

HESES20 training

Identifying and counting your students

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Funding Round Manager

5 October 2020

Office for
Students



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Webinar housekeeping

- Who is presenting today:
 - Main presenter: Ross Lawlor
 - Backup presenter: Roger Lear
 - Q&A: Will Scott
- How to ask a question:
 - Q&A versus chat
 - Opportunities throughout the webinar.
- Closed captions are available

Content of the series of webinars and timetable

- Introduction to HESES and changes from HESES19:
1330 on Monday 28 September 2020.
- Categorising your students and important definitions:
1330 on Wednesday 30 September 2020.
- **Counting your students:**
1330 on Monday 5 October 2020.
- Submission and verification of HESES20 data return:
1330 on Wednesday 7 October 2020.
- Hands-on workbook exercises and breakout groups:
1330 on Monday 12 October 2020 1330 on Wednesday 14 October 2020
1330 on Tuesday 20 October 2020 1330 on Thursday 22 October 2020.

More information available at www.officeforstudents.org.uk/events

Supporting materials

- Recordings will be available from the Office for Students website on the events page.
- We will also publish the slides on the website and any supplementary materials.
- Providers should also refer to:
 - Guide to funding 2020-21 publication
 - **HESES20 – Higher Education Students Early Statistics survey 2020-21 guidance**
 - How to complete the HESES20 workbook publication
 - HESES website www.officeforstudents.org.uk/heses
 - HESES videos on the OfS YouTube page.

What we will cover today



- How to count student years.
- How to make forecasts of non-completion and full-time equivalence (FTE).
- How to complete the healthcare tables in HESES20.

How to find further guidance

Further guidance on the topics covered today can be found in the HESES20 guidance, in these Annexes:

| Topic | Guidance |
|--|----------|
| Standard or non-standard year | Annex C |
| Non-completion forecasts | Annex D |
| (Part-time only) FTE for completed years | Annex E |
| Health profession | Annex L |
| Number of new starter students | Annex L |

**Counting years of
instance:
column 1 or column 2?**

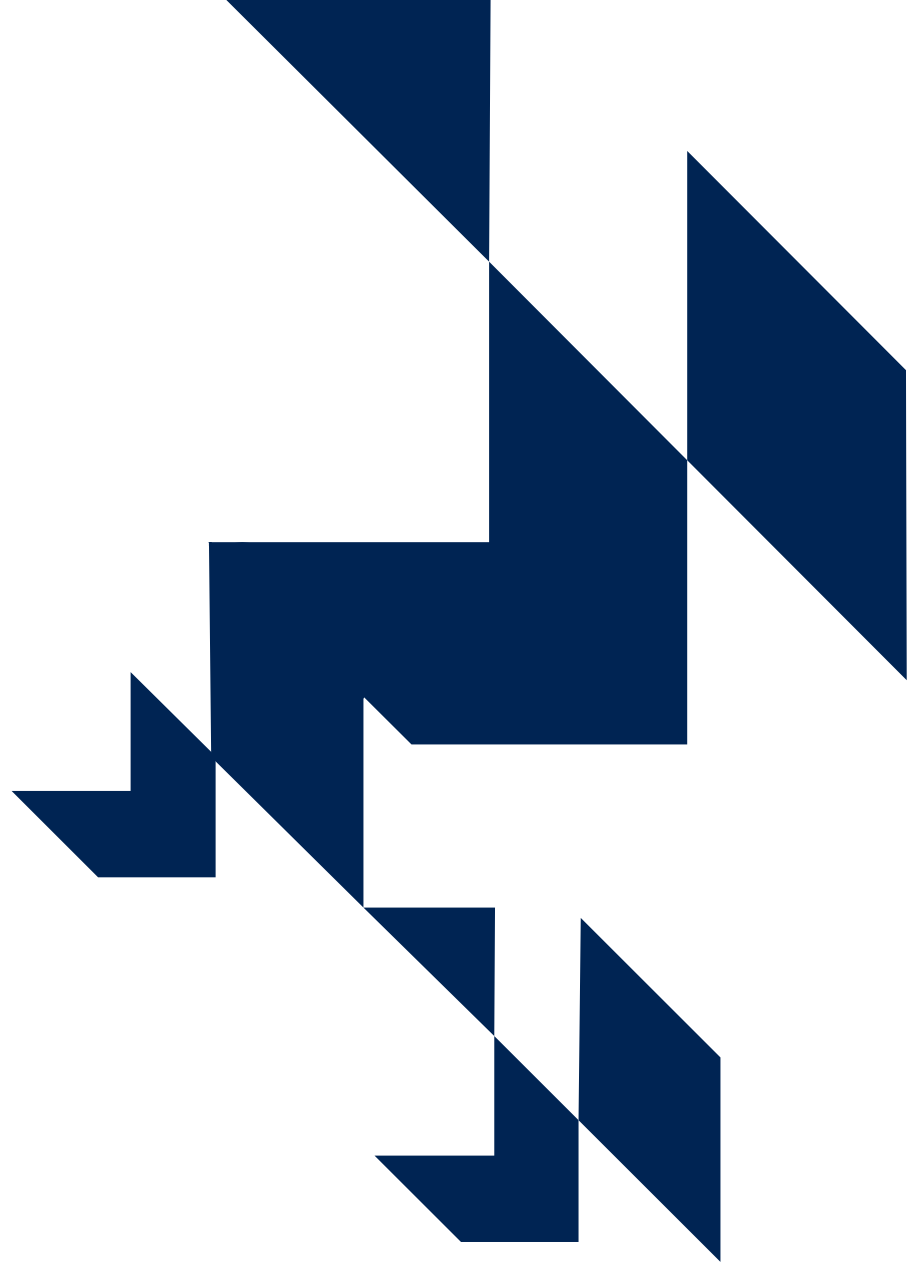


Table 1 Full-time

Table 1: Full-time counts of years of course

Price group: Annex G Length: Annex J Level: Annex I Fundability status: Annex F

| Price group | Length | Level | Years countable between 1 August 2019 and census date inclusive | | | Forecast of years countable after census date and 31 July 2020 | | | Forecast of years not completed (negative values) | | | Estimated completed years academic year 2019-20 (Columns 1 + 2 + 3) | | |
|-------------|----------|---------------------|---|------------------|-------------------------|--|------------------|-------------------------|---|------------------|-------------------------|---|------------------|-------------------------|
| | | | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) |
| A | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Long | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| | | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| B | Standard | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| C1 | Standard | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| | | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Long | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| | | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Table 1 Full-time

