



Teaching Excellence and Student Outcomes Framework

Dissemination of TEF outcomes 2019

Introduction

1. This note is for heads of higher education providers and Teaching Excellence and Student Outcomes Framework (TEF) contacts at providers that have a current TEF award or have applied for an award in 2019. It sets out plans for communicating the outcomes of the TEF to higher education providers, to prospective students and their advisers, to the media and to other stakeholders. We have made this available to providers that decided not to participate in a TEF assessment this year because we believe that it will be of interest to them also.
2. The note sets out:
 - the timeline and process for disseminating the outcomes in June 2019
 - the information that we will be publishing
 - where prospective students and others will be able to access current outcomes
 - how we will support providers' communications planning.

A summary of the timeline for 2019 publication and other key information is at Annex A.

3. Please circulate this note to anyone in your organisation who will be involved in communicating TEF outcomes.
4. A separate document contains guidance for providers on TEF branding and communication¹.

Publication of TEF outcomes

5. TEF Year Four outcomes will be published on **Wednesday 19 June at 0930**. On this day, the awards allocated to each provider that took part in the TEF this year will be published on the OfS website, alongside awards that are still valid from previous years. The website listing will show the **current** award for each provider, together with the date when the award was given.

¹ Available at <https://www.officeforstudents.org.uk/advice-and-guidance/teaching/tef-branding-2019/>.

6. Therefore:

- Where a provider has a previous TEF award and reapplied this year, the previous award will be replaced on the website by the 2019 award.
- Where a provider with a previous TEF award that is still valid did not participate this year, the current award will be retained.
- Where a provider has an award that is due to expire in June 2019, and has not participated this year, the award will be removed from the listing.

As explained in the procedural guidance², new TEF awards made in Year Four (2019) will be valid for two years and awards due to expire in 2020 will be extended for one year. After this year's results are announced in June the OfS website listing will be amended to show that all TEF awards expire at the same time.

7. For each provider with a TEF award (from any year), the following information will also be available on the OfS website:

- the TEF award summary (statement of findings) from the TEF panel explaining the reason for the rating
- the application (the metrics workbook, contextual data maps, and the submission)

We will also make all of this outcomes information (hereafter described as 'outcomes') available for download.

8. For a provider whose previous award is superseded by a 2019 award, this more detailed information relating to its previous award will not be included in the main listing but will be available as historic information elsewhere on the OfS website.

9. The current TEF award – Gold, Silver, Bronze or Provisional – for each participating higher education provider will also be published on the OfS Register (for English providers), the Unistats website, and the UCAS website. These websites will link through to the more detailed TEF information for each provider on the OfS website.

Timeline for dissemination

10. The 2019 outcomes will be disseminated as follows:

- **Monday 17 June** at 0930: each provider with a 2019 award will receive its own TEF award and summary under embargo. Following this the UK funding bodies and the devolved administrations will receive the awards and award summaries for the providers in their nations only. The DfE will receive the full set of awards and award summaries.
- **Wednesday 19 June** at 0930: The embargo will be lifted and all outcomes will be published.

² Available at <https://www.officeforstudents.org.uk/publications/teaching-excellence-and-student-outcomes-framework-year-four-procedural-guidance/>.

Provider access to the embargoed award information

11. On Monday 17 June we will make each provider's own award and award summary available to them under embargo on the TEF extranet at 0930. Staff who have been assigned extranet keys for the new TEF outcomes user group by the head of the provider will have access.
12. Instructions for joining the TEF outcomes extranet user group and for accessing the material will be provided in a hard-copy letter to the head of institution or accountable officer by 10 June 2019. Providers should follow these instructions to add people to the TEF outcomes user group as appropriate. All individuals granted access must observe the conditions of embargo.

Conditions of embargo

13. Until the embargo is lifted all recipients of 2019 TEF awards will be required to ensure the information is kept strictly confidential and not for publication. Sharing information about TEF awards with individuals beyond the organisation that has received them is a clear breach of embargo. The embargo will end at 0930 on Wednesday 19 June 2019 when all outcomes are published by the OfS. Providers must **not** share their award information with any other provider, organisation or the media – even under embargo – until after the embargo has been lifted at 0930 on 19 June.

Providers without a TEF award

14. The way we publish the outcomes will reflect that participation has been voluntary.
15. The TEF pages on the OfS website will list only those providers that have a current TEF award.

Communicating TEF awards to current and prospective students

16. Providers are encouraged to include their TEF award in their websites, prospectuses and other sources of information for prospective students, once the award has been made public.
17. Providers are encouraged to engage with existing and prospective students and to develop appropriate communications in line with their information needs, to ensure that they understand the TEF and what it means. Please refer to the TEF branding guidelines³ to ensure that the TEF is described in a consistent and appropriate way.

³ Available at <https://www.officeforstudents.org.uk/advice-and-guidance/teaching/tef-branding-2019/>.

Further pre-publication support from the OfS

18. The OfS has circulated branding guidelines for the use of TEF outcomes. We will also provide contacts for specific queries.
19. Technical support regarding access to the TEF extranet and TEF outcomes extranet user group is available via TEFMetrics@officeforstudents.org.uk. Dummy documents are available to members of the TEF outcomes extranet user group, to allow providers to check their ability to access and download the TEF awards information.

Further questions

20. If you have any questions about how the TEF outcomes will be disseminated, email TEF@officeforstudents.org.uk.

Annex A: Summary of timeline and other key information

Date	Activity or event
	Before the results announcement
Thursday 23 May	TEF branding guidelines published to support providers in announcing their outcomes.
Monday 10 June	<p>Technical support will be available on how to access TEF data from the OfS extranet.</p> <p>Dummy documents will be available to members of the TEF outcomes extranet user group to allow providers to check their ability to access and download the TEF award and award summary.</p>
Monday 17 June	<p>Each provider with a 2019 award will receive its own 2019 award and award summary under embargo at 0930.</p> <p>Following this, the UK funding bodies and the devolved administrations will receive the awards and award summaries for their institutions only. DfE will receive the full set of awards and award summaries.</p>
	Announcement
0930 Wednesday 19 June	The embargo will be lifted and outcomes will be published.