

Appendix 4: Comparison tables

1. This appendix describes the content of the comparison tables on the 'Comparison 1' (Tables A to E), 'Comparison 2' (Tables F to I) and 'Comparison 3' (Tables J to L) worksheets of the HEIFES18 workbook, and lists the criteria that determine cell highlighting in these tables.
2. A cell will be highlighted when it contains a value that has passed a predetermined threshold set by the Office for Students (OfS). If the cause of cell highlighting cannot be identified, providers should email us for guidance at heifes@officeforstudents.org.uk.
3. The highlighting built into the comparison tables is intended to help providers check data prior to submission by identifying values that are unusual or unexpected. As well as querying any values identified by the comparison tables, we may also query other significant changes or inconsistencies.
4. The results from the comparison tables are summarised on the 'Information' worksheet. Where a submitted workbook has a value highlighted in a comparison table, providers must explain why the associated data is credible. Such explanations are part of the submission process and should be emailed to dataverification@officeforstudents.org.uk by noon on the date of the submission deadline to inform the subsequent data verification process.
5. As we release updates to the workbook during the submission period, additional highlighting may appear. Please ensure that you review your HEIFES18 return after each update. See Appendix 1 for information regarding updates to the workbook.
6. Once the submission deadline has passed, the results from the comparison tables and any explanations given by the provider will be used by OfS staff to assess whether the data is reasonable. Providers may be asked to provide additional information, or to correct data, in response to this assessment during the data verification period. Part 1 of the HEIFES18 guidance provides more information on the data verification process.
7. The HEIFES18 workbook also includes a series of validation checks and credibility checks which help to ensure that incorrect data is not submitted. The validation checks are described in Appendix 2 and the credibility checks are described in Appendix 3.

Data sources

8. The comparison tables summarise data from several sources:
 - a. **2016-17 Individualised Learner Record (ILR)**: This data is available in the latest HEIFES16 comparison workbook 'HEF16_FXXXXXXXXX.xlsx', where XXXXXXXXX is the UK Provider Reference Number (UKPRN) for your provider.
 - b. **HEIFES17**: This data is taken from the HEIFES17 workbook submitted at the start of the 2017-18 academic year.
 - c. **2017-18 ILR**: This is 2017-18 data processed by the 2017-18 ILR data checking tool, where available; if the data is not available, this column will be greyed out and no comparisons will be made.

d. **HEIFES18**: This data is taken from the relevant tables of the HEIFES18 workbook.

Cell highlighting

9. Each comparison table description in this appendix includes a table which provides information on cell highlighting. For each comparison, this table describes: the data compared; the criteria for highlighting; and the columns that are highlighted when the criteria are met.
10. The colour of the cell in the third column reflects the colour of the highlighting in the comparison table. Yellow highlighting indicates a substantial change between HEIFES17 and HEIFES18, and orange highlighting indicates a substantial change between 2017-18 ILR and HEIFES18 (if 2017-18 ILR data is available). Where there are substantial changes for both comparisons, the cell will be highlighted orange. Highlighting may also appear as a result of comparisons with data from other sources.

Table A: Total countable years of instance in 2016-17, 2017-18 and 2018-19

11. This table summarises the following information from Tables 1, 2 and 3:
 - a. Total countable years of instance, from Columns 1 and 2.
 - b. Total estimated completed years of instance, from Column 4.
 - c. Total estimated FTE, from Column 4a (Column 4a = Column 4 for Table 1, and Column 4a = 0.5 × Column 4 for Table 2).
12. Data is summarised for: 2016-17 ILR, HEIFES17, 2017-18 ILR and HEIFES18.
13. Percentage changes are shown between:
 - a. 2016-17 ILR and 2017-18 ILR.
 - b. HEIFES17 and HEIFES18.
 - c. 2017-18 ILR and HEIFES18.

Data compared	Criteria	Columns highlighted
HEIFES18 vs. HEIFES17	Change of more than 5% and values differ by more than 50	Percentage change between HEIFES17 and HEIFES18
	Change of more than 50% and values differ by more than 10	Percentage change between HEIFES17 and HEIFES18
HEIFES18 vs. 2017-18 ILR	Change of more than 5% and values differ by more than 50	Percentage change between 2017-18 ILR and HEIFES18
	Change of more than 50% and values differ by more than 10	Percentage change between 2017-18 ILR and HEIFES18

Table B: Total countable years of instance split by fundability status in 2016-17, 2017-18 and 2018-19

