

# HESES18A – submitting the workbook and data verification

Office for  
Students



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04 September 2018

## HESES process timeline

Date	Activity
October 2018	Initial HESES18A workbooks will be available to download
From late November 2018	Updated HESES18A workbooks will be released containing the comparison 2017-18 HESA data, once available.
1 December 2018	HESES18 census date
<b>10 December 2018</b>	<b>Submission deadline. (By noon)</b>
<b>Mid-December 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 2018</b>	<b>Sign-off deadline.</b>
January to February 2019	HESES evaluation and feedback

# Submitting HESES

## 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 1: Full-time counts of years of instance**

University of East Filton		Validation: OK		
		First-stage credibility: OK		
		Column 1		
		Years countable between 1 August 2018 and 1 December 2018 inclusive		
		Home and EU		
		OFS-fundable	Non-fundable	Island and overseas
Price group	Length	(a)	(b)	(c)
	PGT (UG fee)			
	PGT (Masters' loan)	0.00	0.00	0.00
	PGT (Other)	0.00	0.00	0.00
	PGR		0.00	0.00

# Notes on the HESES18 workbook

There will be multiple versions of the HESES18 workbook this year.

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

Though you can upload your HESES workbook before 1 December 2018 (the census point), we will only accept as final a version submitted after this date.

## HESES18 – 'Information' tab

### HESES18

#### Higher Education Students Early Statistics Survey 2018-19

Institution: University of East Filton  
UKPRN: 0

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#### Workbook information

Date submitted: 10/12/2018  
Submission number: 1

Template version: X (released XX/XX/XX)  
Template notes: Workbook contains all tables to be completed. 2017-18 HESA comparison data will be added in due course

Institution HESES contact: Mr Adam L. Ternate  
Email: [a.ternate@uef.ac.uk](mailto:a.ternate@uef.ac.uk)  
Phone: 0117 555 xxxx

Validation check:	Table 5 (Planning); Please see Appendix 2 for details of validation checks (see below)
First-stage credibility check:	No first-stage credibility warnings
Comparison table highlighting:	Table A; Table B; Table C; Table D; Table E; Table G; Table H; Table I; Table J; Table K; Table L; Please see Appendix 3 for details of comparison tables (see below)

## Submitting the HESES workbook

Your completed HESES workbook should be uploaded through the OfS portal. 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 HESES18 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.

## Comparison tables

These tables compare your HESES18 data with previous years' data in different ways.

### Comparison 1 worksheet

- Years of instance / 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 HESES 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 HESES relates to what's happening at your provider.

## What are DV queries based on?

•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 HESES18 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 HESA data.

## Submitting initial explanations

After submitting HESES, 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 **HESES contact** with:

- A letter with full instructions on the DV process
- A 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 HESES was completed and able to respond to queries.

## DV Queries Template

- Thresholds triggering queries are described in HESES18 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 HESES 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 HESES 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 the University of North Filton. These show highlighting where their HESES18 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 3.1 %age points for full-time undergrads
  - Decrease of 3.3 %age points for part-time undergrads

### Table I, J & K

- An increase in new entrants for part-time undergrads.
- Degree 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 BSc in Physics, offered as part of a degree apprenticeship
- New PT Masters courses, offered through our partner colleges.

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

With non-completion predictions in HESES18:

- FT UG students; 17-18 HESA data showed that we were under-predicting in HESES17 and we have corrected our method.
- PT UG students: HESES18 represents a continuation of the downward trend noted in 16-17 and 17-18 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 HESES18 guidance

### Section 1 – ‘The HESES process’

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

### Appendices

Give detailed information and explain when we will query data

- Appendix 1: downloading and submitting HESES18
- Appendix 2: validation checks
- Appendix 3: credibility checks and comparison tables
- Appendix 4: comparison sheets
- Appendix 5: tables A to G

**Thank you  
for listening**



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