| Table 1: Full-time counts of years of course | | | Column 1 or Column 2: Annex C | | | Column 3 Non-completions: Annex D | | | Column 4 Automatically completed | | | | | | |
|--|-------------|----------|---|------------------|------------------|--|------------------|------------------|---|------------------|------------------|---|------------------|------------------|-------------------------|
| | | | First-stage credibility: OK | | | First-stage credibility: OK | | | First-stage credibility: OK | | | | | | |
| | | | Column 1 | | | Column 2 | | | Column 3 | | | Column 4 Automatically populated | | | |
| | | | Years countable between 1 August 2019 and census date inclusive | | | Forecast of years countable after census date and 31 July 2020 inclusive | | | Forecast of years not completed (negative values) | | | Estimated completed years academic year 2019-20 (Columns 1 + 2 + 3) | | | |
| | | | Home and EU | | | Home and EU | | | Home and EU | | | Home and EU | | | |
| | Price group | Length | Level | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) |
| 12 | A | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 17 | | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18 | | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19 | | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 | | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21 | | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 22 | B | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23 | | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24 | | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 25 | | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26 | | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 27 | | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 28 | | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29 | | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 30 | | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 31 | | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 32 | C1 | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 33 | | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 34 | | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35 | | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 36 | | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |

Counting student activity (Annex C)

We count **years of instance**. For a student studying for a specific qualification:

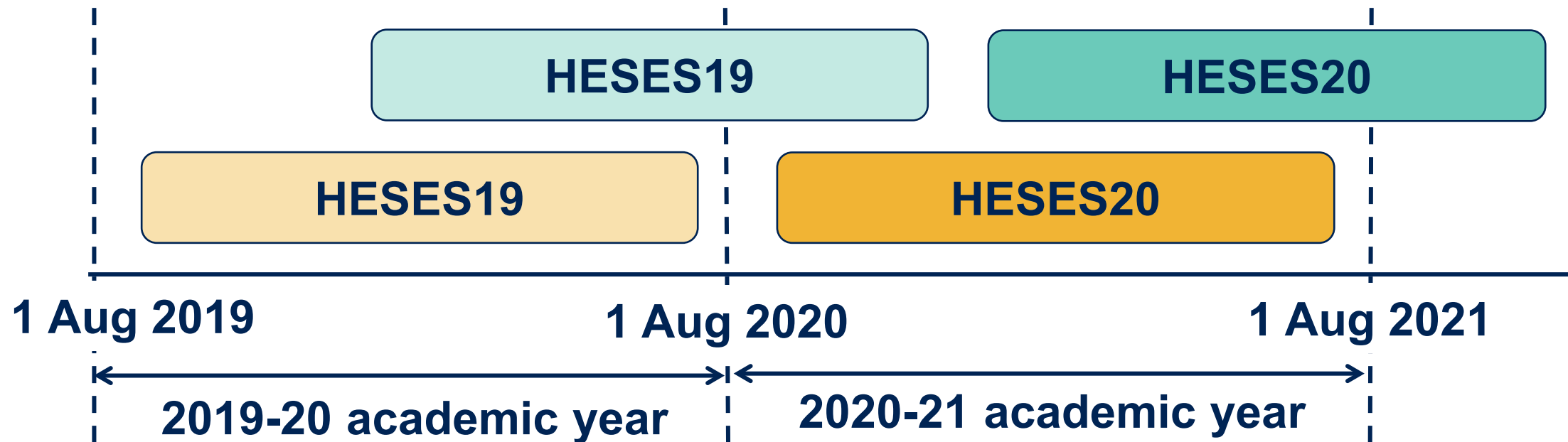
- the first year begins when they start studying towards the qualification
- the second and subsequent years start on or near the anniversary of this date (to allow for minor variations in term dates).

For each year, student activity is counted if:

- a fee is charged
- the FTE for the year is at least 0.03
- they are not writing up a thesis or similar piece of work for the whole year
- they have not withdrawn within two weeks of starting the instance.

Counting student activity: which HESES?

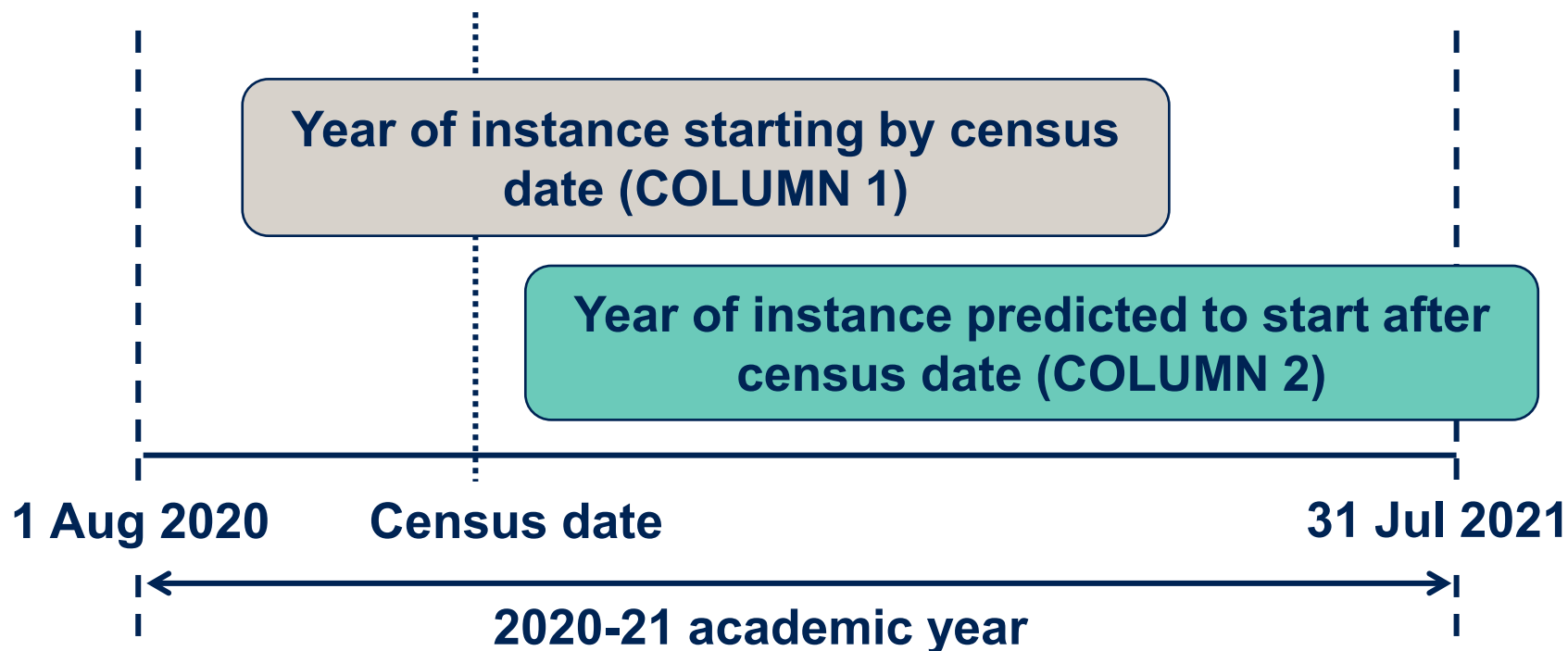
- The academic year that a year of instance starts in determines which HESES survey it's counted in.
- The years labelled as 'HESES20' below both start in the 2020-21 academic year.