14. This table splits the years of instance and full-time equivalents (FTEs) in Table A by fundability status (Fundable; Non-fundable; Island and overseas).
15. Data is summarised for: 2016-17 ILR, HEIFES17, 2017-18 ILR and HEIFES18.
16. The table shows the proportion (as a percentage) of the total which is contributed by each fundability status, and the change in proportion (i.e. the percentage point difference) between:
- HEIFES17 and 2017-18 ILR.
 - HEIFES17 and HEIFES18.
 - 2017-18 ILR and HEIFES18.
17. The 'Health transfer' table below the main table summarises data for two non-fundable cohorts on pre-registration nursing, midwifery and allied health profession courses in 2017-18. We may use this data to estimate the shift from non-fundable to fundable that we would expect to see between 2017-18 and 2018-19 as a result of the transfer of responsibility for funding these courses. The two non-fundable cohorts are: undergraduate (UG) starters in 2016-17; postgraduate (PG) starters in 2017-18. For these cohorts, the table summarises the following information from Tables 7a and 7c of HEIFES17 and the HEIFES17 comparison (2017-18 ILR):
- Total countable years of instance, from Columns 1 and 2.
 - Total estimated completed years of instance, from Column 4.
 - Total estimated FTE, from Column 4a (Column 4a = Column 4 for Table 7a).

Data compared	Criteria	Columns highlighted
2017-18 ILR vs. HEIFES17	Change in proportion of more than 20 percentage points and values differ by more than 20	Change in proportion between HEIFES17 and 2017-18 ILR
(excluding 'Health transfer' table)	2017-18 ILR = 0 and HEIFES17 > 5 , or vice versa	HEIFES17 and 2017-18 ILR
HEIFES18 vs. HEIFES17	Change in proportion of more than 4 percentage points and values differ by more than 5	Change in proportion between HEIFES17 and HEIFES18
	HEIFES18 = 0 and HEIFES17 > 5 , or vice versa	HEIFES17 and HEIFES18
HEIFES18 vs. 2017-18 ILR	Change in proportion of more than 4 percentage points and values differ by more than 5	Change in proportion between 2017-18 ILR and HEIFES18
	HEIFES18 = 0 and 2017-18 ILR > 5 , or vice versa	2017-18 ILR and HEIFES18

Table C: Fundable FTEs split by mode in 2016-17, 2017-18 and 2018-19

18. This table splits the fundable FTEs by mode (Full-time; Sandwich year out; Part-time).

19. Data is summarised for: 2016-17 ILR, HEIFES17, 2017-18 ILR and HEIFES18.

20. Percentage changes are shown between:

- a. 2016-17 ILR and 2017-18 ILR.
- b. HEIFES17 and HEIFES18.
- c. 2017-18 ILR and HEIFES18.

Data compared	Criteria	Columns highlighted
HEIFES18 vs. HEIFES17	Full-time: Change of more than 10% and values differ by more than 50	Percentage change between HEIFES17 and HEIFES18
	Sandwich year out and part-time: Change of more than 20% and values differ by more than 50	Percentage change between HEIFES17 and HEIFES18
	All modes: Change of more than 50% and values differ by more than 10	Percentage change between HEIFES17 and HEIFES18
	All modes: HEIFES18 = 0 and HEIFES17 > 5, or vice versa	HEIFES17 and HEIFES18
HEIFES18 vs. 2017-18 ILR	Full-time: Change of more than 10% and values differ by more than 50	Percentage change between 2017-18 ILR and HEIFES18
	Sandwich year out and part-time: Change of more than 20% and values differ by more than 50	Percentage change between 2017-18 ILR and HEIFES18
	All modes: Change of more than 50% and values differ by more than 10	Percentage change between 2017-18 ILR and HEIFES18
	All modes: HEIFES18 = 0 and 2017-18 ILR > 5, or vice versa	2017-18 ILR and HEIFES18

Table D: Fundable FTEs split by level in 2016-17, 2017-18 and 2018-19

21. This table splits the fundable FTEs by level (UG; PG (UG fee); PG (Masters' loan); PG (Other)).

22. Data is summarised for: 2016-17 ILR, HEIFES17, 2017-18 ILR and HEIFES18.

23. Percentage changes are shown between:

- a. 2016-17 ILR and 2017-18 ILR.
- b. HEIFES17 and HEIFES18.
- c. 2017-18 ILR and HEIFES18.

