

Information Toolkit for Higher Education Governors

2013



Noddir gan
Lywodraeth Cymru
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Introduction

This is the fifth annual edition of the Information Toolkit for higher education (HE) governors. It includes a selection of the wide range of information available to assist governors in meeting their obligations in respect of steering and monitoring the overall strategic direction of their institution. The information in this edition of the Toolkit is based mainly on data for the 2011/12 academic year collated by the Higher Education Statistics Agency (HESA).

The Toolkit is in two parts:

Part 1 provides a selection of graphical reports covering a wider range of higher education activity. These illustrate the positioning and in some instances the performance, of Welsh higher education institutions within a UK context and at a particular point in time.

Part 2 sets out details of a range of useful data and information resources, either produced by HEFCW or available more widely. Where appropriate, we have included links to the websites containing the information.

It is important to emphasise that the material presented here is just a distillation of the totality of data available to, and used by, institutions. We recognise that the primary responsibility for providing such information to their governing body members rests with the institutions. We also recognise that governing bodies have a particular responsibility for ensuring that there are adequate processes in place to enable them to monitor and evaluate the performance and effectiveness of their own institutions, especially in relation to their strategic plan objectives and associated key performance indicators. An institution's Mission and Vision, and starting point, are all material factors for a governing body to consider when reviewing its current positioning. This Toolkit will, hopefully, provide a basis for better informed questions and understanding by governors.

The graphical reports in Part 1 showing Welsh higher education institutions (HEIs) in a UK context represent only a snapshot of the information that is available to institutions. They are not intended to replace the detailed performance review and analysis which HE governing bodies should be undertaking of their institutions on a regular basis. Indeed, we know that many governing bodies in Wales already regularly review their institution's progress and performance on various measures; benchmark their performance against comparable peer group institutions; and monitor trends in performance over time.

Because we hold or have ready access to much of the HE data available, and because we use a range of this data to inform our assessment of institutional risk, we consider it to be useful to provide governors each year with a small selection of this high level information, particularly that relating to the context of institutions in Wales relative to all other UK institutions. We have generated the graphical reports in this Toolkit based on data that are readily available to institutions.

There are a number of important areas that do not lend themselves readily to direct measurement using data or graphical representation or comparative reporting, but that nonetheless are of interest to HE governors with respect to their broader responsibilities for monitoring the performance of their institutions. A few are highlighted here.

On leadership, governance and management issues, HE governors need assurances about the adequacy of arrangements at their respective institutions for assessing and addressing the training, information and development needs of both governors and senior staff. In this regard governors should be aware of key sources of useful advice, information and training and development opportunities, in particular from the Committee of University Chairs (CUC) and the Leadership Foundation for Higher Education (LFHE).

On quality assurance, governors will be aware that the Quality Assurance Agency (QAA) regularly conducts institutional reviews. This is the process by which the QAA examines the current and future management of the quality and standards of institutions' academic provision. We have included in Part 1 of the Toolkit a summary of the current QAA institutional review outcomes for each Welsh institution ('Students and quality', p.30).

Contact details and/or website references for the CUC, LFHE, QAA, and for various other useful data and information sources, are included in Part 2.

Part 1: Graphical reports - Welsh higher education institutions in UK context

The Higher Education Statistics Agency (HESA) data sets which underpin these graphs are obtainable via the Higher Education Information Database (heidi) web-based management information service, to which all UK higher education institutions (HEIs) can subscribe.

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Summary higher education sector financial performance 2006/07 to 2011/12, Wales and UK

	Wales HE sector						UK HE sector					
	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Total Income	£1,003m	£1,092m	£1,170m	£1,235m	£1,244m	£1,274m	£21,255m	£23,365m	£25,274m	£26,679m	£27,434m	£27,799m
Operating surplus	£23.1m	£30.0m	£22.0m	£36.1m	£36.9m	£30.0m	£217.6m	£488.2m	£329.9m	£822.9m	£1,201.0m	£1,113.8m
as % of total income	2.30%	2.75%	1.88%	2.93%	2.96%	2.35%	1.02%	2.09%	1.31%	3.08%	4.38%	4.00%
Historic cost surplus	£29.6m	£43.3m	£32.2m	£37.8m	£52.3m	£37.1m	£605.5m	£858.3m	£598.5m	£920.3m	£1,492.7m	£1,313.8m
as % of total income	2.95%	3.96%	2.75%	3.06%	4.21%	2.91%	2.85%	3.67%	2.37%	3.45%	5.44%	4.73%
TRAC operating deficit	(£50m)	(£46m)	(£68m)	(£62m)	(£56m)	(£64m)	(£1,394m)	(£1,276m)	(£1,543m)	(£1,151m)	(£659m)	(£893m)
as % of total income	(5.0%)	(4.2%)	(5.8%)	(5.0%)	(4.53%)	(5.02%)	(6.6%)	(5.4%)	(6.1%)	(4.3%)	(2.40%)	(3.21%)
Cash flow from operating activities as % of total income	2.99%	5.46%	5.07%	9.38%	6.34%	4.46%	5.48%	5.97%	6.60%	8.03%	9.00%	7.61%
Net liquidity as number of days' expenditure	84	98	100	115	123	122	73	85	84	97	108	118
External borrowings as % of total income	8.08%	9.49%	10.40%	11.97%	11.75%	11.16%	17.63%	18.89%	18.73%	18.91%	19.61%	21.08%
Discretionary reserves excl FRS 17 as % of total income	44.82%	43.16%	42.72%	43.77%	48.07%	49.72%	40.95%	44.00%	43.38%	41.91%	50.47%	55.18%

Summary higher education sector financial performance 2007/07 to 2011/12, Wales and UK

HE Finance data definitions

Total income

The total income from all sources for the year.

Operating surplus / (deficit)

The surplus / (deficit) on continuing operations after depreciation of assets and before profit / (loss) on disposal of fixed assets and tax.

Historic cost surplus / (deficit)

The historic surplus or deficit is the operating surplus adjusted for:-

- Any profit (loss) on the disposal of fixed assets;
- The HEI's own share of any joint venture or associate entity surplus / (deficit);
- Taxation;
- Exceptional items (e.g. significant redundancy or reorganisation costs);
- Transfers to or from reserves within specific endowments;
- The realisation of any gains (losses) on the revaluation of property from previous years; and
- The difference between the historic cost depreciation charge for the year and the actual charge for the year calculated on the revalued asset amount.

Transparent Approach to Cost (TRAC) operating deficit

TRAC adjustments are made to the published accounts results to reflect the full economic cost of capital employed and the cost of maintaining infrastructure at current insured values (as opposed to their own historic cost); these two adjustments result in the UK HEI sector showing a significant 'TRAC-adjusted' deficit.

Cash flow from operating activities

This is the amount of cash (as opposed to surplus or deficit) which is generated from the day-to-day activities of the institution. Some cost activities (e.g. depreciation) do not physically consume cash.

Net liquidity as number of days' expenditure

This measure shows how many days' worth of normal expenditure on HEI activities could be covered by the amount of readily available cash (either in the bank or on short term deposit, and less any overdrafts held with banks).

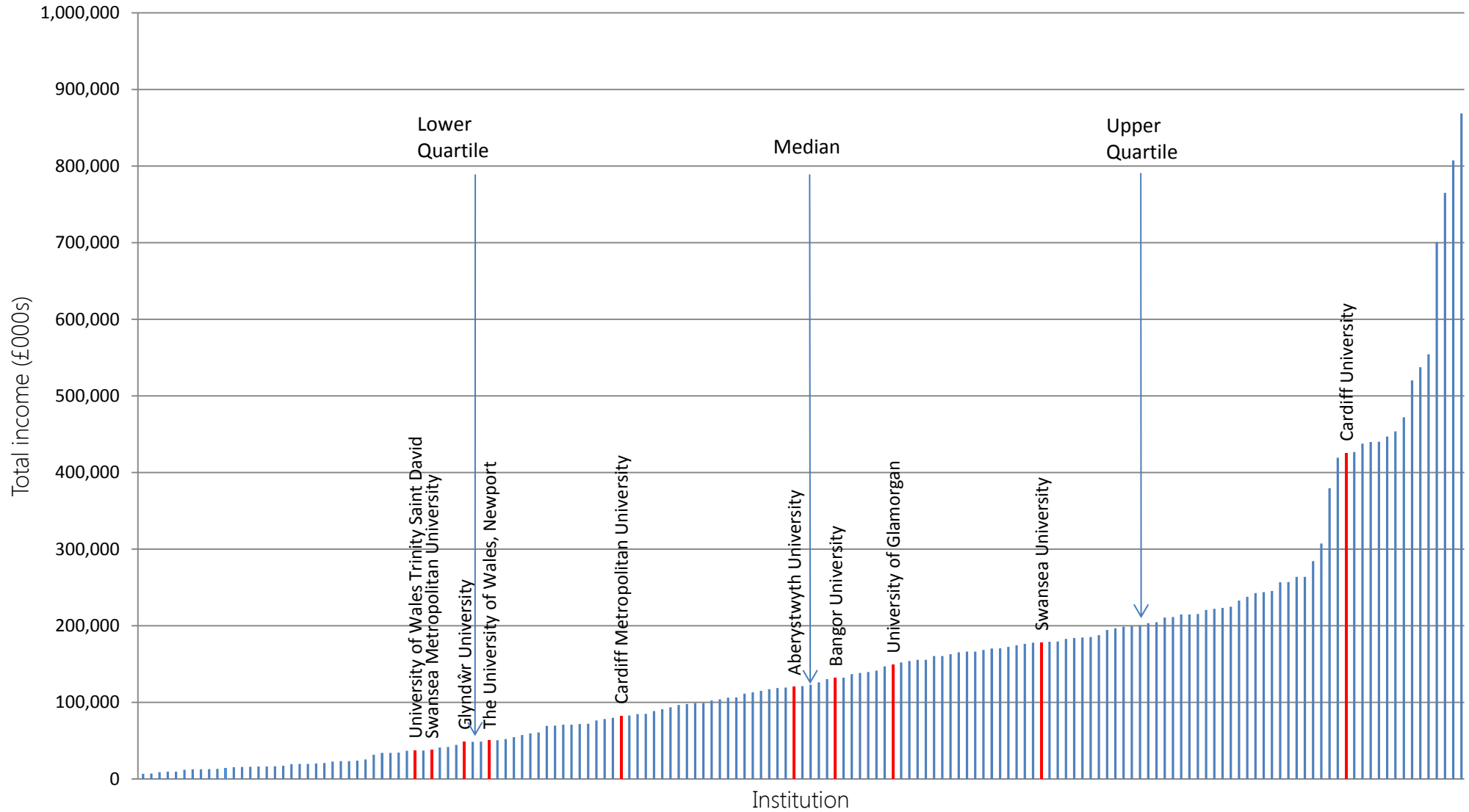
External borrowings

Some institutions borrow on a long term basis to fund major activities such as capital expenditure on buildings or equipment; others are able to finance such projects from their normal activities. When borrowing does take place, this ratio can help identify the level of burden placed on the institution and its ability to service its debt (i.e. the interest and capital repayments on the amounts borrowed).

Discretionary reserves

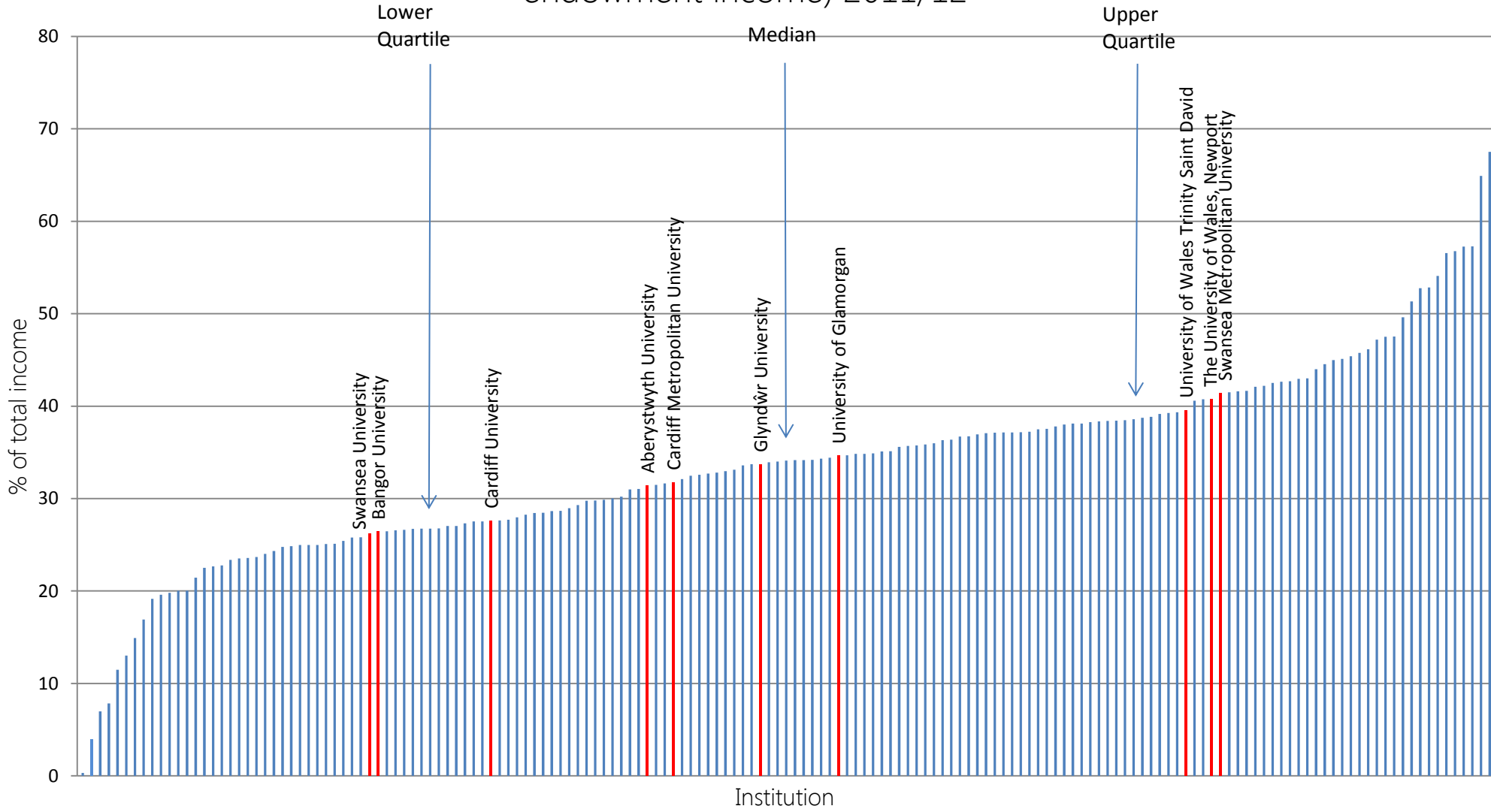
These reserves are primarily accumulated over time from the surpluses generated from the normal activities of the institution, and generally represent the long-term financial viability to fund future activities. The 'FRS17' adjustment (which reflects the current estimated value of the pensions deficit) is excluded from this figure.

Total income UK HEIs 2011/12

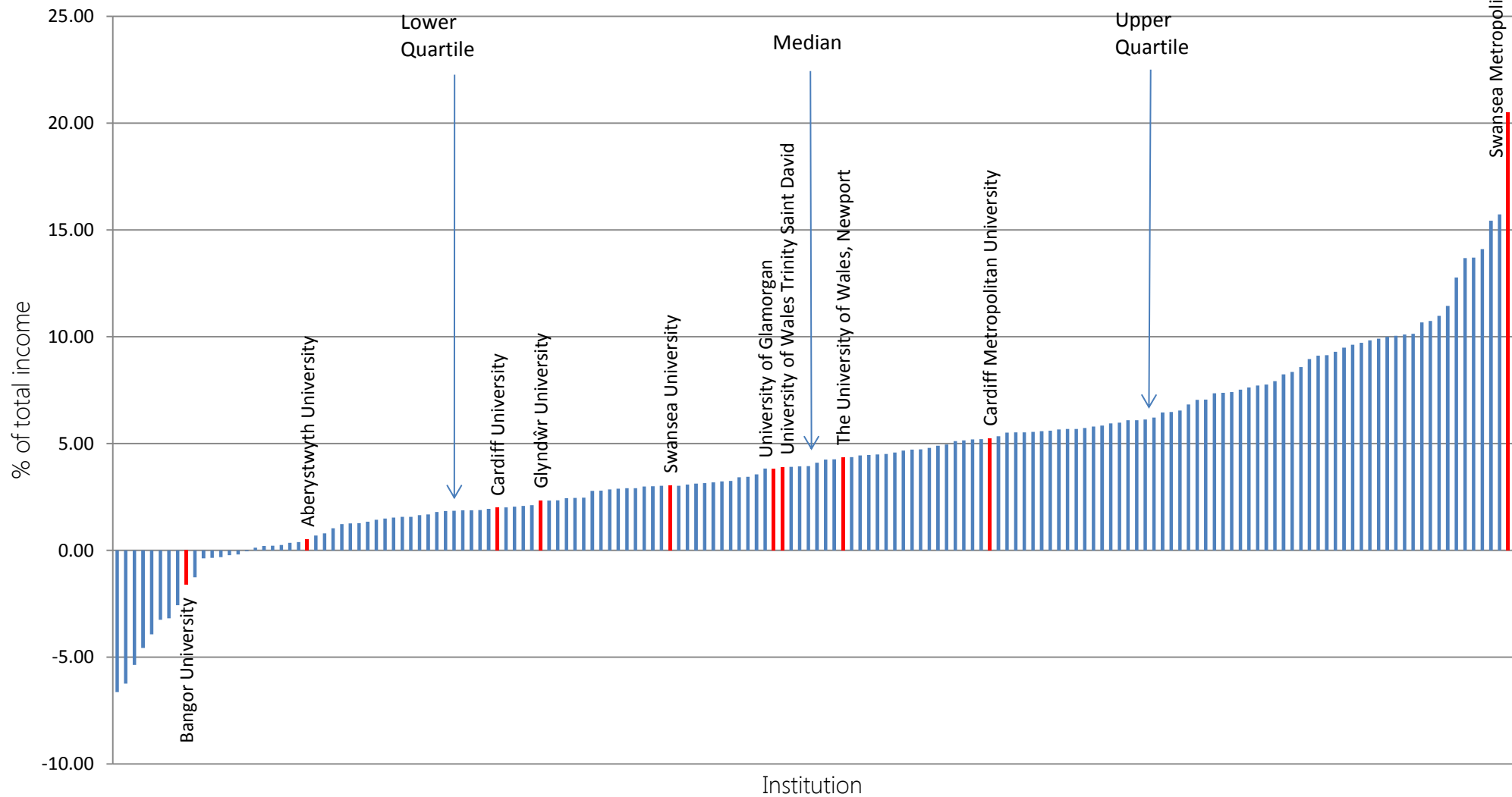


Note: The two institutions with the highest total incomes have not been displayed in order to enhance readability.

