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Cylchlythyr

Circular

## Forecasts and Reaching Higher Target Requests 2009

**Date:** 1 May 2009  
**Reference:** W09/10HE  
**To:** Heads of higher education institutions in Wales  
**Response by:** 24 July 2009  
**Contact:** Name: Leanne Holborn  
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This circular requests HE institutions to submit:

- latest updates against *Reaching Higher* targets
- financial forecasts for 2008/09 to 2012/13
- student number forecasts for 2009/10 to 2012/13
- staff number forecasts for 2008/09 to 2012/13

This document is available online, in large print, Braille, on CD and on audio CD and cassette. Should you or someone you know require this in an alternative format, please contact us on (029) 2068 2280 or email [info@hefcw.ac.uk](mailto:info@hefcw.ac.uk).

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## Introduction

1 This Circular invites higher education institutions to submit the following forecasts and Reaching Higher targets :

- latest updates against *Reaching Higher* targets
- financial forecasts for 2008/09 to 2012/13
- student number forecasts for 2009/10 to 2012/13
- staff number forecasts for 2008/09 to 2012/13

A summary of our information requirements can be found in the table overleaf. More detailed notes of guidance are set out below. Copies of the returns to be submitted are attached at the Annexes to this Circular, along with further technical information.

## Background and aims of the strategic planning process

- 2 HEFCW requires institutions to submit forecasting information on an annual basis. This is to enable us to understand the performance of institutions, and to check that institutions are making adequate contributions, individually and collectively, towards the targets outlined in the Welsh Assembly Government's *Reaching Higher* strategy to 2010/11. The information provided is also an important source of strategic dialogue between HEFCW and the institutions which it funds.
- 3 Following the Strategic Planning Consultation Seminar we held on 25 November 2005, we will continue to draw a number of specific detailed requests for information into the annual monitoring statement (AMS) process. This process will be dealt with in a separate circular which will be issued in June.
- 4 Likewise, following the recent discussion on future strategic engagement, arrangements for the submission, analysis and feedback on the strategic plans (and ultimately the strategic direction) of the institutions will be subject to a separate circular which will be compiled and issued on conclusion of the Strategic Engagement Working Group which comprises of representatives from HEFCW, HEW and CHEW.

## Feedback

- 5 Subject to timely receipt of the information we are requesting, we will aim to provide feedback to each institution on these forecasts and targets by **6 November 2009**.

Information	Details	Response date	Why we want to know	What do we with the information
<b>Reaching Higher target template</b>	Expected contribution to Reaching Higher targets for:  - 2008/09 to 2010/11	24 July 2009	<ul style="list-style-type: none"> <li>▪ Monitor institutional and sector progress against Assembly priorities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct a gap analysis on likely cumulative outcomes of institutional planning</li> <li>▪ Provide reassurance to sector where they are on track to meet targets</li> <li>▪ Make decisions about need for intervention/dialogue with institutions where there is underperformance</li> <li>▪ Report to Assembly on performance against targets/priorities</li> </ul>
<b>Financial forecasts</b>	For the period 2008/09 to 2012/13	24 July 2009	<ul style="list-style-type: none"> <li>▪ Check integration and connectedness between financial planning and institutional strategies</li> <li>▪ Monitor financial health of institutions</li> <li>▪ Inform policy advice to the Assembly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Analyse the forecast financial position of individual institutions and the sector</li> <li>▪ Make risk assessment</li> <li>▪ Make decisions about need for intervention/dialogue</li> </ul>
<b>Student &amp; Staff number forecasts</b>	<ul style="list-style-type: none"> <li>▪ Student number forecasts for the period 2009/10 to 2012/13</li> <li>▪ Staff number forecasts for the period 2008/09 to 2012/13</li> </ul>	24 July 2009	<ul style="list-style-type: none"> <li>▪ Check integration and connectedness between student/staff forecasts and financial planning, and connectedness to institutional strategies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Analyse the forecast position of individual institutions and the sector</li> <li>▪ Make decisions about need for intervention/dialogue</li> </ul>

## **Reaching Higher target template**

- 6 For the duration of the Welsh Assembly Government's *Reaching Higher* strategy to 2010/11, we will continue to require submission of information on expected contributions to *Reaching Higher* targets. This will enable us to monitor sector progress and identify at an early stage any likely shortfalls in meeting the targets. With the information which individual institutions provide we conduct a gap analysis on the likely cumulative outcomes of institutions' plans and consider any steps that might, in consequence, require attention.
- 7 We recognise the variations in mission across the sector and do not expect all institutions to respond in similar detail to all targets. Some, for example, would be expected to have little to say in respect of research.
- 8 You are required to:
  - set targets to 2010/11,
  - cross-reference the targets you will be adopting to the sections of your strategic/specific plans, which will provide the evidence for how you are taking this work forward.
- 9 Discussions with the Assembly on revisions to the *Reaching Higher* targets have been concluded, without specifying targets relating to disability and race equality. However, we expect that institutions will continue to meet statutory obligations arising from the relevant equality legislation.
- 10 In order to give guidance on the degree of detail that we are seeking in responses, an illustrated pro forma is attached as **Annex A**. **Annex B** sets out the data specification for each *Reaching Higher* target. We will dispatch individual institutional templates indicating actual progress to date against the baseline data electronically under separate cover.

## **Financial forecasts for the period 2008/09 to 2012/13**

- 11 We recognise that financial forecasts are an integral part of an institution's strategic plan. Our objectives in requesting financial forecasts are to enable us to:
  - check that institutions' strategic and financial planning are integrated
  - monitor the financial health of institutions
  - produce information at summary level on the overall trends and financial health of the HE sector in Wales

12 Institutions are required to prepare five-year financial forecasts covering the period 2008/09 to 2012/13. In doing so, you should make reference to the planning assumptions outlined in **Annex C** and the following documents:

(i) the letters from the National Assembly to HEFCW in March 2008, and May 2009 announcing higher education funding for 2008-09 and 2009-10;

(ii) *Recurrent Grant 2008/09 Circular* (W08/15HE) and the *Recurrent Grant 2009/10 Circular* (W09/08HE)

### **Content of the financial forecasts**

13 The form and content of the financial forecasts 2008/09 to 2012/13 reflect a number of important changes to the forecast tables and to the supporting commentary. Following consultation with HEIs in January and March 2009, some tables have been removed and others added to give greater focus to the major elements of financial sustainability. The commentary has been brought into line with the forecast tables and provides opportunity for explanation of appropriate variances and assumptions made, as well as highlighting particular risks and opportunities. Please note that completion of both the five year forecasts and the commentary is compulsory, and it should reflect the requirements of the Financial Memorandum between HEFCW and the institutions.

### **Financial forecasts tables**

14 The financial forecasts cover a five-year period and comprise the following tables which are reproduced as **Annex D**. Specific guidance is included below on the completion of the tables and the commentary.

Table 1 Income

Table 2A Non-Pay Expenditure

Table 2B Pay Expenditure

Table 3 Balance Sheet

Table 4 Cash Flow statement (re-designed)

Table 5 Comparison of original forecast for financial year 2008/9 (submitted July 2008) with latest estimate made (re-designed)

Table 6 Movement in pensions deficit (new table)

Table 7 Capital Financing

Table 8 Key Performance Indicators (new table)

#### *Table 1 Income*

Contributions made by the Welsh Assembly Government towards students' fees should be included as part of the 'Home and EU students' fees and grants'.

*Table 2A Non-pay expenditure*

Please provide details of all non-pay expenditure, and of related depreciation and interest payable, against all categories indicated.

*Table 2B Pay expenditure*

It is a requirement that all institutions include their assumptions about FRS 17 in the financial forecasts (within the individual pay lines)

*Table 3 Balance Sheet*

Institutions are expected to follow the guidance issued by the HE/FE SORP Board in October 2007 in relation to implementing FRS 17. For the purposes of the financial forecasts balance sheet, institutions are required to include the pension asset or liability for each year. It is recognised that forecasting future pension asset values is difficult, and institutions may carry forward the forecast expected pension asset or liability as at 31 July 2009 for all years. All assumptions made in the financial forecasts must be noted in the commentary.

*Table 4 Cash Flow statement*

This table has been re-designed to reflect the guidance issued in the 2007 SORP.

*Table 5 Comparison of 2008/09 original forecast with latest estimate*

This table now highlights major differences in the latest estimated outturn for 2008/09 against the original forecast made for that same year as submitted in July 2008. Appropriate explanation should be provided in the commentary.

*Table 6 Movement in pensions deficit*

This new table is designed to track the movements in the pensions deficit across the forecast period. It is appreciated that the forecasting of actuarial gains or losses is difficult, but the other movements should reflect the appropriate impacts on Income & Expenditure and Cash Flow.

*Table 7 Capital Financing*

Forecast capital expenditure and the expected method of finance should be provided in Table 7. Details of major capital projects over the forecast period should also be provided, along with details of any capital projects which are expected to be funded through the Private Finance Initiative. Any other information should be detailed in the commentary, in particular details of PFI/PPP initiatives which have resulted in potential capital expenditure being taken "off Balance Sheet" by the substitution of service contracts.

*Table 8 Key Performance Indicators*

This new table is derived from the data entered in the preceding tables and is designed to provide a trend analysis through past years' results and through to the end of the forecast period. Past years' results have been entered to calculate the KPIs shown in the model.

## Financial forecasts commentary

- 15 Institutions should also provide a commentary on the financial forecasts using the pro forma at **Annex E**. The commentary serves two purposes:
- (i) to explain how the financial forecasts are derived from and are consistent with the institution's strategic plan; and
  - (ii) to provide additional supporting information on the financial forecasts.
- 16 The following areas should be covered:

### *Section 1 Introduction*

This should cover the context in which the forecasts have been prepared. It should include how the elements of the institution's strategic plan and estates strategy have been included in the forecasts, and how these developments are to be financed.

Institutions are required to provide sufficient detail in order to provide an understanding of the assumptions that lie behind their future levels of recurrent grant. All assumptions relating to the implementation of FRS 17 should be included here.

Confirmation should also be given of the adequacy of assumptions made for increases in significant areas of cost (e.g. staff costs).

### *Section 2 Income & Expenditure Account (Tables 1, 2A and 2B)*

Major changes to costs, revenue, or significant trends in these areas should be adequately explained here. In addition, confirmation is requested of the adequacy of the revenue maintenance programme.

### *Sections 3 and 4 (Balance Sheet and Cash Flow statement)*

These sections should be completed with any other information that would enable the reader to gain a fuller understanding of the institution's financial forecasts. All details should include a cross reference to the appropriate table.

