

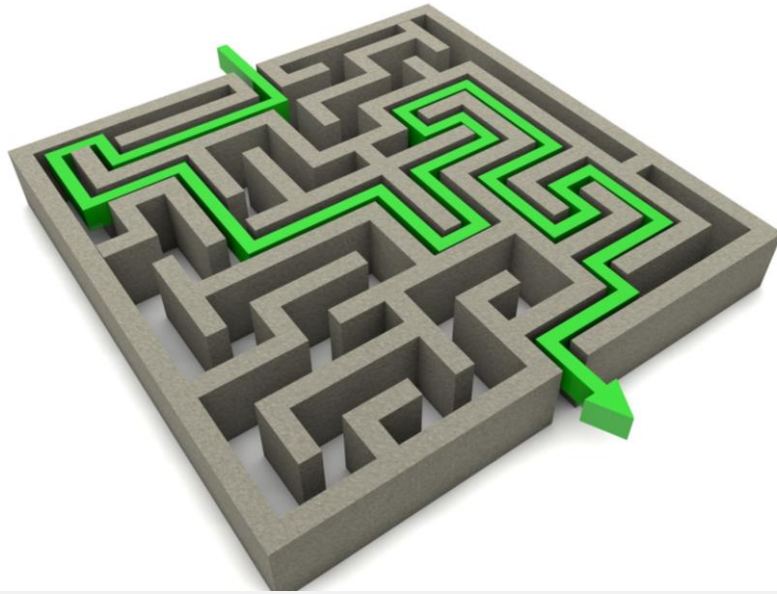
# HESES19 – submitting the workbook and data verification

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## HESES process timeline

Date	Activity
October 2019	HESES19 workbook available to download from the OfS portal
1 Nov 2019	<b>(Further education colleges)</b> HESES19 census date
14 Nov 2019	<b>(Further education colleges)</b> Noon deadline to submit HESES19
1 Dec 2019	<b>(All other providers)</b> HESES19 census date
10 Dec 2019	<b>(All other providers)</b> Noon deadline to submit HESES19
Census date through Jan 2020	Data verification – we will ask you questions about your data based on validation and credibility checks, and comparisons with previous years' data
3 Feb 2020	Deadline for HESES19 sign off by provider's accountable officer

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## Submitting HESES

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### Submitting the HESES19 workbook

- You can upload your HESES workbook multiple times, including before the census date.
- We will only accept a final version that has been submitted after the census date.
- We will use the most recent submitted workbook.
- The 'information' worksheet in the workbook shows:
  - When the data was submitted
  - The submission number.

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# HESES19 – ‘Information’ tab

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	HESES19																				
2	Higher Education Students Early Statistics Survey 2019-20																				
3																					
4	Provider: Beispiel College																				
5	UKPRN: 10000000X																				
6	<b>Workbook information</b>																				
7	Date workbook submitted:					10/11/2019					<b>HESES19 template version:</b> X.X (Final version XX/XX/XX)										
8	Submission number:					2					<b>Template notes:</b> These sample tables contain all of the worksheets needed to complete HESES19, but cannot be used as a valid submission.										
9	Deadline:					14/11/2019															
10																					
11	Provider HESES contact: Mr Adam L. Ternate																				
12	Email: <a href="mailto:a.l.ternate@beispiel.ac.uk">a.l.ternate@beispiel.ac.uk</a>																				
13	Phone: 0117 555 xxxx																				
14	Validation check: No validation errors																				
15	First-stage credibility check: No first-stage credibility warnings																				
16																					
17																					

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## Validation checks

- Validation checks are present on Tables 1 to 6c.
- Validation failures will show as red highlighting above the table.
- Failures indicate where data is **not feasible**.
- E.g. a negative number of years entered.
- We won't accept a workbook with any validation failures.

Table 3: Part-time counts of years of d

Beispiel College		Validation: OK		
		First-stage credibility: OK		
		Column 2		
		Forecast of years countable between 2 November 2017 and 31 July 2018 inclusive		
		Home & EU		
		HEFCE-fundable	Non-fundable	Island & overseas
		(a)	(b)	(c)
Price group	Length	Level		
B	Standard	UG	0.00	0.00
		PG (UG fee)	0.00	0.00

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## Submitting the HESES workbook

Your completed HESES workbook must be uploaded through the OfS portal.

When the upload is complete:

- Check the 'Outcome' and 'Comments boxes' to see if any errors have occurred
- Download the results package
- NOTE – only the person who uploaded a workbook will be able to view the results package for that upload.

The results package contains an updated, processed version of the HESES19 workbook - this is the data set we will refer to in the data verification process. Any amendments to your data will need to be made to a copy of this workbook.

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## Data protection

Please do **NOT** email your HESES19 workbook to us.

**Colleges:** the Courses table is broken down in a way that individual students could be identified in the HESES19 return.

