

Student and staff number forecasts – guidance notes

- 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 HESES09. 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 E and F** 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 E

SPF1 **Form SPF1:** Full-time, sandwich year out and part-time student registrations for the period 2010/11 - 2013/14, 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 **Form SPF2:** Home and EC fundable student registrations for the period 2010/11 - 2013/14 by mode of study, level of study and Academic Subject Category (ASC).

SPF3 **Form SPF3:** Home and EC fundable student registrations for the period 2010/11 - 2013/14 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 F

SPF4 **Form SPF4:** FTE staff numbers for 2009/10 and forecast staff FTE for the period 2010/11 - 2013/14 by Employment Function.

SPF5 **Form SPF5:** FTE staff numbers and pay expenditure for 2009/10 and forecast staff FTE and pay expenditure for the period 2010/11 - 2013/14 by Terms of Employment.

Summary **Summary of past returns for comparison/information:** HESES 2009/10 data output in the format of SPF1, 2 and 3. SPF 4 and 5 for 2009/10 from the 2009 Forecasts Requests return.

- 7 In apportioning forecast registrations to ASCs please refer to the guidance given in Annexes D and K of Circular W09/33HE, *Higher Education Students Early Statistics 2009/10*.
- 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.

Validation check 1	SPF2	SPF2 totals correspond to fundable totals in SPF1
Validation check 2	SPF5	SPF5 staff FTE totals correspond to totals in SPF4