### *Section 5 Comparison of last year's estimate for the current year with the latest estimate*

This should give an explanation of all significant variances, and confirmation of any items which carry through the forecast period.

### *Section 6 Movement in pensions deficit*

You should comment on any significant issues affecting the movement in the deficit (e.g. increases in employer's contributions) and relate them to income & expenditure, cash flow or reserves.

### *Section 7 Capital Finance*

This should provide an analysis of the significant projects forming the capital spend. The level of spend shown should tie back to the sourcing of finance in the table. We also require information on any projects which are contained in your strategic plan and/or your estates strategy but which are NOT costed in this table.

### *Section 8 Key Performance Indicators*

You should provide information to support any significant changes or trends in the indicators.

### *Section 9 Risk / Opportunity Analysis*

This new section gives the opportunity to estimate the impact of any risk or opportunity factors (e.g. an increase in employer's pensions costs; a movement in overseas fee levels) which are NOT contained in the tables of the forecast model.

## **Authorisation of financial forecasts**

- 17 The tables must be signed by the Head of Institution. It includes confirmation that the tables and commentary have been submitted to, and approved by, the governing body of your institution.

## **Student and staff number forecasts**

- 18 We recognise that there is an integral relationship between an institution's assumptions about future changes to its student and staff population and its financial forecasts, and therefore that student and staff forecasts are important features underpinning an institution's strategic plan.
- 19 You are asked to provide forecasts of their student numbers (both fundable and non-fundable home and EC, Island and overseas) for the period 2009/10 to 2012/13, and staff numbers for the period 2008/09 to 2012/13. **Annex F** contains guidelines to assist the accurate completion of the returns; copies of the returns themselves are attached as **Annexes G** and **H**.

## **Format of the student and staff number forecasts return**

- 20 For this request, you are required to return forecasts for all HE students.
- 21 The definitions contained in Circular *W08/33HE, Higher Education Students Early Statistics (HESES08)*, should be used in compiling the information required by this Circular. Assumptions should be consistent with those presented in **Annex C** to this Circular, to be used in the preparation of the strategic plan and the financial forecasts.



## **Student number forecasts for the period 2009/10 to 2012/13 (Annex G)**

### **Forms SPF1 and 2**

- 22 These forms should be completed to show the full-time, sandwich year out and part-time registrations split by mode of study, level of study and funding category (SPF1), and for home and EC fundable registrations, by mode of study, level of study and Academic Subject Category (ASC) (SPF2).
- 23 All student registrations should be shown as the forecast number of registrations, not full-time equivalents (FTEs). Sandwich year out registrations should be counted as 1.
- 24 For ASC 11a (Education: Initial Teacher Training leading to QTS), if appropriate, students should be recorded separately under the Primary, Secondary Shortage and Secondary Non-Shortage sub-headings within ITT as defined in HESES08.
- 25 Forecasts of franchised students should be counted at the franchisor institution. However, students in the UK, forecast to be registered at institutions outside Wales, with a Welsh institution providing quality assurance, are not included within the definition of franchised students and should not be included in this return. Institutions may only count students forecast to be franchised to institutions outside Wales if the HEFCW has been notified of these courses and has agreed to their being funded.
- 26 Note that students franchised out to overseas institutions should not be included in this return. For institutions that have such an arrangement, we would ask you to include, separately, a note to show forecasts for these students covering the period 2009/10 to 2012/13.
- 27 HEFCW funds PGR selectively. Only home and EC students in Units of Assessment (UoAs) included in the QR funding model for 2009/10, i.e. those UoAs with greater than the threshold of 3 classified FTE Category A staff, should be recorded as fundable.

### **Form SPF3**

- 28 This form should be completed to show the number of credit values associated with full-time, sandwich year out and part-time home and EC fundable registrations (as returned in SPF2) by mode of study, level of study and ASC.

## Staff number forecasts for the period 2008/09 to 2012/13 (Annex H)

### Form SPF4

- 29 You should return all staff numbers in terms of FTE. In form SPF4 (Staff Numbers Forecast by Employment Function), both full-time and part-time staff numbers should be recorded in one of three sub-headings: academic departments / schools; academic support services (including central libraries and information services, central computing and computer networks and other academic services); and other services (central administration and services and student and staff facilities - including residences and catering and other staff).
- 30 Full-time staff are those with a contract coded as 1 or 2 in Field 007: Mode of Employment on the HESA Staff Record contract table. All other contracts should be shown as part-time.
- 31 The staff FTE should reflect that to be shown in Field 009: FTE during reporting period. Staff FTE should be returned in the category that the dominant function of the contract falls into. Staff FTE of all contracts relating to a member of staff should be returned, including FTE relating to atypical contracts (see HESA Staff Record 2008/09 coding guidance, C08025 Coverage of the record).
- 32 Assumptions should be consistent with definitions used in the coding of the HESA Staff Record for 2008/09.

### Form SPF5

- 33 In order to enable HEFCW to monitor the employment terms and conditions of staff, you are asked to complete form SPF5. You should return the forecast staff FTEs, recorded in SPF4, by terms of employment. For full-time and part-time staff, FTEs should be recorded in one of three sub-headings: open ended/permanent; fixed-term contract; and atypical. The terms of employment should reflect that to be shown in Field 006: Terms of Employment on the HESA Staff Record contract table.
- 34 You are also asked to show forecast pay expenditure against each of the three sub-headings. This column must be completed. This information must be consistent with the corresponding data shown in the Financial Forecasts return, Table 2B Pay Expenditure (Head 9 Total pay expenditure less Head 8 Total staff restructuring).
- 35 In SPF 4 the total staff FTEs for each of the four sub-headings should correspond to those figures in SPF 5.

## Equality scheme reports

- 36 HEFCW has a statutory role, within the Race Relations (Amendment) Act 2000, to monitor the performance of higher education institutions in relation to their role as employers. Institutions are themselves required by law to report annually on the outcomes of their own monitoring, in terms of both students and staff. Further to the Disability Discrimination Act, there is now a statutory requirement on institutions to report annually on the operation of their disability schemes.
- 37 As in 2008, we will be checking this year that institutions are publishing annual reports on race and disability and are making these reports readily and publicly available, in particular via website publication.

## Presentation of the forecasts

- 38 We will provide separately by e-mail electronic copies of the following for completion and return:
- individual *Reaching Higher* target templates, directly to Heads of Institutions
  - pro forma for the financial forecast tables (Annex D) and commentary (Annex E), dispatched directly to Directors of Finance
  - pro forma for student and staff number forecasts, directly to the institutions' data contacts

## Returns and response dates

- 39 All institutions should submit the following by the dates indicated:
- (i) **One** hard copy of your:
- *Reaching Higher* target template
  - financial forecasts (one copy signed by the Head of Institution) and commentary
  - student and staff number forecasts

Please send this to Leanne Holborn at the HEFCW office by **24 July 2009**.

- (ii) **One** electronic copy of your:
- *Reaching Higher* target template

- financial forecasts (one copy signed by the Head of Institution) and commentary
- student and staff number forecasts

Please send this to [strategic.planning@hefcw.ac.uk](mailto:strategic.planning@hefcw.ac.uk)

REACHING WIDER: *delivering wider participation and access in support of social inclusion and economic upskilling.*

REACHING HIGHER TARGETS to 2010/11	PROGRESS AGAINST BASELINE – INSTITUTION XXX	2008/09 TARGETS (inc. cross-ref. to strategic plan/specific plan)	2009/10 TARGETS (inc. cross-ref. to strategic plan/specific plan)	2010/11 TARGETS (inc. cross-ref. to strategic plan/specific plan)
<p><b>WIDENING ACCESS:</b></p> <p>The percentage of all full-time and part-time Welsh-domiciled undergraduate new entrants to HE courses at UK HEIs or FEIs who are domiciled in the Welsh Communities First areas equivalent to the 100 most deprived electoral divisions to rise from 8.9% to 11.4%.</p>	<p>No. of undergraduate new entrants from Welsh Community First areas:</p> <p>AY 2000/01 = XX (Y%)</p> <p>AY 2001/02 = XX (Y%)</p> <p>AY 2002/03 = XX (Y%)</p> <p>AY 2003/04 = XX (Y%)</p> <p>AY 2004/05 = XX (Y%)</p> <p>AY 2005/06 = XX (Y%)</p> <p>AY 2006/07 = XX (Y%)</p> <p>AY 2007/08 = XX (Y%)</p>	<p>Aim to increase to XX, being Y% of undergraduate new entrants at the institution</p> <p>Ref:</p> <ul style="list-style-type: none"> <li>◆ Strategic Plan: Section XX (pp x- y)</li> <li>◆ <i>Reaching Higher-Reaching Wider</i> Partnership Plan: Section XX (pp x- y)</li> </ul>	<p>Similar format to column 3</p>	<p>Similar format to column 3</p>
<p><b>STUDENTS WITH DISABILITIES:</b></p>		<p>Discussion of plans relating to students with disabilities is found at:</p> <p>Ref: Strategic Plan: Section XX (pp x- y)</p>		
<p><b>ETHNIC MINORITY STUDENTS:</b></p>		<p>Discussion of plans relating to ethnic minority students is found at:</p> <p>Ref: Strategic Plan: Section XX (pp x- y)</p>		

## THE 'DEAL FOR STUDENTS': delivering the highest quality learning and related support.

REACHING HIGHER TARGETS to 2010/11	PROGRESS AGAINST BASELINE – INSTITUTION XXX	2008/09 TARGETS (inc. cross-ref. to strategic plan/specific plan)	2009/10 TARGETS (inc. cross-ref. to strategic plan/specific plan)	2010/11 TARGETS (inc. cross-ref. to strategic plan/specific plan).
<p><b>WELSH MEDIUM:</b></p> <p>The proportion of full-time and part-time Welsh domiciled students in Welsh HEIs and FEIs undertaking some element of their HE course through the medium of Welsh to increase from 5.3% to 7.0%.</p>	<p>No. of Welsh domiciled students undertaking some element of their course through the medium of Welsh:</p> <p>AY 2000/01 = XX (Y%)</p> <p>AY 2001/02 = XX (Y%)</p> <p>AY 2002/03 = XX (Y%)</p> <p>AY 2003/04 = XX (Y%)</p> <p>AY 2004/05 = XX (Y%)</p> <p>AY 2005/06 = XX (Y%)</p> <p>AY 2006/07 = XX (Y%)</p> <p>AY 2007/08 = XX (Y%)</p>	<p>Aim to increase to XX, being Y% of students at the institution</p> <p>Ref: Strategic Plan Section XX (pp x-y)</p>	<p>Similar format to column 3</p>	<p>Similar format to column 3</p>
<p><b>WALES AS DESTINATION OF FIRST CHOICE:</b></p> <p>The proportion of all Welsh domiciled full-time HE students enrolled at UK HEIs who are studying at HEIs in Wales to rise from 60.1% to 70.0%.</p>	<p>No. of Welsh domiciled full-time HE students enrolled at the institution:</p> <p>AY 2000/01 = XX (Y%)</p> <p>AY 2001/02 = XX (Y%)</p> <p>AY 2002/03 = XX (Y%)</p> <p>AY 2003/04 = XX (Y%)</p> <p>AY 2004/05 = XX (Y%)</p> <p>AY 2005/06 = XX (Y%)</p> <p>AY 2006/07 = XX (Y%)</p> <p>AY 2007/08 = XX (Y%)</p>	<p>Aim to increase to XX, being Y% of students at the institution</p> <p>Ref: Strategic Plan Section XX (pp x-y)</p>	<p>Similar format to column 3</p>	<p>Similar format to column 3</p>