Counting student activity: Column 1 or 2?

Years of instance can be recorded in either Column 1 or Column 2 of HESES: this reflects if the year starts before or after the HESES census date.

If a student has withdrawn from their year of instance on or before the census date they should NOT be returned.



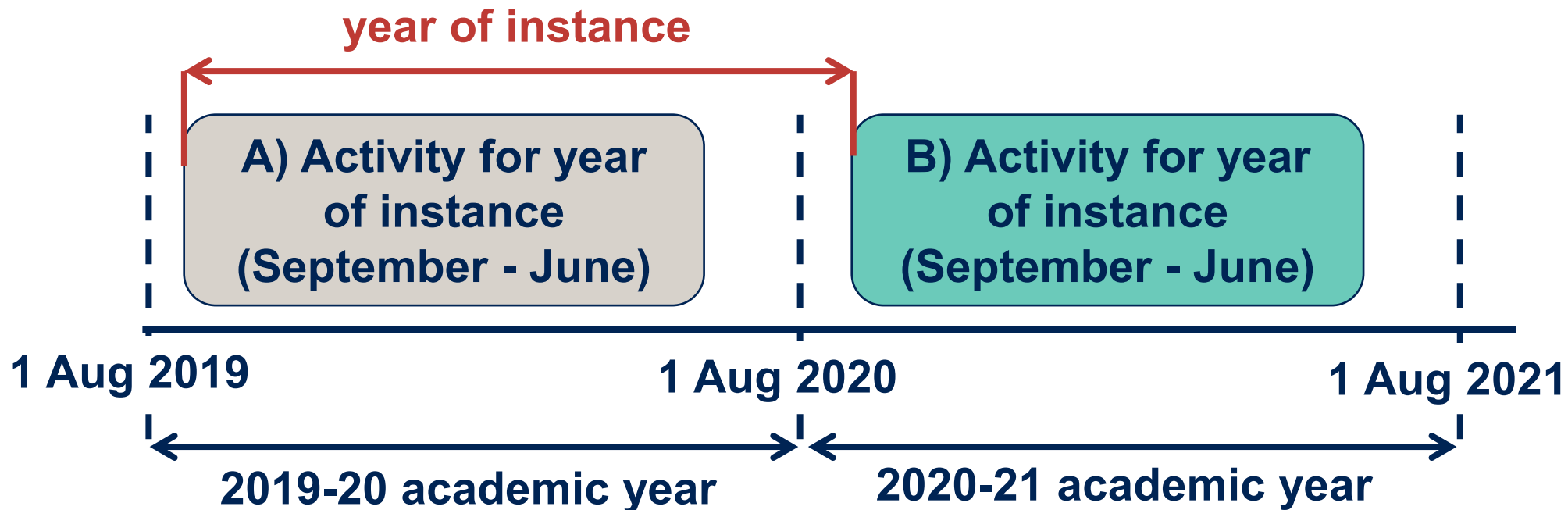
Census date

- Colleges: 1 Nov
- Other providers: 1 Dec

Standard and non-standard years

Standard year (column 1):

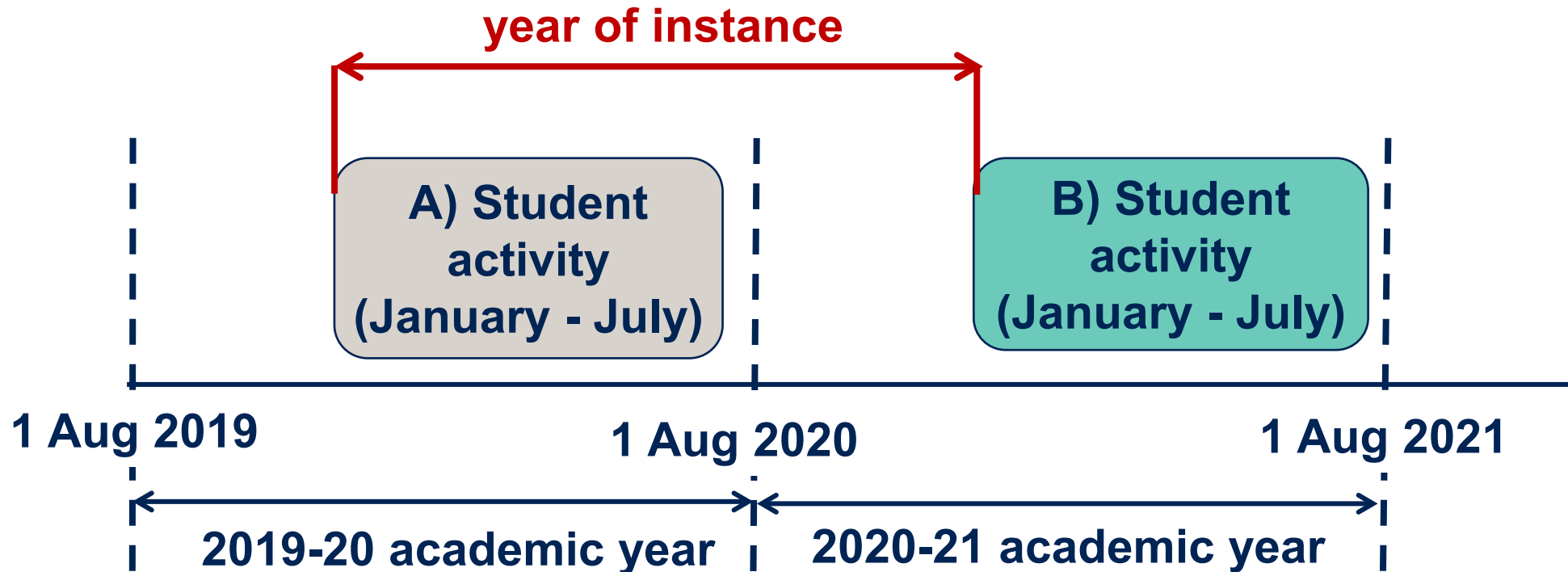
- All activity contained within one academic year (1 August – 31 July).
- Count at the start of each year of instance.



