

Guidance notes for Tables A to G in Annex Aii

1. These notes should be read in conjunction with **Tables A to G** and give guidance on the information that should be returned in each table and which providers should be returning the information. In completing the tables, applicants should take account of the fee and access plan guidance (see section on *Categories of Provision* about who has control of courses).
2. The tables collect information as follows:
 - **Tables A, B, C and D** collect information about provision under the post-2012/13 fee regime, as defined in paragraph 32 below, that is *controlled by the applicant*.
 - **Table E** collects information about *partnerships that are not under the post-2012/13 fee regime* plus information about *courses that the applicant validates but does not control* whether or not they are under the post-2012/13 fee regime.
 - **Table F** collects information about all *partnerships with non-UK partners and campuses* that are based outside the UK.
 - **Table G** collects information about *targets*, by categories of expenditure.

More detail is provided in paragraphs 10 to 27 below for each table and is also provided in the text included above each table in the template.

3. A grid showing who should return data on which table is provided at the end of this annex to aid completion of the tables.
4. The tables published in this circular are sample tables only. Applicants must complete an electronic version of the tables. An individualised version of the fee and access plan template, in Excel format containing the tables to complete, will be sent to currently regulated institutions. This will be pre-populated with information from the 2017/18 fee plan in **Tables A and B** relating to the amount that was expected to be invested in equality of opportunity and promotion of higher education and forecast expenditure. Institutions that are not regulated currently should contact cyngorrheoleiddio@hefcw.ac.uk or regulationadvice@hefcw.ac.uk for a copy of the template for completion.
5. Where partnerships are expected to be in place for the 2018/19 academic year but will not be finalised at the time of submitting the 2018/19 fee and access plan, applicants should exclude them from the submission and be prepared to submit a variation to their fee and access plan to HEFCW when the partnership arrangements are confirmed. This applies to all tables (Tables D, E and F) collecting information about partnership agreements.
6. The tables to be completed contain a number of validation checks. These are included to ensure that data are consistent between tables where appropriate and also to flag up where level of investment or forecast expenditure is not as expected, i.e. the percentage of total income forecast to be invested is lower

than in 2017/18, or the percentage of expenditure on student support is lower than in 2017/18. Details of the checks and an indication of whether a check has been passed are contained in the first worksheet of the Excel template, labelled 'Validation'. Where percentage of total income forecast to be invested is lower than in 2017/18, or the percentage of expenditure on student support is lower than in 2017/18, you will be prompted to explain the reason why it is lower.

7. In addition to the validation worksheet, there are eight other worksheets in Annex Aii. One worksheet each for **Tables A to G** and a worksheet containing lookup lists for the other worksheets, labelled '**Lists**'. This worksheet is for reference only and no information should be entered in the worksheet or deleted from it.
8. Information should only be entered in the tables in the areas shaded in yellow. Other cells in the worksheet should not be amended in any way.
9. If you have any questions about the workbook or have any technical difficulties with it, please contact the Statistics and Funding Team at hestats@hefcw.ac.uk.

Table A - Fee levels and fee income and investment, 2018/19

10. This should be completed with information relating to FT UG and PGCE (QTS) provision *that you have control of* that is under the post-2012/13 fee regime. It will include fee income and fee levels relating to courses that:
 - you provide and control which are validated by another body but are not part of a franchise arrangement.
 - you provide, control and validate yourself.
 - you provide and control, that are validated by you, your parent or another body, where you are a subsidiary of that parent, and your parent is not including the courses in their fee and access plan.
 - you franchise out to another charitable provider.
 - are delivered by a charitable subsidiary, where you are the parent of that subsidiary and the subsidiary is not submitting their own fee and access plan.
11. If you provide courses that have a year out, such as a year out on an industrial placement, or a year abroad, and different fee levels are charged for these years, then this should be taken account of in calculating the average fee and the total fee income returned on **Table A**.
12. The section *Levels of fee income and Investment* in the main body of the guidance circular provides information on the level of fee income expected to be invested in equality of opportunity and promotion of higher education.
13. HEFCW expects that the proportion of income invested in Equality of Opportunity and Promotion of HE in 2018/19 in total for the whole plan is at least the proportion invested in 2017/18. If this is not the case, this will be

flagged up in the table and an explanation must be entered in the box below the table.