<b>REACHING HIGHER TARGETS to 2010/11</b>	<b>PROGRESS AGAINST BASELINE – INSTITUTION XXX</b>	<b>2008/09 TARGETS (inc. cross-ref. to strategic plan/specific plan)</b>	<b>2009/10 TARGETS (inc. cross-ref. to strategic plan/specific plan)</b>	<b>2010/11 TARGETS (inc. cross-ref. to strategic plan/specific plan).</b>
<p><b>OVERSEAS STUDENTS:</b></p> <p>The percentage change in the number of overseas students attending HE courses in Welsh HEIs (10.4% between 2000/01 and 2001/02) to be equal to, or greater than, the comparable figure for UK HEIs discounted for London and the South East of England (10.3% between 2000/01 and 2001/02).</p>	<p>No. of overseas students attending the institution:</p> <p>AY 2000/01 = XX (Y%)                      UK total (discounting London and the South East of England) = 7.2% in 2000/01</p> <p>AY 2001/02 = XX (Y%)                      UK total = 7.6%</p> <p>AY 2002/03 = XX (Y%)                      UK total = 8.8%</p> <p>AY 2003/04 = XX (Y%)                      UK total = 9.7%</p> <p>AY 2004/05 = XX (Y%)                      UK total = 9.8%</p> <p>AY 2005/06 = XX (Y%)                      UK total = 9.9%</p> <p>AY 2006/07 = XX (Y%)                      UK total = 10.5%</p> <p>AY 2007/08 = XX (Y%)                      UK total = 11.2%</p>	<p>Aim to increase to XX, being Y% of students at the institution</p> <p>Ref:                      Strategic Plan Section XX (pp x-y)</p>	<p>Similar format to column 3</p>	<p>Similar format to column 3</p>

## RESEARCH EXCELLENCE: delivering improved research performance to underpin the knowledge economy and cultural and social renewal.

REACHING HIGHER TARGETS to 2010/11	PROGRESS AGAINST BASELINE – INSTITUTION XXX	2008/09 TARGETS (inc. cross-ref. to strategic plan/specific plan)	2009/10 TARGETS (inc. cross-ref. to strategic plan/specific plan)	2010/11 TARGETS (inc. cross-ref. to strategic plan/specific plan)
<p><b>RESEARCH INCOME:</b></p> <p>(a) The percentage of Research Council funding attracted by HEIs in Wales to rise from 3.3% to 4.5%</p>	<p>Income from Research Councils at the institution:</p> <p>AY 2000/01 = £XX</p> <p>AY 2001/02 = £XX</p> <p>AY 2002/03 = £XX</p> <p>AY 2003/04 = £XX</p> <p>AY 2004/05 = £XX</p> <p>AY 2005/06 = £XX</p> <p>AY 2006/07 = £XX</p> <p>AY 2007/08 = £XX</p>	<p>(a) To increase income from Research Councils to £XX</p> <p>Ref: Strategic Plan Section XX, pp x-y</p>	<p>Similar format to column 3</p>	<p>Similar format to column 3</p>
<p>(b) The research income attracted by HEIs in Wales from sources other than the Research Councils to rise by 60% on £55.7 million by 2007/08 and 100% by 2010/11.</p>	<p>Research income from external sources other than the Research Councils:</p> <p>AY 2000/01 = £XX</p> <p>AY 2001/02 = £XX</p> <p>AY 2002/03 = £XX</p> <p>AY 2003/04 = £XX</p> <p>AY 2004/05 = £XX</p> <p>AY 2005/06 = £XX</p> <p>AY 2006/07 = £XX</p> <p>AY 2007/08 = £XX</p>	<p>(b) To increase research income from external sources other than the Research Councils to £XX</p> <p>Ref: Strategic Plan Section XX, pp x-y</p>	<p>Similar format to column 3</p>	<p>Similar format to column 3</p>



## 'Reaching Higher' target template: illustrative pro forma

**BENEFITTING THE ECONOMY AND SOCIETY: delivering more productive relationships between higher education institutions and the public and private sectors, other agencies and local communities.**

<b>REACHING HIGHER TARGETS to 2010/11</b>	<b>PROGRESS AGAINST BASELINE – INSTITUTION XXX</b>	<b>2008/09 TARGETS (inc. cross-ref. to strategic plan/specific plan)</b>	<b>2009/10 TARGETS (inc. cross-ref. to strategic plan/specific plan)</b>	<b>2010/11 TARGETS (inc. cross-ref. to strategic plan/specific plan)</b>
<p><b>SPIN OUT COMPANIES:</b></p> <p>The number of profitable spin out companies from HEIs in Wales to double from 21 to 42.</p>	<p>The number of profitable spinout companies produced from the institution:</p> <p>AY 2000/01 = XX</p> <p>AY 2001/02 = XX</p> <p>AY 2002/03 = XX</p> <p>AY 2003/04 = XX</p> <p>AY 2004/05 = XX</p> <p>AY 2005/06 = XX</p> <p>AY 2006/07 = XX</p> <p>AY 2007/08 = XX</p>	<p>Aim to produce XX profitable spin out companies</p> <p>Ref:</p> <ul style="list-style-type: none"> <li>◆ Strategic Plan Section XX, pp x-y</li> <li>Third Mission Plan Section XX, pp x-y</li> </ul>	Similar format to column 3	Similar format to column 3

**INITIAL TEACHER TRAINING: delivering newly qualified teachers of high quality**

<b>REACHING HIGHER TARGETS to 2010/11</b>	<b>PROGRESS AGAINST BASELINE – INSTITUTION XXX</b>	<b>2008/09 TARGETS (inc. cross-ref. to strategic plan/specific plan)</b>	<b>2009/10 TARGETS (inc. cross-ref. to strategic plan/specific plan)</b>	<b>2010/11 TARGETS (inc. cross-ref. to strategic plan/specific plan)</b>
<p>ITT targets not included in <i>Reaching Higher</i></p>		<p>(For ITT institutions)</p> <p>Discussion of ITT plans is found at:</p> <p>Strategic Plan: Section XX, pp x-y</p>	Similar format to column 3	Similar format to column 3

## 'Reaching Higher' target template: illustrative pro forma

MAKING IT WORK: a strong emphasis on reconfiguration, collaboration and other measures to sustain improved performance of individual institutions and the HE system as a whole

<b>REACHING HIGHER TARGETS to 2010/11</b>	<b>PROGRESS AGAINST BASELINE – INSTITUTION XXX</b>	<b>2008/09 TARGETS (inc. cross-ref. to strategic plan/specific plan)</b>	<b>2009/10 TARGETS (inc. cross-ref. to strategic plan/specific plan)</b>	<b>2010/11 TARGETS (inc. cross-ref. to strategic plan/specific plan)</b>
<p><b>REDUCING OVERHEAD COSTS:</b></p> <p>The median administration cost per FTE student for Welsh HEIs to drop from the level of the 45<sup>th</sup> percentile for administration costs per FTE student in UK HEIs (excluding London and the South East) to the 40<sup>th</sup> by 2007/08 and to the 25<sup>th</sup> by 2010/11.</p>	<p>Administration cost per FTE student at the institution:</p> <p>AY 2000/01 = £XX Median administration cost per FTE student for Welsh HEIs = £2,476</p> <p>AY 2001/02 = £XX Median cost for Welsh HEIs = £2,642</p> <p>AY 2002/03 = £XX Median cost for Welsh HEIs =£2,855</p> <p>AY 2003/04 = £XX Median cost for Welsh HEIs = £3,157</p> <p>AY 2004/05 = £XX Median cost for Welsh HEIs = £3,264</p> <p>AY 2005/06 = £XX Median cost for Welsh HEIs = £3,390</p> <p>AY 2006/07 = £XX Median cost for Welsh HEIs = £3,677</p>	<p>Aim to reduce administration cost per FTE student to £XX</p> <p>Ref: Strategic Plan: Section XX, pp x-y</p>	<p>Similar format to column 3</p>	<p>Similar format to column 3</p>
<p><b>FINANCIAL HEALTH AND GOVERNANCE:</b></p> <p>(a) No institution to be in a marginal or unsatisfactory financial position.</p>	<p>This target will be a matter for the Council's annual advice to the Assembly under its Assurance Statement. Institutions will wish to take all appropriate measures, and to indicate these in their Strategic Plans, to show how they propose to ensure that their affairs are in good order.</p>	<p>Discussion of financial health is found at:</p> <p>Strategic Plan: Section XX, pp x-y</p>		
<p>(b) No institution to be regarded as high risk in terms of governance.</p>	<p>This target will be a matter for the Council's annual advice to the Assembly under its Assurance Statement. Institutions will wish to take all appropriate measures, and to indicate these in their Strategic Plans, to show how they propose to ensure that their affairs are in good order.</p>	<p>Discussion of governance is found at:</p> <p>Strategic Plan: Section XX, pp x-y</p>		



### **Widening Access**

- The Community First areas included in the indicator are those which are equivalent to the 100 most deprived electoral divisions according to the Assembly Multiple Index of Deprivation.
- Students domiciled within the Community First areas are those whose home postcode lies within one of these areas.
- Percentage of students domiciled within the Community First areas is out of Welsh domiciled students at the institution with known electoral divisions.
- Welsh domiciled students are taken to be those with a Welsh home postcode.
- Data are taken from the HESA student record and include:
  - Welsh domiciled students active within the academic year;
  - undergraduate new entrants;
  - all modes of study (full-time, sandwich and part-time).