Standard and non-standard years

Standard year (column 2):

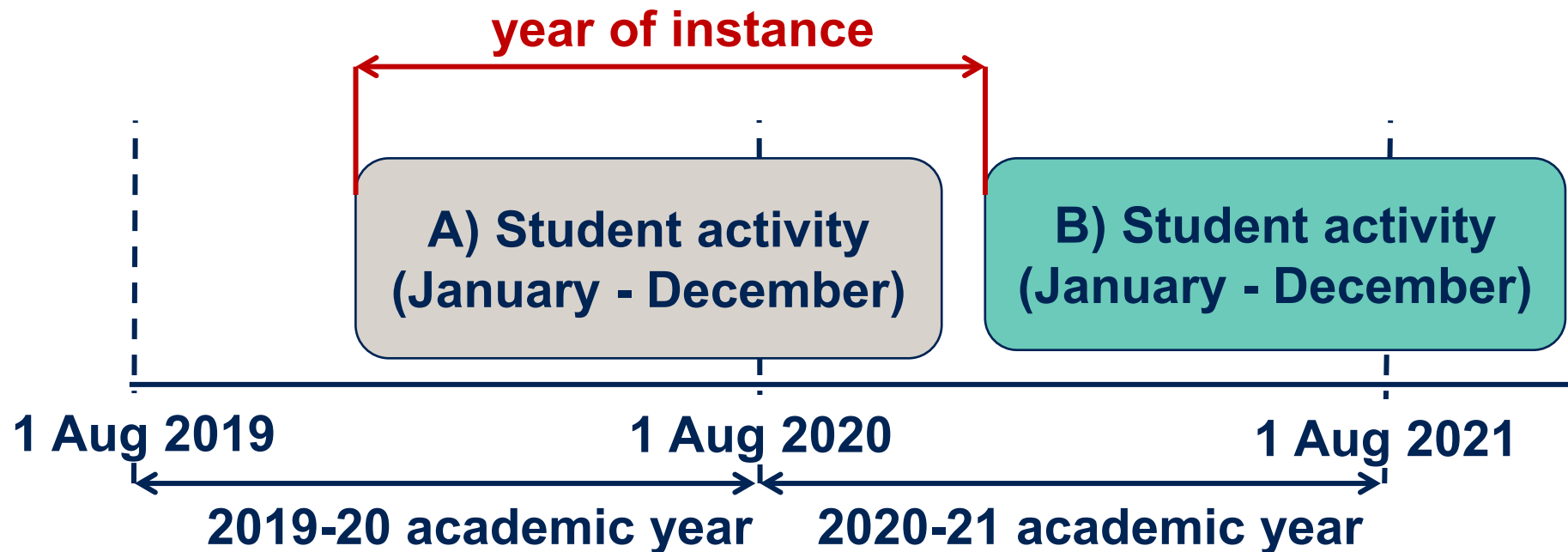
- All activity contained within one academic year (1 August – 31 July).
- Included as a forecast year in column 2 at the start of each year of instance.



Standard and non-standard years

Non-standard year (column 2):

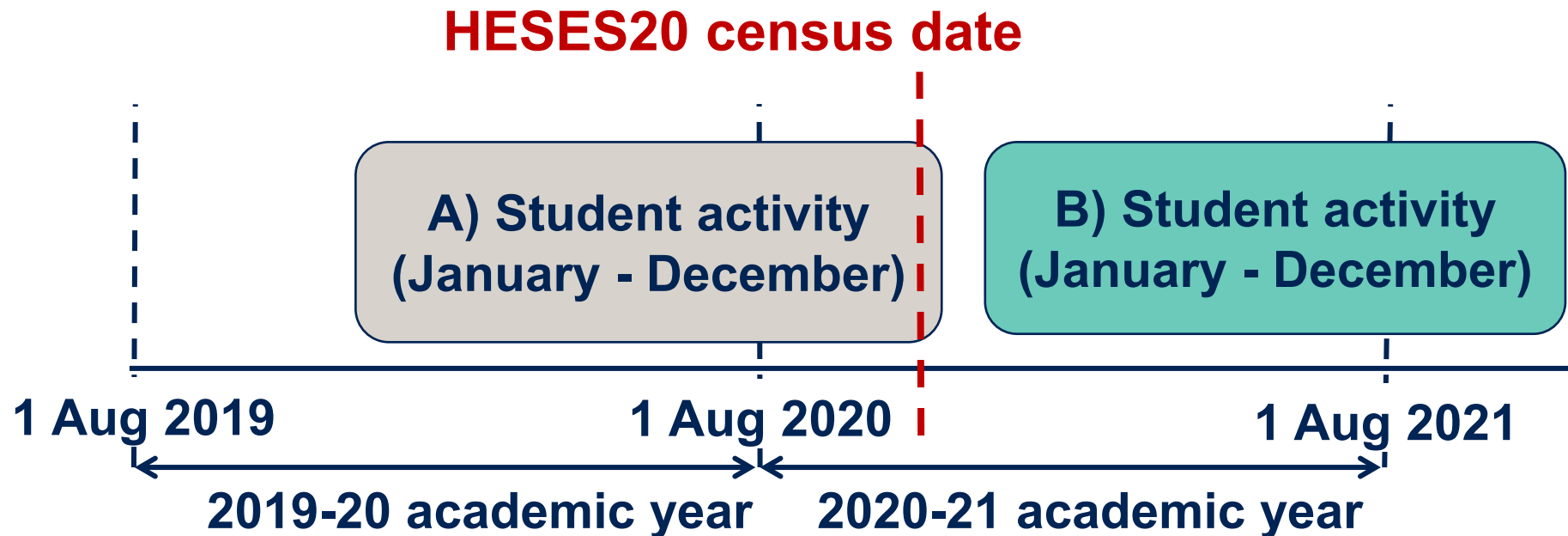
- Activity for a year of instance spans two academic years.
- Included as a forecast year in column 2 at the start of each year of instance: avoid double-counting!



Standard and non-standard years

Non-standard year (column 2):

- Activity for a year of instance spans two academic years.
- Included as a forecast year in column 2 at the start of each year of instance: avoid double-counting!