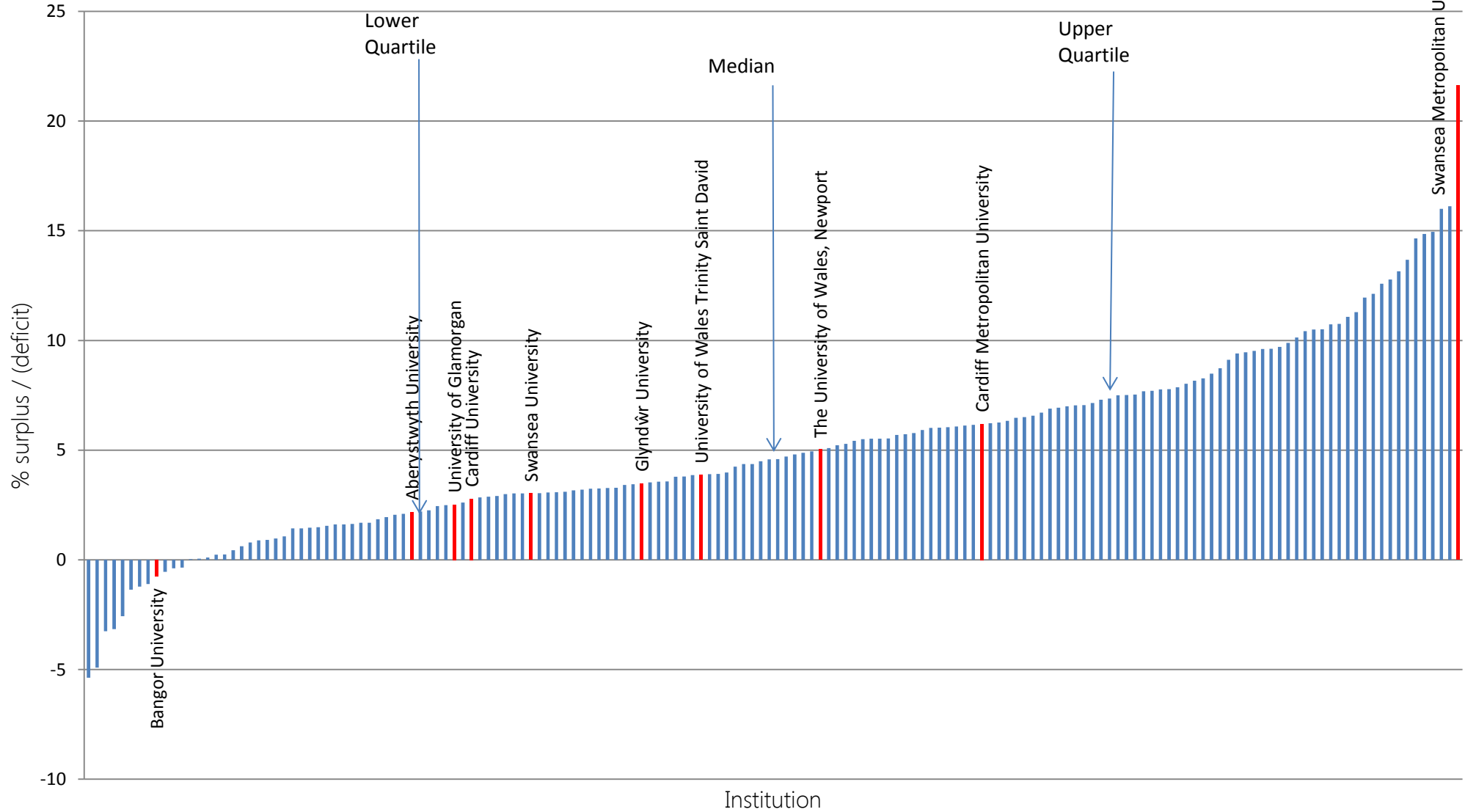
Funding Council grant as % of total income (including investment and endowment income) 2011/12



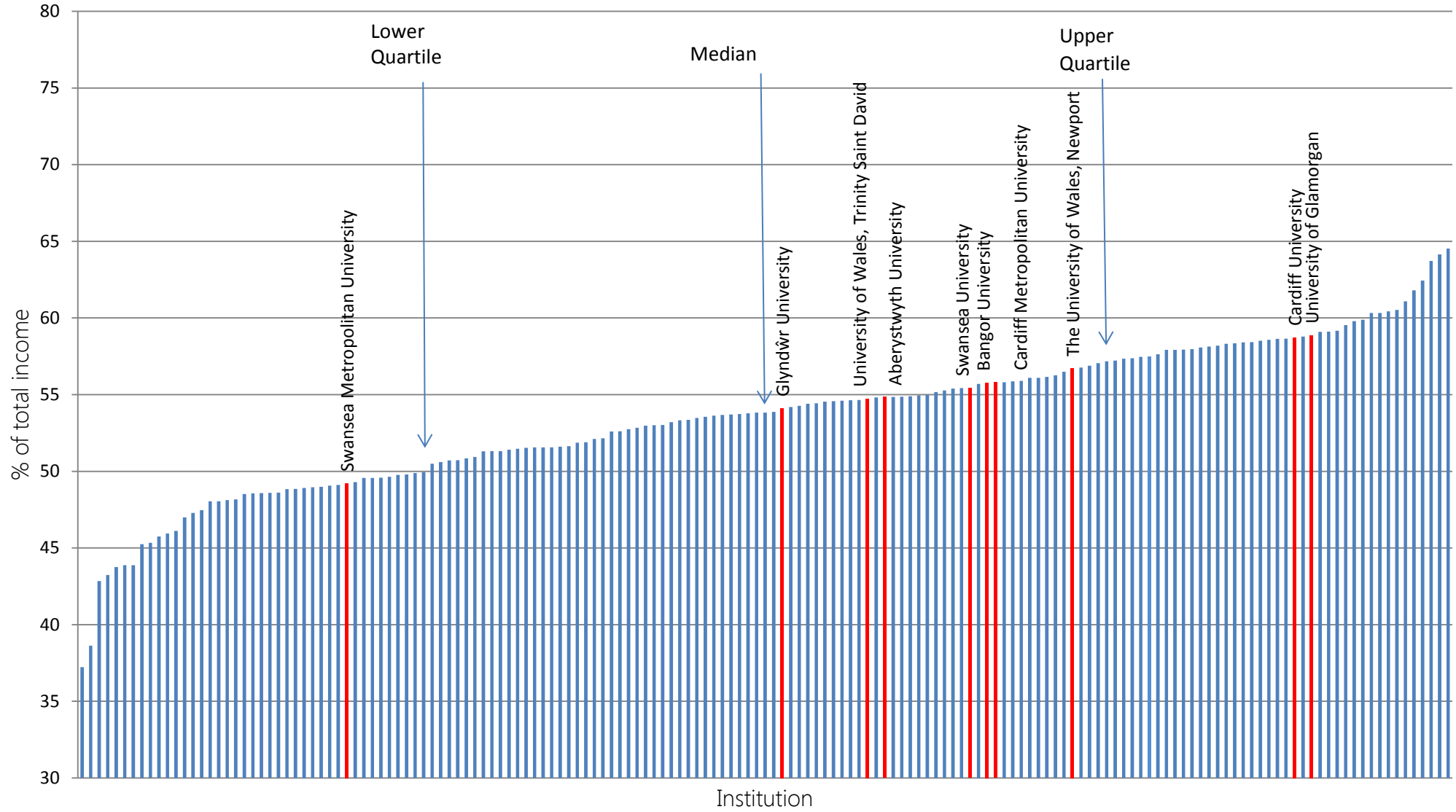
Operating surplus/(deficit) as % of total income (excluding exceptional income and costs) 2011/12



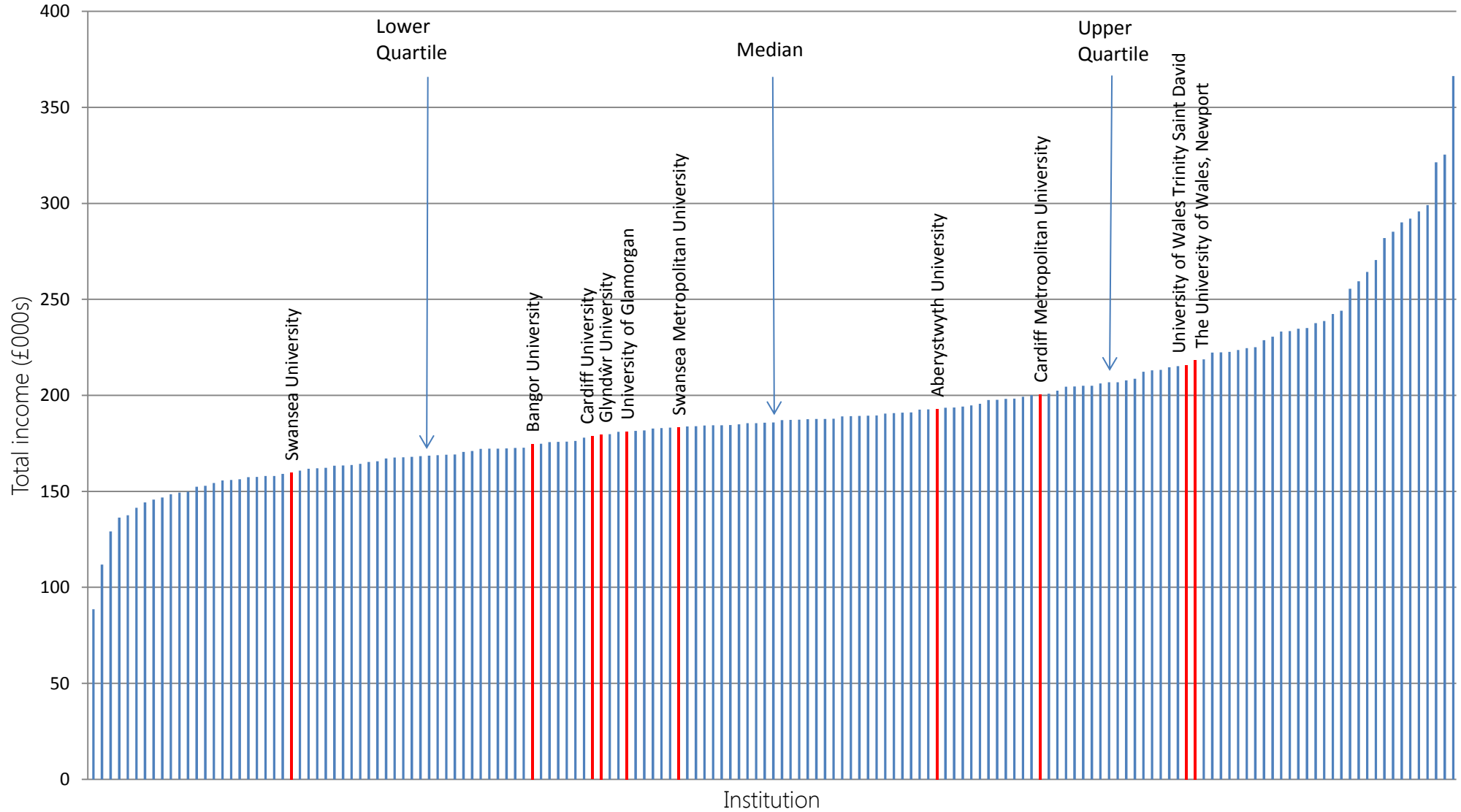
Historical cost surplus/(deficit), after taxation, as % of total income 2011/12



Staff costs as % of total income 2011/12

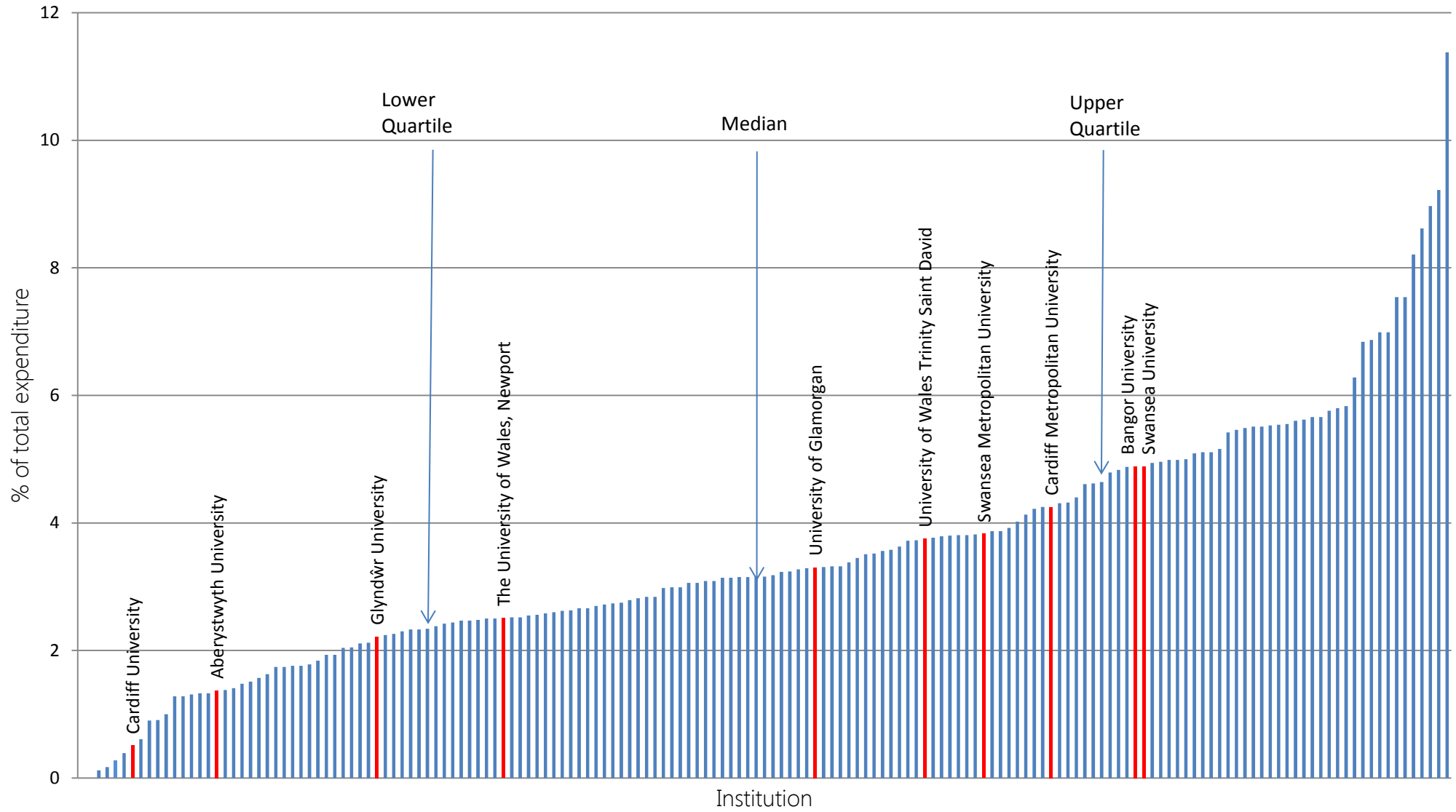


Total income per full-time equivalent (FTE) academic staff 2011/12

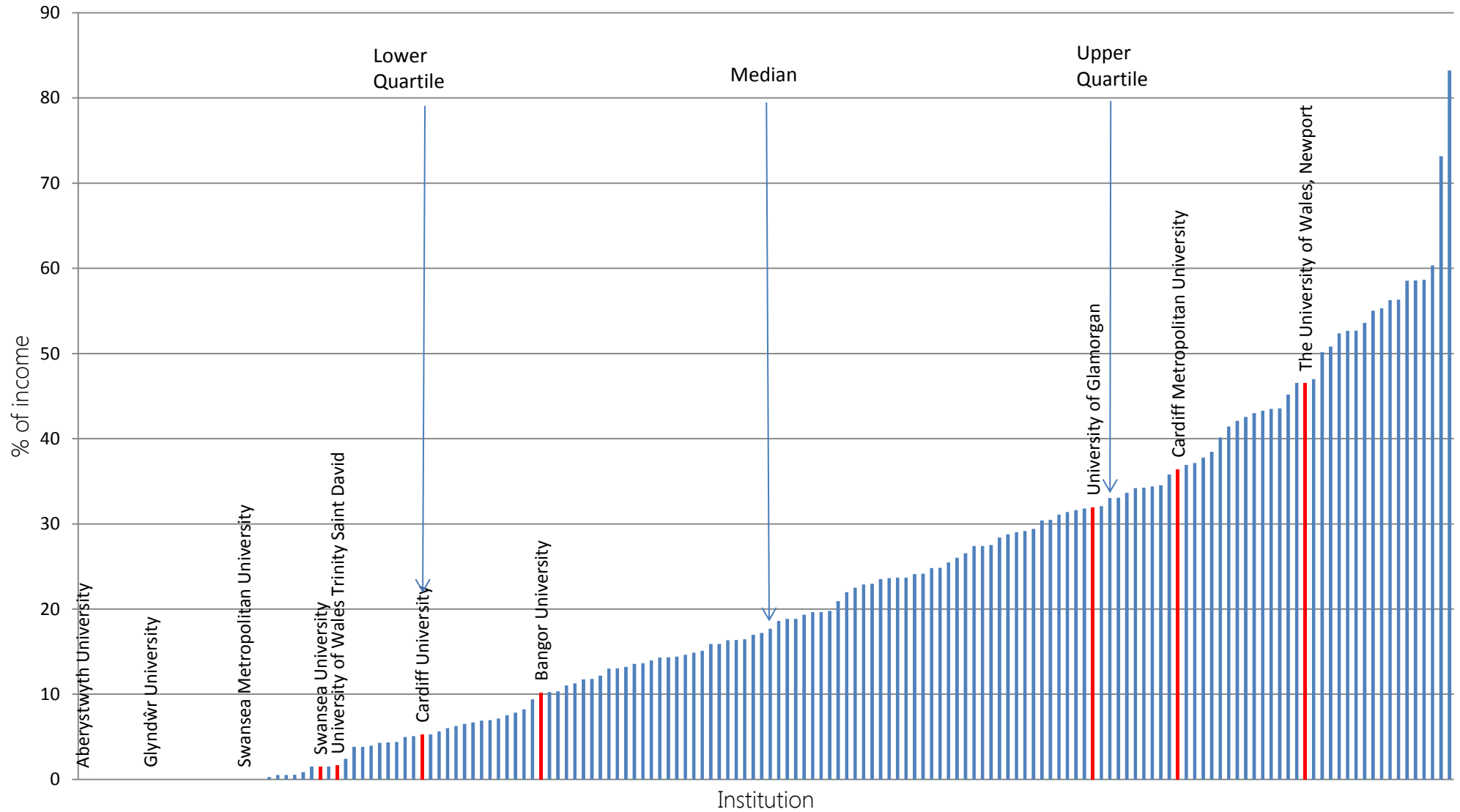


Note: Four institutions with large figures have been omitted to bring the graph to a readable scale.