Data compared	Criteria	Columns highlighted
HEIFES18 vs. HEIFES17	Change of more than 5% and values differ by more than 50	Percentage change between HEIFES17 and HEIFES18
	Change of more than 50% and values differ by more than 10	Percentage change between HEIFES17 and HEIFES18
HEIFES18 vs. 2017-18 ILR	Change of more than 5% and values differ by more than 50	Percentage change between 2017-18 ILR and HEIFES18
	Change of more than 50% and values differ by more than 10	Percentage change between 2017-18 ILR and HEIFES18

Table E: Fundable FTEs split by price group in 2016-17, 2017-18 and 2018-19

24. This table splits the fundable FTEs by price group (B; C1; C2; D).

25. Data is summarised for: 2016-17 ILR, HEIFES17, 2017-18 ILR and HEIFES18.

26. The table shows the proportion (as a percentage) of the total FTE which is contributed by each price group, and the change in proportion (i.e. the percentage point difference) between:

- a. HEIFES17 and 2017-18 ILR.
- b. HEIFES17 and HEIFES18.
- c. 2017-18 ILR and HEIFES18.

Data compared	Criteria	Columns highlighted
HEIFES18 vs. HEIFES17	Change in proportion of more than 10 percentage points and values differ by more than 10	Change in proportion between HEIFES17 and HEIFES18
	Change in proportion of more than 5 percentage point and values differ by more than 50	Change in proportion between HEIFES17 and HEIFES18
	HEIFES18 = 0 and HEIFES17 > 5 , or vice versa	HEIFES17 and HEIFES18
HEIFES18 vs. 2017-18 ILR	Change in proportion of more than 10 percentage points and	Change in proportion between 2017-18 ILR and HEIFES18

	values differ by more than 10	
	Change in proportion of more than 5 percentage point and values differ by more than 50	Change in proportion between 2017-18 ILR and HEIFES18
	HEIFES18 = 0 and 2017-18 ILR > 5 , or vice versa	2017-18 ILR and HEIFES18

Table F: Percentage of fundable non-completions

27. The data in this table is sourced from 2016-17 ILR, HEIFES17, 2017-18 ILR and HEIFES18.

28. The table summarises the following information from Tables 1 and 3, split by mode (Full-time; Part-time) and level (UG; PG, i.e. the sum of PG (UG fee), PG (Masters' loan) and PG (Other)):

- a. Countable years of instance, from Columns 1 and 2.
- b. Forecast of years of instance not completed, from Column 3.

29. The table shows the percentage of non-completions for each source of data, and the difference in percentage of non-completions between:

- a. 2016-17 ILR and HEIFES18.
- b. HEIFES17 and HEIFES18.
- c. 2017-18 ILR and HEIFES18.

30. For 2016-17 ILR and 2017-18 ILR, the number of students assigned a FUNDCOMP value of 3 in the HEIFES16 comparison and the HEIFES17 comparison are displayed. This shows the number of students who have an unknown completion status.

Data compared	Criteria	Columns highlighted
HEIFES18 vs. 2016-17 ILR	Change in percentage of non-completions of more than 3 percentage points and HEIFES18 Columns 1+2 \geq 50	Percentage point difference between 2016-17 ILR and HEIFES18
HEIFES18 vs. HEIFES17	Change in percentage of non-completions of more than 3 percentage points and HEIFES18 Columns 1+2 \geq 50	Percentage point difference between HEIFES17 and HEIFES18
HEIFES18 vs. 2017-18 ILR	Change in percentage of non-completions of more than 3 percentage points and HEIFES18 Columns 1+2 \geq 50	Percentage point difference between 2017-18 ILR and HEIFES18

Table G: Proportion of fundable FTEs recorded as long

31. The data in this table is sourced from HEIFES17, 2017-18 ILR and HEIFES18.

32. The table summarises the following information from Tables 1 and 3, split by price group (B; C1; C2; D), mode (Full-time; Part-time) and level (UG; PG, i.e. the sum of PG (UG fee), PG (Masters' loan) and PG (Other)):

- a. Total fundable FTE, from Column 4 of Table 1 or Column 4a of Table 3.
- b. Fundable FTE for long years of instance, from Column 4 of Table 1 or Column 4a of Table 3.

33. The table shows the proportion (as a percentage) of the total FTE which is contributed by long years of instance, and the change in proportion (i.e. the percentage point difference) between:

- a. HEIFES17 and HEIFES18.
- b. 2017-18 ILR and HEIFES18.

