

Office for
Students



Condition F1 – Transparency 2021 information

Specification and publication
guidance

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Summary

1. This document provides details of the publication requirements for, and the specifications and methodology used by the Office for Students (OfS) in the preparation of the Transparency 2021 information.
2. As per the letter sent to Accountable Officers on 23 February 2021, the OfS has decided that a reduced set of transparency information should continue to be required in the academic year 2020-21. This is due to the continued disruption caused by coronavirus and our intention to review the approach to the transparency information for the longer term. This reduced set of transparency information is referred to as the 'Transparency 2021 information' and is relevant only to providers that registered with the OfS on or before 3 February 2021.
3. The Transparency 2021 information will be available to download through the OfS portal from 29 April 2021. Details on how to access the information is given in this document.
4. The Transparency 2021 information must be published on the provider's website, and the URL of its location on the website emailed to regulation@officeforstudents.org.uk by **1700 on 10 June 2021**.
5. If you have any queries regarding the Transparency 2021 information, please email transparency@officeforstudents.org.uk.

Specification of the Transparency 2021 information

6. The Transparency 2021 information is limited to the following parts of Condition F1 of the regulatory framework for higher education in England¹ which relate to section 9(2)(e) and 9(3) of the Higher Education and Research Act (HERA) 2017:²
 - a. The number of students who attained a particular degree or other academic award, or a particular level of such an award, on completion of their course with the provider
 - b. Include those numbers by reference to one or more of the following:
 - i. the gender of individuals to which they relate
 - ii. their ethnicity
 - iii. their socio-economic background, in the form of the English Index of Multiple Deprivation (EIMD) 2019.³
7. The OfS has extracted this information relating to the 2019-20 academic year from the Higher Education Statistics Agency (HESA) and Individual Learner Record (ILR) returns for all providers that registered with the OfS on or before 3 February 2021 and returned HESA or ILR data relating to 2019-20.

Fields and algorithms used by the OfS in producing the Transparency 2021 information

8. The algorithms described below have been applied to the 2019-20 HESA student record, HESA student alternative record or ILR. Readers are advised to have a copy of the OfS's 'Technical algorithms for institutional performance measures 2021 core algorithms'⁴ for definitions of core OfS derived fields and the following to hand, for whichever source or sources are relevant to your provider:
 - HESA Student Record Coding Manual 2019-20⁵
 - HESA Student Alternative Record Coding Manual 2019-20⁶
 - 'Specification of the Individualised Learner Record for 2019 to 2020'.⁷

¹ For more information on Condition F1 of the Regulatory framework for higher education in England, please see www.officeforstudents.org.uk/publications/securing-student-success-regulatory-framework-for-higher-education-in-england/.

² See www.legislation.gov.uk/ukpga/2017/29/section/9/enacted.

³ See www.gov.uk/government/statistics/english-indices-of-deprivation-2019.

⁴ Available at www.officeforstudents.org.uk/data-and-analysis/institutional-performance-measures/technical-documentation/.

⁵ See www.hesa.ac.uk/collection/c19051.

⁶ See www.hesa.ac.uk/collection/c19054.

⁷ See www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2019-to-2020.

9. Tables 1, 2 and 3 below show the core OfS derived, HESA and ILR fields used in the Transparency derived fields algorithms, respectively.

Table 1: Core OfS derived fields used in producing the Transparency 2021 information

Field	Description
IPAPPRENTICE	Identifies instances or learning aims that are part of an apprenticeship at any level
IUKPRNRC	UKPRN of the provider where the student is registered in this academic year
IPBASEYEAR	The academic year that the record relates to
IPDOM	Domicile of the student
IPDUP	Indicates students that we believe also exist in another provider's HESA student, HESA student alternative or ILR record
IPAWARDLEVEL	Broad grouping of the qualification awarded to the student during the reporting year
IPEMPMODE	Mode of study for degree outcome, employment and destinations indicators
IPETHNIC	Ethnicity of the student
IPIMD	IMD quintile of student's home address
IPSEX	Sex of the student
IPSOURCE	Indicates whether the record is taken from the HESA Student, HESA Student Alternative or ILR record

Table 2: HESA student and HESA student alternative fields used in producing the Transparency 2021 information

Entity	Field	Description
HESA Derived field	XCLASSF01	Classification of qualification
HESA Derived field	XPQUAL01	Qualifications obtained population

Table 3: ILR fields used in producing the Transparency 2021 information

Field	Description
OUTCOME	Outcome of the learning aim
OUTGRADE	Examination grade awarded for the learning aim

Transparency derived fields used in producing the Transparency 2021 information

10. The Transparency derived fields presented below are used in the production of the Transparency 2021 information.
11. The Transparency derived field algorithms are also used in the production of the '2019-20 Transparency attainment data summary post-collection outputs', which will be available to download from the OfS portal on 29 April 2021 (see 'Transparency information 2021: 2019-20 Transparency attainment summary data post-collection outputs' later in this document).

