

Annex D

Guidance note for Tables A to G in Annex Aii

1. These notes should be read in conjunction with **Tables A to G** and give guidance on what information should be returned in each table and which providers should be returning the information. In completing the tables, applicants should take account of the fee and access plan guidance (see section on *Categories of Provision* about who has control of courses).
2. **Tables A, B, C and D** collect information about provision under the new fee regime, as defined in paragraph 27 below, that is controlled by the applicant. **Table E** collects information about partnerships that are not under the new fee regime plus information about courses that the applicant validates but does not control that are under the new fee regime. **Table F** collects information about all partnerships with non-UK partners that are based outside the UK. **Table G** collects information about targets and categories of provision (measures). More detail is provided in paragraphs 9 to 22 below for each table and is also provided in the text included above each table in the template.
3. A grid showing who should return data on which table is provided at the end of this annex to aid completion of the tables.
4. The tables printed in this circular are sample tables only. Applicants must complete an electronic version of the tables. An individualised section of the fee and access plan template, in Excel format containing the tables to complete, will be sent to currently regulated institutions. This will be pre-populated with information from the 2016/17 fee plan in **Table A** relating to the amount to be invested in equality of opportunity and promotion of higher education. Institutions that are not currently regulated should contact cyngorrheoleiddio@hefcw.ac.uk or regulationadvice@hefcw.ac.uk for a copy of the template for completion.
5. The tables to be completed contain a number of validation checks. These are included to ensure that data are consistent between tables where appropriate. Details of the checks and an indication of whether a check has been passed are contained in the first worksheet of the Excel template, labelled 'Validation'.
6. In addition to the validation worksheet, there are eight other worksheets in the Excel section of the application form. One worksheet each for **Tables A to G** and a worksheet containing lookup lists for the other worksheets, labelled '**Lists**'. This worksheet is for reference only and no information should be entered in the worksheet or deleted from it.
7. Information should only be entered in the tables in the areas shaded in yellow. Other cells in the worksheet should not be amended in any way.
8. If you have any questions about the workbook or have any technical difficulties with it, please contact the Statistics Team at hestats@hefcw.ac.uk.

Table A - Fee levels and fee income and investment, 2017/18

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

Table B - Fee and access plan income forecast expenditure, 2017/18

12. **Table B** should be completed with a breakdown of the forecast expenditure returned on **Table A**. The categories are those detailed in the section 'Supporting equality of opportunity and the promotion of higher education' in the main body of the guidance circular. Where expenditure relates to more than one category it should be split across categories. Not all categories will necessarily have expenditure returned against them.

Table C - Fee levels and fee income for full-time undergraduate and PGCE (QTS) students under the new fee regime, 2017/18

13. **Table C** asks for details of courses which you included information for on **Table A**, only where different fee levels are charged for different types of provision and only for courses:
- that you provide and control which are validated by another body but are not part of a franchise arrangement.
 - that you provide, control and validate yourself.
 - that you provide and control, that are validated by you, your parent or another body, where you are a subsidiary of that parent, and your parent is not including the courses in their fee and access plan.

14. If you provide courses that have a year out, such as a year out on an industrial placement, or a year abroad, and different fee levels are charged for these years, then you should return data on **Table C** to reflect the different fee levels charged. See the example in paragraph 35 below.

Table D - Fee levels and fee income for full-time undergraduate and PGCE (QTS) students under the new fee regime for partnership provision based in the UK, 2017/18

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

Table E - Partnership arrangements and fee income for students of all modes and levels, including further education modes and levels and below, for partnership provision based in the UK, 2017/18

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

Table F - Partnership arrangements and fee income for students of all modes and levels, including further education and below, for partnership provision based outside the UK, 2017/18

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

Table G - Targets

22. **Table G** collects data about targets and categories of provision set by the applicant. Further information can be found in the main body of this guidance circular in sections: *Target setting* and *Objectives, provision, measures and investment to support equality of opportunity and the promotion of higher education*.

Reasons for collecting data in Tables A - F

23. Data returned on **Tables A and B** enable HEFCW to assess the fee levels being charged under the new fee regime and the level of income that will be invested in equality of opportunity and promotion of higher education.
24. Data returned on **Table C** will contribute to HEFCW's understanding of the categories of provision and the fee levels charged and will be considered in HEFCW’s assessment of quality.

25. Data returned on **Table D** will be used to monitor the partnership arrangements in place and provide data to be considered in HEFCW's assessment of quality. Data will also be used to carry out a cross check of data provided by the SLC on qualifying courses. Fee income data will be used in the assessment of financial viability.
26. Data returned on **Tables E and F** will be used to monitor partnership arrangements in place and provide data to be considered in HEFCW's assessment of quality. Income data will be used in the assessment of financial viability.