### **Welsh Medium**

- Students are counted as having some element of their course through the medium of Welsh if they are flagged as taking a module that is available wholly or partly through the medium of Welsh or any of the modules they are taking has a greater than zero percentage of provision through the medium of Welsh.
- Courses in Welsh Language and Literature are included in the proportion.
- Data are taken from the HESA student record and include:
  - Welsh domiciled students active within the academic year;
  - HE level students;
  - all modes of study (full-time, sandwich and part-time).

### **Wales as Destination of First Choice**

- Welsh domiciled students are taken to be those with a Welsh home postcode.
- Data are taken from the HESA student record and include:
  - students who are active within the academic year;
  - HE level students;
  - full-time and sandwich modes of study.

### **Overseas Students**

- Overseas students are defined as those not domiciled in the EU, Channel Islands or Isle of Man.
- Comparable figures for the UK exclude London and the South East of England.
- Data are taken from the HESA student record and include:
  - students active within the academic year;

## Annex B

### Reaching Higher targets – data specification

- HE level students;
- all modes of study (full-time, sandwich and part-time);
- incoming exchange students.

#### **Reducing Overhead Costs**

- Administration costs include academic departmental costs (excluding academic staff costs); academic services expenditure; and expenditure on administration and central services. They exclude expenditure on premises.
- The FTE calculation includes HE and FE students for all years and non-credit bearing students up to 2003/04.
- Data are taken from institutional level higher education management statistics published by HESA on CD (up to 2004/05) or on the HEIDI website.

#### **Research Income**

##### Research Councils

- Research Councils include the seven UK Research Councils – AHRC, BBSRC; EPSRC; ESRC; MRC; NERC; and STFC – and the British Academy and the Royal Society.
- Data are taken from the HESA finance statistics record and include all research grants and contract income (including tuition fees for studentships associated with the contract) from the Research Councils.

##### Other external sources

- Other external sources include UK based charities; UK central government bodies, local authorities and health and hospital authorities; UK industry, commerce and public corporations; EU government bodies; EU based charities; EU industry, commerce and public corporations; EU other; Non-EU based charities, Non-EU industry, commerce and public corporations; Non-EU other; and other sources.
- Data are taken from the HESA finance statistics record and include all research grants and contract income from these sources.

#### **Spinout Companies**

- Spinout companies are
  - HE spinouts with HEI ownership (companies established using HEI intellectual property (IP) and in which there is some element of HEI ownership).
  - HE spinouts with no HEI ownership (companies to which the HEI has assigned or licensed IP, but in which there is no HEI ownership).

## **Annex B**

### **Reaching Higher targets – data specification**

- 'Profitable' is interpreted as the number of spinouts which have a verifiable enterprise reference number (ENTREF) from the Office for National Statistics' Inter-Departmental Business Register (IDBR).
- Data are taken from the returns made by HEIs in their returns to the annual UK-wide Higher Education Business and Community Interaction Survey and relate to the number of companies established in the year.

#### **Financial Health and Governance**

These targets will be a matter for HEFCW's advice to the Welsh Assembly Government through its Annual Governance Assurance Statement.

## 2009 strategic plans and financial forecasts: assumptions

### GDP deflator (percentage)

- 1 The forecast GDP deflators, taken from the forecasts on the HM Treasury website, are shown below as a guide to future inflation levels.

<b>GDP</b>	<b>Financial Year</b>
2009 to 2010	1.25
2010 to 2011	2.75
2011 to 2012	2.75

### Efficiency gain

- 2 For the purposes of the financial forecasts, it is recommended that a zero efficiency gain is assumed for research and 2% efficiency gain is assumed for teaching. Please note that these are estimates and, given the current financial climate, we can not guarantee that these are the actual figures that we will use in future years.

### Funding for teaching

#### Formula based funding for additional funded numbers

- 3 For the purposes of the forecast alone, institutions should assume:
- i) No growth in funded numbers in undergraduate full-time and sandwich **degree** provision.
  - ii) Funding for undergraduate full-time and sandwich recruitment in **quota controlled** provision in medicine and dentistry and initial teacher training according to the advice given in HEFCW communications specific to those areas.
  - iii) No growth in funded numbers in part-time undergraduate and postgraduate taught provision or in full-time postgraduate taught provision. Institutions will be aware that postgraduate research training is subject to separate funding arrangements.

Assumptions should be consistent with those used in the preparation of the student number forecast tables.

## **Special initiatives**

- 4 The following Special Initiative funding should be included where appropriate:
  - i) GO Wales
  - ii) Third Mission Fund
  - iii) Widening Access Fund
  - iv) Learning and Teaching Fund
  - v) Welsh Medium Provision Fund
  - vi) ITT Strategy Fund

## **Funding for research**

- 5 For planning purposes, the 2009/10 allocations for QR announced in the Recurrent Grant Circular, published in March 2009, should be rolled forward to future years.

## **Capital**

- 6 The forecast should take account of the capital allocations for 2008-09 and the provisional capital allocations for 2009-10 and 2010-11, announced in Circular W08/8HE.
- 7 The forecast should include reference to any plans for long-term maintenance.
- 8 Joint Information Systems Committee (JISC) allocations should only be included if institutions have been advised that they will receive them.



HIGHER EDUCATION FINANCIAL FORECASTS 2008/09 TO 2012/13											
											page1 of 6
Institution: XXXXXXXXXXXXXXXXXXXXXXXXXXXX											
<b>TABLE 1 INCOME</b>											
inst	head			£'000	£'000	£'000	£'000	£'000	£'000	£'000	
code	code	description		2008 Forecast	09 Estimate	Forecast	Forecast	Forecast	Forecast	Forecast	
				year ended	year ended	year ended	year ended	year ended	year ended	year ended	
				31/07/2009	31/07/2009	31/07/2010	31/07/2011	31/07/2012	31/07/2013		
0091		<b>1 HEFCW grant</b>									
0091	1a	Teaching grant		0	0	0	0	0	0	0	
0091	1b	Research grant		0	0	0	0	0	0	0	
0091	1c	Non Formula funding grant		0	0	0	0	0	0	0	
0091	1d	Capital Grants - Equipment grant		0	0	0	0	0	0	0	
0091	1e	Capital Grants - Estates grant		0	0	0	0	0	0	0	
0091	1f	DCELLS Recurrent Grants		0	0	0	0	0	0	0	
0091	1g	RFM Adjustment relating to previous year		0	0	0	0	0	0	0	
0091	1h	Council and European grants		0	0	0	0	0	0	0	
0091	1	Total Council grant		0	0	0	0	0	0	0	
0091		<b>2 Academic fees and support grants</b>									
0091	2a	Home and EU students' fees and grants		0	0	0	0	0	0	0	
0091	2b	Overseas' students and other FT fees		0	0	0	0	0	0	0	
0091	2c	Other fees and support grants		0	0	0	0	0	0	0	
0091	2d	Part-time fees		0	0	0	0	0	0	0	
0091	2	Total academic fees and support grants Income		0	0	0	0	0	0	0	
0091		<b>3 Research grants and contracts</b>									
0091	3a	Research councils' Income		0	0	0	0	0	0	0	
0091	3b	Other Research grants and contracts Income		0	0	0	0	0	0	0	
0091	3c	UK based charities Income		0	0	0	0	0	0	0	
0091	3	Total research grants and contracts Income		0	0	0	0	0	0	0	
0091		<b>4 Other operating income</b>									
0091	4a	Other services rendered course Validation Fees only		0	0	0	0	0	0	0	
0091	4b	Residences and Catering operations income		0	0	0	0	0	0	0	
0091	4c	Other operating income		0	0	0	0	0	0	0	
0091	4d	Other services rendered income EU only		0	0	0	0	0	0	0	
0091	4e	Other services rendered income other only		0	0	0	0	0	0	0	
0091	4	Total other operating income		0	0	0	0	0	0	0	
0091		<b>5 Endowment income and investment income</b>									
0091	5b	Income from permanent endowments		0	0	0	0	0	0	0	
0091	5c	Income from short term investments		0	0	0	0	0	0	0	
0091	5	Total endowment income and investment income		0	0	0	0	0	0	0	
0091		LESS share of Joint Ventures Income (enter as minus figure)		0	0	0	0	0	0	0	
0091	6	<b>Total income</b>		0	0	0	0	0	0	0	
0091	7	<b>Less total expenditure from Table 2B, head 11</b>		0	0	0	0	0	0	0	
0091	8	Surplus/(deficit) on continuing operations after depreciation of fixed assets at valuation and before tax		0	0	0	0	0	0	0	
0091	9	Profit/(Loss) on disposal of assets		0	0	0	0	0	0	0	
0091	10	Surplus/(deficit) on continuing operations after depreciation of fixed assets at valuation disposal of assets and before tax		0	0	0	0	0	0	0	
0091		Share of Joint Ventures and Associates Surplus (Deficit)		0	0	0	0	0	0	0	
0091	11	Taxation		0	0	0	0	0	0	0	
0091		Exceptional Items		0	0	0	0	0	0	0	
0091	12	Surplus/(deficit) on continuing operations after depreciation of fixed assets at valuation disposal of assets and tax		0	0	0	0	0	0	0	
0091	12a	Transfer to/from accumulated income within specific endowments		0	0	0	0	0	0	0	
0091	12b	Surplus retained within General Reserves		0	0	0	0	0	0	0	
0091	13	Difference between historic cost depreciation charge & the actual charge for the year calculated on the revalued amount		0	0	0	0	0	0	0	
0091	14	Realisation of Property Revaluation Gain of Previous Years		0	0	0	0	0	0	0	
0091	15	Historic Cost Surplus/(Deficit) after tax		0	0	0	0	0	0	0	