TRMODE

12. This field allocates students to mode of study.

Value	Description	Definition
APP	Apprenticeship	IPAPPRENTICE = 1
FT	Full-time	IPAPPRENTICE = 0 and IPEMPMODE = FT
PT	Part-time	IPAPPRENTICE = 0 and IPEMPMODE = PT
OTH	Other	Otherwise

TRSEX

13. This field classifies the sex of the student. This field has the same definition as IPSEX.

TRETHNIC

14. This field classifies the ethnicity of the student. This field has the same definition as IPETHNIC.

TREIMD

15. This field classifies the English Index of Multiple Deprivation (EIMD) 2019 quintile of the student's home address. This field has the same definition as IPIMD.

TRAWARD

16. This field indicates the broad grouping of the qualification awarded.

Value	Description	Definition
FDEG	First degree	IPAWARDLEVEL= PUGD, DEG
OUG	Other undergraduate	IPAWARDLEVEL = OUG, PUGO
OTH	Other including no award	Otherwise

TRATTAINPOP

17. This field indicates whether the student is included in the transparency attainment population.

IPSOURCE = HESASTU and HESASAR

Value	Description	Definition
1	Student is counted in the attainment population	IPBASEYEAR = 2019 and IPDOM = E, N, S, W and XPQUAL01 = 1 and TRAWARD=FDEG, OUG and TRMODE ≠ OTH IPDUP = 0
0	Otherwise	Otherwise

IPSOURCE = ILR

Value	Description	Definition
1	Student is counted in the attainment population	IPBASEYEAR = 2019 and IPDOM = E, N, S, W and OUTCOME = 1, and TRAWARD= FDEG, OUG and TRMODE ≠ OTH and IPDUP = 0
0	Otherwise	Otherwise

TRDEGLASS

18. This field indicates the degree classification awarded.

IPSOURCE = HESASTU and HESASAR

Value	Description	Definition
FIRST	First class honours degree	TRATTAINPOP = 1 and TRAWARD = FDEG and XCLASSF01 = 01
2_1	Upper second class honours degree	TRATTAINPOP = 1 and TRAWARD = FDEG and XCLASSF01 = 02
2_2	Lower second class honours degree	TRATTAINPOP = 1 and TRAWARD = FDEG and XCLASSF01 = 03
THIRD	Third class honours/Pass	TRATTAINPOP = 1 and TRAWARD = FDEG and XCLASSF01 = 05, 09
UNCLASS	Degree awarded without classification	TRATTAINPOP = 1 and TRAWARD = FDEG and not above
NA	Otherwise	Otherwise

IPSOURCE = ILR

Value	Description	Definition
FIRST	First class honours degree	TRATTAINPOP = 1 and TRAWARD = FDEG and OUTGRADE = FI
2_1	Upper second class honours degree	TRATTAINPOP = 1 and TRAWARD = FDEG and OUTGRADE = SU
2_2	Lower second class honours degree	TRATTAINPOP = 1 and TRAWARD = FDEG and OUTGRADE = SL, SE
THIRD	Third class honours/Pass	TRATTAINPOP = 1 and TRAWARD = FDEG and OUTGRADE = TH, FO
UNCLASS	Degree awarded without classification	TRATTAINPOP = 1 and TRAWARD = FDEG and not above
NA	Otherwise	Otherwise

Accessing and publishing the Transparency 2021 information

19. The Transparency 2021 information will be available to providers from 29 April 2021.
20. Providers can access their Transparency 2021 information through the 'Transparency 2021 information' portal area on the OfS portal (<https://extranet.officeforstudents.org.uk/Data>).
21. To access the 'Transparency 2021 information' portal area, your provider's OfS Portal User Administrator(s) will need to grant you permissions to the 'Transparency21' portal group.
22. Within the 'Transparency 2021 information' portal area, the Transparency 2021 information can be downloaded by clicking on 'TransparencyTables21_XXXXXXXX.zip' (where XXXXXXXX is your provider's eight-digit UKPRN).
23. Within the downloaded .zip folder the 'TransparencyTables21_XXXXXXXX.xlsx' Microsoft Excel workbook contains the Transparency 2021 information that providers are required to publish, as well as guidance on publication. Table 4 below details the contents of the Transparency 2021 information workbook.