Table B - Fee and access plan income forecast expenditure, 2018/19

14. **Table B** should be completed with a breakdown of the forecast expenditure returned on **Table A**. The categories are those detailed in the section *Supporting equality of opportunity and the promotion of higher education* in the main body of the guidance circular. Where expenditure relates to more than one category it should be split across categories. Not all categories will necessarily have expenditure returned against them. The same data for the previous year and the percentage of expenditure in each of the two groups of categories is shown in the table for information.
15. Also collected is the forecast expenditure on student financial support and the anticipated numbers of students supported. The student support figure as a percentage of total forecast expenditure is shown in the table along with the expenditure, percentage and students numbers from 2017/18. Where the proportion spent on student financial support is lower than last year, this is flagged up in the table and an explanation must be given in the box below the table.

Table C - Fee levels and fee income for full-time undergraduate and PGCE (QTS) students under the post-2012/13 fee regime, 2018/19

16. **Table C** asks for details of courses which you included information for on **Table A**, where different fee levels are charged for different types of provision, or where the same fee level is charged for all types of provision but you have provision that you don't validate yourself, and only for courses that you:
 - provide and control which are validated by another body but are not part of a franchise arrangement.
 - provide, control and validate yourself.
 - provide and control, that are validated by you, your parent or another body, where you are a subsidiary of that parent, and your parent is not including the courses in their fee and access plan.
17. If you provide courses that have a year out, such as a year out on an industrial placement, or a year abroad, and different fee levels are charged for these years, then you should return data on **Table C** to reflect the different fee levels charged. See the example in paragraph 41 below.
18. If you charge the same fee for all courses or cohorts but have provision that you do not validate yourself then you should include all your full-time undergraduate and PGCE (QTS) provision under the post-2012/13 fee regime on **Table C**. A row of data should be included for each validating body plus a row of data for any provision that you validate yourself.

Table D - Fee levels and fee income for full-time undergraduate and PGCE (QTS) students under the post-2012/13 fee regime for partnership provision based in the UK, 2018/19

19. **Table D** asks for details of the courses for which you included information for on **Table A**, that are delivered on your behalf as part of a franchise arrangement, or that are delivered by a subsidiary where you are the parent. If you charge different fee levels for different types of provision, or have provision that you do not validate yourself, the information returned here plus the information that you returned on **Table C** will give the same average fee levels that you returned on **Table A**. If your fee levels are the same for all provision, and you validate all your provision yourself, then you should still include details of partnerships on **Table D**, even though you did not complete **Table C**. Returned on this table is information relating to courses that:
- you franchise out to another charitable provider.
 - are delivered by a charitable subsidiary, where you are the parent of that subsidiary, and the subsidiary is not submitting their own fee and access plan.
20. HEFCW reserves the right to require copies of the partnership agreements returned on this table.

Table E - Partnership arrangements and fee income for students of *all modes and levels*, including further education and below, for partnership provision based in the UK that is not already included on Table D, 2018/19

21. **Table E** asks for details of all partnership arrangements with charitable or non-charitable providers that are in the UK where the students are based in the UK that you **have not already included on Table D**. This includes franchise and subsidiary arrangements that are not part of the post-2012/13 fee regime and validation arrangements, whether under the post-2012/13 fee regime or not, that you have with other providers, where the other provider controls the courses. Returned on this table is information relating to courses that:
- you franchise out to another charitable or non-charitable provider.
 - are delivered by a charitable or non-charitable subsidiary, where you are the parent of that subsidiary, and the subsidiary is submitting their own fee and access plan.
 - you do not provide and that you validate only, whether or not the provider is a charity.
22. HEFCW reserves the right to require copies of the partnership agreements returned on this table.