Premises cost (repairs and maintenance) as % of total expenditure 2011/12

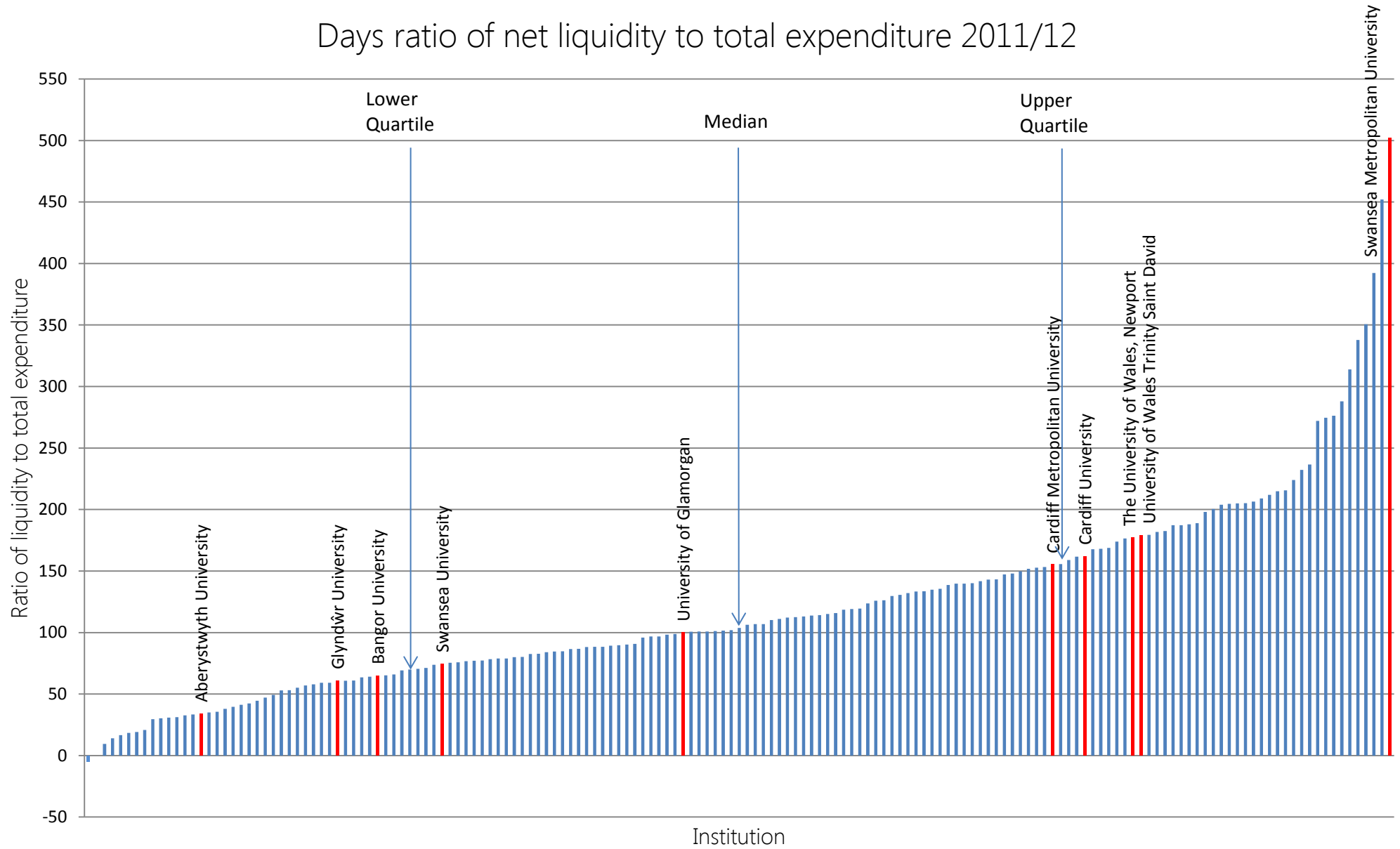


External borrowing as % of total income 2011/12



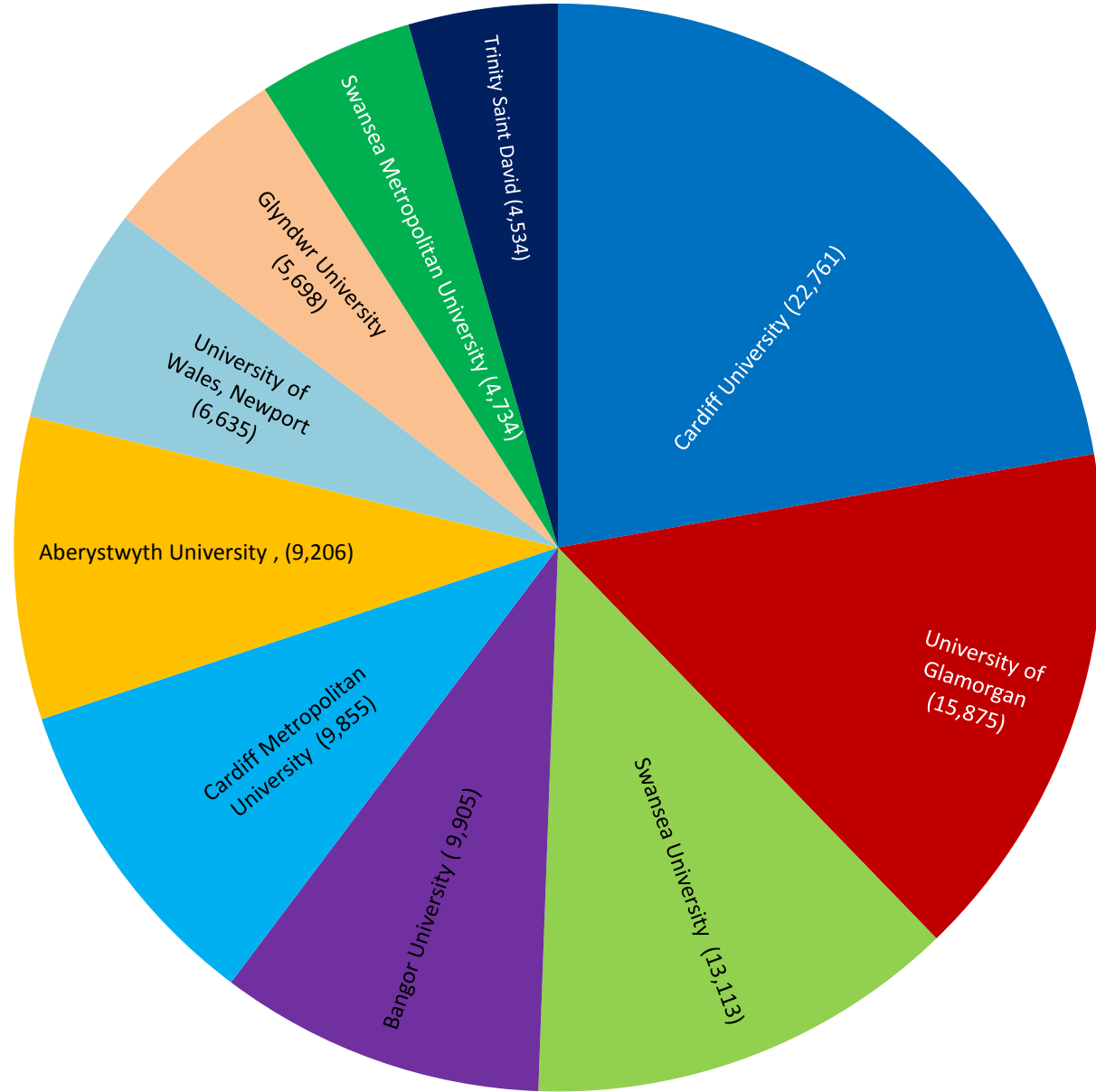
Note: One institution with a large percentage has been excluded to bring the graph to a readable scale.

Days ratio of net liquidity to total expenditure 2011/12

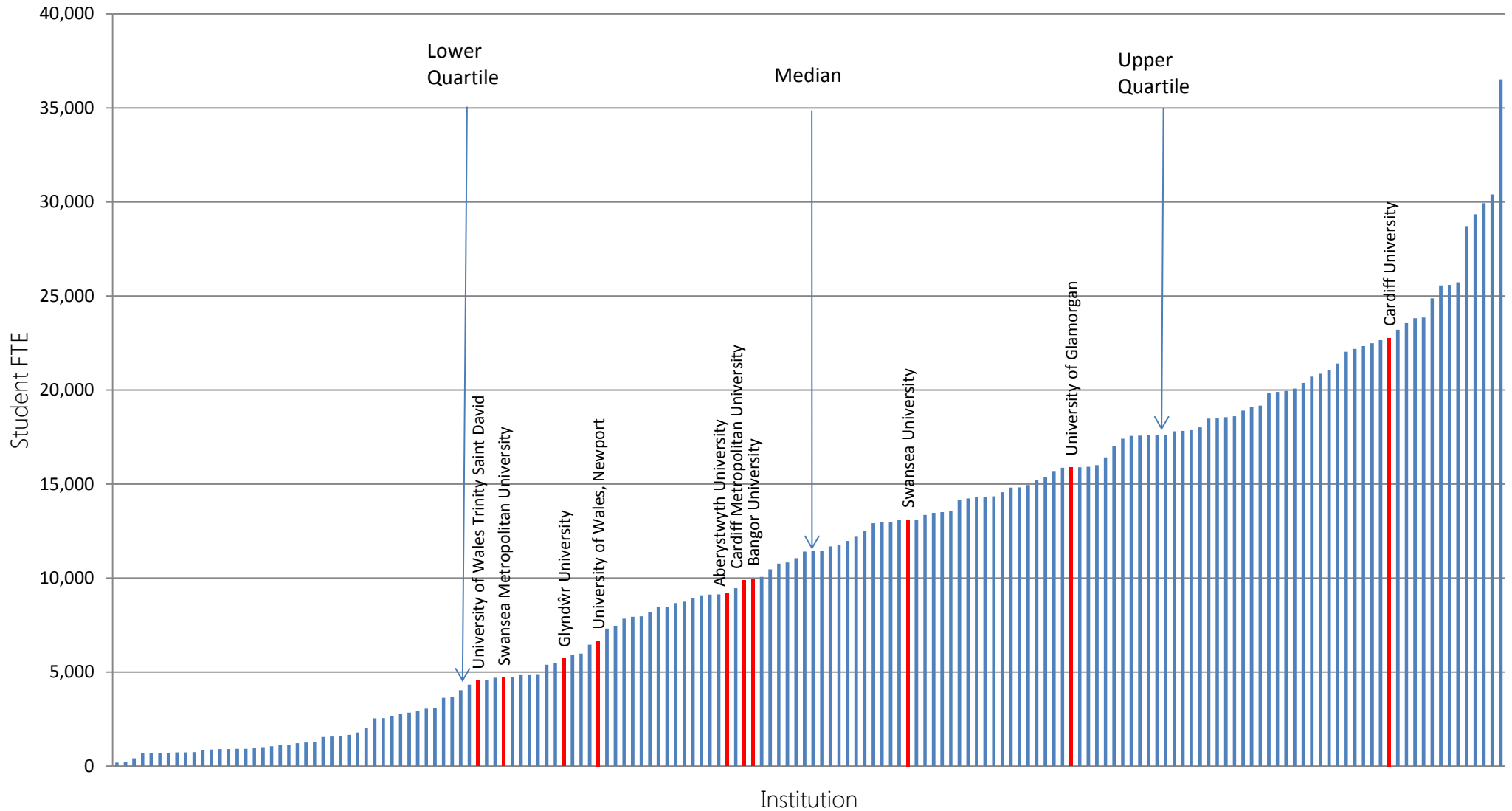


Summary full-time equivalent (FTE) student numbers at Welsh HE institutions 2011/12

Institution	Full-time undergraduate	Part-time undergraduate	Full-time postgraduate	Part-time postgraduate	Total FTE
Cardiff University	16,333	989	3,664	1,775	22,761
University of Glamorgan	12,111	1,765	1,307	692	15,875
Swansea University	10,281	469	1,979	384	13,113
Bangor University	7,263	347	1,913	382	9,905
Cardiff Metropolitan University	7,191	285	1,511	868	9,855
Aberystwyth University	7,842	364	785	214	9,206
University of Wales, Newport	3,973	1,811	445	406	6,635
Glyndwr University	3,507	1,368	559	264	5,698
Swansea Metropolitan University	3,536	406	572	220	4,734
University of Wales Trinity Saint David	3,064	688	382	400	4,534
Total:	75,102	8,492	13,117	5,605	102,316

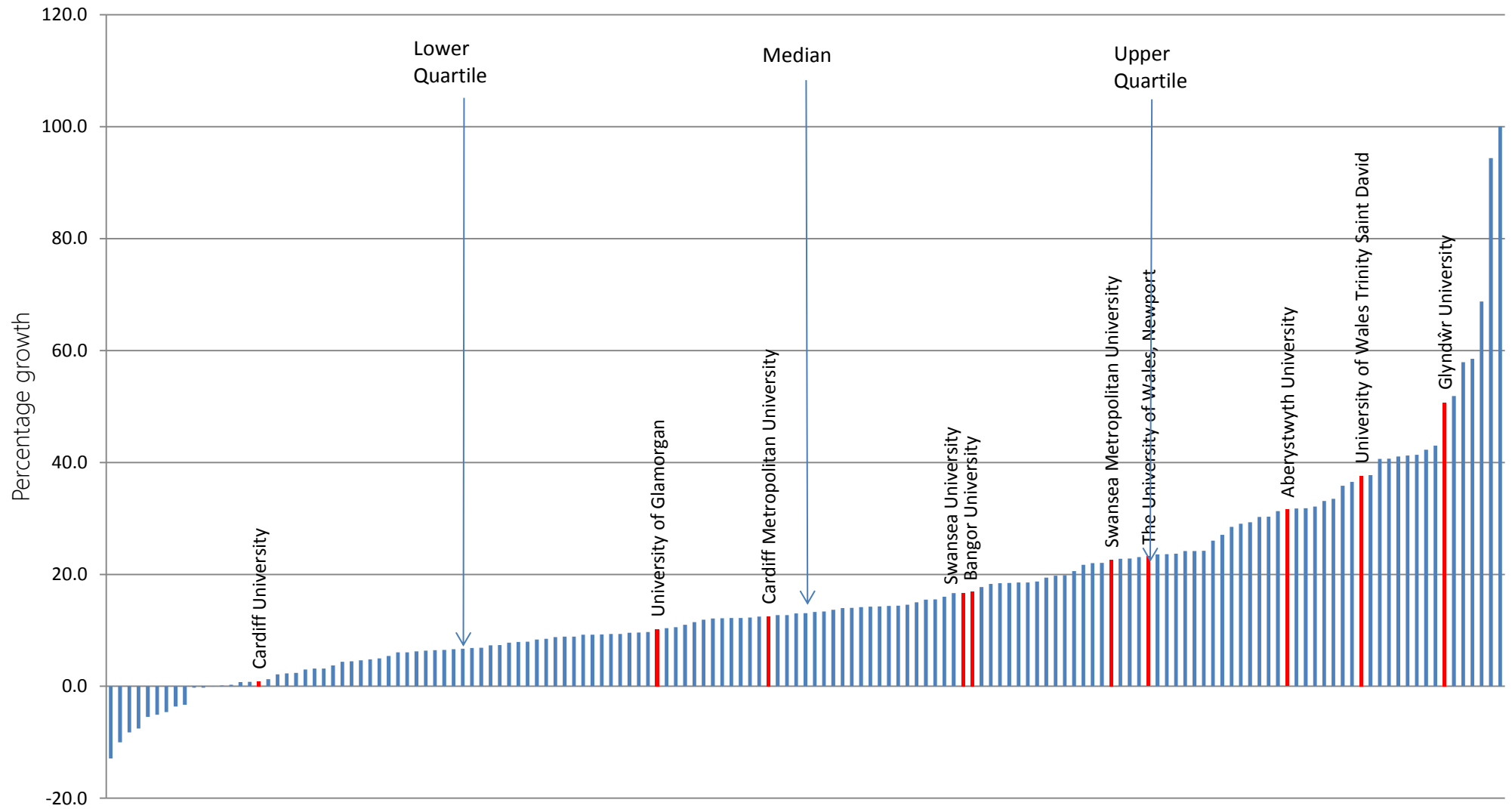


Full-time equivalent (FTE) students at UK HEIs 2011/12

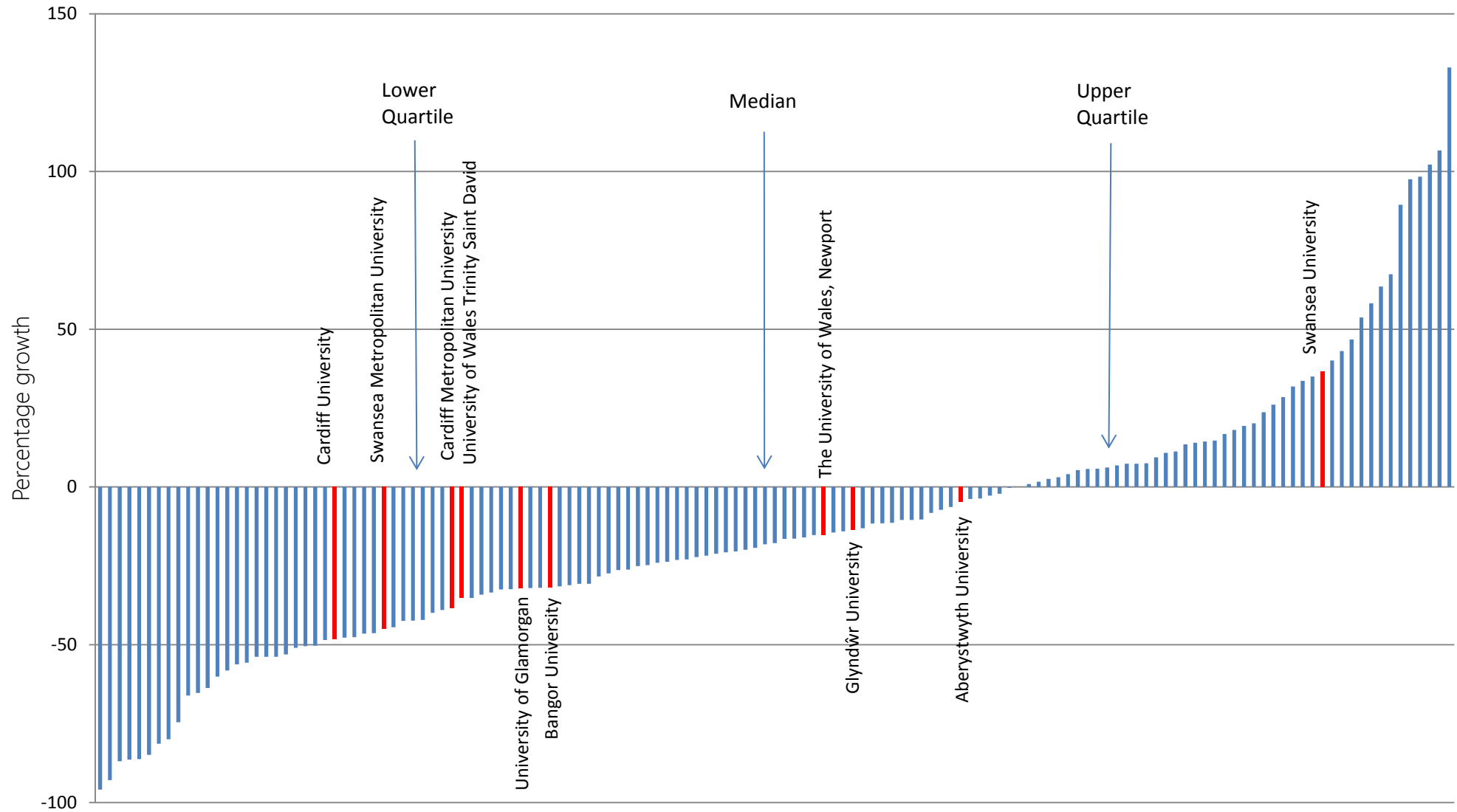


Note: The institution with the highest FTE student number has been omitted to bring the graph to a readable scale.