Table 4: Contents of the Transparency 2021 information workbook

Worksheet	Description
Instructions	Information and instructions on preparing the workbook if you chose to make it available to download from your website
Workbook overview	Contents of workbook once prepared for publication
Table 1a Attainment 2019-20	Percentage of classified first degrees at grade 2:1 or above by characteristic for 2019-20 qualifiers
Table 1b Attainment 2019-20	Detailed information on attainment for 2019-20 qualifiers
Rounding and suppression	Rounding and suppression rules applied to tables 1a and 1b

24. Providers are required to publish the rounded and suppressed data contained in Tables 1a and 1b which can be found in the worksheets 'Table 1a Attainment 2019-20' and 'Table 1b Attainment 2019-20'.
25. If all values in Tables 1a and 1b of the Transparency 2021 information workbook are showing as 'N/A' then the provider is **not** required to publish the Transparency 2021 information on their website.
26. Tables 1a and 1b can be published on the provider's website in a form of its choice. For example, the tables may be published directly on a webpage as html content, or as a downloadable file (.pdf, .xlsx etc.).
27. If the provider chooses to make the data available as a downloadable file from its website, the Transparency 2021 information workbook contains instructions on how to prepare it for publication. Once these instructions have been followed, the resulting file can be made available for download to the public.

28. Other than the requirement to publish the rounded and suppressed data in Tables 1a and 1b of the Transparency 2021 information workbook, there are no requirements relating to the content (accompanying text, for example) of the page on which the Transparency 2021 information is published. However, providers may wish to publish the following introductory text alongside the data:

The information published on these pages shows:

The number of students who attained a particular degree or other academic award, or a particular level of such an award, on completion of their course with us.

It shows these numbers by reference to:

- The gender of the individuals to which they relate
- Their ethnicity
- Their socioeconomic background.

29. The Transparency 2021 information must be published on the provider's website and the URL of its location on the website emailed to regulation@officeforstudents.org.uk by **1700 on 10 June 2021**.

Transparency information 2021: 2019-20

Transparency attainment data summary post-collection outputs

30. An unrounded and unsuppressed version of the table given in the 'Table 1b Attainment 2019-20' worksheet of the Transparency 2021 information workbook, as well as an individualised file from which providers can recreate the unrounded and unsuppressed table, will be available to providers through the OfS portal via the '2019-20 Post-collection outputs' portal area, under the description '2019-20 Transparency attainment data summary post-collection outputs'. This unrounded version is for information only and, for data protection reasons, **must not** be published.
31. Further information of post-collection outputs can be found on the dedicated webpages of the OfS website: www.officeforstudents.org.uk/data-and-analysis/post-collection-outputs/.
32. The '2019-20 Transparency attainment data summary post-collection outputs' consist of two files:
 - 'TR19_Attainment_PCO_XXXXXXXX.xlsx' which contains the unrounded and unsuppressed version of Table 1b of the Transparency 2021 information workbook, and
 - 'TR19_Attainment_PCO_XXXXXXXX_IND.csv' which contains the individualised data used in the production of the unrounded and unsuppressed table shown in 'TR19_Attainment_PCO_XXXXXXXX.xlsx'.
33. The individualised data file contains the fields used in the production of the Transparency 2021 information and other key HESA or ILR fields used to produce derived fields and identify individual students. More information on how to use the individualised files can be found at www.officeforstudents.org.uk/data-and-analysis/supplying-data/working-with-individualised-files/.
34. Examples on reproducing the numbers presented in 'TR19_Attainment_PCO_XXXXXXXX.xlsx' using 'TR19_Attainment_PCO_XXXXXXXX_IND.csv' can be found in 'Transparency attainment data summary: HESA Student, HESA Student Alternative and ILR data checking tool technical document and rebuild instructions', which is available from www.officeforstudents.org.uk/data-and-analysis/data-checking-tools/2019-20-ilr-data-checking-tool/.
35. If you are having issues accessing or working with the '2019-20 Transparency attainment post-collection outputs', please email transparency@officeforstudents.org.uk.



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www.nationalarchives.gov.uk/doc/open-government-licence/version/3/