Definitions

27. Definitions of some of the terms used in the tables are below. Further definitions are contained in the glossary of terms on the HE Act pages of the HEFCW website¹.
 - **Control** – see section on *Categories of provision* in the circular guidance.
 - **New fee regime** – this is the fee regime in place from 1 September 2012 for FT UG and PGCE (QTS) students that enables providers to charge up to £9,000 in fees where the provider has an approved fee plan (up to 2016/17) or an approved fee and access plan (from 2017/18).
 - **Franchise arrangement** - Courses controlled by one institution, where some or all of the teaching is provided by a different body under a partnership arrangement. These partnerships are often referred to as 'franchises'. The course will usually have been designed by the institution that has control of the provision, and which will usually impose its own requirements as to teaching and assessment. The institution that controls the provision has full contractual responsibility to the student for the provision of education, even though its staff are not teaching (all of) the course. Usually, that institution will also be the awarding body for the course qualification, but exceptionally this may be a third party. See HEFCW circular 'Guidance on Partnership Arrangements for Franchise Education Provided on Behalf of Institutions in Wales'².
 - **Validation arrangement** - Courses made available and taught by one institution that lead on to successful completion of a qualification awarded by another institution with degree awarding powers (DAPs). Usually the course will have been designed by the teaching and not the validating institution. There will be a validation agreement in place, in which the validating institution seeks assurances about the quality and delivery of the course but leaves the teaching institution leeway as to how it teaches the course. The institution with DAPs is the validating and awarding body for the course, while the institution which teaches the course has full contractual responsibility to the student for the provision of education. See

¹ [HE Act](#)

² [HEFCW circulars](#)

HEFCW circular 'Guidance on Partnership Arrangements for Franchise Education Provided on Behalf of Institutions in Wales'.

Examples (Tables A to G)

28. Courses are provided by a Welsh provider (provider A) on behalf of another Welsh provider (provider B) as part of a franchise agreement. Some courses under the arrangement are full-time undergraduate and are under the new fee regime and some are part-time undergraduate. Provider A also has other part-time undergraduate provision that it controls itself but that is validated by a third Welsh provider (provider C).

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

The part-time undergraduate provision that provider A controls but doesn't validate itself is returned on its fee and access plan on Table C, only if fee levels differ across courses and cohorts. In addition, the provision is returned on **Table E** by provider C.

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

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

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

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

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

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

31. A provider in Wales, in addition to its provision taking place in the UK, has partnership arrangements with overseas providers. For all modes and levels of study under the arrangements, the provider completes Table F.
32. A provider (provider A) in Wales has FT UG courses that it provides on behalf of non-Welsh provider under a franchise agreement. These are the only FT UG courses that it provides. Provider A would not submit a fee and access plan for this provision and it would not be included on any submission as the courses are controlled by a provider based outside Wales.
33. A provider (provider A) in Wales has FT UG courses that it provides on behalf of Welsh provider (provider B) through a franchise arrangement. These are the only FT UG courses that provider A provides. Provider A would not submit a fee and access plan. The provision would be included on the fee and access plan of provider B.
34. A provider in Wales has courses at all modes and levels, including FT UG and PGCE (QTS) courses under the new fee regime, that it controls and validates itself. It does not have any franchise or validation arrangements with other providers in the UK or outside the UK, is not the parent of any subsidiaries and only validates its own provision. It charges the same fee for all provision under the new fee regime. The provider would return only Tables A and B.
35. A provider in Wales has courses at all modes and levels, including FT UG and PGCE (QTS) courses under the new fee regime, that it controls and validates itself. It does not have any franchise or validation arrangements with other providers in the UK or outside the UK, is not the parent of any subsidiaries and only validates its own provision. It charges the same fee for all provision under the new fee regime except for years out on a sandwich placement or years abroad. The provider would complete **Tables A, B and C**. On **Table C**, the provider would return three rows of data, relating to the three levels of fee that they charge. One row for the courses and cohorts that are not on a sandwich year out or a year abroad, one for the courses and cohorts for which there are students on a sandwich placement year out and one row for courses and cohorts for which there are students on a year abroad.

Fee and access plan template 2017/18 Annex Aii return grid

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

Situation	Level of provision	Provider (franchisor)	Provider (franchisee)	Provider (validating body)	Provider (with provision validated by another body)	Provider (parent of subsidiary)	Provider (subsidiary of parent)
Own provision at provider, controlled and validated by that provider	Higher education			Table C (where new fee regime fee levels differ)			
Own provision at provider, controlled by the provider but validated by another body				Table E	Tables C (where new fee regime fee levels differ)		
Provision at a subsidiary body of a parent provider, validated by the parent provider or another body						Table D and/or Table E (if provision is controlled by the parent and is submitted on behalf of a subsidiary)	Tables C (where new fee regime fee levels differ) [if provision is controlled by the subsidiary and they submit their own fee and access plan]
Provision at subsidiary body of a parent provider, validated by the subsidiary body						Table D and/or Table E (if provision is controlled by the parent and is submitted on behalf of a subsidiary)	Table C (where new fee regime fee levels differ) [if provision is controlled by the subsidiary and they submit their own fee and access plan]

Fee and access plan template 2017/18 Annex Aii return grid (continued)

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

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

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

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