Student FTE percentage growth at each UK HEI 2007/08 to 2011/12 (full-time undergraduate)

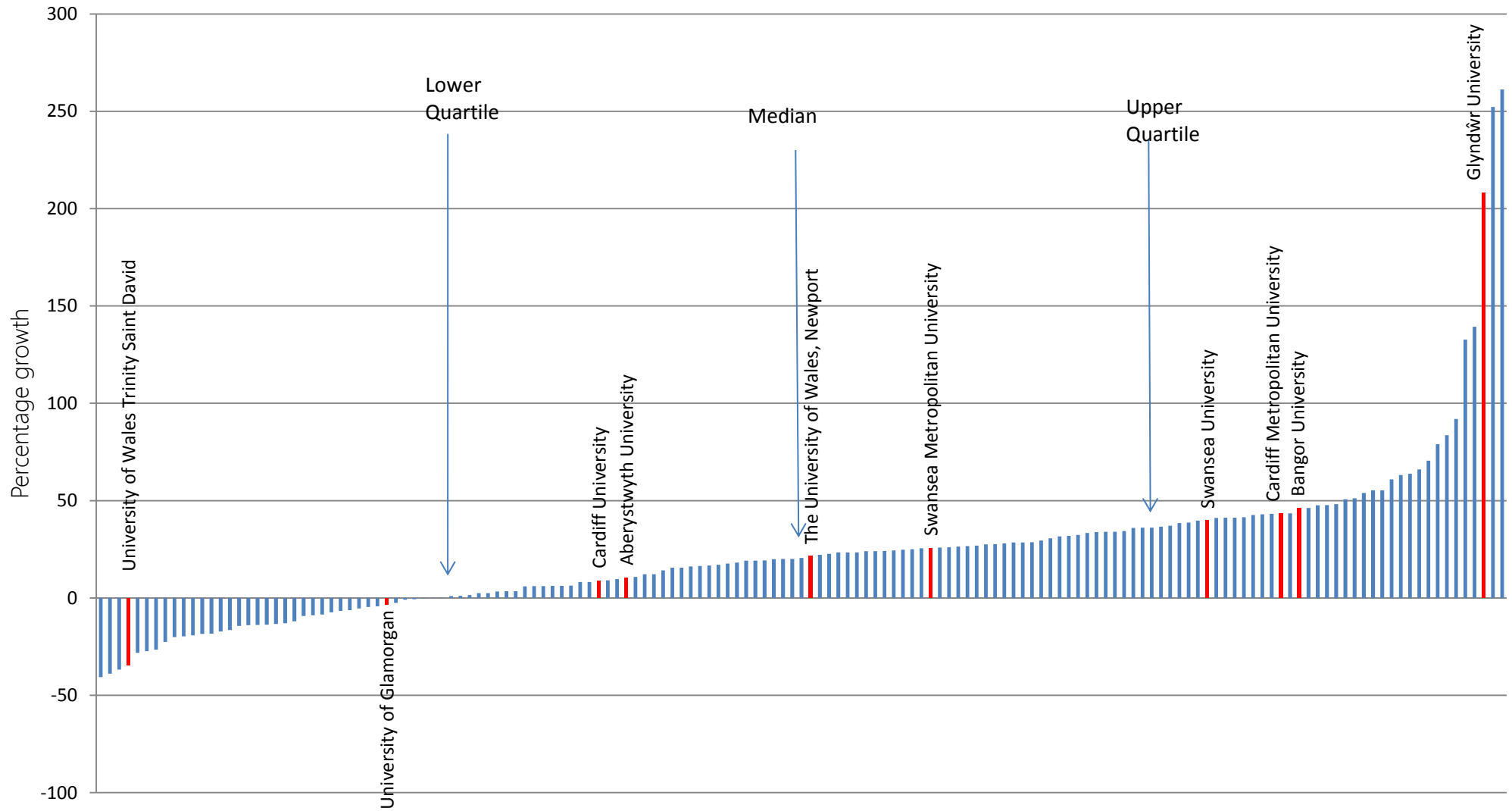


Student FTE percentage growth at each UK HEI 2007/08 to 2011/12 (part-time undergraduate)



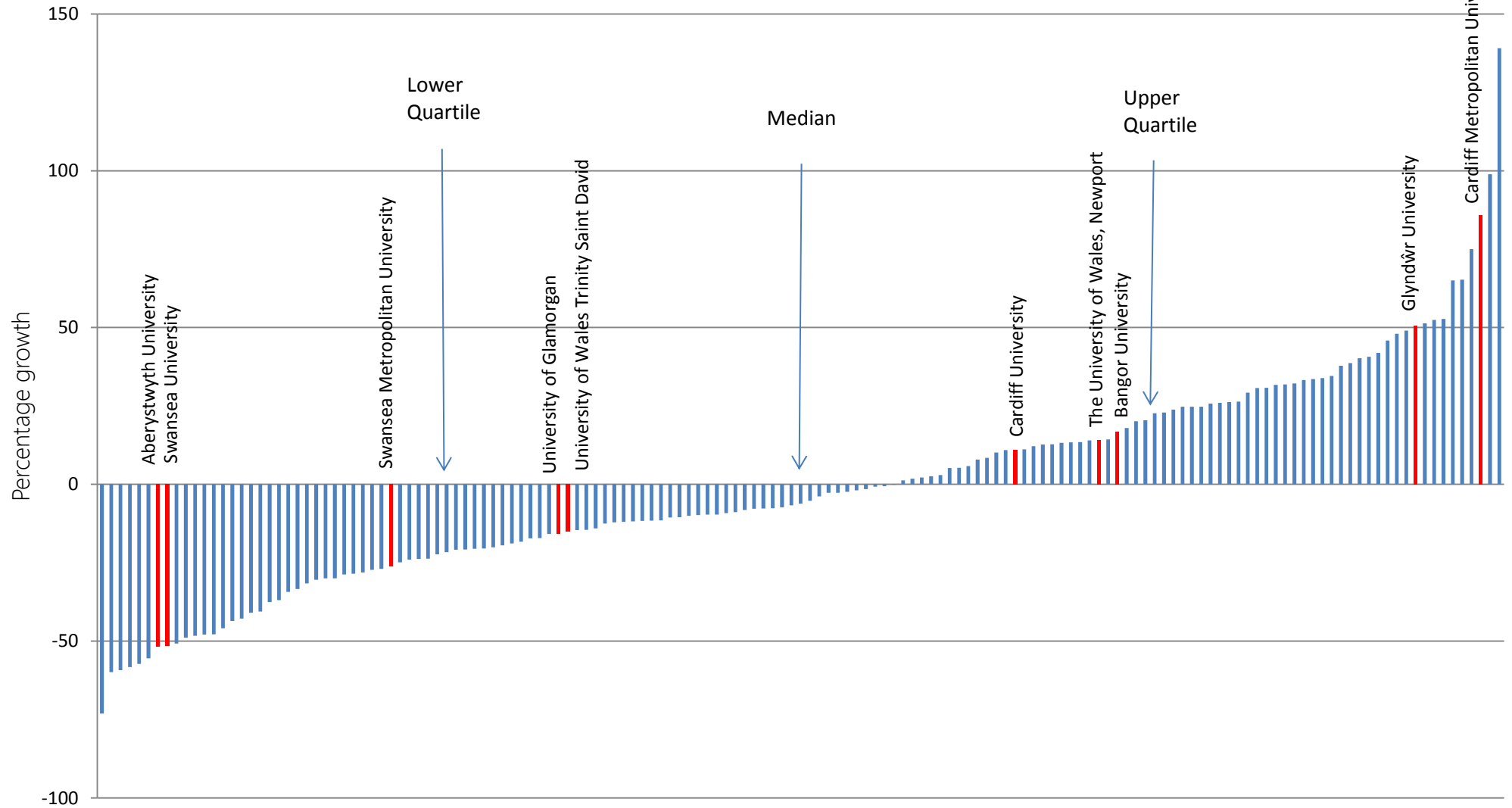
Note: Two institutions with large figures have been omitted to bring the graph to a readable scale.

Student FTE percentage growth at each UK HEI 2007/08 to 2011/12 (full-time postgraduate)



Note: One University with a large figure has been omitted to bring the graph to a readable scale.

Student FTE percentage growth at each UK HEI 2007/08 to 2011/12 (part-time postgraduate)



Note: Two institutions with large figures have been omitted to bring the graph to a readable scale.

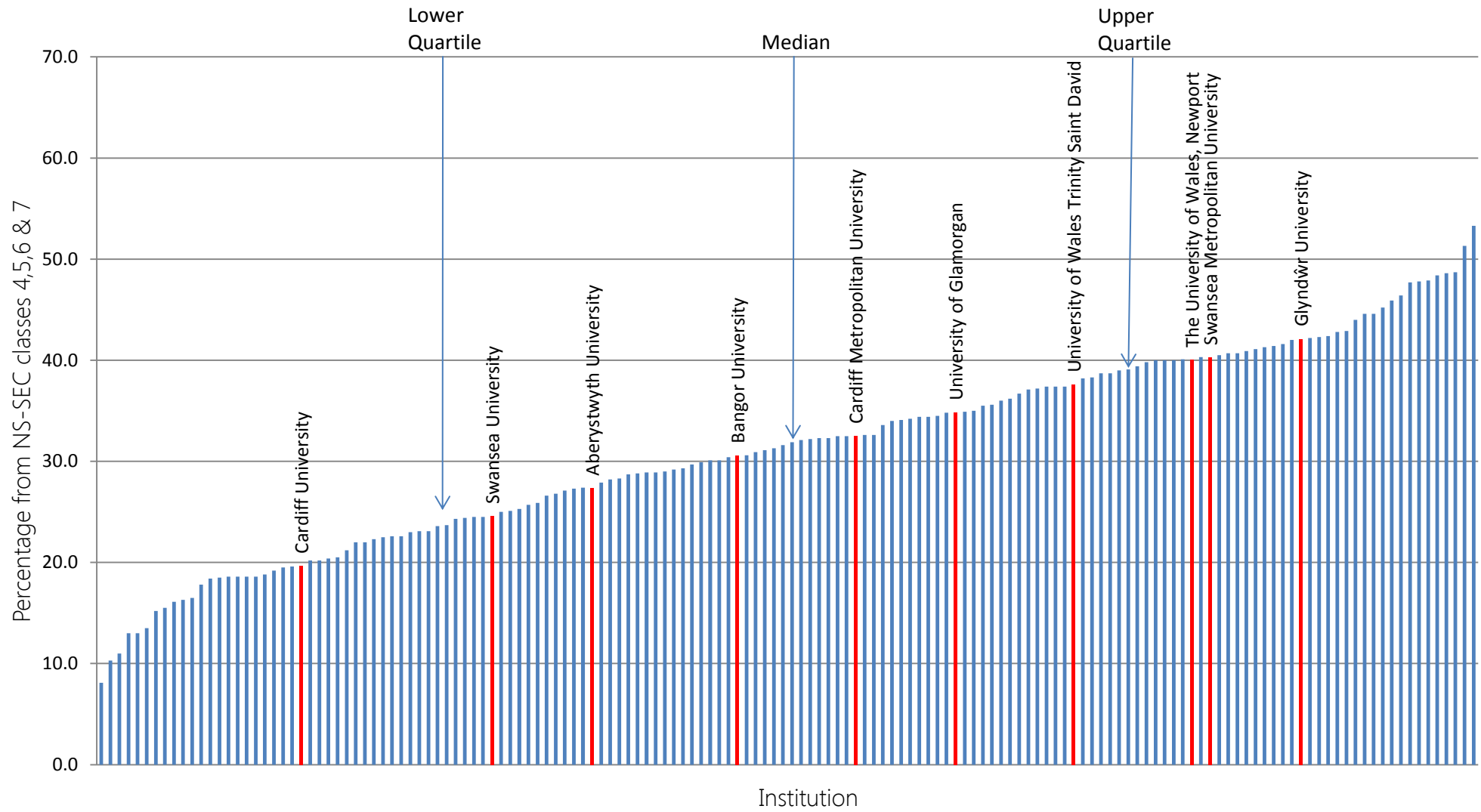
Young full-time first degree entrants from National Statistics Socioeconomic Classification categories 4 to 7, 2011/12

	Percentage from NS-SEC classes 4,5,6 & 7	Benchmark (%)	Standard deviation (%)	+/-
Total UK	30.7			
Total England	30.9			
Total Northern Ireland	39.1			
Total Scotland	26.6			
Total Wales	29.1			
Cardiff University	19.7	24.4	0.74	-
Swansea University	24.6	29.9	0.99	-
Aberystwyth University	27.4	31.5	1.02	-
Bangor University	30.6	32.9	1.21	
Cardiff Metropolitan University	32.5	36.1	1.17	-
University of Glamorgan	34.8	35.0	0.98	
University of Wales Trinity Saint David	37.6	36.9	1.77	
The University of Wales, Newport	40.1	36.9	1.73	
Swansea Metropolitan University	40.3	37.9	1.84	
Glyndŵr University	42.1	38.2	2.78	

+/- shows that the indicator is significantly better/worse than its benchmark. Welsh institutions are ordered by % value.

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% Full-time young first degree entrants from NS-SEC 4,5,6,7 2011/12



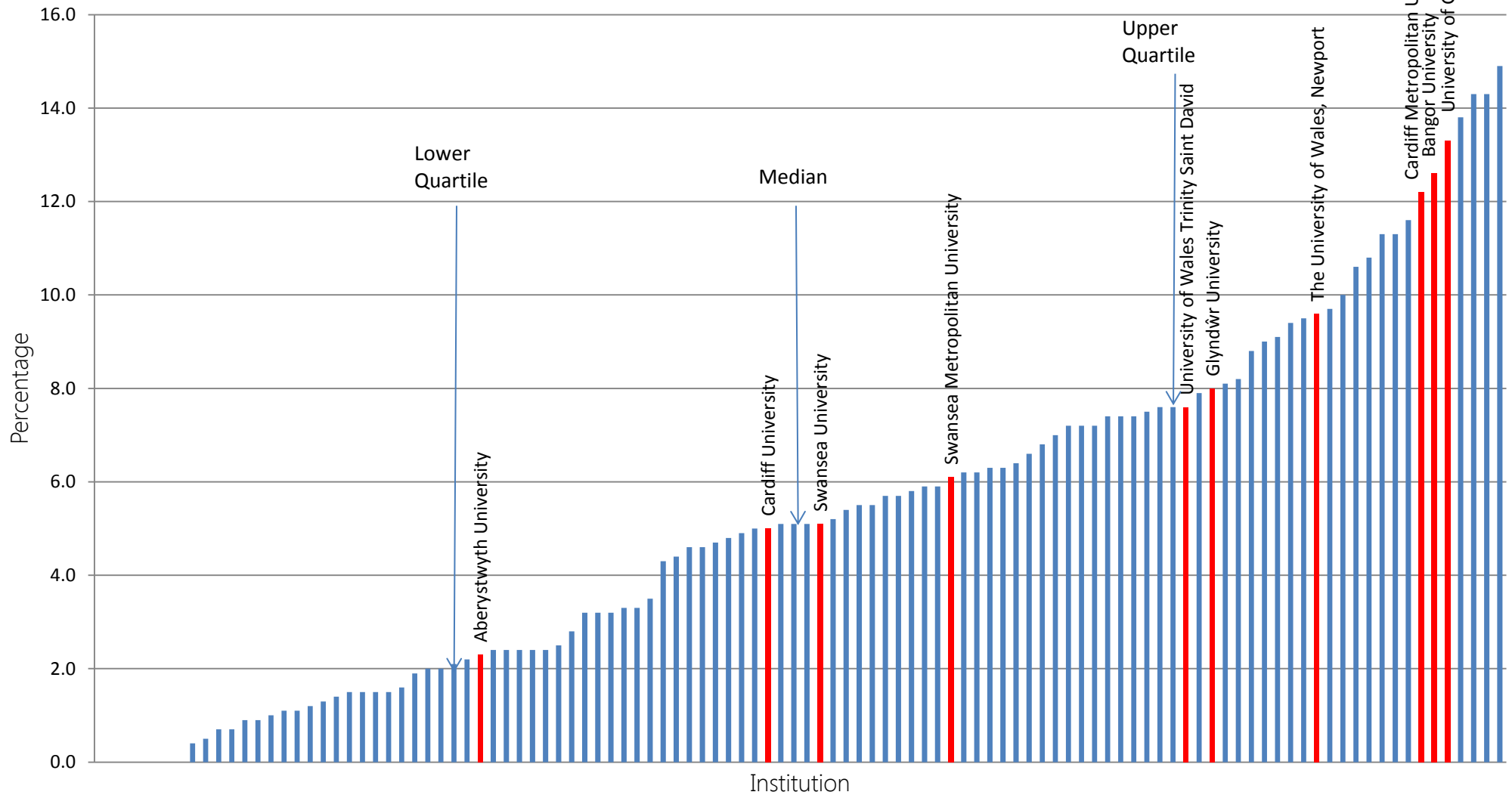
Part-time undergraduate mature entrants with no previous higher education and from low participation neighbourhoods, 2011/12

	Percentage with no previous HE & from low participation neighbourhood (POLAR3)	Benchmark (%)	Standard deviation (%)	+/-
Total UK (excluding Scotland)	7.7			
Total England	7.7			
Total Northern Ireland	3.8			
Total Wales	8.4			
Aberystwyth University	2.3	6.1	0.83	-
Cardiff University	5.0	4.7	0.44	
Swansea University	5.1	7.0	0.70	
Swansea Metropolitan University	6.1	6.7	1.16	
University of Wales Trinity Saint David	7.6	11.0	1.10	-
Glyndŵr University	8.0	5.6	0.76	
The University of Wales, Newport	9.6	7.1	0.62	
Cardiff Metropolitan University	12.2	11.6	1.29	
Bangor University	12.6	10.1	1.72	
University of Glamorgan	13.3	10.9	0.50	

+/- shows that the indicator is significantly better/worse than its benchmark. Welsh institutions are ordered by % value.

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% Part-time undergraduate mature entrants with no previous HE and from a low-participation neighbourhood 2011/12



Note: Does not include Scottish institutions since PIs are not provided for these.

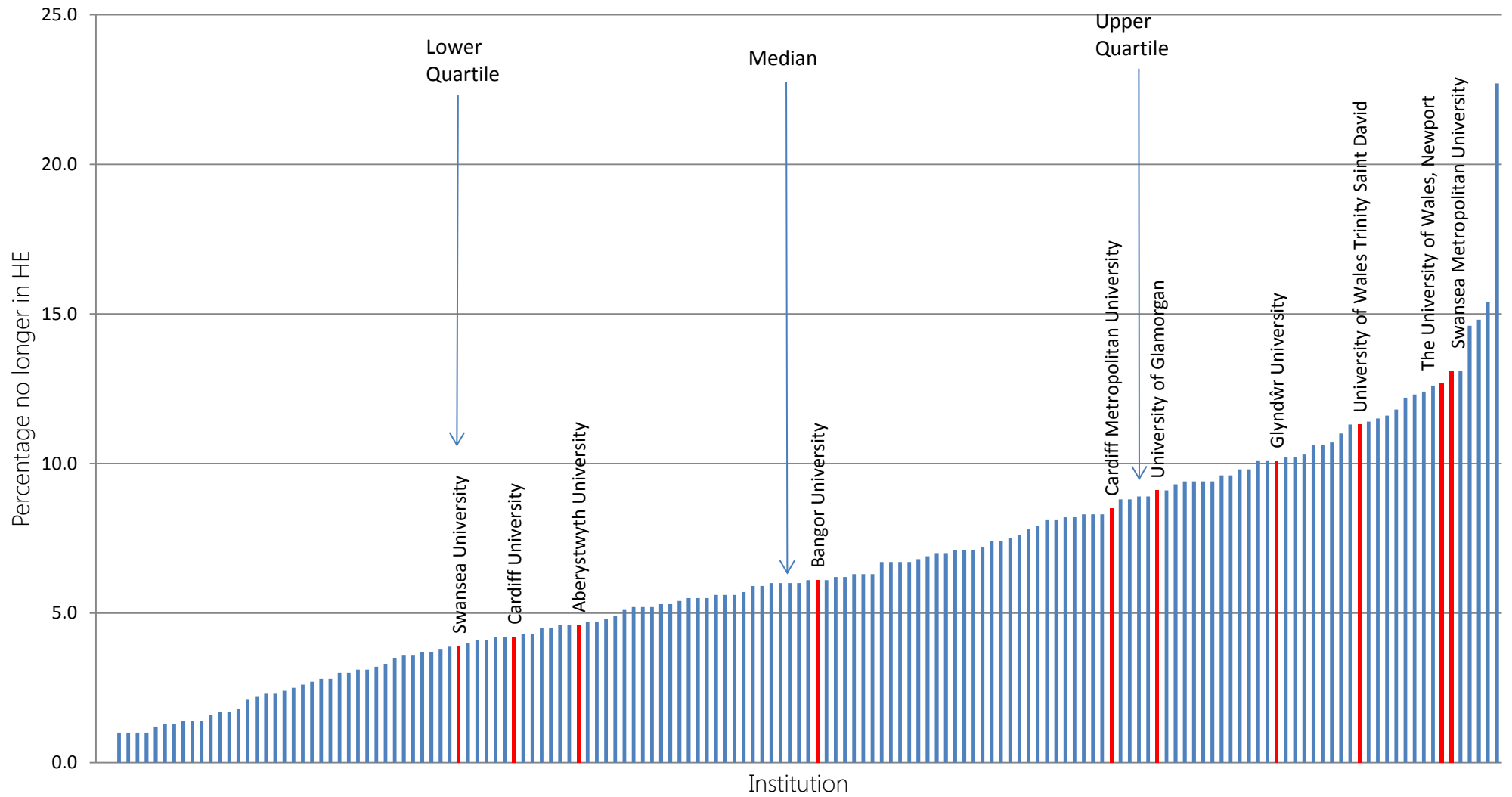
Full-time undergraduate, first degree, young entrants non-continuation following year of entry
(2010/11)

	Percent no longer in HE (%)	Bench-mark (%)	Standard deviation (%)	+/-
Total UK	6.3			
Total England	6.2			
Total Northern Ireland	5.7			
Total Scotland	7.6			
Total Wales	6.8			
Swansea University	3.9	5.6	0.44	
Cardiff University	4.2	3.4	0.36	
Aberystwyth University	4.6	6.3	0.49	
Bangor University	6.1	7.2	0.56	
Cardiff Metropolitan University	8.5	8.3	0.64	
University of Glamorgan	9.1	8.9	0.52	
Glyndŵr University	10.1	10.5	1.24	
University of Wales Trinity Saint David	11.3	8.7	1.02	
The University of Wales, Newport	12.7	9.5	0.97	-
Swansea Metropolitan University	13.1	10.5	1.08	

+/- shows that the indicator is significantly better/worse than its benchmark. Welsh institutions are ordered by % value.