Table F – Partnership and campus arrangements and fee income for students of all modes and levels, including further education and below, for partnership and campus provision based outside the UK, 2018/19

23. **Table F** collects information about partnerships with partners that are not in the UK, or campuses outside the UK, where the students are based outside the UK. Campuses and all types of partnerships should be included in this table, including a physical presence (e.g. a campus of the applicant), a local partnership (e.g. a franchise arrangement or a validation arrangement) and distance learning only where the student is based outside the UK and the course is provided in partnership with a non-UK partner. All modes and levels of study, including all modes and levels of study in further education and below, should be included.
24. Six types of partnership provision are included in the drop down list in the first column to be completed. The types match those used in the in-year TNE survey carried out by HEFCW in 2015. They are:
- campus-based provision: includes provision at an International Branch Campus.
 - provision delivered at a partner institution – franchise programme: includes franchised programmes, ‘Flying Faculty’ and ‘Outreach’ arrangements.
 - provision delivered at a partner institution – other collaborative programme: includes joint venture, independent overseas HEI (bearing a UK recognised body’s name) and double/dual/joint degree/award.
 - distance learning provision: includes flexible/distributed learning/e-learning.
 - validation programmes: includes quality assurance arrangements.
 - any combination of the above types of provision: includes blended learning and any other combination of the above types.
25. HEFCW reserves the right to require copies of the partnership agreements returned on this table.

Table G - Targets

26. **Table G** collects data about targets and categories of provision set by the applicant. Further information can be found in the main body of this guidance circular in sections: *Objectives, provision and investment to support equality of opportunity and the promotion of higher education.*
27. The basis of the target should be specified in the first column of the table, including, for example, whether the target is based on a percentage or a number. If the target is based on a percentage, then the associated number should also be returned in the target column in order to provide context to the target and to provide information about how the target was calculated. It will also enable an assessment of the extent of the ambition and progress to be made by HEFCW and the board of governors. Similarly, where appropriate, if the target is a number, then the percentage out of the population in question

should also be included for context. The baseline year should normally be the year for which the most recent data are available, or if this is not the case, an explanation should be provided in the commentary column.

Reasons for collecting data in Tables A - F

28. Data returned on **Tables A and B** enable HEFCW to assess the fee levels being charged under the post-2012/13 fee regime and the level of income that will be invested in equality of opportunity, promotion of higher education and student financial support.
29. Data returned on **Table C** will contribute to HEFCW's understanding of the categories of provision and the fee levels charged and will be considered in HEFCW's assessment of quality.
30. Data returned on **Table D** will be used to monitor the partnership arrangements in place and provide data to be considered in HEFCW's assessment of quality. Data will also be used to carry out a cross check of data provided by the SLC on qualifying courses. Fee income data will be used in the assessment of financial viability.
31. Data returned on **Tables E and F** will be used to monitor partnerships and campus abroad arrangements in place and provide data to be considered in HEFCW's assessment of quality. Income data will be used in the assessment of financial viability.

Definitions

32. Definitions of some of the terms used in the tables are below. Further definitions are contained in the glossary of terms on the HE Act pages of the HEFCW website¹.
 - **Control** – see section on *Categories of provision* in the circular guidance.
 - **Post-2012/13 fee regime** – this is the fee regime in place from 1 September 2012 for FT UG and PGCE (QTS) students that enables providers to charge up to a Welsh Government set maximum fee, currently £9,000 where the provider has an approved fee and access plan. (In the 2017/18 guidance, this was referred to as the 'new fee regime'.)
 - **Franchise arrangement** - Courses controlled by one institution, where some or all of the teaching is provided by a different body under a partnership arrangement. These partnerships are often referred to as 'franchises'. The courses will usually have been designed by the institution that has control of the provision, and which will usually impose its own requirements as to teaching and assessment. The institution that controls the provision has full contractual responsibility to the student for

¹ [The Higher Education \(Wales\) Act 2105](#)

the provision of education, even though its staff are not teaching (all of) the course. Usually, that institution will also be the awarding body for the course qualification, but exceptionally this may be a third party. See HEFCW circular 'Guidance on Partnership Arrangements for Franchise Education Provided on Behalf of Institutions in Wales'².

