

Annex A

Workbook notes and instructions for completion

1. Data contacts at institutions will be emailed an Excel workbook which contains five worksheets. This will consist of:
 - Annex B1: a worksheet showing the funded credit values and funding as notified to institutions by HEFCW in the Strategic Implementation Allocations 2011/12 circular (W11/12HE). Cells that have been shaded are unavailable for redistribution.
 - Annex B2: a worksheet to be completed for redistribution of core+addition funded credit values.
 - Annex B3: a worksheet to be completed for redistribution of reward allocation funded credit values.
 - Annex B4: a worksheet to be completed for redistribution between institutions.
 - Annex B5: an outcome worksheet which shows the resulting 2011/12 funded credit allocation once the redistribution proposals have been taken into account.

2. A rationale for the proposals must be submitted with the completed workbook.

Completing the worksheets

Annex B2

3. Annex B2 should be completed to show the redistribution of core+margin funded credit values as shown in Table 1 of Annex B1. Information on the funding cells that credits are being moved from and to should be shown in the tables. There are four columns to be completed in each table.
 - ASC – this is the code for the academic subject category that credits are being redistributed from or to. Only ASCs for cells not shaded in Table 1 of Annex B1 can be used for redistributing from/to.
 - Mode – mode of study
 - Level – level of study
 - Number of funded credit values – the number of credit values to be moved from/to the ASC/mode/level combination.

4. Two further columns are included in each of the redistribution tables which automatically calculate the unit of funding associated with the ASC/mode/level combination, and the total teaching funding (credit values x unit of funding) for this combination.

5. Valid codes to be used for ASC, mode and level can be found below the redistribution tables.

Annex B3

6. Annex B3 should be completed to show the redistribution of credit values resulting from the reward allocations as shown in Table 2 of Annex B1. The redistribution of these credit values can be to any cell that is not shaded in Table 2 in Annex B1.
7. The requested information and structure of the table are the same as for Annex B2.

Annex B4

8. Annex B4 should be completed to show the redistribution of credit values between institutions.
9. The requested information and structure of the table are the same as those for Annexes B2 and B3, with additional columns to input the institution code of the institution that credits are being redistributing from and the institution the credit values are being redistributed to. Institution codes can be found below the redistribution tables. Both institutions involved in the movements must complete and submit this table.

Validation and data checks

10. There are eight validation checks to the right of the redistribution tables in Annexes B2, B3 and B4. These check that the ASC, mode and level codes are valid. If there is an error, a message will appear at the top of the worksheet in red to flag this. The validation to the right of the table will indicate the cell that is causing the error. All validation errors should be corrected before the workbooks are submitted.
11. A further check is made to ensure that the redistribution proposals in the 'redistributed from' table are cash neutral to those proposals in the 'redistributed to' tables in Annexes B2 and B3. The rationale to accompany the redistribution proposals can refer to movements in both Annexes B2 and B3, however total movements within Annex B2 should be cash neutral, as should those in Annex B3, to maintain the 'core+addition' and 'reward allocation' table funding totals.
12. Annex B5 contains a summary to show total funded credits values once all proposed redistribution movements have been taken into account. A new total

teaching funding figure is calculated from the funded credit values and is compared to the original teaching funding total in the Strategic Implementation Allocations for 2011/12 included in Annex B1. A check is included to ensure that the two totals correspond. If a difference of more than £10 occurs, and there is no redistribution between institutions, an error message will appear in red and the previous Annex tables should be checked.

Workbook notes

13. Institutions must not attempt to change the structure of the workbook by adding or deleting worksheets or columns or by overwriting or deleting any formulae. The workbook contains information needed for loading the data and in carrying out data validations, so it is important to not alter the workbook.
14. If institutions wish to add more rows to the redistribution proposal tables, or an error is found in the tables, please advise HEFCW who will issue a new set of tables.
15. If you have any difficulties in completing the workbook or questions on how to complete any of the tables, please contact Rachael Gray (029 2068 2243, email hestats@hefcw.ac.uk)