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Full-time first degree young entrants non-continuation following year of entry 2010/11



Current Quality Assurance Agency (QAA) institutional review outcomes for institutions in Wales

Institution	Year	Outcome
Aberystwyth University	June 2012	Confidence*
Bangor University	May 2012	Confidence*
Cardiff University	May 2008	Confidence**
Cardiff Metropolitan University (as University of Wales Institute, Cardiff)	March 2008	Confidence**
Glyndŵr University	June 2013	Meets UK expectations §
Swansea University	May 2008	Confidence**
University of South Wales	April 2011	Confidence**
University of Wales Trinity Saint David	June 2012	Confidence**
University of Wales	October 2010	Confidence* (With a subsequent investigation in June 2012 noting concerns).

Outcome definitions

* Confidence can be placed in the soundness of the institution's current and likely future management of the quality of its academic programmes and the academic standards of its awards; and (ii) Confidence can reasonably be placed in the soundness of the institution's present and likely future management of the quality of the learning opportunities available to students.

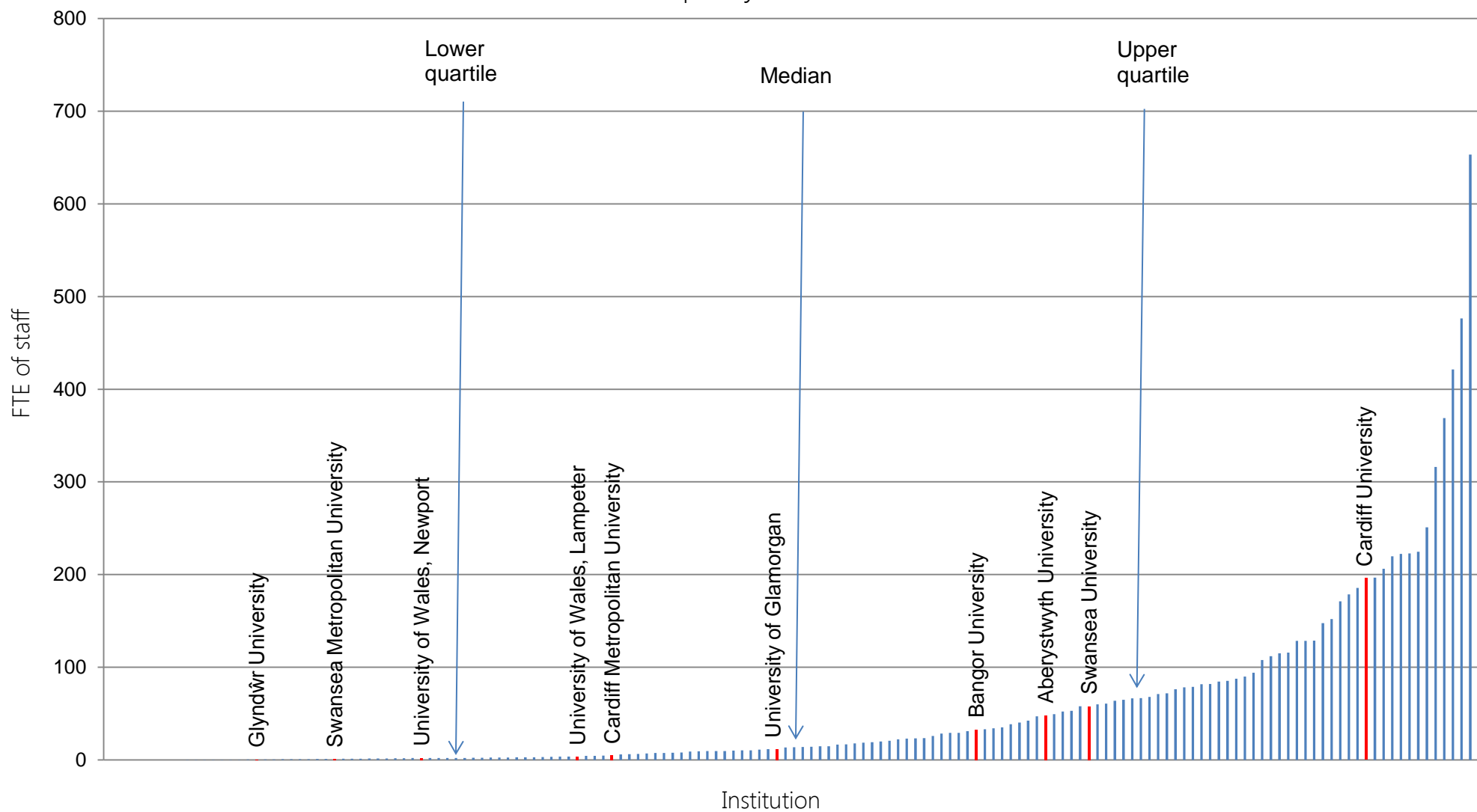
** Confidence can be placed in the soundness of the institution's current and likely future management of the quality of its academic programmes and the academic standards of its awards.

§ The QAA has recently revised the wording of their outcomes from 'confidence' ratings to judgements made against meeting UK expectations.

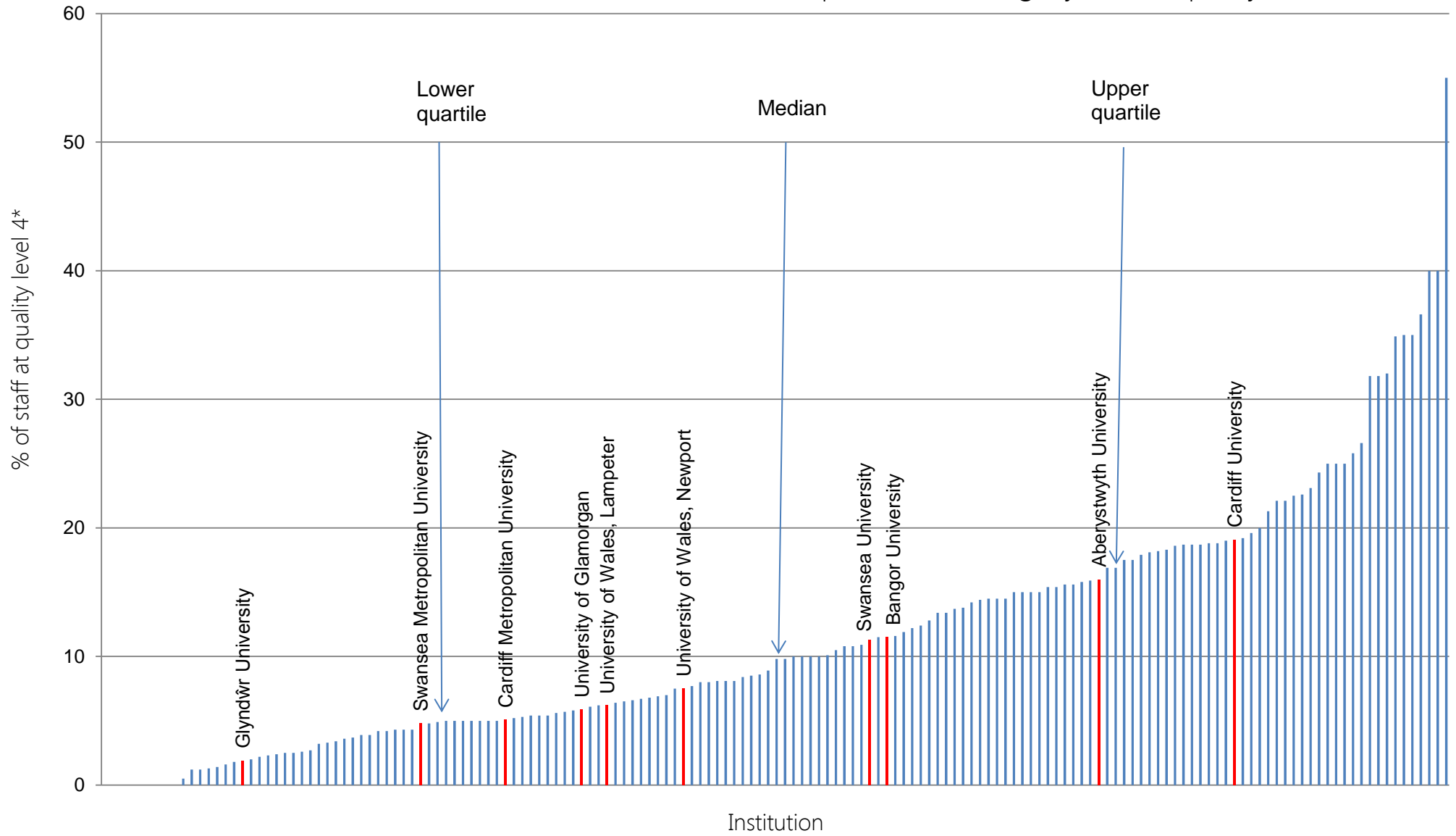
Notes

The full set of UK HE review reports can be found on the QAA's website at:
www.qaa.ac.uk/InstitutionReports/Pages/default.aspx

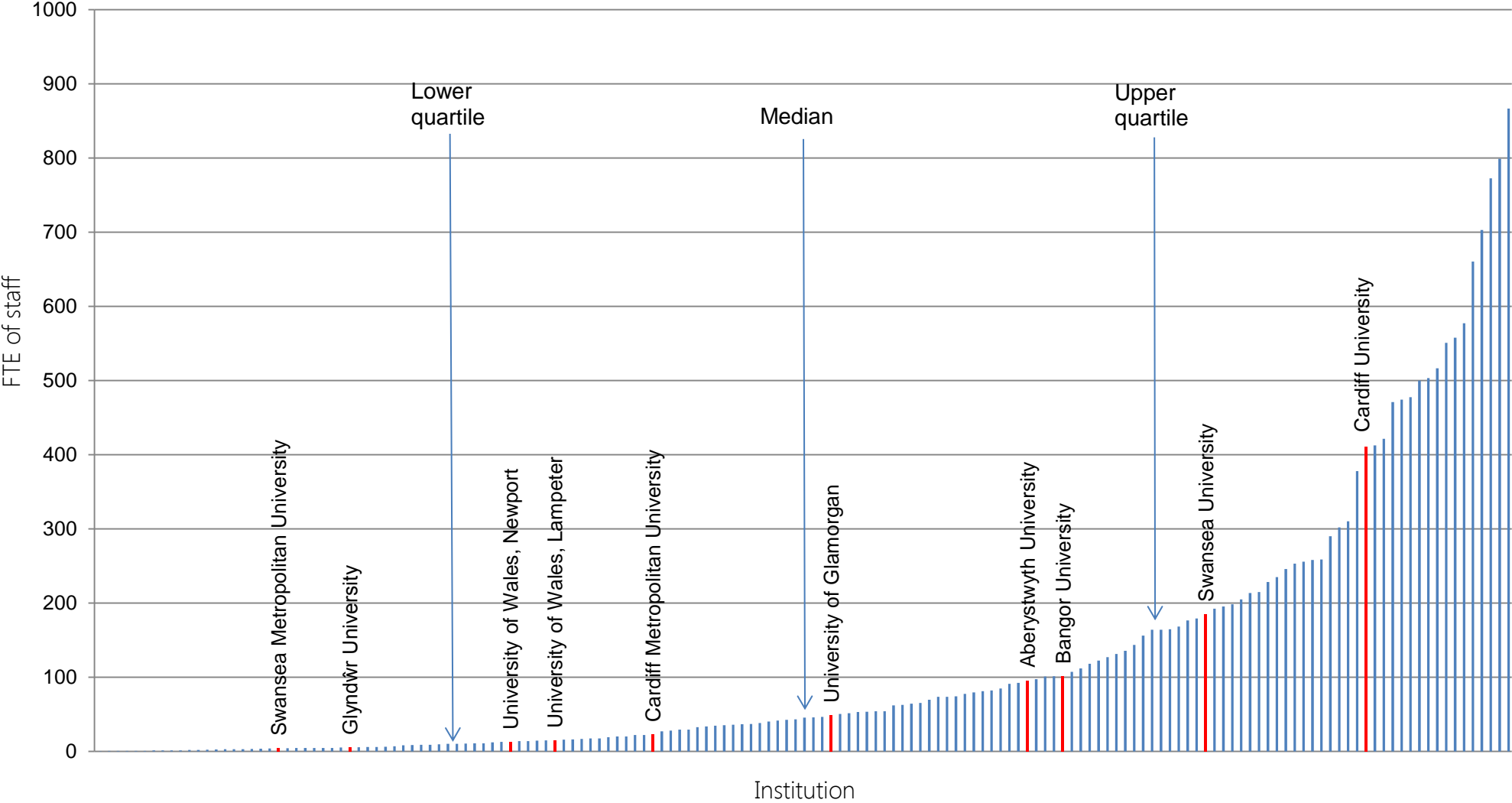
Research Assessment Exercise (RAE) 2008: Full-time equivalent (FTE) Category A staff quality level 4*



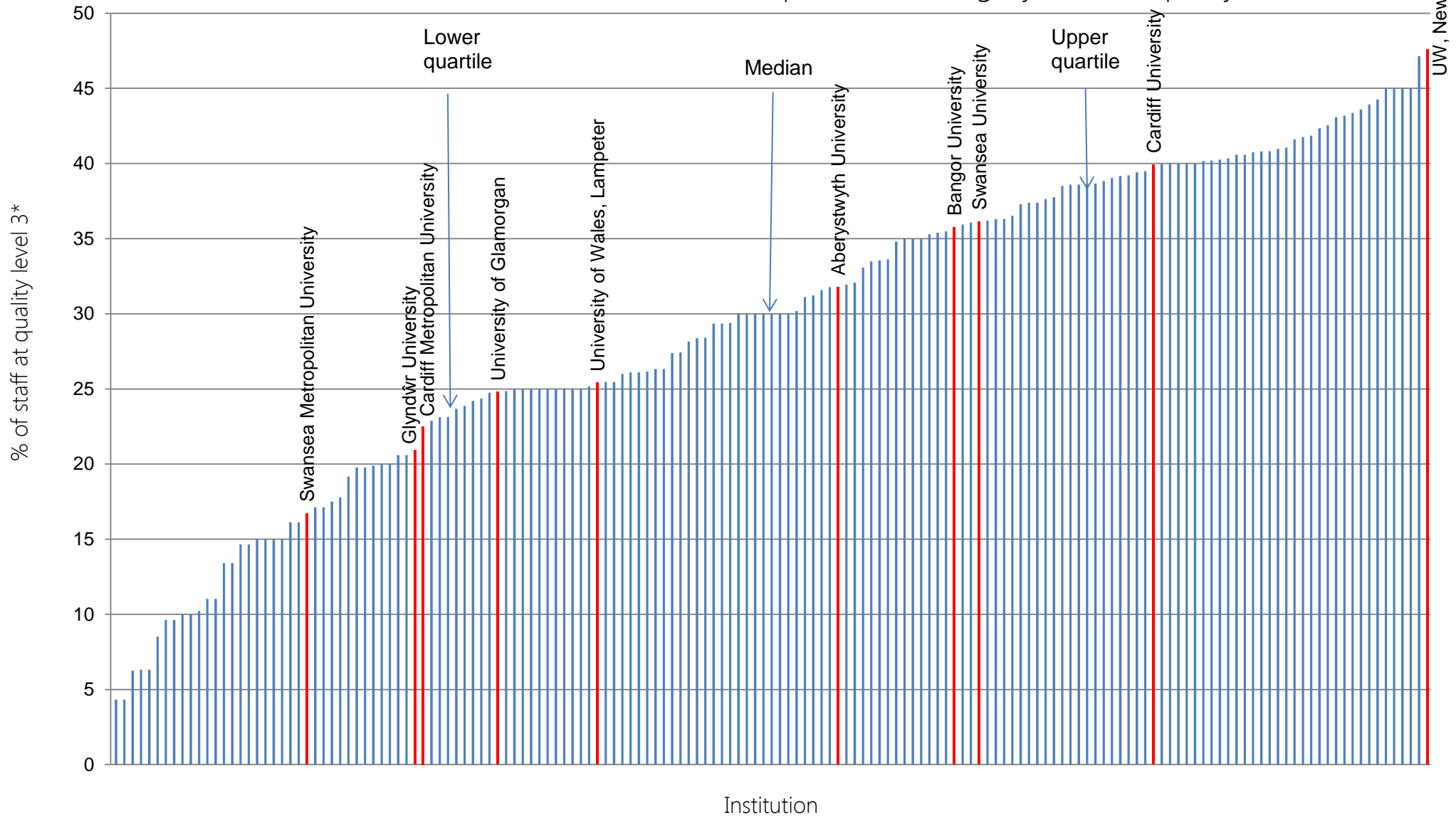
Research Assessment Exercise (RAE) 2008: Proportion of Category A staff quality level 4*



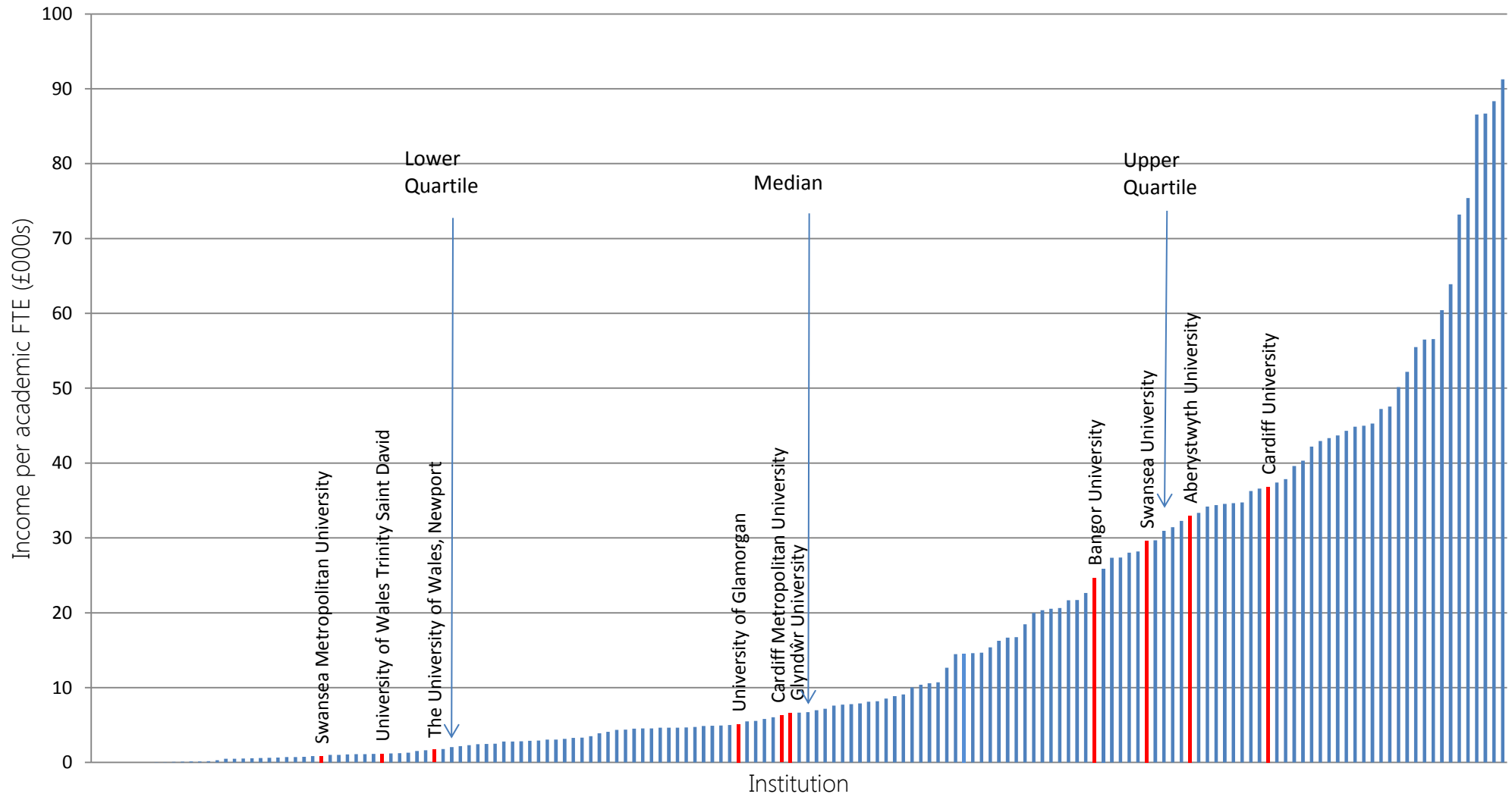
Research Assessment Exercise (RAE) 2008: Full-time equivalent (FTE) Category A staff quality level 3*



