

Cylchlythyr | Circular

End of Year Monitoring of Higher Education Enrolments 2019/20

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To: Heads of higher education institutions in Wales
Principals of directly-funded further education colleges in Wales
Response by: 27 November 2020
Contact: Name: James Morgan
Telephone: 029 2085 9724
Email: hestats@hefcw.ac.uk

This circular gives definitions and guidance to higher education providers relating to the end of year data that are extracted from the 2019/20 HESA student record.

The extraction is performed via the HESA Information Reporting Interface Service (IRIS) and is used to calculate any adjustments to 2019/20 funding, monitor information on initial teacher education and medicine and dentistry courses and establish final numbers of students and credit values at institutions for 2019/20.

If you require this document in an alternative accessible format, please email info@hefcw.ac.uk.



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Introduction

1. This circular gives definitions and guidance to higher education institutions (HEIs) and further education institutions (FEIs) with higher education provision (known collectively as higher education (HE) providers) that are funded directly by the Higher Education Funding Council for Wales (HEFCW). The guidance relates to the end of year data that are extracted from the 2019/20 Higher Education Statistics Agency (HESA) student record via the HESA Information Reporting Interface Service (IRIS) to enable HEFCW to:
 - a) calculate any adjustments to 2019/20 funding;
 - b) monitor provision of medicine and dentistry courses;
 - c) establish final numbers of students and credit values at HEIs and FEIs for 2019/20 for funding modelling and information purposes.

In addition, we will provide information about initial teacher education (ITE) courses leading to qualified teacher status (QTS) to Welsh Government and the Education Workforce Council.

Main changes for 2019/20

2. The main changes made since the EYM 2018 survey are as follows:
 - a) FEIs are no longer required to sign off a list of approved higher education (HE) courses as part of the sign off of IRIS outputs.
 - b) Table 5 now includes a row for part-time provision, and splits academic subject category (ASC) 1 from a single row into one row for medicine and one for dentistry. These changes align EYM Table 5 with the data returned on the higher education students early statistics (HESES) survey Table 3.
 - c) Initial teacher training (ITT) has been renamed to initial teacher education (ITE) throughout this circular and references to Centres of Teacher Education have been changed to refer to ITE Partnerships. Given that the new intake for 2019/20 is now the responsibility of the Welsh Government, we expect that home and EU ITE leading to qualified teacher status (QTS) new entrants are returned as HEFCW non-fundable. Continuing home and EU ITE (QTS) students remain the responsibility of HEFCW and so should continue to be returned as HEFCW-fundable;
 - d) Following the introduction of the Higher Education Classification of Subjects (HECoS), the annex which gives the mapping of subject codes to academic subject categories (ASCs) has been updated to link to the mapping from HECoS codes to ASCs provided on the HEFCW website. See Annex E;

- e) The definitions and criteria used in the extraction of data from the HESA student record have been updated to reflect any changes to the tables for 2019/20 and any updates to the HESA student record for 2019/20. See Annex K;
- f) Annex L, which outlines the use HEFCW makes of the data collected, has been updated to reflect the changes made to the survey tables and HEFCW's use of the data.

Contents

- 3. This circular provides:
 - a) guidance and definitions for the various categories used to classify students;
 - b) information about the criteria used to extract EYM data from the 2019/20 HESA student record via IRIS;
 - c) details of the sign off arrangements for the following tables made available through HESA IRIS outputs:
 - EYM
 - HEFCW National Measures
 - Degree apprenticeships
 - Master's bursaries
 - Part-time fee waiver
- 4. The contents of the annexes are as follows:

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Adjustment of 2019/20 Funding

5. For the purposes of calculating the funding consequences of under-recruitment for 2019/20 funding, credit based teaching funding is recalculated using EYM data. Credit values (for part-time undergraduate students) resulting from modules for which students registered up to and including, as well as after, 1 November 2019 will be used and the number of credit values associated with modules from which students withdraw will be deducted. The signed off EYM tables from the HESA IRIS extraction will be used for this purpose.
6. For 2019/20, as this is an exceptional year due to the COVID19 pandemic, we have made the decision not to apply any adjustment to funding relating to under-recruitment, as we stated we would in HEFCW circular [W20/11HE](#), page 7. Therefore, while we will calculate any adjustments to funding, and subject to additional information being supplied by those providers who have under-recruited, we will not be imposing a financial penalty.

Process for signing off end of year monitoring data extracted from the HESA student record

7. Providers should sign off the EYM data presented in the final 2019/20 HESA student record IRIS output at the 30 October 2020 HESA final submission date.
8. We do not require a hard copy of the signed verifications. Signed verifications should be returned by scanning them and emailing them to James Morgan at hestats@hefcw.ac.uk. The deadline for return of the signed off data is **27 November 2020**. Details about the process will be emailed separately to both authorised signatories and data contacts in September 2020 as a reminder.

Process for signing off other data tables extracted from the HESA student record

9. Several of the other tables produced as part of the IRIS output also require sign off, with the signed verifications returned by the deadline of 27 November 2020. Further details will be included in the reminder sent to authorised signatories and data contacts in September 2020.
10. Those outputs requiring sign off are:
 - a) HEFCW National Measures
 - b) Part-time fee waiver monitoring

- c) Degree apprenticeships monitoring (along with the requested additional information)
- d) Master's bursaries monitoring

Audit of data

- 11. Providers are reminded that EYM data extracted from the HESA student record via IRIS, and any amendments made to the extraction, including methods used to calculate any estimates included in the amendments, are in the scope of the HEFCW external data audit. The systems and processes used to generate the HESA data extracted are in the scope of the institution's internal audits.

Further developments

- 12. We are currently reviewing the format of how we disseminate the information in this circular to providers. We intend to develop an area on our website which we can update with new guidance, examples and queries as necessary. We will keep providers informed of our progress.
- 13. In light of the Data Futures programme being carried out by HESA that involves both HEFCW and HE providers, we will be reviewing HESES for the year of implementation. We will update our guidance and what we collect to reflect the changes and will involve providers in that process.
- 14. In reviewing our guidance, we will be mindful of any interaction between the guidance for this survey and that for returning fee and access plans and other regulatory returns.

Further information

- 15. Any queries should be directed to James Morgan (email hestats@hefcw.ac.uk).