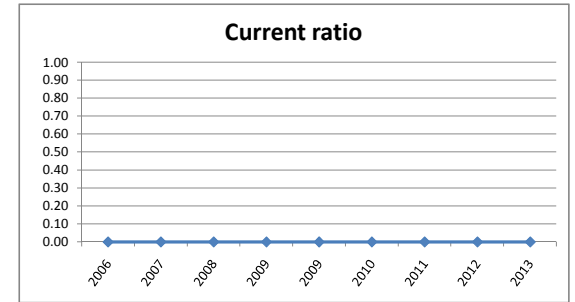
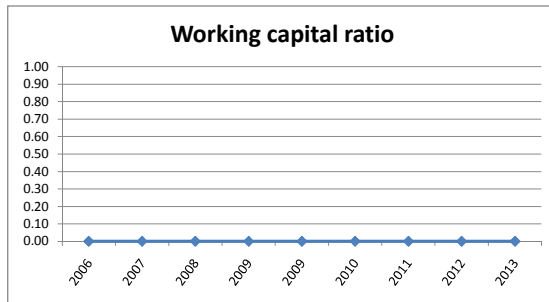
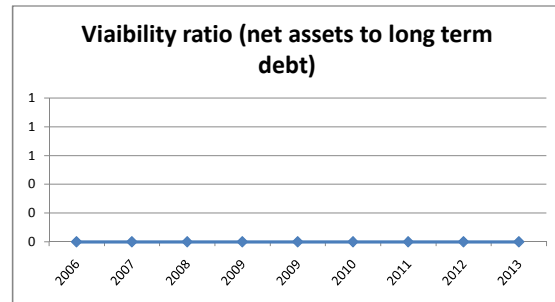
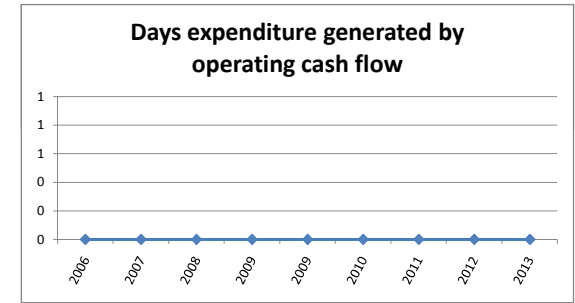
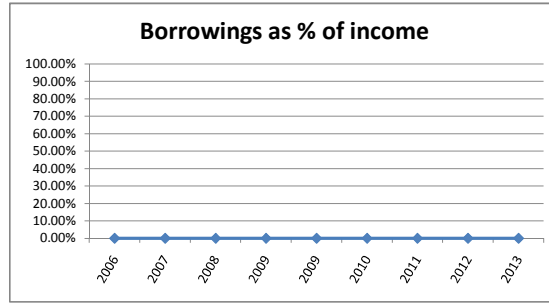
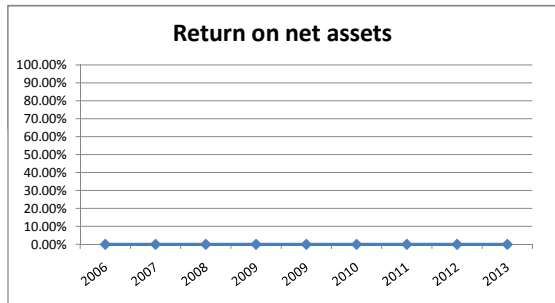
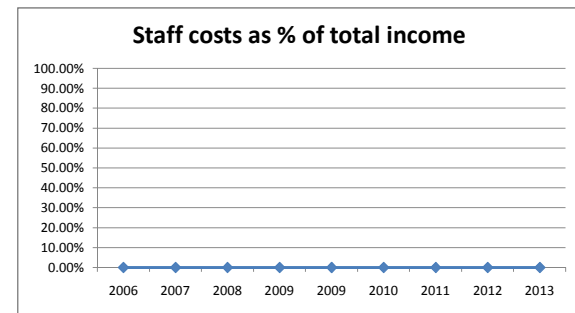
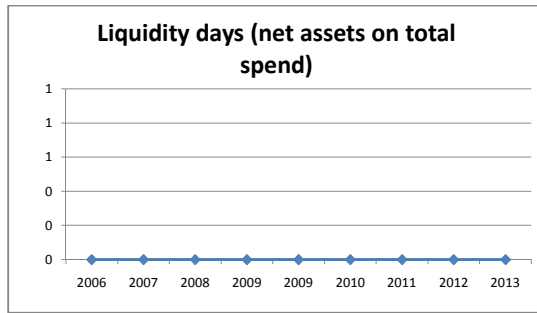
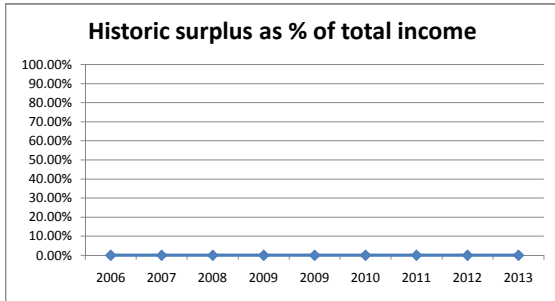
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Institution: XXXXXXXXXXXXXXXXXXXXXXXXXXXX																
											£'000	£'000	£'000	£'000	£'000	£'000
TABLE 2A NON PAY EXPENDITURE											2008 Forecast	09 Estimate	Forecast	Forecast	Forecast	Forecast
inst	head	description									year ended	year ended	year ended	year ended	year ended	year ended
code	code										31/07/2009	31/07/2009	31/07/2010	31/07/2011	31/07/2012	31/07/2013
0091	1	<b>Academic departments non pay</b>									0	0	0	0	0	0
0091	2	<b>Academic services non pay</b>									0	0	0	0	0	0
0091	3	<b>Administration and Central Services non pay</b>									0	0	0	0	0	0
0091	4	<b>4 Premises</b>														
0091	4a	Premises running costs									0	0	0	0	0	0
0091	4b	Premises routine maintenance									0	0	0	0	0	0
0091	4d	Premises Long term maintenance charge									0	0	0	0	0	0
0091	4	Total premises non pay									0	0	0	0	0	0
0091	5	<b>Residences and Catering operations non pay</b>									0	0	0	0	0	0
0091	6	<b>6 Research grants and Contracts</b>														
0091	6a	Research councils' non pay									0	0	0	0	0	0
0091	6b	Other Research grants and contracts non pay									0	0	0	0	0	0
0091	6c	UK based charities' non pay									0	0	0	0	0	0
0091	6	Total research grants and contracts non pay									0	0	0	0	0	0
0091	7	<b>7 Other Expenditure</b>														
0091	7a	Other expenditure Other services rendered non pay									0	0	0	0	0	0
0091	7b	Other expenditure Other non pay									0	0	0	0	0	0
0091	7	Total other expenditure non pay									0	0	0	0	0	0
0091	8	<b>8 Depreciation</b>														
0091	8a	Equipment Research grants and contracts depreciation									0	0	0	0	0	0
0091	8b	Equipment other depreciation									0	0	0	0	0	0
0091	8c	Premises Research grants and contracts depreciation									0	0	0	0	0	0
0091	8d	Premises Residences and Catering operations depreciation									0	0	0	0	0	0
0091	8e	Premises Other depreciation									0	0	0	0	0	0
0091	8	Total depreciation non pay									0	0	0	0	0	0
0091	9	<b>9 Interest payable</b>														
0091	9a	Interest Payable Premises									0	0	0	0	0	0
0091	9b	Interest Payable Residences and Catering operations									0	0	0	0	0	0
0091	9c	Interest Payable Other expenditure									0	0	0	0	0	0
0091	9d	Other services rendered									0	0	0	0	0	0
0091	9e	Net cost of pension scheme liabilities									0	0	0	0	0	0
0091	9	Total interest payable non pay									0	0	0	0	0	0
0091	10	Total Non Pay Expenditure to Pay Table, Head 10									0	0	0	0	0	0
Institution: XXXXXXXXXXXXXXXXXXXXXXXXXXXX											£'000	£'000	£'000	£'000	£'000	£'000
TABLE 2B PAY EXPENDITURE											2008 Forecast	09 Estimate	Forecast	Forecast	Forecast	Forecast
inst	head	description									year ended	year ended	year ended	year ended	year ended	year ended
code	code										31/07/2009	31/07/2009	31/07/2010	31/07/2011	31/07/2012	31/07/2013
0091	1	<b>Academic departments pay</b>									0	0	0	0	0	0
0091	2	<b>Academic services pay</b>									0	0	0	0	0	0
0091	3	<b>Administration and Central Services pay</b>									0	0	0	0	0	0
0091	4	<b>Premises pay</b>									0	0	0	0	0	0
0091	5	<b>Residences and Catering operations pay</b>									0	0	0	0	0	0
0091	6	<b>6 Research grants and Contracts</b>														
0091	6a	Research councils' pay									0	0	0	0	0	0
0091	6b	Other Research grants and contracts pay									0	0	0	0	0	0
0091	6c	UK based charities' pay									0	0	0	0	0	0
0091	6	Total research grants and contracts pay									0	0	0	0	0	0
0091	7	<b>7 Other Expenditure</b>														
0091	7a	Other Expenditure Other services rendered pay									0	0	0	0	0	0
0091	7b	Other Expenditure Other pay									0	0	0	0	0	0
0091	7	Total other expenditure pay									0	0	0	0	0	0
0091	8a	Staff Restructuring costs NOT included in Exceptional costs in Table 1A									0	0	0	0	0	0
0091	8	Total Staff restructuring									0	0	0	0	0	0
0091	9	Total Pay Expenditure									0	0	0	0	0	0
0091	10	Total Non Pay Expenditure from the pay Table, Head 10									0	0	0	0	0	0
0091	11	<b>Total Expenditure to Income table, Head 7</b>									0	0	0	0	0	0