Research Assessment Exercise (RAE) 2008: Proportion of Category A staff - quality level 3*

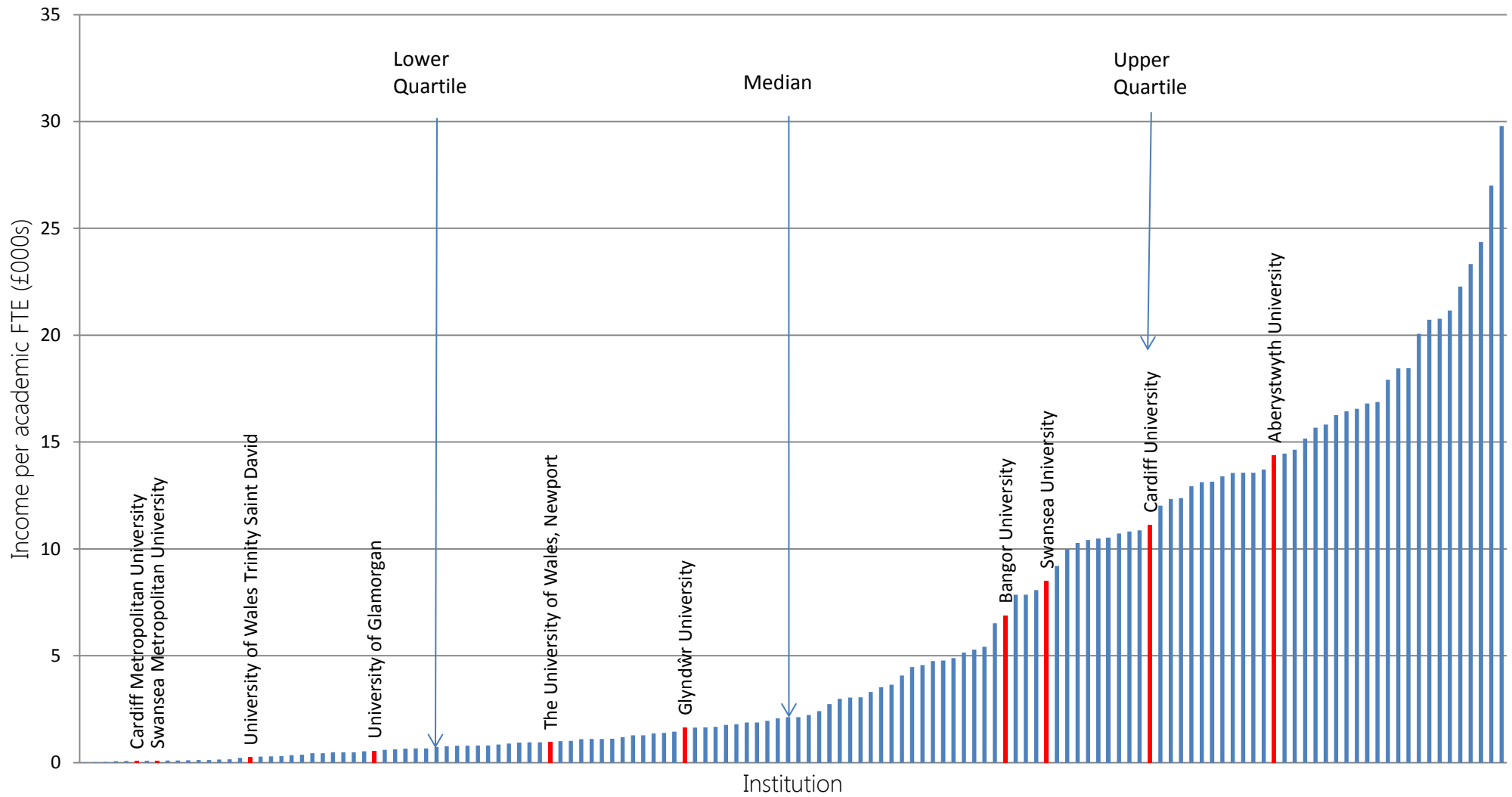


Total external research income, excluding QR, per full-time equivalent (FTE) academic staff 2011/12



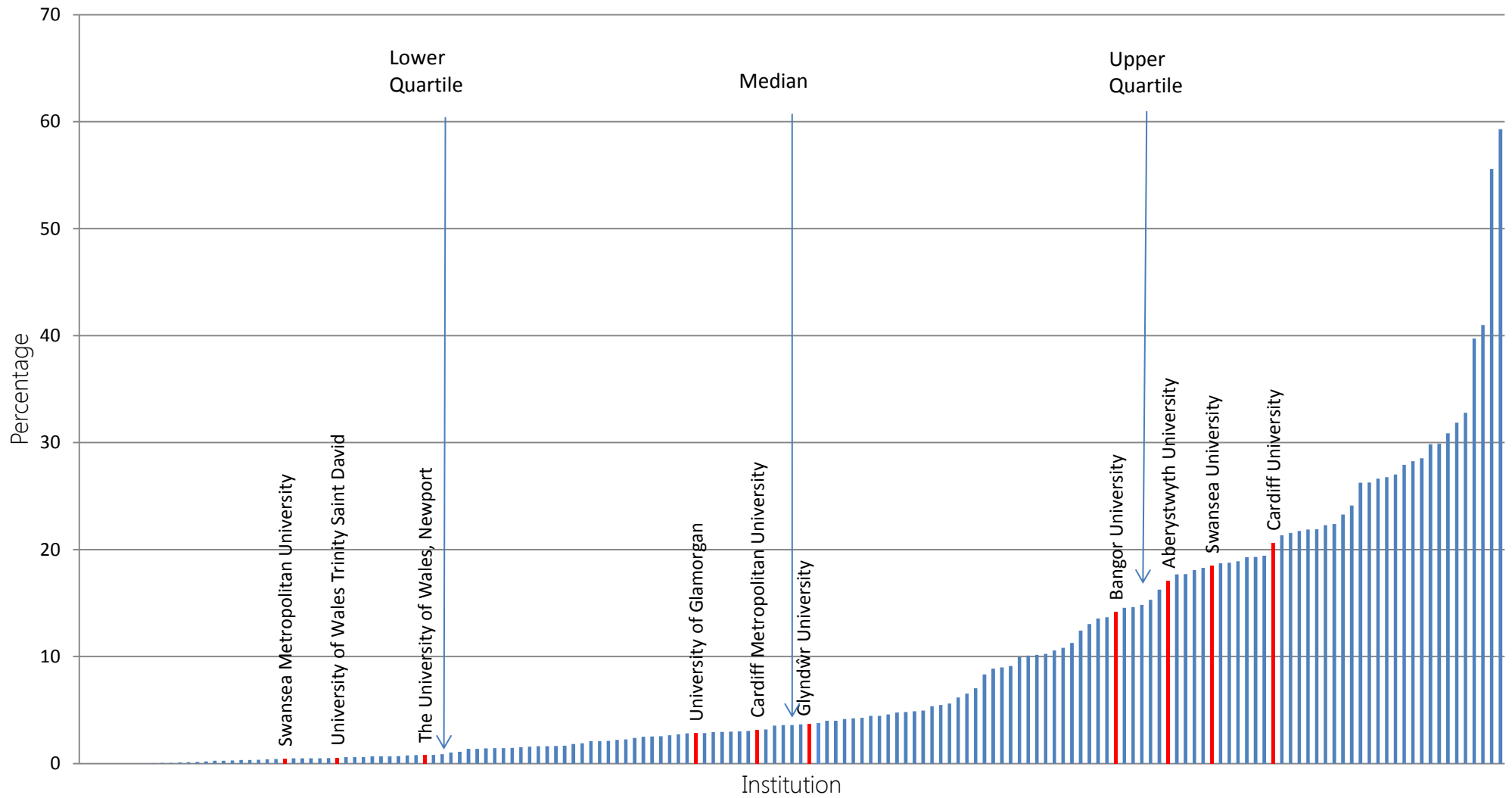
Note: One institution with a high figure has been omitted to bring the graph to a readable scale.

Total Research Council income per full-time equivalent (FTE) academic staff 2011/12

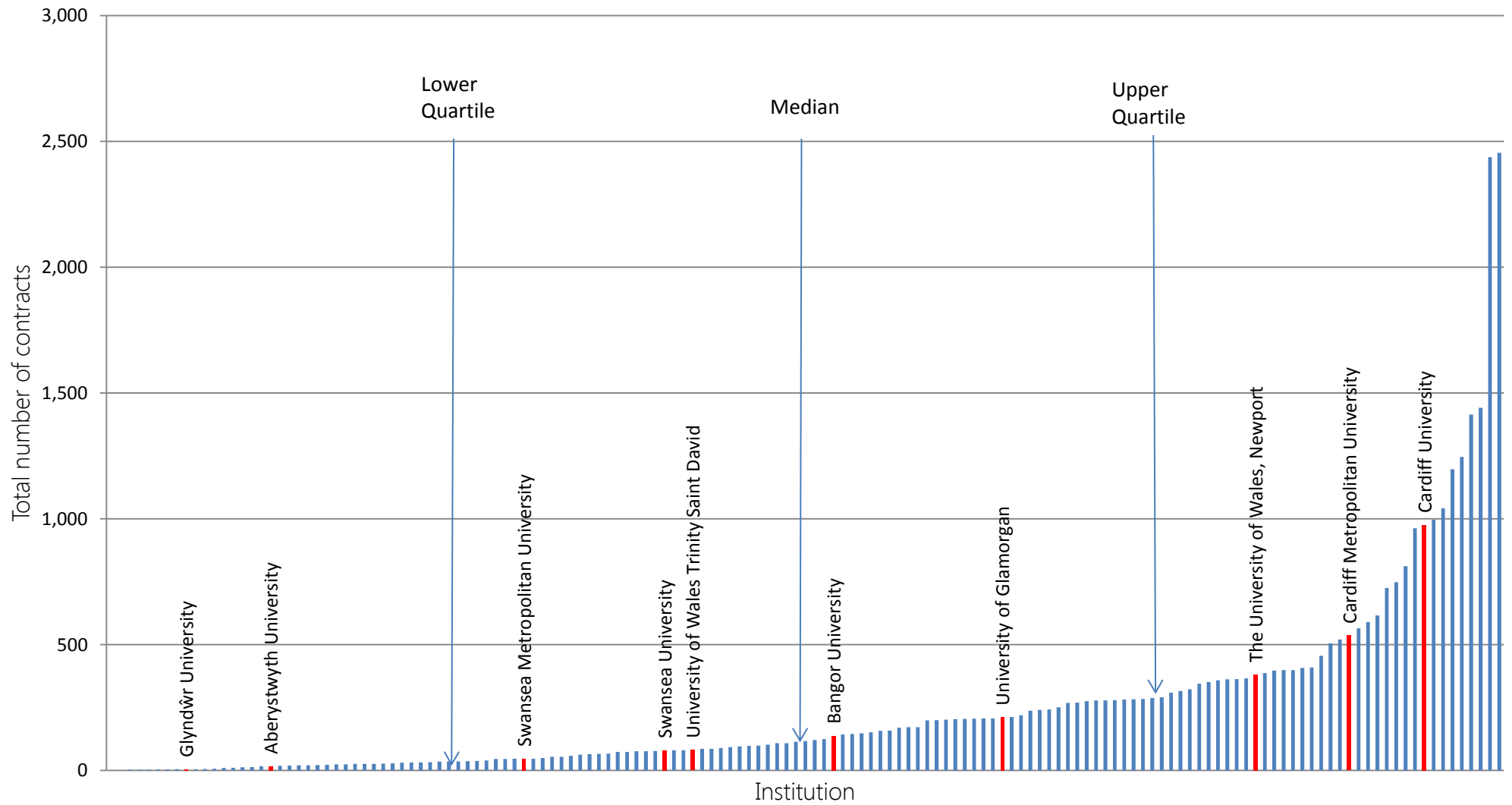


Note: One institution with a high figure has been omitted to bring the graph to a readable scale.

Total value of externally sponsored research as a percentage of total income 2011/12

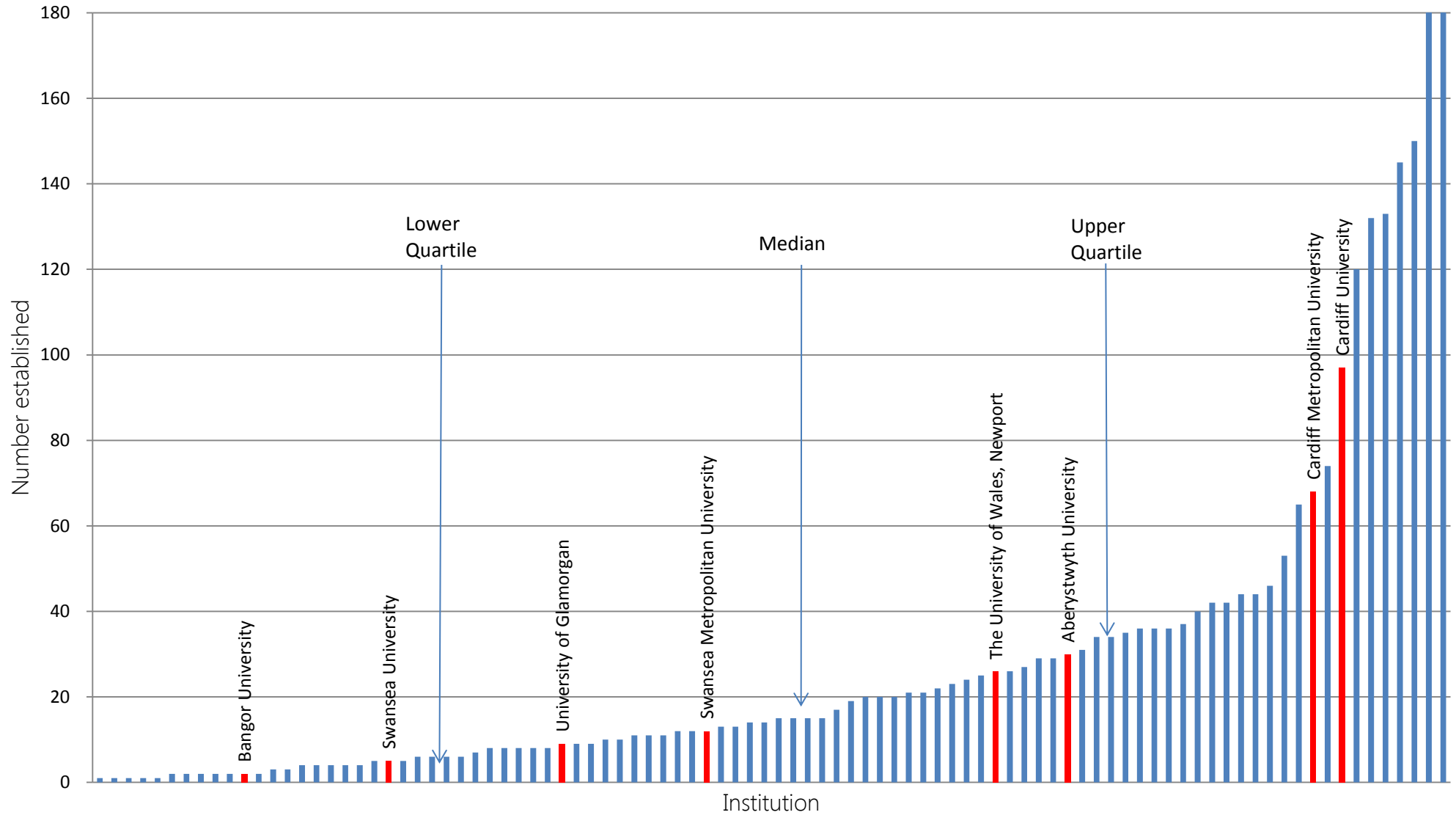


Total HEI consultancy contracts 2011/12



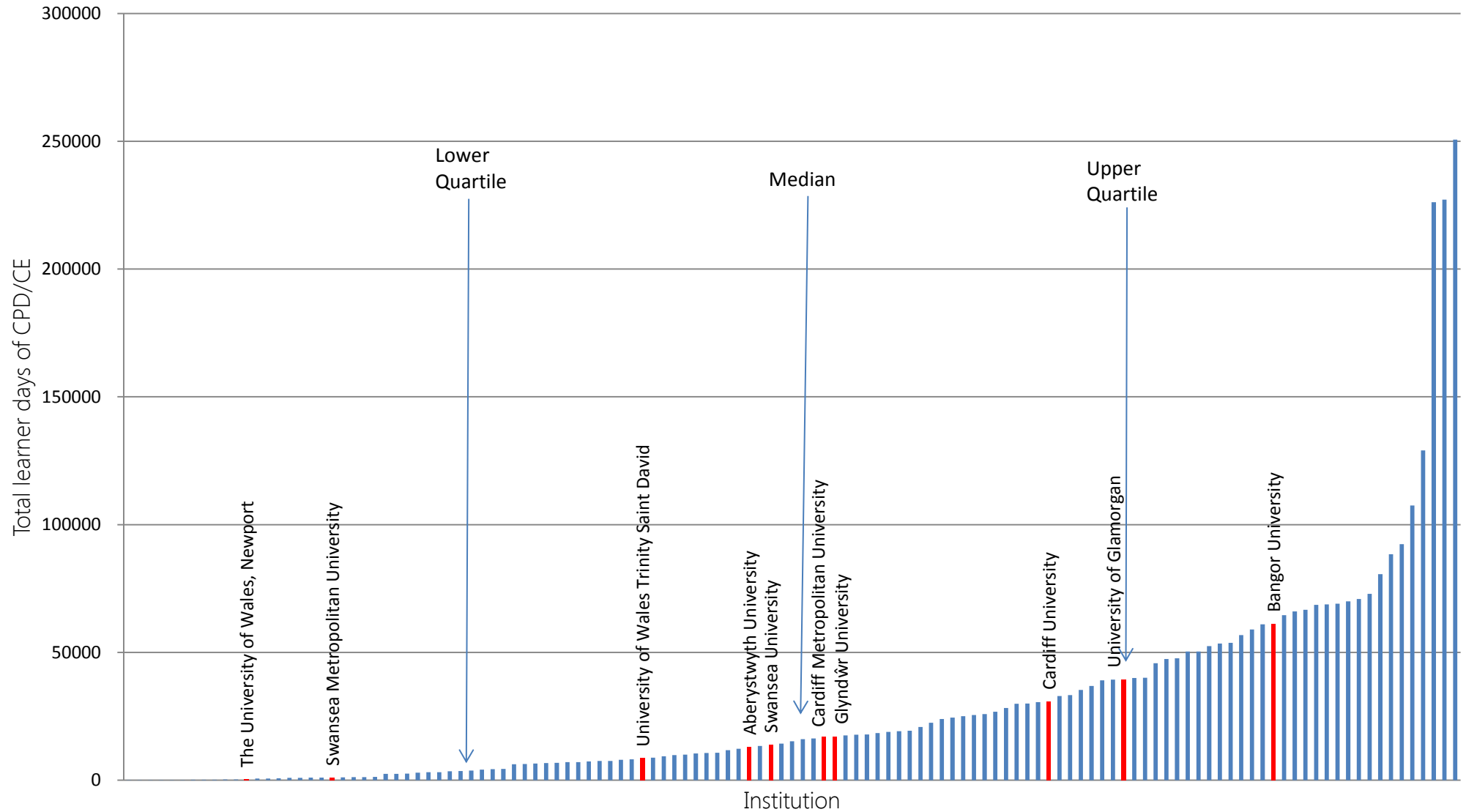
Note: Four institutions with high figures (over 10,000) have been omitted to bring the graph to a readable scale.

