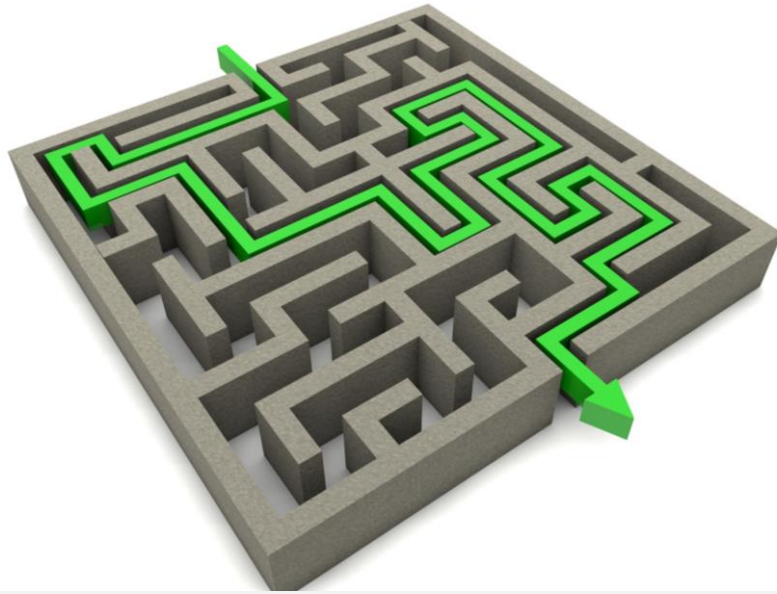


HEIFES18 – submitting the workbook and data verification

HEIFES process timeline

Date	Activity
October 2018	Initial HEIFES18 workbooks will be available to download
From late November 2018	Updated HEIFES18 workbooks will be released containing comparison 2017-18 ILR data, once available.
1 November 2018	HEIFES18 census date
12 November 2018	Submission deadline. (By noon)
Mid November 2018 to late January 2019	Data verification phase – OfS staff will discuss the data and associated explanations with staff at your provider.
28 January 2019	Sign-off deadline.
February 2019	HEIFES evaluation and feedback



Submitting HEIFES

Notes on the HEIFES18 workbook

There will be multiple versions of the HEIFES18 workbook.

- Updates to the workbook will be released when we are able to include the 2017-18 ILR data.
- To check which version of the workbook you are using, see the 'Information' tab.

You can upload your HEIFES workbook multiple times, including before 1 November 2018 (the census point).

However, we will only accept a final version that has been submitted after the census date.

HEIFES18 – ‘Information’ tab

	A	B	C	D	E	F	G	H	I	J	K	L	M	NO	P	Q	R	S	T	U
1	HEIFES18																			
2	Higher Education in Further Education: Students Survey 2018-19																			
3																				
4																				
5	Provider: Beispiel College																			
6	UKPRN: 1000000X																			
7																				
8	Workbook information																			
9	Date workbook submitted: 10/11/2018										HEIFES18 template version: X.X (Final version XX/XX/XX)									
10	Submission number: 1										Template notes: Workbook contains all worksheets and comparison data.									
11																				
12	College HEIFES contact: Mr Adam L. Ternate																			
13	Email: a.l.ternate@beispiel.ac.uk																			
14	Phone: 0117 555 xxxx																			
15																				
16	Validation check: Table 1 (Full-time); Table 5 (Planning); Please see Appendix 2 for details of validation checks (see below)																			
17	First-stage credibility check: No first-stage credibility warnings																			
18	Comparison table highlighting: Table A; Table C; Table D; Table E; Table I; Table J; Please see Appendix 3 for details of comparison tables (see below)																			
19																				

Validation checks

- Validation checks are present on Tables 1 to 7c.
- 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

Submitting the HEIFES workbook

Your completed HEIFES workbook must be uploaded through the OfS portal at:

<https://extranet.officeforstudents.org.uk/Data/>

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 HEIFES18 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.

Data protection

You must NOT, under any circumstances, email your HEIFES18 workbook to us.

- The Courses table is broken down in a way that individual students could be identified in the HEIFES18 return.
- As such, we will only accept HEIFES data 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.

Comparison tables

These tables compare your HEIFES18 data with previous years' data in different ways.