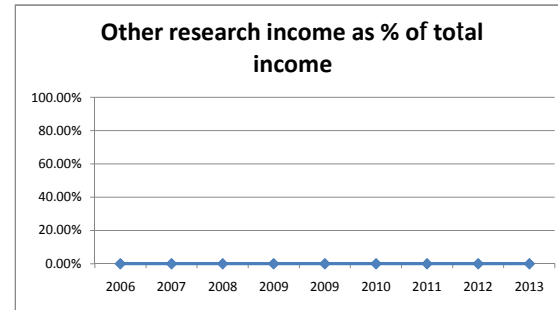
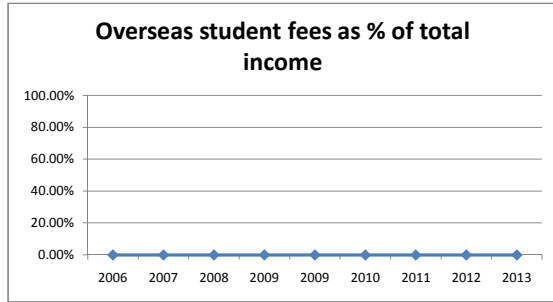
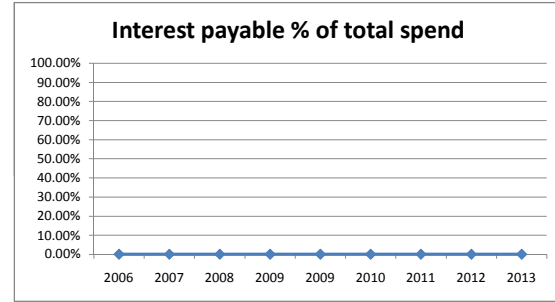
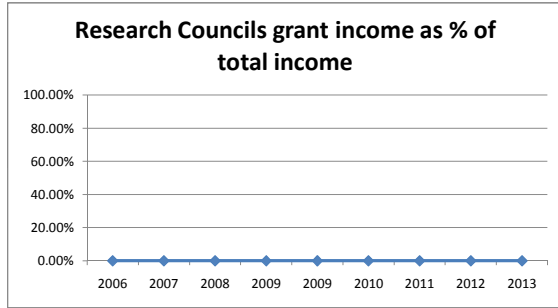
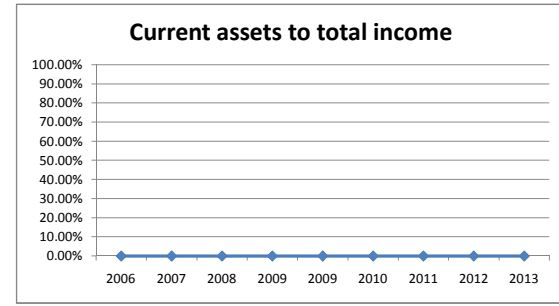
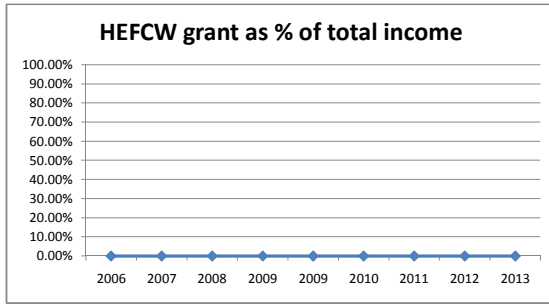
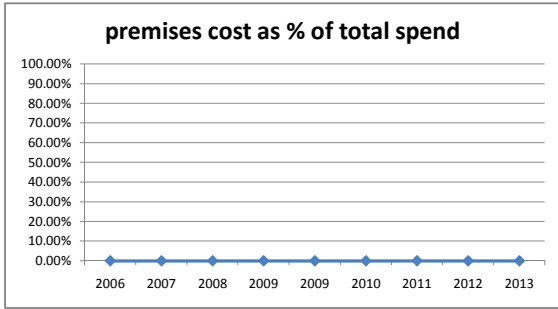
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Institution: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX												
TABLE 3 BALANCE SHEET												
inst	head						£'000	£'000	£'000	£'000	£'000	£'000
code	code	description					2008 Forecast as at 31/07/2009	09 Estimate as at 31/07/2009	Forecast as at 31/07/2010	Forecast as at 31/07/2011	Forecast as at 31/07/2012	Forecast as at 31/07/2013
0091		<b>1. Fixed Assets</b>										
0091	1a	Land and Buildings				0	0	0	0	0	0	0
0091	1b	Equipment				0	0	0	0	0	0	0
0091	1c	Other - including investments				0	0	0	0	0	0	0
		Interest in Joint Ventures and Associates (net)				0	0	0	0	0	0	0
0091	1	Subtotal fixed assets				0	0	0	0	0	0	0
0091		<b>2 Endowment Assets</b>				0	0	0	0	0	0	0
0091		<b>3 Current assets</b>										
0091	3a	Stock and Stores in Hand				0	0	0	0	0	0	0
0091	3b	Debtors				0	0	0	0	0	0	0
0091	3c	Investments				0	0	0	0	0	0	0
0091	3d	Cash at bank and in hand				0	0	0	0	0	0	0
0091	3	Total Current Assets Subtotal				0	0	0	0	0	0	0
0091		<b>4 Creditors: amounts falling due within one year</b>										
0091	4a	Bank loans and overdrafts				0	0	0	0	0	0	0
0091	4b	Other creditors				0	0	0	0	0	0	0
0091	4	Total Current liabilities				0	0	0	0	0	0	0
0091	5	<b>Net Current Assets/(Liabilities)</b>				0	0	0	0	0	0	0
0091	6	<b>Total assets less current liabilities</b>				0	0	0	0	0	0	0
0091		<b>7 Creditors: amounts falling due after more than one year</b>										
0091	7a	Reimbursable by HEFCW				0	0	0	0	0	0	0
0091	7b	External borrowing				0	0	0	0	0	0	0
0091	7c	Other creditors				0	0	0	0	0	0	0
0091	7	Total long term liabilities				0	0	0	0	0	0	0
0091	8	Provisions				0	0	0	0	0	0	0
0091	9a	Net assets excluding pension (liability)/asset				0	0	0	0	0	0	0
0091	9b	Pension (liability)/asset				0	0	0	0	0	0	0
0091	9	<b>Net assets including pension (liability)/asset</b>				0	0	0	0	0	0	0
0091	10	<b>Deferred Capital grants</b>				0	0	0	0	0	0	0
0091		<b>11 Endowment</b>										
0091	11a	Permanent endowment				0	0	0	0	0	0	0
0091	11b	Specific endowment				0	0	0	0	0	0	0
0091	11	Total endowments				0	0	0	0	0	0	0
0091		<b>12 Reserves</b>										
0091	12	Revaluation reserve				0	0	0	0	0	0	0
0091	13	Restricted reserve				0	0	0	0	0	0	0
0091	14a	General reserve excluding pension (liability)/asset				0	0	0	0	0	0	0
0091	14b	Pension reserve				0	0	0	0	0	0	0
0091	14	General reserve including pension (liability)/asset				0	0	0	0	0	0	0
0091	15	Total reserves				0	0	0	0	0	0	0
0091	16	<b>Total Funds</b>				0	0	0	0	0	0	0
		<b>check</b>				0	0	0	0	0	0	0

											Page 4 of 6
Institution: XXXXXXXXXXXXXXXXXXXXXXXXXXXX											
<b>TABLE 4 CASH FLOW STATEMENT</b>											
inst	head					£'000	£'000	£'000	£'000	£'000	£'000
code	code	description				2008 Forecast	09 Estimate	Forecast	Forecast	Forecast	Forecast
						year ended	year ended	year ended	year ended	year ended	year ended
						31/07/2009	31/07/2009	31/07/2010	31/07/2011	31/07/2012	31/07/2013
0091	1	<b>Net cash inflow/(outflow) from operating activities</b>				0	0	0	0	0	0
		<b>Returns on investments and servicing of finance</b>									
		Interest Paid				0	0	0	0	0	0
		Income from endowments				0	0	0	0	0	0
		Interest received from short term investments				0	0	0	0	0	0
		<b>Capital Expenditure</b>									
		Payments to acquire tangible fixed assets				0	0	0	0	0	0
		payments to acquire endowment assets									
		Deferred capital grants received				0	0	0	0	0	0
		Receipts from sales of tangible fixed assets									
		Receipts from sales of endowment assets									
		Endowment assets received									
		<b>Management of liquid resources (transfers (to)/from investments)</b>									
		<b>Financing</b>									
		Capital element of finance lease payments									
		Mortgages & loans acquired									
		Mortgages & loans capital repayments				0	0	0	0	0	0
		Other items									
		<b>Increase ((decrease) in cash</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		Cross check to Balance sheet cash :-									
		Opening balance						0	0	0	0
		Closing balance						0	0	0	0
		<b>Movement</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		Check						OK	OK	OK	OK
Institution: XXXXXXXXXXXXXXXXXXXXXXXXXXXX											
<b>TABLE 5 Comparison of 2008/09 original forecast with latest estimate for 2008/09</b>											
This table will be populated by data entered in tables 1 and 2											
						£'000	£'000	£'000	%		
inst	head					Original F'cast	Estimate				
code	code	description				Financial year	Financial year	variance	variance		
						2008/09	2008/09				
0091	1	HEFCW grant				0	0	0	#DIV/0!		
0091	2	Academic fees and support grants				0	0	0	#DIV/0!		
0091	3	Research grants and contracts				0	0	0	#DIV/0!		
0091	4	Other operating income				0	0	0	#DIV/0!		
0091	5	Endowment income and interest receivable				0	0	0	#DIV/0!		
		Less Share of JV Income				0	0	0	#DIV/0!		
0091	7	<b>Total Income</b>				0	0	0	#DIV/0!		
0091	8	Staff costs				0	0	0	#DIV/0!		
0091	9a	Other operating expenses				0	0	0	#DIV/0!		
0091	9b	Premises expenditure				0	0	0	#DIV/0!		
0091	9	Sub total other operating expenses				0	0	0	#DIV/0!		
0091	10	Interest payable				0	0	0	#DIV/0!		
0091	11	Depreciation				0	0	0	#DIV/0!		
0091	13	<b>Total Expenditure</b>				0	0	0	#DIV/0!		
0091	14	Surplus/(Deficit) on ordinary activities				0	0	0	#DIV/0!		