Total graduate business start-ups 2011/12



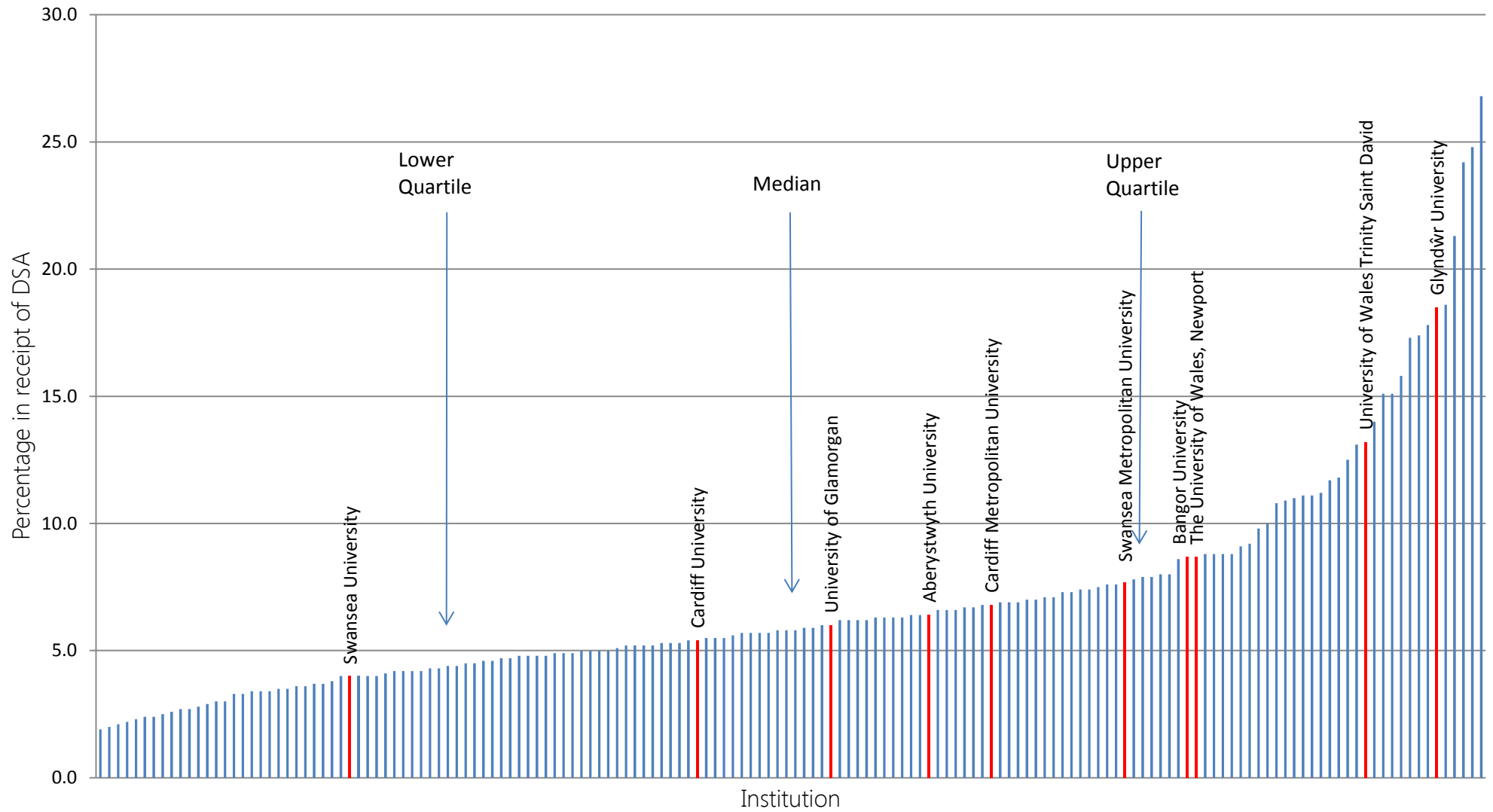
Note: Institutions with no start-ups (including Glyndŵr University and UW Trinity Saint David) have been omitted from the graph and percentile calculations.

Total learner days of CPD/CE courses delivered 2011/12

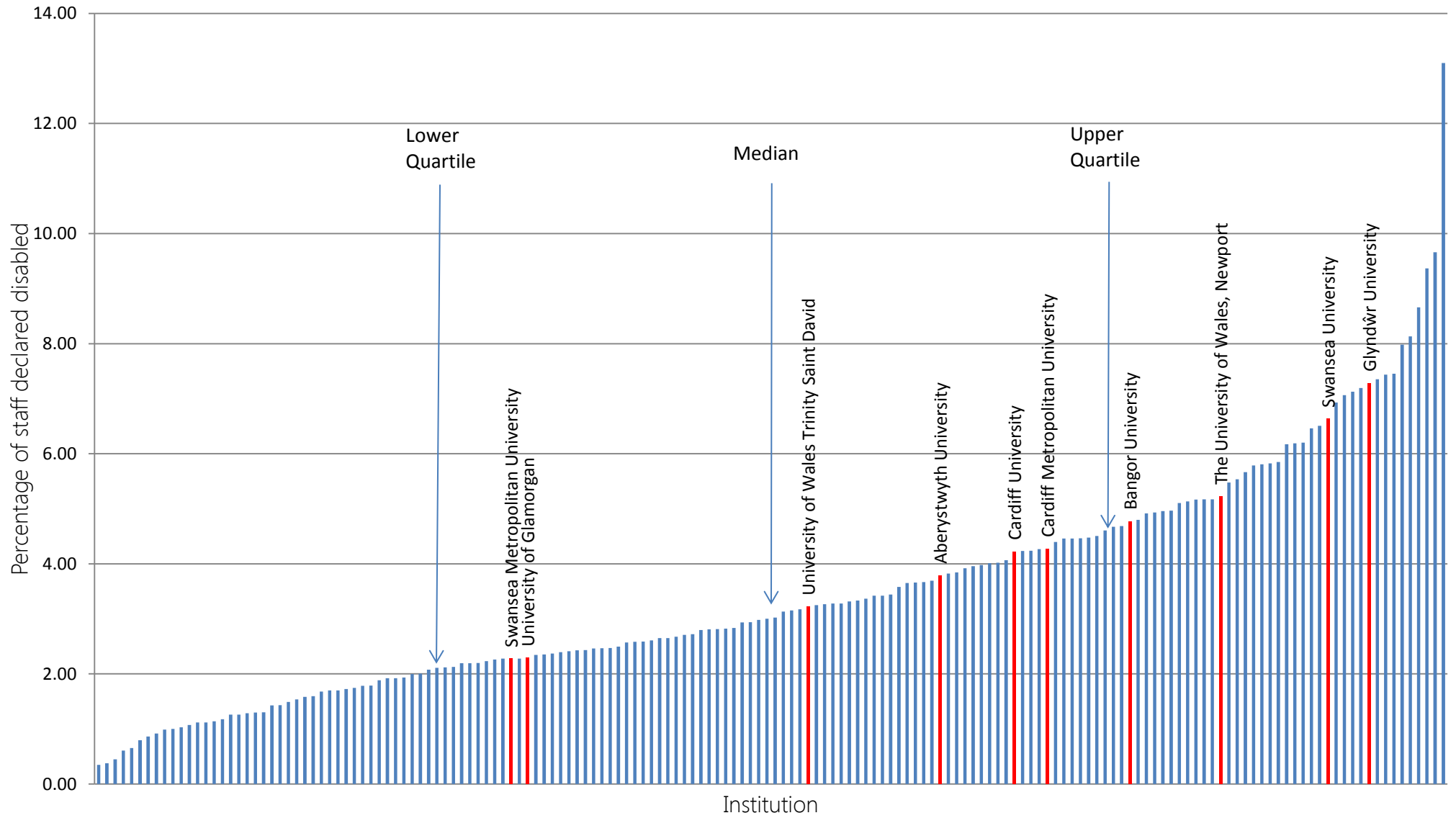


Note: Institutions with zero learner days (including Swansea University) have been omitted from the graph and percentile calculations. One institution with a high figure has been omitted for readability.

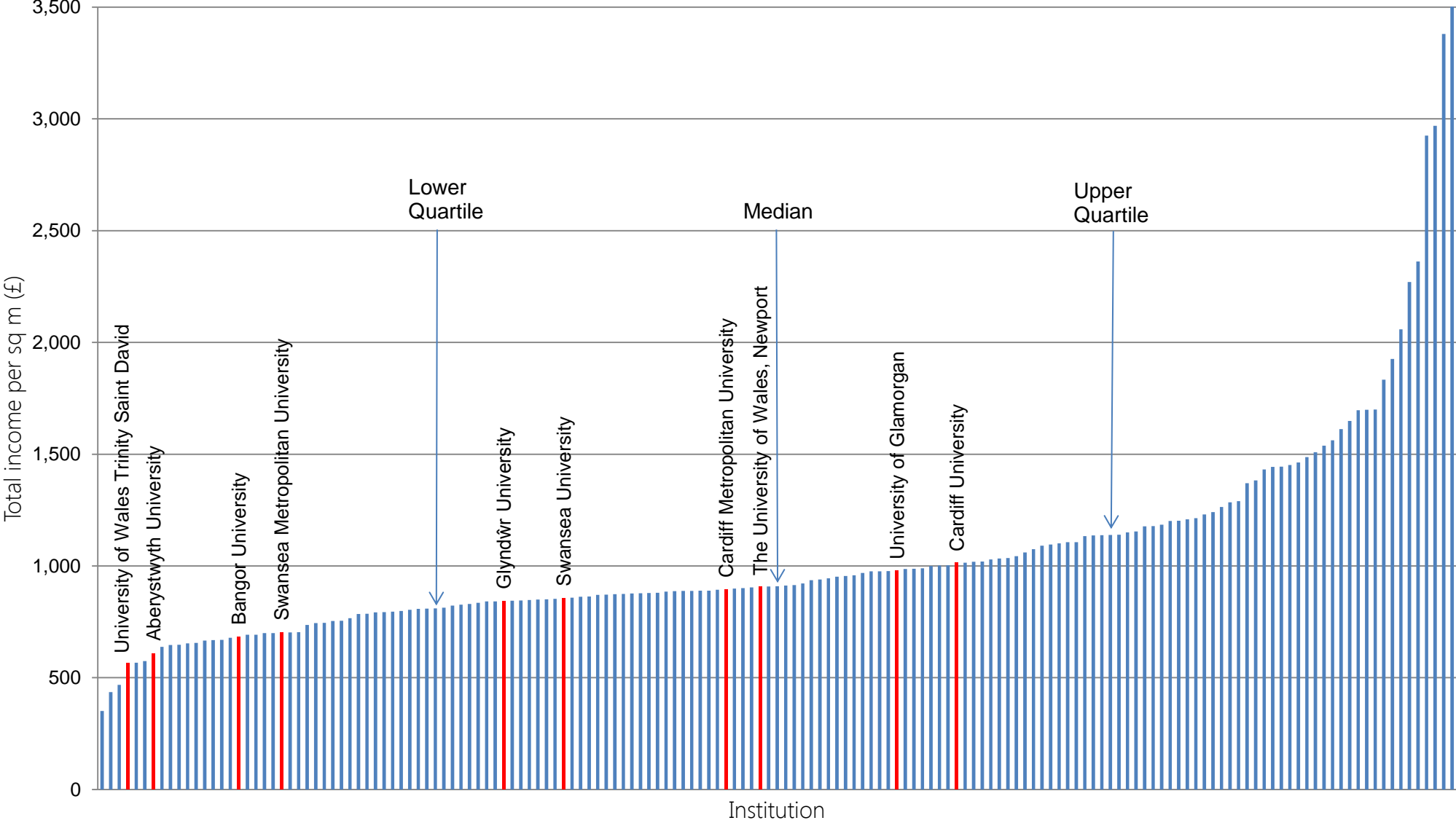
Percentage of full-time undergraduate students in receipt of Disabled Students' Allowance 2011/12



Percentage of staff declared disabled 2011/12

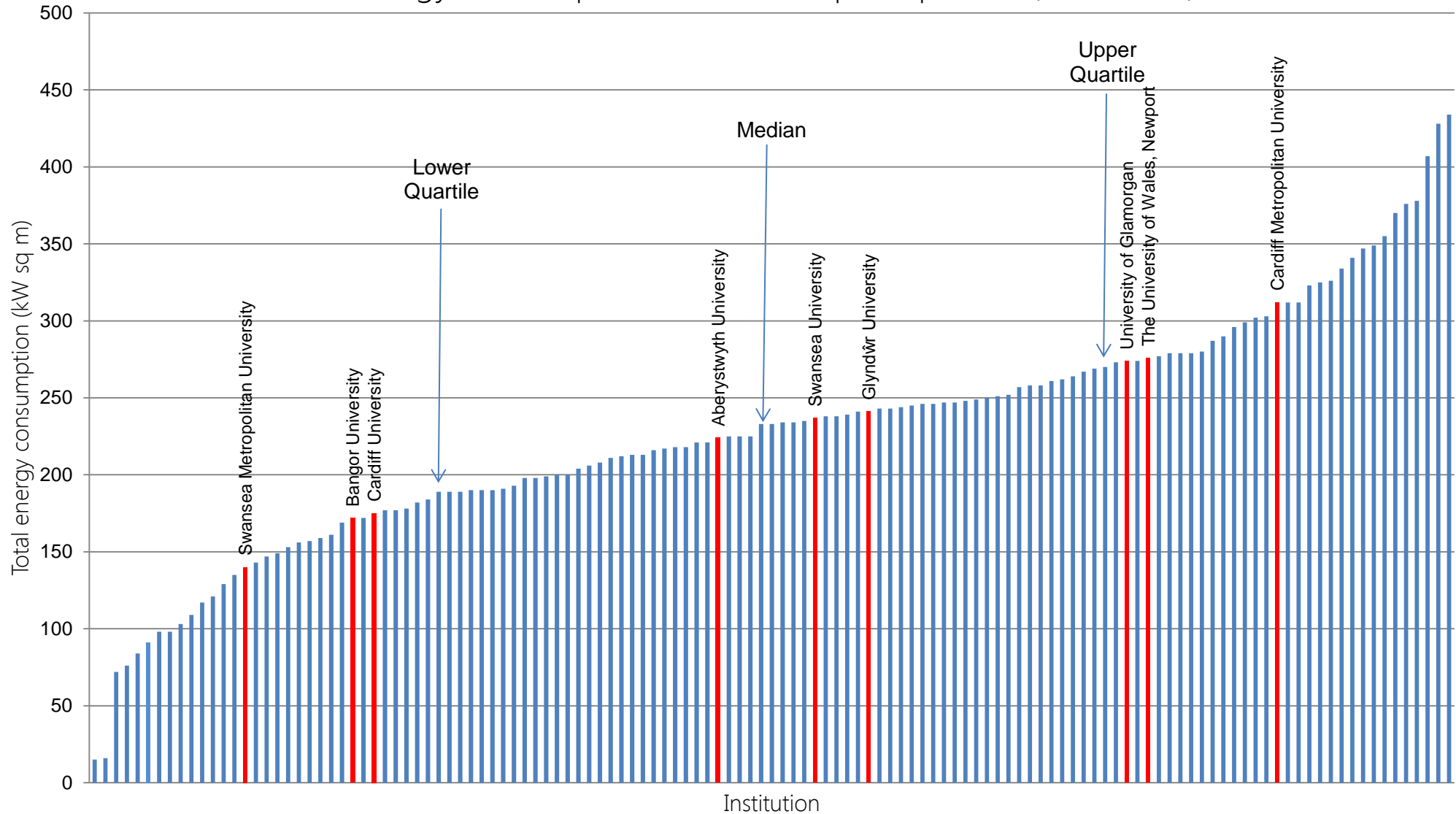


Total income per square metre 2011/12



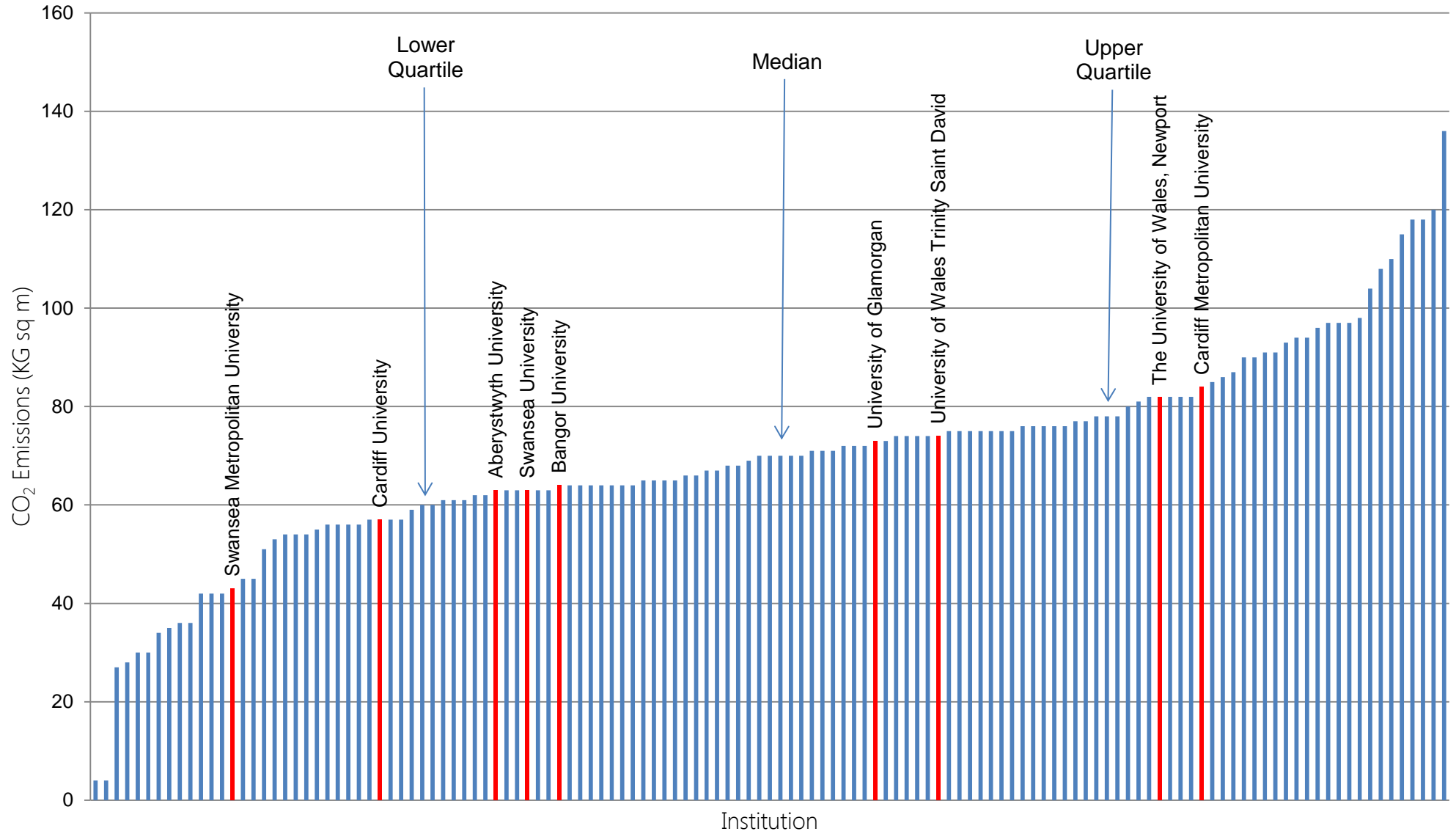
Note: Data are not available for all institutions. One institution with a high figure has been omitted to bring the graph to a readable scale.