Data compared	Criteria	Columns highlighted
HEIFES18 vs. HEIFES17	Change in proportion of more than 5 percentage points and long FTEs differ by more than 10	Percentage point difference between HEIFES17 and HEIFES18
	HEIFES18 long FTEs = 0 and HEIFES17 long FTEs > 5 , or vice versa	HEIFES17 long FTEs and HEIFES18 long FTEs
HEIFES18 vs. 2017-18 ILR	Change in proportion of more than 5 percentage points and long FTEs differ by more than 10	Percentage point difference between 2017-18 ILR and HEIFES18
	HEIFES18 long FTEs = 0 and 2017-18 ILR long FTEs > 5 , or vice versa	2017-18 ILR long FTEs and HEIFES18 long FTEs

Table H: Home and EU undergraduate years abroad

34. The data in this table is sourced from 2016-17 ILR, HEIFES17, 2017-18 ILR and HEIFES18.

35. The table summarises the following information from Table 4, split by type of year abroad (Outgoing Erasmus+ year abroad; Outgoing year abroad outside the Erasmus+ programme), fundability status (Fundable; Non-fundable) and mode (Full-time; Sandwich year out):

- a. Countable years of instance, from Columns 1 and 2.

36. Percentage changes are shown between:

- a. 2016-17 ILR and 2017-18 ILR.
- b. HEIFES17 and HEIFES18.
- c. 2017-18 ILR and HEIFES18.

Data compared	Criteria	Columns highlighted
HEIFES18 vs. HEIFES17	Change of more than 20% and values differ by more than 15	Percentage change between HEIFES17 and HEIFES18
	HEIFES18 = 0 and HEIFES17 > 5 , or vice versa	HEIFES17 and HEIFES18
HEIFES18 vs. 2017-18 ILR	Change of more than 20% and values differ by more than 15	Percentage change between 2017-18 ILR and HEIFES18
	HEIFES18 = 0 and 2017-18 ILR > 5 , or vice versa	2017-18 ILR and HEIFES18

Table I: Proportion of new entrants

37. The data in this table is sourced from HEIFES16, HEIFES17, 2017-18 ILR and HEIFES18.

38. The table summarises the following information from Table 5, split by mode (Full-time and sandwich year out; Part-time), level (UG; PG, i.e. the sum of PG (UG fee), PG (Masters' loan) and PG (Other)) and domicile (Home and EU, i.e. fundable and non-fundable; Island and overseas):

- a. Countable years of instance, from Section A, Columns 1 and 2 (Column 1 for HEIFES16).
- b. New entrants, from Section B (Column 2 for HEIFES16).

39. The table shows the proportion (as a percentage) of the years of instance which is contributed by new entrants.

40. Percentage differences between counts of years of instance and between counts of new entrants are shown for:

- a. HEIFES17 and HEIFES18.
- b. 2017-18 ILR and HEIFES18.

41. The table also shows changes in the proportion of new entrants (i.e. the percentage point difference) between these pairs of data sources.

Data compared	Criteria	Columns highlighted
HEIFES18 vs. HEIFES17	Change in proportion of more than 10 percentage points and new entrants differ by more than 20	Percentage point difference between HEIFES17 and HEIFES18 proportions
	Change in new entrants of more than 10% and new entrants differ by more than 20	Percentage difference between HEIFES17 and HEIFES18 new entrants
	HEIFES18 new entrants = 0 and HEIFES17 new entrants > 5 , or vice versa	HEIFES17 and HEIFES18

HEIFES18 vs. 2017-18 ILR	Change in proportion of more than 10 percentage points and new entrants differ by more than 20	Percentage point difference between 2017-18 ILR and HEIFES18 proportions
	Change in new entrants of more than 10% and new entrants differ by more than 20	Percentage difference between 2017-18 ILR and HEIFES18 new entrants
	HEIFES18 new entrants = 0 and 2017-18 ILR new entrants > 5 , or vice versa	2017-18 ILR and HEIFES18

Table J: Years countable on apprenticeships

42. The data in this table is sourced from HEIFES16, HEIFES17, 2017-18 ILR and HEIFES18.

43. The table summarises the following information from Table 5, split by level (UG; PG (UG fee); PG (Masters' loan); PG (Other)):

- a. Full-time and sandwich year out countable years of instance on apprenticeships (all domiciles and fundability statuses), from Section A, Columns 1 and 2 (Section C for HEIFES17, Column 3 for HEIFES16).
- b. Part-time countable years of instance on apprenticeships (all domiciles and fundability statuses), from Section A, Columns 1 and 2 (Section C for HEIFES17, Column 3 for HEIFES16).

44. Percentage changes are shown between:

- a. HEIFES16 and HEIFES18.
- b. HEIFES17 and HEIFES18.
- c. 2017-18 ILR and HEIFES18.