The Courses table – Colleges only!

| Courses table: Countable years of instance between 1 August 2019 and census date at course level | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------------|--|---------------|---|---------------|------------|---------------------|---|--|---------------|------------------|---|-------------------------|--|------------------|---|---------------|-------------------------|--|---|-------------------------|------------------|---------------------------------|---------------|------------------|---------------------------------|---------------|-------------------------|
| Validation: OK First-stage credibility: OK | | | | Validation: OK First-stage credibility: OK | | | | Validation: OK First-stage credibility: OK | | | | Validation: OK First-stage credibility: OK | | | | Validation: OK First-stage credibility: OK | | | | Validation: OK First-stage credibility: OK | | | | | | | | |
| Row number | Learning aim reference | Course title | Price group 1 | | Price group 2 | | Level | Length | Full-time Years countable between 1 August 2019 and census date inclusive | | | | | Sandwich year out Years countable between 1 August 2019 and census date inclusive | | | | | Part-time Years countable between 1 August 2019 and census date inclusive | | | | | | | | | |
| | | | Price group 1 | proportion | Price group 2 | proportion | | | Home and EU | | (b) Non-fundable | | (c) Island and overseas | Home and EU | | (b) Non-fundable | | (c) Island and overseas | Home and EU | | (b) Non-fundable | | (c) Island and overseas | | | | | |
| | | | | | | | | (a) OFS-fundable | Other UK- Home and EU domiciled | Other EU (ii) | (b) Non-fundable | Other UK- Home and EU domiciled | Other EU (ii) | (c) Island and overseas | (a) OFS-fundable | Other UK- Home and EU domiciled | Other EU (ii) | (b) Non-fundable | Other UK- Home and EU domiciled | Other EU (ii) | (c) Island and overseas | (a) OFS-fundable | Other UK- Home and EU domiciled | Other EU (ii) | (b) Non-fundable | Other UK- Home and EU domiciled | Other EU (ii) | (c) Island and overseas |
| 1 | 00230703 | MA in Marketing | D | 100% | | | PGT (Masters' loan) | Standard | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 28 | 4 | 7 | 3 | 20 | | |
| 2 | 00229736 | MSc in Acoustics | B | 100% | | | PGT (Masters' loan) | Standard | 6 | 2 | 2 | 0 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3 | 00300213 | BA (Hons) in Textiles | C1 | 100% | | | UG | Standard | 108 | 17 | 17 | 8 | 9 | 13 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4 | 00300733 | Foundation Degree in Marine Ecology | B | 50% | C2 | 50% | UG | Standard | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 35 | 0 | 0 | 34 | | |
| 5 | 00232899 | HNC in Business & Management | D | 100% | | | UG | Standard | 45 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 6 | 00244620 | HND in Visual Communication | C1 | 100% | | | UG | Standard | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 51 | 0 | 11 | 0 | 0 | | |
| 7 | 50082747 | BTEC HND Diploma in Construction and the Built Environment | B | 25% | C2 | 75% | UG | Standard | 64 | 16 | 12 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 8 | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |

What is the Courses table for?

The courses table is used to record **Column 1 years of instance**.

- Data entered on the courses table automatically populates Column 1 on Tables 1, 2, 3 and 5.

Data is entered at a course level, using Learning Aims.

We take a snap shot of the data in the Education and Skills Funding Agency's (ESFA's) Learning Aims Search database (LARS) (date is at the top of the worksheet). This is used to list:

- course title
- level
- price group(s)
- length

If you don't have a learning aim, or the information is incorrect, contact us as soon as possible at heses@officeforstudents.org.uk.

Completing the Courses table

- You must use the specific learning aim for each course. There are limits on how many times you can enter the same learning aim.
- Price groups for each course are defined by the learning aim.
- A course can be split between price groups – if so you will have to enter the percentage for each price group.
- Level and length are automatically completed but you can overwrite these if necessary.
- There are separate columns for each mode, sub-columns separate out fee status, fundability status and domicile.
- Only enter Column 1 students – years of course that have started before the census date.

When two courses are part of one instance

When a student progress directly from one course to another at the same broad level (e.g. undergraduate or postgraduate taught), we would consider this to be a single instance for HESES purposes.

Examples:

- A student completes a foundation degree then progresses straight away to a top-up year for a BSc.
- A student completes an HNC, then progresses to top this up to an HND.

The courses table does not account for this; if the two courses overlap you should only enter students against the higher learning aim.

Any questions?