Total energy consumption in Kilowatts per sq metre (residential) 2011/12



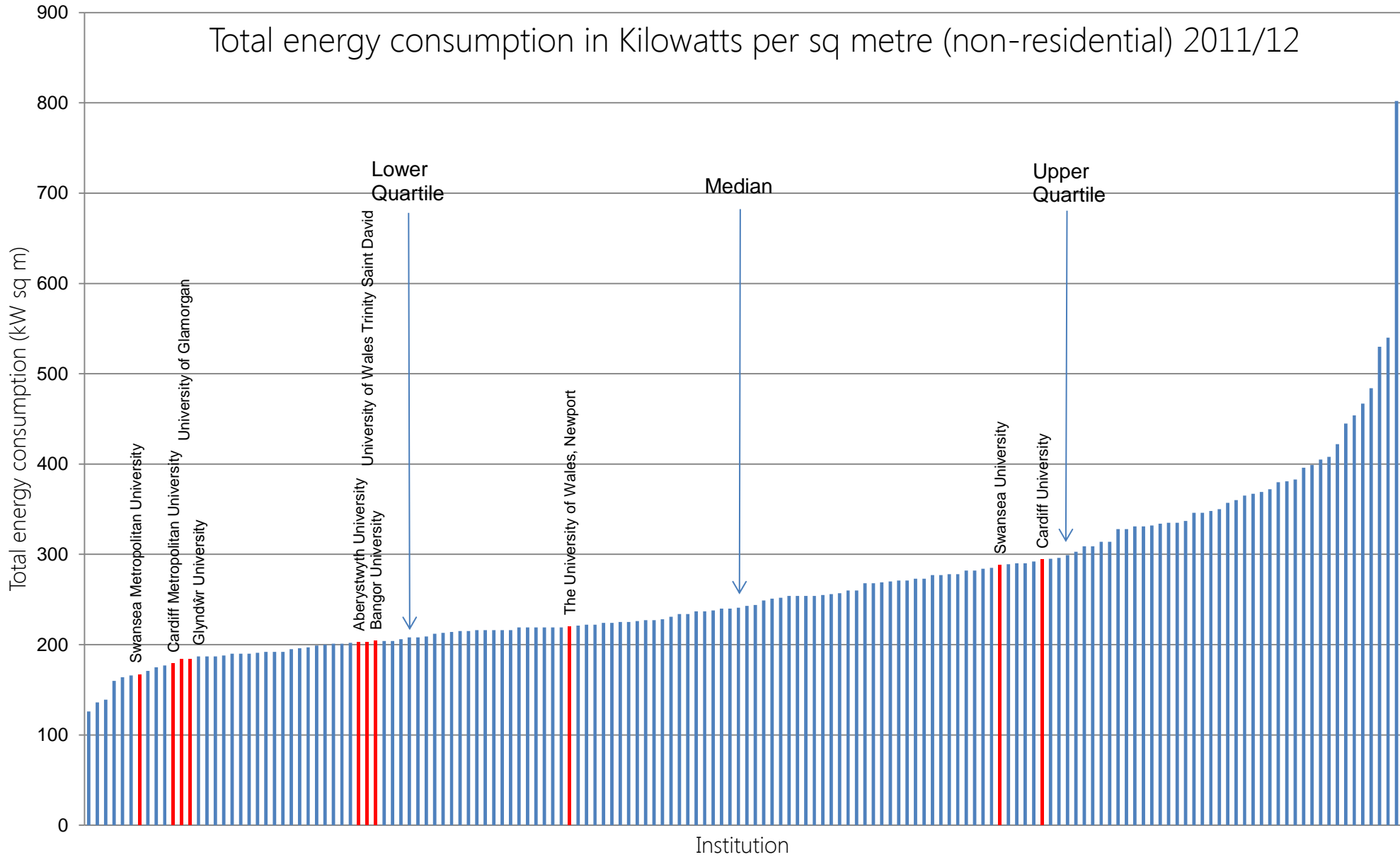
Note: Data are not available for all institutions. One institution with a high figure has been omitted to bring the graph to a readable scale.

CO₂ Emissions per sq metre (residential) 2011/12



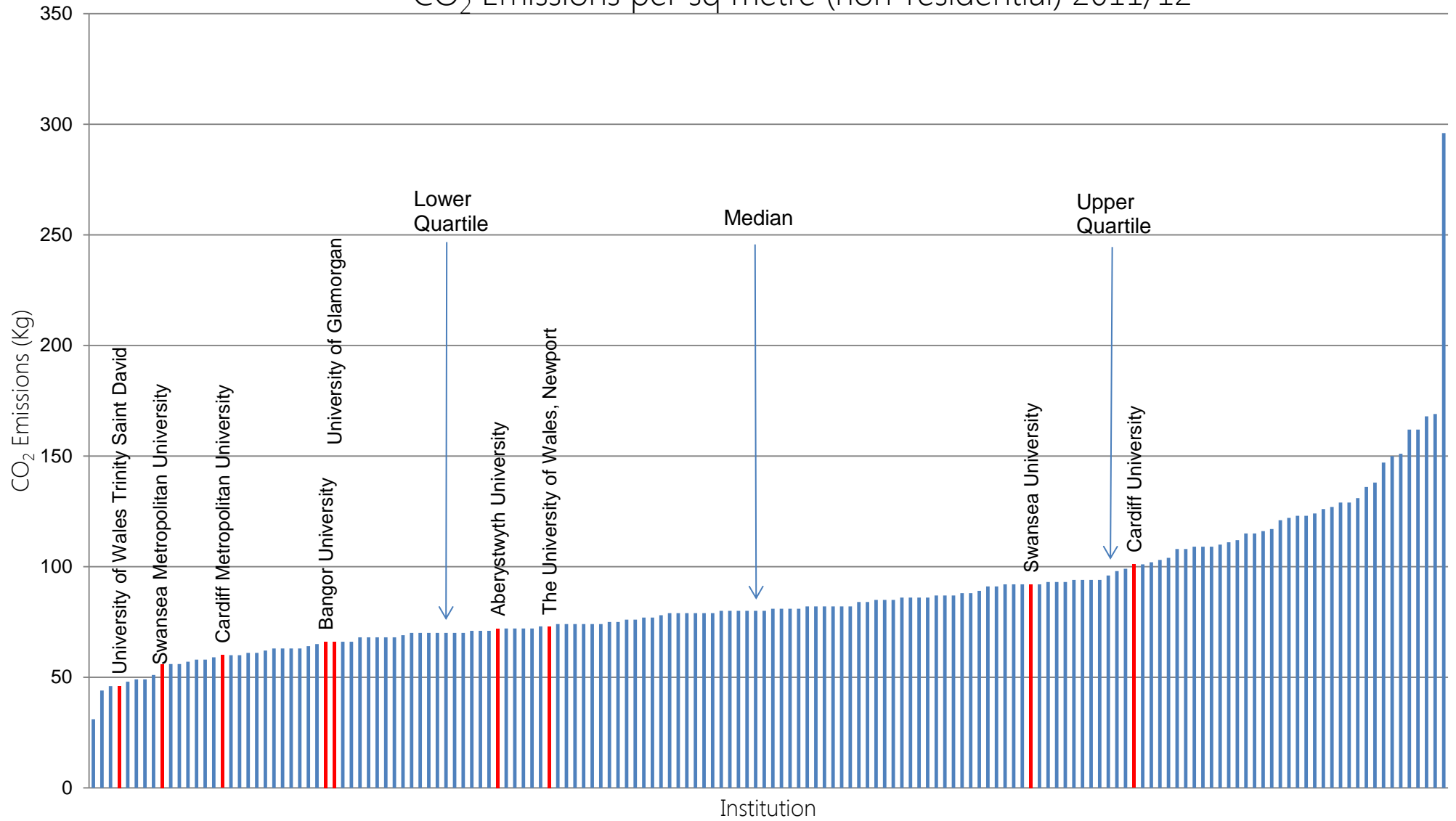
Note: Data are not available for all institutions. One institution with a high figure has been omitted to bring the graph to a readable scale.

Total energy consumption in Kilowatts per sq metre (non-residential) 2011/12



Note: Data are not available for all institutions.

CO₂ Emissions per sq metre (non-residential) 2011/12



Note: Data are not available for all institutions.

Part 2: Data and information resources

2.1 Resources produced or collated by HEFCW

Description of Data / Information	Source	Availability
<p>Financial health analysis</p> <p>Summary data and analysis on financial position at each HEI in Wales based on:</p> <p>i) five-year financial forecasts, submitted annually</p> <p>ii) audited financial statements (statutory accounts)</p>	<p>i) five-year financial forecasts from each HEI</p> <p>ii) statutory accounts from each HEI</p>	<p>Forecasts: HEFCW internal use + HE governing body use.</p> <p>Published audited accounts. The majority of UK HEIs which are members of BUFDG publish their annual report and financial statements on the BUFDG website (www.bufdg.ac.uk) (resources > financial statements).</p>
<p>Analysis of financial position of the HE sector</p> <p>Detailed financial metrics for each HEI in Wales drawn from institutions' statutory accounts.</p>	<p>HEIs' statutory accounts for last 3 years.</p>	<p>Published annually as Circular on HEFCW website (Publications > Circulars) (www.hefcw.ac.uk)</p>
<p>Profiles of HE institutions in Wales</p> <p>Brief summary text about each HEI in Wales (history, mission, academic structure), followed by summary statistics showing total students by mode.</p>	<p>Text drafted by each HEI within parameters set by HEFCW.</p> <p>HEIs' statutory accounts.</p> <p>HEFCW End of Year Monitoring (EYM) student data returns.</p>	<p>Published on HEFCW website (About Higher Education in Wales > Higher education institutions) (www.hefcw.ac.uk)</p>
<p>Funding Statistics</p> <p>Data used by HEFCW in the calculation of teaching and research funding.</p>	<p>HEFCW funding allocations & adjustments</p>	<p>Available from HEFCW on request.</p>

Description of Data / Information	Source	Availability
<p>Equality & Diversity data, Welsh HE</p> <p>Annually produced sector-level data and accompanying analysis of key E&D collected through HESA:</p> <ul style="list-style-type: none"> - Age Monitoring Returns - Disability Monitoring Returns - Ethnicity Monitoring Returns - Gender Monitoring Returns 	HESA data	<p>Published on HEFCW website (About Higher Education in Wales > Statistics > Equality and diversity statistics)</p> <p>(www.hefcw.ac.uk)</p>
<p>Comparison of funding in England and Wales</p> <p>Reports for each of the five years 2003/04 to 2007/08 showing estimates of the shortfalls in funding higher education – principally the gap between Wales and England.</p>	Grant in aid allocations from published accounts of HEFCW and HEFCE; FTE fundable students; HESA finance data	<p>Published on HEFCW website (Publications > HEFCW reports and statistics > Funding studies)</p> <p>(www.hefcw.ac.uk)</p>

2.2 Resources available UK-wide

Description of Data / Information	Source	Availability
<p>Governance website (hosted on Leadership Foundation for Higher Education (LFHE) website)</p> <p>and</p> <p>Committee of University Chairs (CUC) website</p> <p>These websites contain key resource for governors, council members and others interested in governance in higher education. Publications available to download include:</p> <ul style="list-style-type: none"> • CUC Guide for Members of Higher Education Governing Bodies in the UK (incorporating Governance Code of Practice and General Principles) • Role of governing body in strategy 	Various research and evaluation projects commissioned by LFHE & CUC	<p>Governance website</p> <p>(www.lfhe.ac.uk/governance)</p> <p>CUC website</p> <p>(http://www2.bcu.ac.uk/cuc)</p>

Description of Data / Information	Source	Availability
<p>and measuring performance</p> <ul style="list-style-type: none"> • Governing bodies equality and diversity handbook • Handbook for Members of Audit Committees in Higher Education Institutions • ‘What is an Effective and High Performing Governing Body?’ (summary of existing research and data sources) • A Framework for Identifying Governing Body Effectiveness in Higher Education • ‘Getting to Grips With’ series of guidance documents on Being a governor; Risk; Audit; Finance; Academic Standards, Quality and the Student Experience; Research and Knowledge Transfer; Human Resource Management; Internationalism; and Estates and Infrastructure • ‘The Role and Influence of the Secretary in UK Higher Education Governing Bodies’ 		
<p>Performance Indicators in higher education</p> <p>Annual comparative data (produced on behalf of the UK funding bodies) on the performance of institutions in:</p> <ul style="list-style-type: none"> - widening access (including disability) - student retention - learning and teaching outcomes - research output - employment of graduates. <p>Designed to provide reliable information on the nature and performance of the HE sector in the UK and a consistent set of measures of this performance. Includes sector benchmark data (i.e.</p>	<p>Based on data collected by HESA, though adjusted in some respects.</p>	<p>HESA website (Products & Statistics > Performance Indicators) (www.hesa.ac.uk)</p> <p>Various downloadable tables and charts, at individual HEI and sector level.</p>

Description of Data / Information	Source	Availability
<p>sector average, adjusted for each institution to take into account some of the factors which contribute to the differences between them).</p>		
<p>HESA (and heidi database tool)</p> <p>Detailed data collected annually from HEIs covering:</p> <ul style="list-style-type: none"> - students - staff <ul style="list-style-type: none"> -financial information (accounts) - performance indicators [see separate entry] - destination of HE leavers - estates management statistics <p>The heidi website database tool (to which most HEIs in Wales subscribe) allows more detailed interrogation of HESA data (pre-defined reports as well as facility to produce bespoke reports).</p>	<p>Data collected by HESA on-line from HEIs</p>	<p>HESA website (www.hesa.ac.uk)</p> <p>Various tables. Summary information available free.</p> <p>Detailed interrogation of HESA data possible via the heidi database tool.</p>
<p>Leadership Foundation for Higher Education (LFHE)</p> <p>The LFHE provides support and advice on leadership, governance and management for all the UK HEIs.</p>	<p>-</p>	<p>www.lfhe.ac.uk</p> <p>The LFHE website contains details of support available and information on its training and development programme, events and research projects.</p>
<p>Welsh Government ‘StatsWales’ website</p> <p>HE reports (all with a Welsh focus), mainly drawn from HESA data. Summary statistical bulletins, and various detailed data tables with sorting and charting options. Coverage includes:</p> <ul style="list-style-type: none"> - Student data (enrolments; qualifications obtained; cross-border flows; Welsh domiciled) 	<p>For HE data, mainly HESA</p>	<p>StatsWales website (www.wales.gov.uk/topics/statistics/t/heme/post16ed/higher-educu/?lang=en)</p>

Description of Data / Information	Source	Availability
<ul style="list-style-type: none"> - ITT data - Staff & finance data (e.g. income and expenditure of Welsh sector) - Destination of leavers (Welsh domiciled and students attending Welsh HEIs) - Performance Indicators 		
<p>National Assembly for Wales – Members’ Research Service</p> <p>In Figures: Higher Education Research Paper, June 2009</p>	<p>Various data sources</p>	<p>Links to various research papers and ‘quick guides’ produced by the Members’ Research Service, including the ‘In Figures’ paper.</p> <p>(www.assemblywales.org/research)</p>
<p>Quality Assurance Agency (QAA) institutional reviews</p> <p>The QAA conducts reviews of HEIs and publishes reports detailing the findings. The reports highlight good practice and contain recommendations to help institutions improve quality.</p>	<p>QAA institutional review outcomes</p>	<p>QAA website (www.qaa.ac.uk)</p>
<p>National Student Survey</p> <p>Annual survey of student opinions on their course (targeted at final year undergraduates). They are also given the opportunity to comment on their student learning experience as a whole at their institution. The outcomes help to inform prospective students’ choices and enable participating institutions to identify strengths and areas for improvement. Data published includes overall HEI and subject level satisfaction ratings.</p>	<p>Annual student survey questionnaire</p>	<p>Published on unistats website (www.unistats.com)</p>
<p>Destination of Leavers from Higher Education survey</p> <p>Annual survey of proportion of graduates in work and further study six months after graduation, benchmarked for institutional factors known to affect graduate employment outcomes.</p>	<p>Annual survey (HESA)</p>	<p>Published on the websites of HESA (www.hesa.ac.uk) and unistats (www.unistats.com)</p>

Description of Data / Information	Source	Availability
<p>Higher Education-Business and Community Interaction (HE-BCI) Survey</p> <p>Annual survey on knowledge exchange, covering:</p> <ul style="list-style-type: none"> - research-based interactions - intellectual property - consultancy and services - spin-off company formation - social, community and cultural activities - regeneration - education and continuing professional development 	<p>Survey, undertaken by HEFCE on behalf of a broad range of stakeholders</p>	<p>Published on HEFCE website (www.hefce.ac.uk)</p>
<p>Research Assessment Exercise (RAE) 2008 outcomes</p>	<p>RAE 2008</p>	<p>Published on RAE2008 website (www.rae.ac.uk)</p>
<p>Sustainability Trigger Metrics</p> <p>A set of data (x16 trigger metrics) offering a high level view of HEIs' direction of travel' with respect to long-term sustainability. Cover the key resources of money, people, equipment and buildings. The trigger metrics complement institutional framework information.</p>	<p>All data used is from HESA and other publicly available sources.</p>	<p>Further details on the Transparent Approach to Costing (TRAC) methodology can be found on HEFCE's website. This also includes links to a number of TRAC-related reports, including the Financial Sustainability Strategy Group's (FSSG) report <i>Assessing the sustainability of higher education institutions</i> (June 2011) and the Research Council's response to the Wakeham Review, <i>Efficiency 2011-15: Ensuring Excellence with Impact</i></p> <p>(www.hefce.ac.uk/whatwedo/lgm/trac/)</p> <p>HESA website, via the heidi database tool. (www.hesa.ac.uk)</p>
<p>UCAS</p> <p>Various application and applicant data available to download via statistical</p>	<p>UCAS applications</p>	<p>UCAS website (www.ucas.ac.uk)</p>

Description of Data / Information	Source	Availability
<p>enquiry tool, data tables and annual data sets on full-time undergraduate (FTUG) student applications. HEIs are able to interrogate UCAS database for more detailed application and applicant information about their particular institution.</p>		
<p>UCEA</p> <p>UCEA (Universities & Colleges Employers Association) represents UK higher education institutions, providing advice and guidance on employment, reward and human resources practice.</p>	<p>Publications and working group reports</p>	<p>UCEA website contains various publications and reports, including <i>An Insider's Guide to Finance and Accounting in Higher Education</i> and <i>The Financial Health and Sustainability of the HE Sector</i>.</p> <p>(www.ucea.ac.uk/en/publications/index.cfm)</p>
<p>Patterns and trends in UK Higher Education</p> <p>An annual series of publications produced by UUK looking at trends in UK higher education.</p>	<p>UUK-commissioned research (most data from HESA)</p>	<p>UUK website (Publications)</p> <p>(http://www.universitiesuk.ac.uk/highereducation/Documents/2013/PatternsAndTrendsInUKHigherEducation2013.pdf)</p> <p>Can also be purchased from UUK as hard copy report.</p>
<p>Office of the Independent Adjudicator for Higher Education (OIA)</p> <p>The OIA operates a free, independent complaints scheme for students who have exhausted their institution's complaints processes. All higher education institutions in England and Wales are required to comply with the rules of the OIA's scheme. The OIA is not a regulator, but from time to time publishes recommendations about how it deals with complaints and what constitutes good practice.</p>	<p>OIA student complaints reviews</p>	<p>www.oiahe.org.uk/</p>
<p>Various university 'league tables'</p>	<p>Various national newspapers,</p>	<p>Produced and published by various newspapers.</p>

Description of Data / Information	Source	Availability
	using a variety of measures	Searchable online via various newspaper and media websites (e.g. THE; Guardian; BBC; etc.)

Glossary

Acronym	Description
BUFDG	British Universities Finance Directors Group
CPD/CE	Continuing Professional Development/Continuing Education
CUC	Committee of University Chairs
DSA	Disabled Students' Allowance
EYM	End of Year Monitoring
FE	Further Education
FEIs	Further Education institutions
FT	Full-time
FTE	Full-Time Equivalent
HE	Higher Education
HE-BCI	Higher Education-Business and Community Interaction survey
HEFCE	Higher Education Funding Council for England
HEFCW	Higher Education Funding Council for Wales
heidi	Higher Education Information Database for Institutions
HEIs	Higher education institutions
HESA	Higher Education Statistics Agency
ITT	Initial teacher training
JISC	Joint Information Systems Committee
KPI	Key Performance Indicator
LFHE	Leadership Foundation for Higher Education
NS-SEC	National Statistics Socio-economic Classification
OIA	Office of the Independent Adjudicator for Higher Education
PG	Postgraduate
PT	Part-time
QAA	Quality Assurance Agency
QR	Quality Research
RAE	Research Assessment Exercise
RC	Research Councils

TRAC	Transparent Approach to Costing
UG	Undergraduate
UUK	Universities UK
UW	University of Wales