- **Validation arrangement** - Courses made available and taught by one institution that lead on to successful completion of a qualification awarded by another institution with degree awarding powers (DAPs). Usually the course will have been designed by the teaching and not the validating institution. There will be a validation agreement in place, in which the validating institution seeks assurances about the quality and delivery of the course but leaves the teaching institution leeway as to how it teaches the course. The institution with DAPs is the validating and awarding body for the course, while the institution which teaches the course has full contractual responsibility to the student for the provision of education. See HEFCW circular 'Guidance on Partnership Arrangements for Franchise Education Provided on Behalf of Institutions in Wales'.

Examples (Tables A to G)

33. Some examples of where to return provision are below. The examples assume that the providers described fit the requirements to be charitable providers where appropriate.
34. Courses are provided by a Welsh provider (provider 1) on behalf of another Welsh provider (provider 2) as part of a franchise agreement. Some courses under the arrangement are full-time undergraduate and are under the post-2012/13 fee regime and some are part-time undergraduate. Provider 1 also has other full-time undergraduate provision that it controls itself but that is validated by a third Welsh provider (provider 3).

On the tables, data relating to the provision that is franchised out from provider 2 to provider 1, that is under the post-2012/13 fee regime, is returned by provider 2 in **Tables A, B and D** of its fee and access plan. The provision that is franchised out from provider 2 to provider 1, that is part-time undergraduate, is returned by provider 2 in **Table E** of its fee and access plan.

The full-time undergraduate provision that provider 1 controls but doesn't validate itself is returned on its fee and access plan on Table C, whether or not the fee levels differ across courses and cohorts, as it does not validate the provision itself. In addition, the provision is returned on **Table E** by provider 3.

35. Courses are provided by a Welsh provider (provider 1) that it controls and validates itself. Some are full-time undergraduate and under the post-2012/13 fee regime. Different fees are charged for courses in science, engineering and technology and courses in other subjects. There is also a foundation year available in science courses for which the fee is different again.

² [HEFCW circular W16/13HE](#) Guidance on Partnership Arrangements for Franchise Education Provided on Behalf of Institutions in Wales

Data relating to these courses are returned on **Tables A and B**. **Table C** would also be completed as different fees are charged for different courses and cohorts. A separate row of data would be returned for courses in science, engineering and technology (for years of course 1+), for courses in other subjects (all years of course) and foundation years in science subjects (year of course 0).

36. Courses are provided by a subsidiary on behalf of a parent. The parent controls and validates the course and includes the courses on their fee and access plan. Some of the courses are full-time undergraduate and come under the post-2012/13 fee regime, with the same fee charged for all courses and cohorts, and some are part-time or postgraduate. The parent also has other full-time undergraduate provision that it controls and validates itself, for which a different fee is charged to the provision at the subsidiary.

The parent would complete **Tables A and B** with information relating to the courses under the post-2012/13 fee regime that the parent delivers, controls and validates itself and the provision delivered at the subsidiary that the parent controls and validates.

The parent would return information relating to the provision that is under the post-2012/13 fee regime, that it provides controls and validates itself only on **Table C**. This will be one row of data for all courses as they all have the same fee level. The information about courses provided by the subsidiary that are under the post-2012/13 fee regime would be returned on **Table D**. The reason that **Table C** is completed is because differing fee levels are being charged under the post-2012/13 fee regime, and so together, data on **Tables C and D** give the same average fee as returned on **Table A**.

The parent completes **Table E** with information relating to the part-time and postgraduate provision that takes place at the subsidiary. Under the assumption that the parent does not have any trans-national education, **Table F** is not completed.

37. A provider in Wales, in addition to its provision taking place in the UK, has partnership arrangements with overseas providers. For all modes and levels of study under the arrangements, the provider completes **Table F**.
38. A provider (provider 1) in Wales has FT UG courses that it provides on behalf of non-Welsh provider under a franchise agreement. These are the only FT UG courses that it provides. Provider 1 would not submit a fee and access plan for this provision and it would not be included on any submission as the courses are controlled by a provider based outside Wales.
39. A provider (provider 1) in Wales has FT UG courses that it provides on behalf of Welsh provider (provider 2) through a franchise arrangement. These are the only FT UG courses that provider 1 provides. Provider 1 would not submit a fee and access plan. The provision would be included on the fee and access plan of provider 2.