**Non-completions:
column 3**

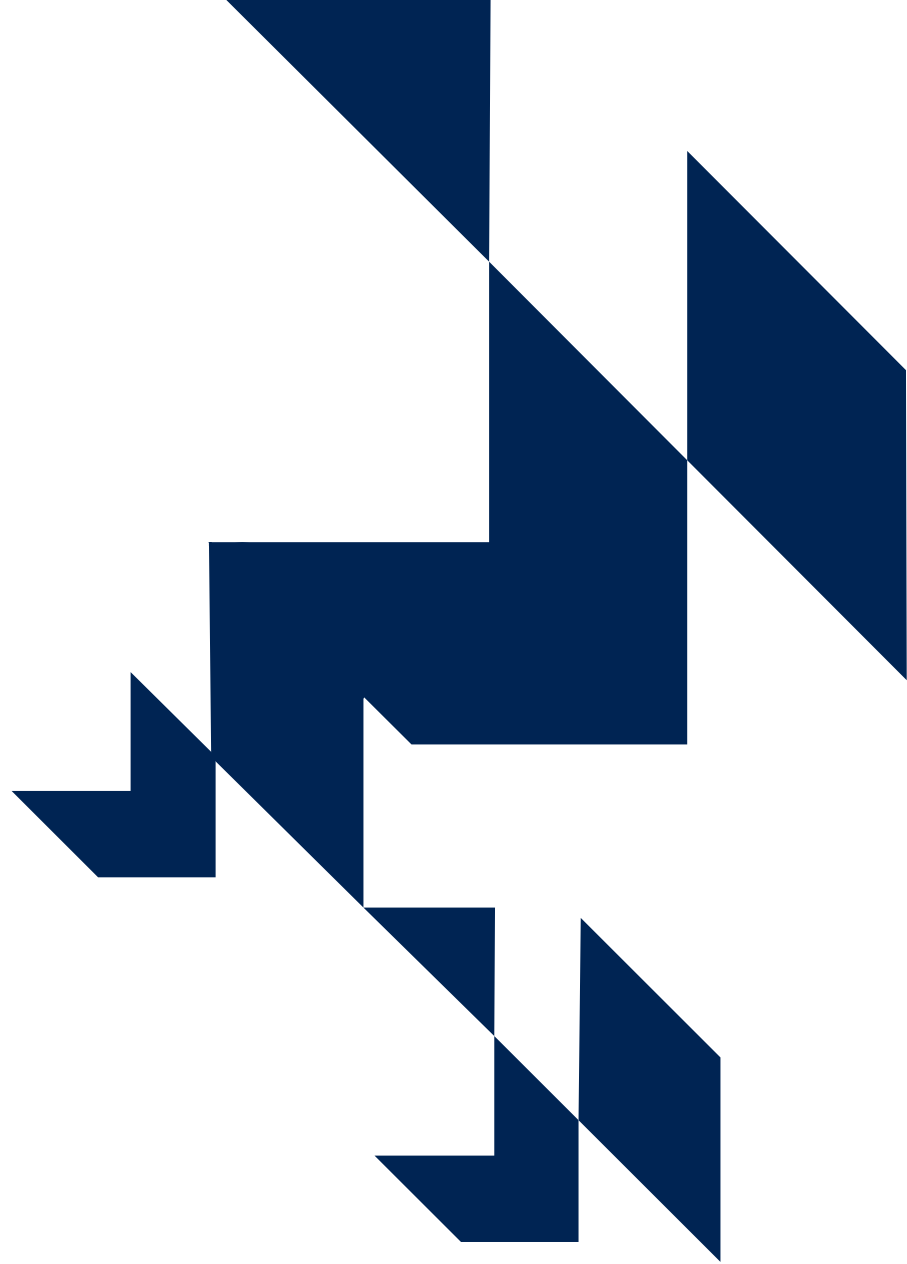


Table 1 Full-time

| Table 1: Full-time counts of years of course | | | Column 1 or Column 2: Annex C | | | Column 3 Non-completions: Annex D | | | Column 4 Automatically completed | | | | | | |
|--|-------------|----------|---|------------------|------------------|--|------------------|------------------|---|------------------|------------------|---|------------------|------------------|-------------------------|
| | | | First-stage credibility: OK | | | First-stage credibility: OK | | | First-stage credibility: OK | | | | | | |
| | | | Column 1 | | | Column 2 | | | Column 3 | | | Column 4 Automatically populated | | | |
| | | | Years countable between 1 August 2019 and census date inclusive | | | Forecast of years countable after census date and 31 July 2020 inclusive | | | Forecast of years not completed (negative values) | | | Estimated completed years academic year 2019-20 (Columns 1 + 2 + 3) | | | |
| | | | Home and EU | | | Home and EU | | | Home and EU | | | Home and EU | | | |
| | Price group | Length | Level | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) | OfS-fundable (a) | Non-fundable (b) | Island and overseas (c) |
| 12 | A | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 17 | | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18 | | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19 | | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 | | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21 | | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 22 | B | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23 | | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24 | | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 25 | | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26 | | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 27 | | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 28 | | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29 | | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 30 | | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 31 | | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| 32 | C1 | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 33 | | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 34 | | | PGT (Masters' loan) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35 | | | PGT (Other) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 36 | | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |

The OfS definition of completion

Students start their year with a study intention.

- The modules they intend to complete in that year.

The OfS definition of ‘completion’:

In order to complete the year, a student must:

- complete all of their study intention
- within 13 calendar months of the start of their year.

Completion is not the same as ‘progression’.

In order to complete a module, a student must either:

- undergo the final assessment in the module

or

- pass the module, if it can be done without undergoing the final assessment.



The OfS definition of completion

Enter a **forecast** of the students recorded in Columns 1 and 2 who will not complete their year of instance.

Notes:

- Should be recorded as a **negative** number.
- Estimates should be primarily based on the previous year's non-completion rate for the particular course.
- Forecasts should not be 'skewed by exceptional circumstances'.
- Completion is not the same as progression: use the definition from the HESES guidance.