TABLE 6 Movement in pensions deficit											Page 5 of 6					
											£'000	£'000	£'000	£'000	£'000	£'000
											2008 Forecast	09 Estimate	Forecast	Forecast	Forecast	Forecast
											year ended	year ended	year ended	year ended	year ended	year ended
											31/07/2009	31/07/2009	31/07/2010	31/07/2011	31/07/2012	31/07/2013
Deficit on Scheme at 1 August											0	0	0	0	0	0
<b>Movement in year</b>																
- current service cost (in staff costs - I/E)											0	0	0	0	0	0
- past service cost (in staff costs - I/E)											0	0	0	0	0	0
- contributions (cash flow)											0	0	0	0	0	0
- other finance charge (I/E)											0	0	0	0	0	0
- actuarial gain (loss)											0	0	0	0	0	0
Deficit on Scheme at 31 July											0	0	0	0	0	0
Institution: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX																
TABLE 7 CAPITAL FINANCING											£'000	£'000	£'000	£'000	£'000	£'000
inst	head										2008 Forecast	09 Estimate	Forecast	Forecast	Forecast	Forecast
code	code	description									year ended	year ended	year ended	year ended	year ended	year ended
											31/07/2009	31/07/2009	31/07/2010	31/07/2011	31/07/2012	31/07/2013
<b>1 Forecast Capital expenditure</b>																
0091		<b>1 Forecast Capital expenditure</b>														
0091	1a	Land and Buildings									0	0	0	0	0	0
0091	1b	Equipment									0	0	0	0	0	0
0091	1c	Revaluations in the year														
0091	1	Total Tangible Assets									0	0	0	0	0	0
<b>2 Method of Financing</b>																
0091	2a	Method of Financing Reserves/Internal funds									0	0	0	0	0	0
0091	2b	Method of Financing Loans									0	0	0	0	0	0
0091	2c	Method of Financing Leasing									0	0	0	0	0	0
0091	2d	Method of Financing Other									0	0	0	0	0	0
0091	2	Sub total Method of Financing									0	0	0	0	0	0
<b>3 Capital projects expected to be financed through Private Finance Initiative</b>																
0091	3a	Capital projects expected to be financed through PFI No 1									0	0	0	0	0	0
0091	3b	Capital projects expected to be financed through PFI No 2									0	0	0	0	0	0
0091	3c	Capital projects expected to be financed through PFI No 3									0	0	0	0	0	0
0091	3d	Capital projects expected to be financed through PFI No 4									0	0	0	0	0	0
0091	3	<b>Sub total Capital projects expected to be financed through PFI</b>									0	0	0	0	0	0
Check - Spend matches funding											OK	OK	OK	OK	OK	OK

TABLE 8 KEY PERFORMANCE INDICATORS ( FORECAST INFO FROM DATA PROVIDED ABOVE)		This part of template to be completed by HEFCW			2008 Forecast year ended 31/07/2009	09 Estimate year ended 31/07/2009	Forecast year ended 31/07/2010	Forecast year ended 31/07/2011	Forecast year ended 31/07/2012	Forecast year ended 31/07/2013	Page 6 of 6
		Actual year ended 2005/06	Actual year ended 2006/07	Actual year ended 2007/08							
<b>LEVEL 1</b>											
1	Historic Cost surplus /(deficit) as % of total income	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2	Return on net assets (excl pension liability) - operating surplus / net assets	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
3	Viability (expendable net assets to long term debt)	0.00	0.00	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
4	Liquidity ((net liquid assets / total expenditure less depcn)*365) - days	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
5	Borrowings (borrowings as % of income) - suitable HEI geraing ratio (rather than as % of reserves)	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>LEVEL 2</b>											
6	Staff costs as % of total income	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
7	Premises cost (revenue ) as % of total expenditure	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
8	Working capital to meet day to day needs (liquid assets to current liabilities)	0.00	0.00	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
9	Council Grant as % of total income (including investments & endowment interest)	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
10	Interest payable (excluding pensions) as % of total expenditure (excluding depcn) (ability to service debt)	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
11	Days of total expenditure (excl depcn) generated by net cash flow from op activity	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
12	Current ratio (current assets to current liabilities)	0.00	0.00	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
13	Current assets to total income	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
14	Research councils research income as % of total income	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
15	Other research income as % of total income	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
16	Overseas students fees as % of total income	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>FINANCIAL FORECASTS CERTIFICATE</b>											
The Financial forecast tables 1 to 7 and the associated commentary represent the financial consequences for the institution of implementing its strategic plan and related financial plans from 2008/09 to 2012/13.											
The tables and the commentary have been submitted to, and approved by, the governing body.											
<b>HEAD OF HIGHER EDUCATION INSTITUTION'S SIGNATURE:</b>										<b>Date:</b>	







**Commentary to Accompany Financial Forecasts 2008/09 to 2012/13**

(Please attach additional numbered pages, if necessary)

Institution name: \_\_\_\_\_

**Section 1 Introduction**

---

*(This section should give an overview of the estimated outturn and the important trends identified in the forecast numbers across the period, especially with respect to the key indicators such as liquidity, operating and historic surplus, etc*

*Confirmation should also be provided that appropriate assumptions have been made for increases in significant areas of cost (staff and non-staff, particularly utilities.)*

**Section 2 Income & Expenditure Account (Tables 1, 2A and 2B)**

---

*(This section should highlight any major changes to, or trends in, income or costs across the period, explaining the assumptions made in support of the changes. It should also highlight and confirm that the revenue maintenance programme is in line with the latest strategy.)*

**Section 3 Balance Sheet (Table 3)**

---

*(This section should highlight and explain significant changes or trends in fixed and current assets, current liabilities, external borrowings, the net asset position, and reserves. Particular attention should be paid to liquidity issues as highlighted in the KPI table.)*

Section 4 Cash Flow Statement (Table 4)

---

*(Significant items or trends should be highlighted here. Please ensure that the cross-check to the balance sheet movement of cash and investments is made.)*

Section 5 Comparison of last year's forecast for current year with the latest estimate (Table 5)

---

*(Significant variances from estimate to original forecast should be explained, with confirmation that the impact of significant changes or trends is reflected in the forecast years.)*

Section 6 Movement in Pensions deficit (Table 6)

---

*(We would like to understand the impact of the pensions deficit on the income and expenditure account, cash flow and reserves; it is appreciated that an estimate of actuarial gain or loss is not achievable.)*

Section 7 Capital Financing (Table 7)

---

*(Significant projects or items of spend should be detailed here; the method AND SOURCES of financing should reconcile to the spend, and should be supported with appropriate commentary (e.g. proposed terms of loan, etc). Any loan finance should be reflected also in the balance sheet and cash flow. Please also comment on any projects which are contained in your latest strategic plan but which are NOT costed in table 7 of the model.)*

---

Section 8 Key Performance Indicators (Table 8)

*(This section should provide full commentary to support significant changes or trends in the main indicators).*

---

Section 9 Risk / Opportunity Analysis

*This section should be completed as fully as possible with significant items of sensitivity. The table below gives examples (this list is not exhaustive). **NOTE that the sensitivity table in the financial forecast spreadsheet (previously table 4) has been removed.***

Item	Risk (R) or Opportunity (O)	Effect of 1% movement on 2009/10 forecast - £000
Salary settlement different from forecast level		
Employer pensions contributions increased		
Forecast overseas fee income		
Energy costs		
Investment Income		
Borrowings costs		
Other (please specify)		

## Student and staff number forecasts – notes of guidance

- 1 These notes of guidance apply to all higher education institutions that receive funding from HEFCW.
- 2 All numbers returned in forms SPF 1 and 2 of this survey should represent counts of registrations and not full-time equivalents (FTEs). In form SPF 3, registrations are to be recorded in terms of the credit values associated with the modules or units that comprise the particular year of the course being pursued.
- 3 Forecasts of student registrations, or the credit values arising from forecast student registrations on modules, units or courses, should correspond to assumed registrations at year end, or at the completion of the programme of study, that is, after account has been taken of non-completions. Full-time fundable numbers can be returned as partial non-completions, as defined in HESES08. The adjustment applies only to full-time taught courses; no adjustment should be made for research or part-time enrolments.
- 4 All staff FTE totals in SPF 4 and SPF 5 should correspond.
- 5 All pay expenditure figures in SPF 5 should be returned as £'000s and not £actuals.

## Contents of the return

- 6 Each institution is being sent an e-mail with a file attachment containing six worksheets, which contain the corresponding forms shown in **Annexes G and H** and a summary sheet to aid checking and comparison with previous years returns and HESES figures. Each file includes a four-character prefix identifying the institution. The file \*\*\*\*\_STRAT.xls contains the following worksheets:

## ANNEX G

- |      |  |
|------|--|
| SPF1 | <b>Form SPF1:</b> Full-time, sandwich year out and part-time student registrations for the Strategic Planning period 2009/10 - 2012/13, for all modes of study, level of study and funding categories. Full-time and sandwich year out undergraduate students should be split between degree and non-degree. Part-time undergraduate students should be split between franchised out and non-franchised out. |
| SPF2 | <b>Form SPF2:</b> Home and EC fundable student registrations for the Strategic Planning period 2009/10 - 2012/13 by mode of study, level of study and Academic Subject Category (ASC).   |
| SPF3 | <b>Form SPF3:</b> Home and EC fundable student registrations for the Strategic Planning period 2009/10 - 2012/13 in terms of the credit values associated with the modules or units that comprise the course, by mode of study, level of study and ASC.  |

## ANNEX H

SPF4                    **Form SPF4:** FTE staff numbers for 2008/09 and forecast staff FTE for the Strategic Planning period 2009/10 - 2012/13 by Employment Function.

SPF5                    **Form SPF5:** FTE staff numbers and pay expenditure for 2008/09 and forecast staff FTE and pay expenditure for the Strategic Planning period 2009/10 - 2012/13 by Terms of Employment.

**Summary**            **Summary of past returns for comparison/information:**  
HESES 2008/09 data output in the format of SPF1, 2 and 3.  
SPF 4 and 5 for 2008/09 from the 2007 Strategic Plan return.

- 7 In apportioning forecast registrations to ASCs please refer to the guidance given in Annexes D and K of W08/33HE, *Higher Education Students Early Statistics 2008/09 (HESES08)*.
- 8 Note that the forms contain formulae for the summation of all columns and respondents do not need to total these. Indeed, formulae in these rows should not be adjusted.

#### Validation of the return

- 9 A number of validation checks have been built into the Excel workbook to the right of the corresponding tables and are listed as below.
- 10 Institutions are invited to check these validations before returning to us.

<b>Validation check 1</b>	SPF2	SPF2 totals correspond to fundable totals in SPF1
<b>Validation check 2</b>	SPF5	SPF5 staff FTE totals correspond to totals in SPF4

**Strategic plans : Student registration forecasts**  
**All modes**

SPF1

Institution:

Institution Code:

Level of study	Forecast completed registrations in academic year 2009/10											
	Full-time			Sandwich Year Out			Part-time			Total		
	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas
	Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable	
Undergraduate degree										0.0	0.0	0.0
Undergraduate non-degree										0.0	0.0	0.0
Undergraduate (not franchised out)										0.0	0.0	0.0
Undergraduate franchised out										0.0	0.0	0.0
Undergraduate total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Postgraduate taught										0.0	0.0	0.0
Postgraduate research										0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Level of study	Forecast completed registrations in academic year 2010/11											
	Full-time			Sandwich Year Out			Part-time			Total		
	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas
	Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable	
Undergraduate degree										0.0	0.0	0.0
Undergraduate non-degree										0.0	0.0	0.0
Undergraduate (not franchised out)										0.0	0.0	0.0
Undergraduate franchised out										0.0	0.0	0.0
Undergraduate total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Postgraduate taught										0.0	0.0	0.0
Postgraduate research										0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Level of study	Forecast completed registrations in academic year 2011/12											
	Full-time			Sandwich Year Out			Part-time			Total		
	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas
	Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable	
Undergraduate degree										0.0	0.0	0.0
Undergraduate non-degree										0.0	0.0	0.0
Undergraduate (not franchised out)										0.0	0.0	0.0
Undergraduate franchised out										0.0	0.0	0.0
Undergraduate total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Postgraduate taught										0.0	0.0	0.0
Postgraduate research										0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Level of study	Forecast completed registrations in academic year 2012/13											
	Full-time			Sandwich Year Out			Part-time			Total		
	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas
	Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable	
Undergraduate degree										0.0	0.0	0.0
Undergraduate non-degree										0.0	0.0	0.0
Undergraduate (not franchised out)										0.0	0.0	0.0
Undergraduate franchised out										0.0	0.0	0.0
Undergraduate total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Postgraduate taught										0.0	0.0	0.0
Postgraduate research										0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Do not complete  
 Contains formulae

Each sandwich year out registration is counted as 1.