Data compared	Criteria	Columns highlighted
HEIFES18 vs. HEIFES17	Change of more than 15% and values differ by more than 10	Percentage change between HEIFES17 and HEIFES18
	HEIFES18 = 0 and HEIFES17 > 5, or vice versa	HEIFES17 and HEIFES18
HEIFES18 vs. 2017-18 ILR	Change of more than 15% and values differ by more than 10	Percentage change between 2017-18 ILR and HEIFES18
	HEIFES18 = 0 and 2017-18 ILR > 5, or vice versa	2017-18 ILR and HEIFES18

Table K: Students taught under subcontractual arrangements

45. The data in this table is sourced from HEIFES16, HEIFES17, 2017-18 ILR and HEIFES18.

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46. The table shows the countable years of instance from Section A (Column 1 for HEIFES16) of Table 6, split by mode (Full-time and sandwich year out; Part-time) and level (UG; PG, i.e. the sum of PG (UG fee), PG (Masters' loan) and PG (Other)).

47. Percentage differences are shown between:

- a. HEIFES17 and HEIFES18.
- b. 2017-18 ILR and HEIFES18.

Data compared	Criteria	Columns highlighted
HEIFES18 vs. HEIFES17	Change of more than 10% and HEIFES18 headcount more than 100	Percentage difference between HEIFES17 and HEIFES18
	HEIFES18 = 0 and HEIFES17 > 0 , or vice versa	HEIFES17 and HEIFES18
HEIFES18 vs. 2017-18 ILR	Change of more than 10% and HEIFES18 headcount more than 100	Percentage difference between 2017-18 ILR and HEIFES18
	HEIFES18 = 0 and 2017-18 ILR > 0 , or vice versa	2017-18 ILR and HEIFES18

Table L: FTEs on pre-registration nursing, midwifery and allied health profession courses

48. The data in this table is sourced from 2016-17 ILR, 2017-18 ILR and HEIFES18.

49. The table summarises the FTEs from Tables 7a, 7b and 7c (HEIFES16 Table 7 for 2016-17 ILR data) for each profession and level (UG; PG).

50. For the 2016-17 and 2017-18 ILR data, PG is the sum of the PG (Masters' loan) and PG (Other) FTEs. For HEIFES18, it is the sum of the PG (UG fee) FTEs.

51. For each profession and level, the table shows the sum of the fundable and non-fundable FTEs for:

- a. Full-time and sandwich year out Starters in 2016-17.
- b. Part-time Starters in 2016-17.
- c. Full-time and sandwich year out Starters in 2017-18.
- d. Part-time Starters in 2017-18.
- e. Full-time and sandwich year out Starters in 2018-19.
- f. Part-time Starters in 2018-19.

52. Percentage differences are shown between:

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- a. 2017-18 ILR Starters in 2016-17 and HEIFES18 Starters in 2016-17.
- b. 2017-18 ILR Starters in 2017-18 and HEIFES18 Starters in 2017-18.
- c. 2017-18 ILR Starters in 2017-18 and HEIFES18 Starters in 2018-19.

Data compared	Criteria	Columns highlighted
HEIFES18 Starters in 2016-17 vs. 2017-18 ILR Starters in 2016-17	Increase of more than 10% and values differ by more than 20	Percentage difference between 2017-18 ILR Starters in 2016-17 and HEIFES18 Starters in 2016-17
	Decrease of more than 20% and values differ by more than 20	Percentage difference between 2017-18 ILR Starters in 2016-17 and HEIFES18 Starters in 2016-17
	HEIFES18 = 0 and 2017-18 ILR > 5 , or vice versa	2017-18 ILR Starters in 2016-17 and HEIFES18 Starters in 2016-17
HEIFES18 Starters in 2017-18 vs. 2017-18 ILR Starters in 2017-18	Increase of more than 10% and values differ by more than 20	Percentage difference between 2017-18 ILR Starters in 2017-18 and HEIFES18 Starters in 2017-18
	Decrease of more than 20% and values differ by more than 20	Percentage difference between 2017-18 ILR Starters in 2017-18 and HEIFES18 Starters in 2017-18
	HEIFES18 = 0 and 2017-18 ILR > 5 , or vice versa	2017-18 ILR Starters in 2017-18 and HEIFES18 Starters in 2017-18
HEIFES18 Starters in 2018-19 vs. 2017-18 ILR Starters in 2017-18	Change of more than 20% and values differ by more than 20	Percentage difference between 2017-18 ILR Starters in 2017-18 and HEIFES18 Starters in 2018-19
	HEIFES18 = 0 and 2017-18 ILR > 5 , or vice versa	2017-18 ILR Starters in 2017-18 and HEIFES18 Starters in 2018-19