

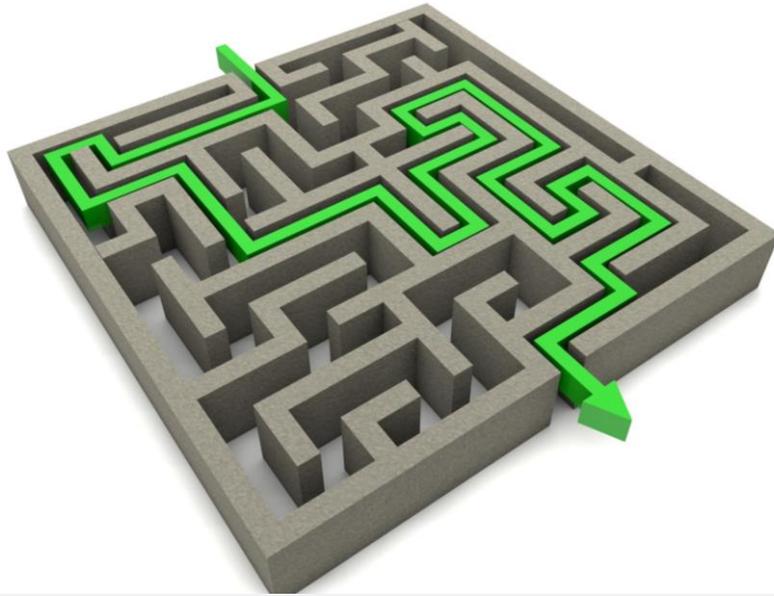
Office for  
Students

OfS

# 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
<b>12 November 2018</b>	<b>Submission deadline. (By noon)</b>
<b>Mid November 2018 to late January 2019</b>	<b>Data verification phase – OfS staff will discuss the data and associated explanations with staff at your provider.</b>
<b>28 January 2019</b>	<b>Sign-off deadline.</b>
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	<b>Workbook information</b>																			
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 href="mailto:a.l.ternate@beispiel.ac.uk">a.l.ternate@beispiel.ac.uk</a>																			
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 c

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 (a)	Non-fundable (b)	Island & overseas (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



## 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

# Copyright

Images used under a CC0 1.0 license:

- slide 3 by 3dman\_eu (<https://pixabay.com/en/labyrinth-target-planning-1015638/>)
- slide 9 by gimono (<https://pixabay.com/en/question-mark-important-sign-1872634/>)
- Slide 11 by pexels (<https://pixabay.com/en/concept-man-papers-person-plan-1868728/>)
- slide 18 by free-photos (<https://pixabay.com/en/writing-write-fountain-pen-ink-1209121/>)
- Slide 20 by PublicDomainPictures (<https://pixabay.com/en/microscope-slide-research-close-up-275984/>)

The copyright in this presentation is held either by the Office for Students (OfS) or by the originating authors.

Please contact [info@officeforstudents.org.uk](mailto:info@officeforstudents.org.uk) for further information and re-use requests.

**Thank you  
for listening**



**Copyright ©**

The copyright in this presentation is held either by the Office for Students (OfS) or by the originating authors.

Please contact [info@officeforstudents.org.uk](mailto:info@officeforstudents.org.uk) for further information and re-use requests.