**Strategic plans : Home and EC fundable student registration forecasts**  
**All modes**

SPF2

Institution:  
 Institution Code:

ASC		Forecast completed registrations in academic year 2009/10														
		Full-time				Sandwich Year Out				Part-time				Total		
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Postgraduate research	Undergraduate	Postgraduate taught	Postgraduate research
1	Clinical and Pre-clinical Medicine and Dentistry													0.00	0.00	0.00
2	Subjects and Professions Allied to Medicine													0.00	0.00	0.00
3	Science													0.00	0.00	0.00
4	Engineering and Technology													0.00	0.00	0.00
5	Built Environment													0.00	0.00	0.00
6	Mathematical Sciences, IT and Computing													0.00	0.00	0.00
7	Business and Management													0.00	0.00	0.00
8	Social Sciences													0.00	0.00	0.00
9	Humanities													0.00	0.00	0.00
10	Art, Design and Performing Arts													0.00	0.00	0.00
11aa	Education ITT (QTS) Primary													0.00	0.00	0.00
11ab1	Education ITT (QTS) Secondary Shortage													0.00	0.00	0.00
11ab2	Education ITT (QTS) Secondary Non-shortage													0.00	0.00	0.00
11b	Education (Non-QTS)													0.00	0.00	0.00
Total		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

ASC		Forecast completed registrations in academic year 2010/11														
		Full-time				Sandwich Year Out				Part-time				Total		
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Postgraduate research	Undergraduate	Postgraduate taught	Postgraduate research
1	Clinical and Pre-clinical Medicine and Dentistry													0.00	0.00	0.00
2	Subjects and Professions Allied to Medicine													0.00	0.00	0.00
3	Science													0.00	0.00	0.00
4	Engineering and Technology													0.00	0.00	0.00
5	Built Environment													0.00	0.00	0.00
6	Mathematical Sciences, IT and Computing													0.00	0.00	0.00
7	Business and Management													0.00	0.00	0.00
8	Social Sciences													0.00	0.00	0.00
9	Humanities													0.00	0.00	0.00
10	Art, Design and Performing Arts													0.00	0.00	0.00
11aa	Education ITT (QTS) Primary													0.00	0.00	0.00
11ab1	Education ITT (QTS) Secondary Shortage													0.00	0.00	0.00
11ab2	Education ITT (QTS) Secondary Non-shortage													0.00	0.00	0.00
11b	Education (Non-QTS)													0.00	0.00	0.00
Total		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

ASC		Forecast completed registrations in academic year 2011/12														
		Full-time				Sandwich Year Out				Part-time				Total		
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Postgraduate research	Undergraduate	Postgraduate taught	Postgraduate research
1	Clinical and Pre-clinical Medicine and Dentistry													0.00	0.00	0.00
2	Subjects and Professions Allied to Medicine													0.00	0.00	0.00
3	Science													0.00	0.00	0.00
4	Engineering and Technology													0.00	0.00	0.00
5	Built Environment													0.00	0.00	0.00
6	Mathematical Sciences, IT and Computing													0.00	0.00	0.00
7	Business and Management													0.00	0.00	0.00
8	Social Sciences													0.00	0.00	0.00
9	Humanities													0.00	0.00	0.00
10	Art, Design and Performing Arts													0.00	0.00	0.00
11aa	Education ITT (QTS) Primary													0.00	0.00	0.00
11ab1	Education ITT (QTS) Secondary Shortage													0.00	0.00	0.00
11ab2	Education ITT (QTS) Secondary Non-shortage													0.00	0.00	0.00
11b	Education (Non-QTS)													0.00	0.00	0.00
Total		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

ASC		Forecast completed registrations in academic year 2012/13														
		Full-time				Sandwich Year Out				Part-time				Total		
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Postgraduate research	Undergraduate	Postgraduate taught	Postgraduate research
1	Clinical and Pre-clinical Medicine and Dentistry													0.00	0.00	0.00
2	Subjects and Professions Allied to Medicine													0.00	0.00	0.00
3	Science													0.00	0.00	0.00
4	Engineering and Technology													0.00	0.00	0.00
5	Built Environment													0.00	0.00	0.00
6	Mathematical Sciences, IT and Computing													0.00	0.00	0.00
7	Business and Management													0.00	0.00	0.00
8	Social Sciences													0.00	0.00	0.00
9	Humanities													0.00	0.00	0.00
10	Art, Design and Performing Arts													0.00	0.00	0.00
11aa	Education ITT (QTS) Primary													0.00	0.00	0.00
11ab1	Education ITT (QTS) Secondary Shortage													0.00	0.00	0.00
11ab2	Education ITT (QTS) Secondary Non-shortage													0.00	0.00	0.00
11b	Education (Non-QTS)													0.00	0.00	0.00
Total		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

Contains formulae

Each sandwich year out registration is counted as 1.

**Strategic plans : Home and EC fundable credit value forecasts**  
**All modes**

**SPF3**

**Institution:**  
**Institution Code:**

ASC		Forecast completed credit values in academic year 2009/10										
		Full-time			Sandwich Year Out			Part-time			Total	
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Undergraduate	Postgraduate taught
1	Clinical and Pre-clinical Medicine and Dentistry										0	0
2	Subjects and Professions Allied to Medicine										0	0
3	Science										0	0
4	Engineering and Technology										0	0
5	Built Environment										0	0
6	Mathematical Sciences, IT and Computing										0	0
7	Business and Management										0	0
8	Social Sciences										0	0
9	Humanities										0	0
10	Art, Design and Performing Arts										0	0
11aa	Education ITT (QTS) Primary										0	0
11ab1	Education ITT (QTS) Secondary Shortage										0	0
11ab2	Education ITT (QTS) Secondary Non-shortage										0	0
11b	Education (Non-QTS)										0	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

ASC		Forecast completed credit values in academic year 2010/11										
		Full-time			Sandwich Year Out			Part-time			Total	
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Undergraduate	Postgraduate taught
1	Clinical and Pre-clinical Medicine and Dentistry										0	0
2	Subjects and Professions Allied to Medicine										0	0
3	Science										0	0
4	Engineering and Technology										0	0
5	Built Environment										0	0
6	Mathematical Sciences, IT and Computing										0	0
7	Business and Management										0	0
8	Social Sciences										0	0
9	Humanities										0	0
10	Art, Design and Performing Arts										0	0
11aa	Education ITT (QTS) Primary										0	0
11ab1	Education ITT (QTS) Secondary Shortage										0	0
11ab2	Education ITT (QTS) Secondary Non-shortage										0	0
11b	Education (Non-QTS)										0	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

ASC		Forecast completed credit values in academic year 2011/12										
		Full-time			Sandwich Year Out			Part-time			Total	
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Undergraduate	Postgraduate taught
1	Clinical and Pre-clinical Medicine and Dentistry										0	0
2	Subjects and Professions Allied to Medicine										0	0
3	Science										0	0
4	Engineering and Technology										0	0
5	Built Environment										0	0
6	Mathematical Sciences, IT and Computing										0	0
7	Business and Management										0	0
8	Social Sciences										0	0
9	Humanities										0	0
10	Art, Design and Performing Arts										0	0
11aa	Education ITT (QTS) Primary										0	0
11ab1	Education ITT (QTS) Secondary Shortage										0	0
11ab2	Education ITT (QTS) Secondary Non-shortage										0	0
11b	Education (Non-QTS)										0	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

ASC		Forecast completed credit values in academic year 2012/13										
		Full-time			Sandwich Year Out			Part-time			Total	
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Undergraduate	Postgraduate taught
1	Clinical and Pre-clinical Medicine and Dentistry										0	0
2	Subjects and Professions Allied to Medicine										0	0
3	Science										0	0
4	Engineering and Technology										0	0
5	Built Environment										0	0
6	Mathematical Sciences, IT and Computing										0	0
7	Business and Management										0	0
8	Social Sciences										0	0
9	Humanities										0	0
10	Art, Design and Performing Arts										0	0
11aa	Education ITT (QTS) Primary										0	0
11ab1	Education ITT (QTS) Secondary Shortage										0	0
11ab2	Education ITT (QTS) Secondary Non-shortage										0	0
11b	Education (Non-QTS)										0	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Contains formulae

Sandwich Year Out are counted as 120 credit values per registration



**Strategic plans : Staff numbers (FTEs) forecast  
by employment function**

SPF4

Institution:

Institution Code:

2008/09

Employment Function	Staff FTE			
	Teaching and/or Research Staff		Others	
	FT	PT	FT	PT
Academic Depts / Schools				
Academic Support Services				
Other ( Admin & Central, Residences )				
<b>Total</b>	0.00	0.00	0.00	0.00

2009/10

Employment Function	Staff FTE			
	Teaching and/or Research Staff		Others	
	FT	PT	FT	PT
Academic Depts / Schools				
Academic Support Services				
Other ( Admin & Central, Residences )				
<b>Total</b>	0.00	0.00	0.00	0.00

2010/11

Employment Function	Staff FTE			
	Teaching and/or Research Staff		Others	
	FT	PT	FT	PT
Academic Depts / Schools				
Academic Support Services				
Other ( Admin & Central, Residences )				
<b>Total</b>	0.00	0.00	0.00	0.00

2011/12

Employment Function	Staff FTE			
	Teaching and/or Research Staff		Others	
	FT	PT	FT	PT
Academic Depts / Schools				
Academic Support Services				
Other ( Admin & Central, Residences )				
<b>Total</b>	0.00	0.00	0.00	0.00

2012/13

Employment Function	Staff FTE			
	Teaching and/or Research Staff		Others	
	FT	PT	FT	PT
Academic Depts / Schools				
Academic Support Services				
Other ( Admin & Central, Residences )				
<b>Total</b>	0.00	0.00	0.00	0.00