**Other providers:** less of a risk

- Generally, better to use a more secure data transfer method: HESES data should be submitted through the OfS portal.
- If you need to send us additional information to support your return, you should contact us first about uploading this via the portal.

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## Comparison tables

These tables compare your HESES19 data with previous years' data in different ways (if available).

- Years of course/ FTEs split by mode, level and price group
- Non-completion rates
- Number of years abroad
- Proportion of long years
- Proportion of new entrants
- Pre-registration health professions

Note on changes to how price groups are assigned:

- We realise this will cause changes compared to last year
- We will allow for this in our queries
- You can pre-empt these queries by emailing us about any identified changes

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## Data verification

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## What are we looking for from your HESES data?

Data verification allows us to:

- be confident in the accuracy of your data
- be confident in the robustness of your data processes
- identify any large or unexpected changes (compared to previous years)
- understand the context of your data - how HESES relates to what's happening at your provider.



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## What are DV queries based on?

H	I	J	K	L
Validation: OK		Validation: OK		
Credibility: OK		First-stage credibility: Warnings (see below table)		
Column 3		Forecast of years not completed (negative values)		
Home & EU				
Non-fundable (b)	Island & overseas (c)	HEFCE-fundable (a)	Non-fundable (b)	Island & overseas (c)
0.00	10.00	-8.00	0.00	-27.00
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	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	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
6 Sub-contractual	7a Health full-time	7c Health p		

We base our queries on any:

1. **Credibility warnings on Tables 1 to 6c.** These indicate where data is possible but appears unusual. E.g. where you have recorded a particularly high number of new entrants.
2. **Highlighting in the comparison tables.** These compare your HESES19 with previous years and highlight any greater than expected changes.
3. **Other relevant issues.** E.g. where providers have merged.

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## Submitting initial explanations

After submitting HESES, send us explanations for any:

- Credibility warnings
- Highlighting on the comparison tables

This can considerably shorten the DV process!

Notes:

- Check warnings & highlighting in the results package.
- Email explanations to **dataverification@officeforstudents.org.uk**.
- Send any explanations as soon as possible.

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## DV phase – after submission

We will email your provider's **HESES contact** with:

- A letter with full instructions on the DV process
- A 'DVQ' document listing specific queries.

We aim to do this within 5 working days.

In response you should:

- Check the queries and if necessary amend your data
- Email back your responses to our queries, along with any amended workbooks
- Replies should be sent to **dataverification@officeforstudents.org.uk** within 5 working days.

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## DV phase – later queries

- Data verification usually needs several rounds of queries before the data is ready for sign off.
- The DV phase has very tight timelines – later rounds of queries may have shorter deadlines.

### Useful tips

- Let us know of any alternative contacts at your provider.
- Have multiple members of staff with knowledge of how HESES was completed and able to respond to queries.

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## DV Queries Template

- Thresholds triggering queries are described in HESES19 Appendix 3.
- Queries are listed in a table, usually in a Word document.
- Space is given for you to respond to each query.

Query no.	Query	Provider response
1.	Comparison1 / Table G: OfS-fundable FTEs split by price group / D / point difference  There is a difference in the value of 'D' between 2018-19 proportion of total and 2019-20 proportion of total of 6 percentage points.	

Query Identifier

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## What we're looking for in your answers

We are looking for responses that:

- directly relate to the query raised
- provide an appropriate level of detail
- show an understanding of HESES definitions.

**We often ask queries about:**

- Changes in non-completion rates
- Changes in the proportions of students by:
  - price group
  - mode of study
  - fundability status

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## DV responses - starting points



- Describing how your higher education provision has changed compared to last year and relating this to highlighting in the comparison tables.
- A single underlying issue can relate to several queries – you can cross refer your answers rather than repeating yourself.
- Review DV responses your provider has provided in previous years – they may still apply.

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## Signing off your data

Your data needs to be signed off by the **accountable officer** for your provider by **3 February 2020**.

- After all queries are resolved and any amendments made, we will send you a verification form by email.
- Check this matches the date and version number of your most recent HESES workbook and have it signed by the accountable officer.
- The form needs to be emailed to us by noon on 3 February.

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## Data assurance

- We reserve the right to use our own estimates of data where we have reason to believe provider data is not fit for purpose.
- Data verification is the first assurance process. Audits and reconciliation of data may take place at a later date.
- We reserve the right to review funding allocations for the most recent seven-year period.



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## ‘Completing the HESES workbook’

- Available from the OfS website
- Provides detailed guidance about the entire HESES process, including the data verification phase

### Appendices

Give detailed information and explain when we will query data

- Appendix 1: downloading and submitting HESES19
- Appendix 2: validation checks
- Appendix 3: credibility checks
- Appendix 4: comparison tables
- Appendix 5: funding comparison tables

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