering a location for a provider that teaches students on your behalf under a **subcontractual arrangement**.
2. Enter the UK Provider Reference Number (UKPRN) of the provider.
  - If you select ‘**Other**’, this column is auto-filled with your provider’s UKPRN.
  - If you select ‘**Subcontracted out**’, you must enter a valid UKPRN that is not your provider’s UKPRN.
  - If you subcontract to a provider that **does not have a UKPRN**, you may use the following **generic codes** (as defined by HESA):
    - 4002** – Other non-UK provider
    - 4003** – Other public body in the UK
    - 4004** – Other private body in the UK

## Location table – how to record locations

3. Enter the name of the location.
  - This will auto-fill with the provider's name when a **valid UKPRN** is entered.
  - If you have used a **generic code**, you should enter the provider's name. For **HESES18**, this should match the name entered in Table 6 in the '**Name of provider without a UKPRN**' column.
  - If all teaching at the provider is delivered at **one location**, then the **provider's name** is sufficient information for this cell.
  - If teaching at the provider is delivered at **more than one location**, you should enter, in addition to the provider's name, a **name to identify the location unambiguously**, e.g. 'Main Campus'.
4. Enter the postcode of the location.
  - If you have used generic code '**4002**' (Other non-UK provider), then you should enter '**NA**' as the postcode.

## Location table – recording years of instance

5. In Section 1, enter the estimated completed **OfS-fundable** years for each price group.
  - The total for each price group (displayed above row 1) should be equal to the corresponding total calculated from:
    - For **HESES18: OfS-fundable** years in **Column 4** of **Tables 1, 2 and 3**.
    - For **HESF19**: the years in **Section 1** of **Table 1**.
  - Under the following circumstances, non-integer values (rounded to two decimal places) may be entered:
    1. Where years of instance are **split across price groups**;
    2. Where students are **taught at more than one location**. Years of instance should be split according to the **proportion of teaching activity** that takes place at each location.

## Location table – recording full-time equivalence

5. In Section 2, enter the estimated **OfS-fundable** FTE for each price group.
  - The total for each price group (displayed above row 1) should be equal to the corresponding total calculated from:
    - For **HESES18**: the data in **Tables 1, 2 and 3**.
    - For **HESF19**: the FTEs in **Section 2 of Table 1**.
  - Values should be rounded to two decimal places.
  - A value must be entered if a value has been entered in Section 1 for the same price group.

## Location table – comparing with Table 6

### This doesn't apply for HESF19

- **Valid UKPRNs** and **generic codes** you enter into Table 8 are compared with those that you enter into **Table 6 (Subcontractual)**, where the fundability status for the countable years is '**Home and EU, OfS-fundable**'.
  - A **validation failure** message will be shown if a valid UKPRN or generic code is entered in **Table 6 but not in Table 8, or vice versa**.
- Please ensure that:
  - locations are recorded for all providers that teach students on your behalf under a subcontractual arrangement;
  - locations for any provider without a UKPRN can be matched to a provider entered in the 'Name of provider without a UKPRN' column in Table 6.