Comparison 1 worksheet

- Years of course/ FTEs split by mode, level and price group

Comparison 2 worksheet

- Non-completion rates; number of years abroad; proportion of long years; proportion of new entrants

Comparison 3 worksheet

- Apprenticeships; sub-contractual arrangements; pre-registration health professions.

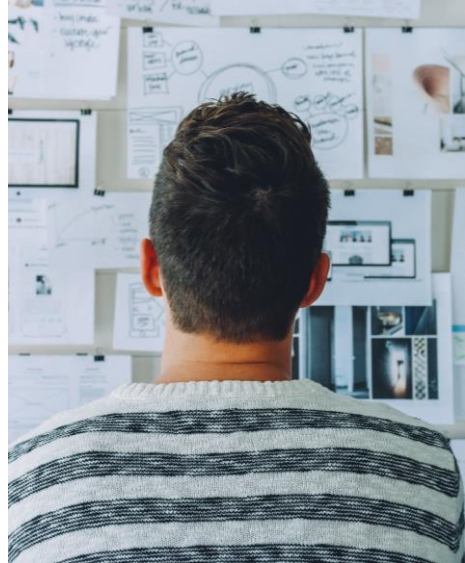


Data verification

What are we looking for from your HEIFES 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 HEIFES relates to what’s happening at your provider.



What are DV queries based on?

Validation: OK		First-stage credibility: Warnings (see below table)		
Credibility: OK		Column 3		
Forecast of years not completed (negative values)		Home & EU		
Non-Indigenous	Island & overseas	HEFCE-fundable	Non-fundable	Island & overseas
(b)	(c)	(a)	(b)	(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
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 7c.** 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 HEIFES18 with previous years and highlight any greater than expected changes.
3. **Other relevant issues.** For instance, we might compare any sub-contractual relationships with those recorded in ILR data.

Submitting initial explanations

After submitting HEIFES, 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.

DV phase – after submission

We will email your provider's **HEIFES 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.

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 HEIFES was completed and able to respond to queries.

DV Queries Template

- Thresholds triggering queries are described in HEIFES18 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 2017-18 proportion of total and 2018-19 proportion of total of 6 percentage points.	

Query Identifier

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 HEIFES 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
- Changes in sub-contractual arrangements

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.

Signing off your data

Your data needs to be signed off by the **accountable officer** for your provider by **28 January 2019**.

- 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 HEIFES workbook and have it signed by the accountable officer.
- The form needs to be emailed to us by noon on 28 January.

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.



Data verification exercise

In your delegate packs, we have provided a set of comparison tables for North East Ware College.

These show highlighting where the college's HEIFES18 data shows significant changes, compared to their 2017-18 data.

Working in small groups, we would like you to:

- Identify what changes are being highlighted
- Suggest possible reasons for these changes

You have 10-15 minutes to look through the tables, then we'll review the answers.

Data verification - highlighting

Tables A → E

- An increase in student years / FTE
- OfS-fundable increase is mainly in part-time, undergraduate, price group B.

Table F

- Changes in non-completion percentages:
 - Increase of 4.0 %age points for full-time undergrads (versus HEIFES17)
 - Decrease of 1.2 %age points for part-time undergrads (versus 2017-18 ILR)

Table I, J & K

- An increase in new entrants for part-time undergrads.
- Apprenticeships recorded for the first time.
- An increase in sub-contracted out students (part-time undergrads).

Data verification – Provider response

“For 2018-19, we have introduced several new part-time, undergraduate courses. In particular:

- A new PT, HND in Construction, offered as part of an apprenticeship
- New PT BSc course, offered through our partner college.

We have also seen continuing expansion of PT UG courses introduced by our partner college last year.

With non-completion predictions in HEIFES18:

- FT UG students; 17-18 ILR data showed that we were under-predicting in HEIFES17 and we have corrected our method.
- PT UG students: HEIFES18 represents a continuation of the downward trend noted in 16-17 and 17-18 ILR data. This is due to the continuing expansion of new tutoring methods that we piloted in 16-17 and started to introduce on all courses from 17-18.”

Further information in the HEIFES18 guidance

Section 1 – ‘The HEIFES process’

- Provides more guidance about the entire HEIFES process, including the data verification phase.

Appendices

Give detailed information and explain when we will query data

- Appendix 1: downloading and submitting HEIFES18
- Appendix 2: validation checks
- Appendix 3: credibility checks and comparison tables
- Appendix 4: comparison sheets
- Appendix 5: tables A to G

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