**Full-time
equivalence (FTE):
column 4a**

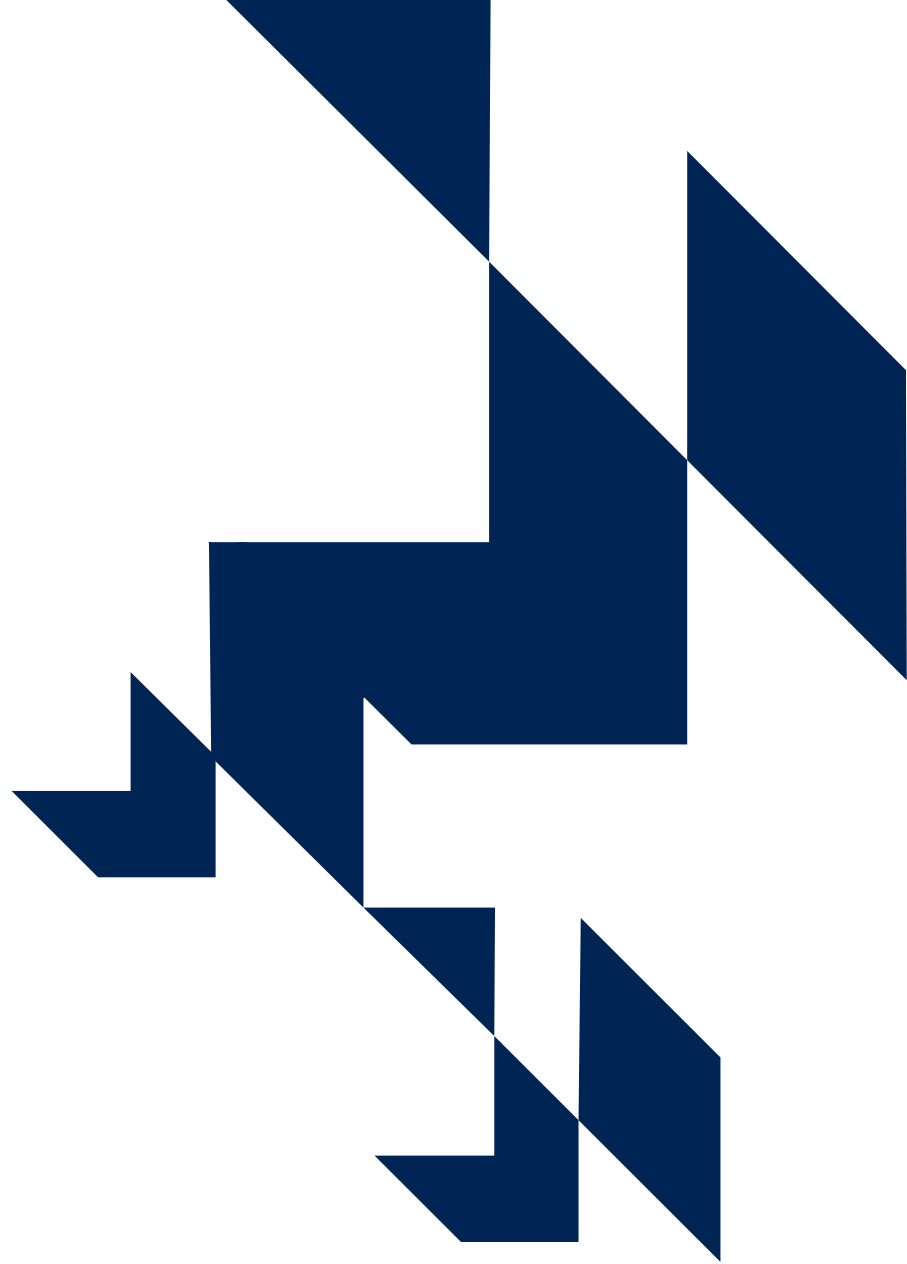


Table 3 Part-time

| | | | Column 1 or Column 2: Annex C | | | Column 3 Non-completions: Annex D | | | Column 4 Automatically completed | | | Column 4a FTE: Annex E | | | | | |
|-------------|----------|---------------------|---|--------------|---------------------|--|--------------|---------------------|---|--------------|---------------------|---|--------------|---------------------|--|--------------|---------------------|
| | | | Years countable between 1 August 2019 and census date inclusive | | | Forecast of years countable after census date and 31 July 2020 inclusive | | | Forecast of years not completed (negative values) | | | Automatically populated Estimated completed years academic year 2019-20 (Columns 1 + 2 + 3) | | | Estimated FTE for completed years included in Column 4 for academic year 2019-20 | | |
| | | | Home and EU | | | Home and EU | | | Home and EU | | | Home and EU | | | Home and EU | | |
| | | | OfS-fundable | Non-fundable | Island and overseas | OfS-fundable | Non-fundable | Island and overseas | OfS-fundable | Non-fundable | Island and overseas | OfS-fundable | Non-fundable | Island and overseas | OfS-fundable | Non-fundable | Island and overseas |
| | | | (a) | (b) | (c) | (a) | (b) | (c) | (a) | (b) | (c) | (a) | (b) | (c) | (a) | (b) | (c) |
| Price group | Length | Level | | | | | | | | | | | | | | | |
| A | Standard | UG | 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 |
| | | PGT (UG fee) | 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 |
| | | PGT (Masters' loan) | 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 |
| | | PGT (Other) | 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 |
| | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| | Long | UG | 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 |
| | | PGT (UG fee) | 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 |
| | | PGT (Masters' loan) | 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 |
| | | PGT (Other) | 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 |
| | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| B | Standard | UG | 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 |
| | | PGT (UG fee) | 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 |
| | | PGT (Masters' loan) | 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 |
| | | PGT (Other) | 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 |
| | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| | Long | UG | 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 |
| | | PGT (UG fee) | 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 |
| | | PGT (Masters' loan) | 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 |
| | | PGT (Other) | 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 |
| | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |
| C1 | Standard | UG | 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 |
| | | PGT (UG fee) | 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 |
| | | PGT (Masters' loan) | 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 |
| | | PGT (Other) | 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 |
| | | PGR | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 |

Calculating FTE: Column 4a (Annex E)

FTE = Full-time equivalence

For a part-time course, this is defined by looking at the equivalent full-time course.

It can be calculated based on:

- number of credits studied
- duration of the course

Over a whole part-time course, the FTE should add up to the same total as a full-time course.

Example:

A full-time degree takes three years

A part-time degree takes six years.

$$3 / 6 = 0.5 \text{ FTE}$$

Over six years, the total FTE is 3.

Calculating FTE: credit example

For example: A full-time degree is taken over three years, with 120 credits taken each year. In the part-time course, 90 credits are studied in years one, two and three, and 30 credits are studied in years four, five and six.

What is the FTE for years one, two and three?

$$90 / 120 = 0.75$$

What is the FTE for years four, five and six?

$$30 / 120 = 0.25$$

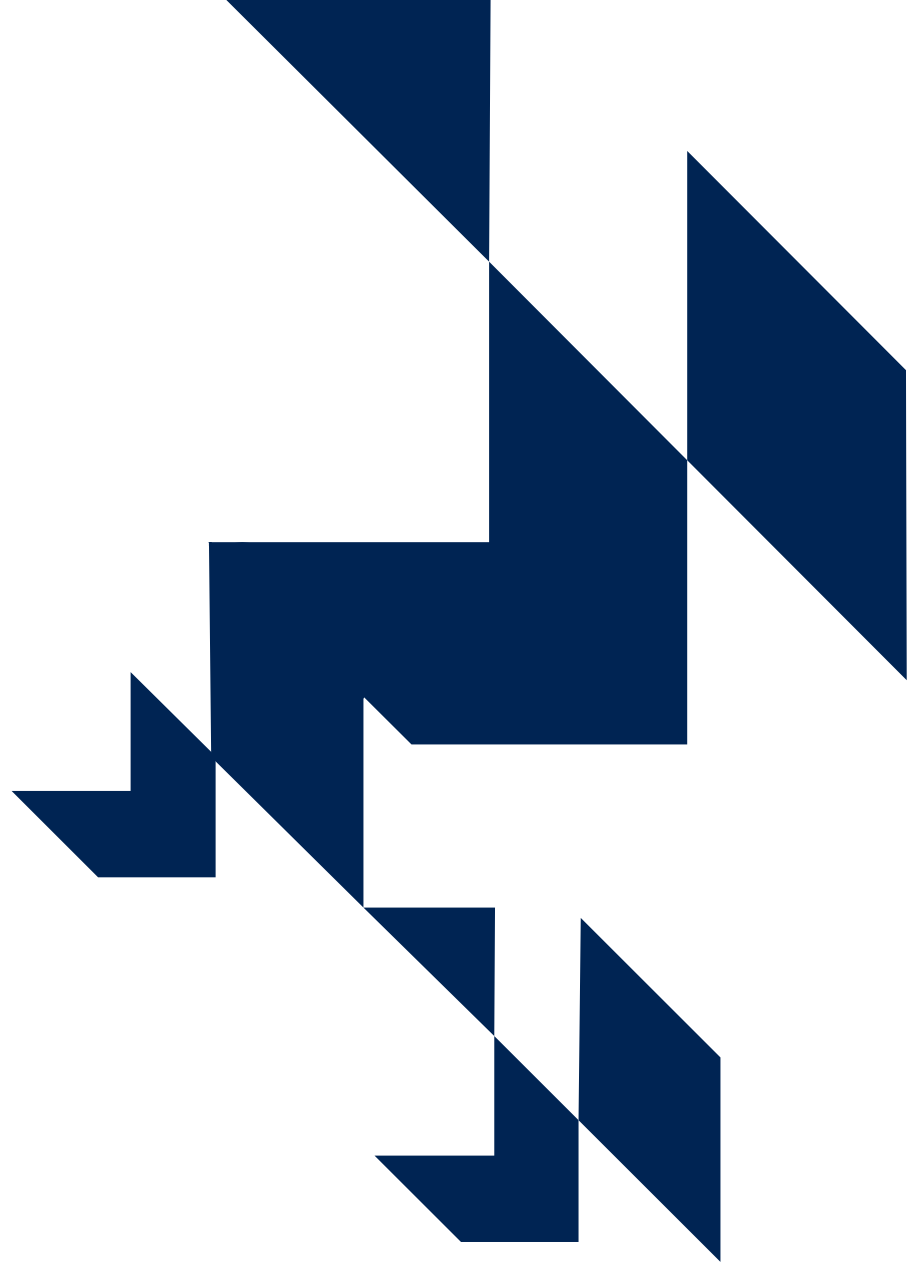
What is the total FTE over the course?