40. A provider in Wales has courses at all modes and levels, including FT UG and PGCE (QTS) courses under the post-2012/13 fee regime, that it controls and validates itself. It does not have any franchise or validation arrangements with other providers in the UK or outside the UK, is not the parent of any subsidiaries and only validates its own provision. It charges the same fee for all provision under the post-2012/13 fee regime. The provider would return only Tables A and B.

41. A provider in Wales has courses at all modes and levels, including FT UG and PGCE (QTS) courses under the post-2012/13 fee regime, that it controls and validates itself. It does not have any franchise or validation arrangements with other providers in the UK or outside the UK, is not the parent of any subsidiaries and only validates its own provision. It charges the same fee for all provision under the post-2012/13 fee regime except for years out on a sandwich placement or years abroad. The provider would complete **Tables A, B and C**. On **Table C**, the provider would return three rows of data, relating to the three levels of fee that they charge. One row for the courses and cohorts that are not on a sandwich year out or a year abroad, one for the courses and cohorts for which there are students on a sandwich placement year out and one row for courses and cohorts for which there are students on a year abroad.

Fee and access plan template 2018/19 Annex Aii return grid

Who returns the provision on their fee plan, on which table

| Situation | Level of provision | Provider (franchisor) | Provider (franchisee) | Provider (validating body) | Provider (with provision validated by another body) | Provider (parent of subsidiary) | Provider (subsidiary of parent) |
|---|--------------------|-----------------------|-----------------------|---|--|--|---|
| Own provision at provider, controlled and validated by that provider | Higher education | | | Table C (where post-2012/13 fee regime fee levels differ) | | | |
| Own provision at provider, controlled by the provider but validated by another body | | | | Table E | Table C (whether post-2012/13 fee regime fee levels differ or not) | | |
| Provision at a subsidiary body of a parent provider, validated by the parent provider or another body | | | | | | Table D and/or Table E [if provision is controlled by the parent and is submitted on behalf of a subsidiary] | Table C (whether post-2012/13 fee regime fee levels differ or not) [if provision is controlled by the subsidiary and they submit their own fee and access plan] |
| Provision at subsidiary body of a parent provider, validated by the subsidiary body | | | | | | Table D and/or Table E [if provision is controlled by the parent and is submitted on behalf of a subsidiary] | Table C (where post-2012/13 fee regime fee levels differ) [if provision is controlled by the subsidiary and they submit their own fee and access plan] |

Fee and access plan template 2018/19 Annex Aii return grid (continued)

Who returns the provision on their fee plan, on which table

| Situation | Level of provision | Provider (franchisor) | Provider (franchisee) | Provider (validating body) | Provider (with provision validated by another body) | Provider (parent of subsidiary) | Provider (subsidiary of parent) | |
|---|--------------------|---|-----------------------|----------------------------|---|---------------------------------|---------------------------------|--|
| Franchised provision, validated by the Welsh franchisor | Higher Education | Tables D and/or E | | | | | | |
| Franchised provision, validated by a Welsh body other than the Welsh franchisor | | Tables D and/or E | | | | | | |
| Franchised provision, validated by a Welsh body other than the non-Welsh franchisor | | Won't be returned as the franchisor is not Welsh | | | | | | |
| Franchised provision, validated by the non-Welsh franchisor | | Won't be returned as the franchisor is not Welsh | | | | | | |
| Franchised provision, validated by a non-Welsh body other than the Welsh franchisor | | Tables D and/or E | | | | | | |
| Franchised provision, validated by a non-Welsh body other than the non-Welsh franchisor | | Won't be returned as the franchisor is not Welsh | | | | | | |
| Provision at all levels at non-UK campuses and partners (all types) | All | Table F | | Table F | | Table F | | |
| Own provision at below HE level at provider | FE and below | Won't be returned as the provision is below HE level and is not part of a partnership arrangement | | | | | | |
| Franchised provision at below HE level to schools and FEIs (franchised out from Welsh franchisor) | FE and below | Table E | | | | | | |

Franchisor = the provider that franchises out the provision to another provider as part of a franchise agreement and who is in control of that provision

Franchisee = the provider that provides the provision on behalf of the franchisor

In the above grid, providers and subsidiaries are assumed to be charitable where necessary for the return of data in the specified table.