$$0.75 + 0.75 + 0.75 + 0.25 + 0.25 + 0.25 = 3.0$$

Any questions?



Tables 6a, 6b and 6c: Healthcare

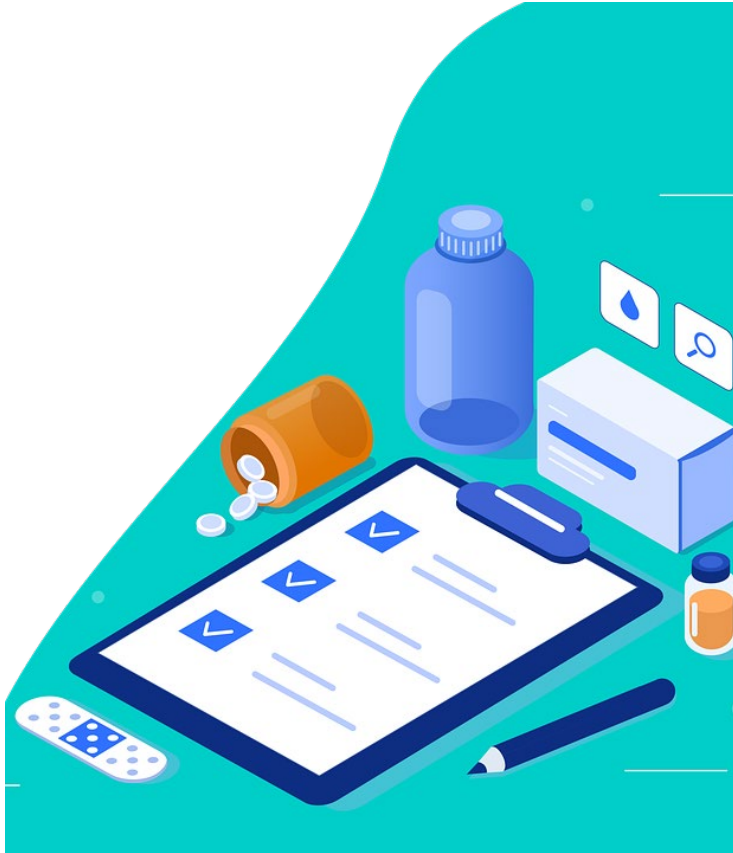


What are Tables 6a, 6b and 6c for?



- Record students on certain courses that lead, on successful completion, to **first registration as a professional in nursing, midwifery and certain allied health professions.**
- Tables 6a, 6b and 6c are mutually exclusive.
- These students will already be recorded on Tables 1-3.
- The health tables further break these students down based on:
 - profession
 - starters in 2020-21
 - fundability status.

Who is recorded on Tables 6a, 6b and 6c?



- Home and EU students.
- Studying specific pre-registration courses.

These courses need to be approved by specific regulatory bodies:

- The Nursing and Midwifery Council.
- The Health and Care Professions Council.
- The General Dental Council.

Further detail on these professions and courses is in **Annex L of the HESES guidance.**

Structure of Table 6a

| | | | Column 1 | | | Column 2 | |
|------------------------------------|----------|--------------|---|-------------------------|--|--|-------------------------|
| | | | Years countable between 1 August 2020 and census date inclusive | | | Forecast of years countable between census date and before | |
| Profession (price group) | Length | Level | (a) OfS- fundable | (b) Non- fundable | Starters in 2020-21 included in (a) and (b) | (a) OfS- fundable | (b) Non- fundable |
| Dental hygiene (A) | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | | | | | |
| | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | | | | | |
| Dental therapy (A) | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | | | | | |
| | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | | | | | |
| Dietetics (B) | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Midwifery (B) | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Nursing - adult (C1) | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Nursing - children (C1) | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Nursing - learning disability (C1) | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Long | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Nursing - mental health (C1) | Standard | UG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | PGT (UG fee) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

The tables have the same columns as on tables 1 to 3. The definitions of fundability, length, etc. remain the same.

The columns are further broken down into:

- a) OfS-fundable students (all years).
- b) Non-fundable students (all years).
- Starters in 2020-21 – the number of students recorded in a) and b) that are starters in 2020-21.

Professions are separated out and can be filtered.

Starter vs new entrant

- ‘Starter’ in tables 6a, 6b and 6c does not have the same definition as ‘New entrant’ for Table 5.
- Generally speaking a ‘starter’ is a student starting study for the first time on a relevant pre-registration course in a specific year.
- For HESES20, you need to separately identify students who are starters in 2020-21.
- You may need to be able to identify starters in previous years when determining fundability status.

Any questions?



What we have covered today



- How to count student years.
- How to make forecasts of non-completion and FTE.
- How to complete the healthcare tables in HESES20.

Next webinar

1330 on Wednesday 7 October 2020

Submission and verification of the HESES20 workbook

This webinar will cover:

- how to submit your completed HESES20 workbook
- how the OfS will carry out data verification on your HESES return
- how to get your HESES20 submission signed off.

How to find out more

Website: www.officeforstudents.org.uk/heses

Email: heses@officeforstudents.org.uk

YouTube: <https://www.youtube.com/officeforstudents>

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