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The logo for the Office for Students, featuring a dark blue square with a yellow square in the top right corner containing the letters 'ofs' in white.

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# **2020-21 HESA Student, HESA Student Alternative and Individualised Learner Record data checking tool:**

**2020-21 Transparency attainment data  
summary technical document and rebuild  
instructions**

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# Summary

1. This document describes the Transparency attainment data summary files generated by the 2020-21 Higher Education Statistics Agency (HESA) Student, HESA Student Alternative and Individualised Learner Record (ILR) data checking tool, the algorithms used create the files and rebuild instructions. Throughout the document, fields taken or derived from HESA or ILR records are shown in capitals.
2. The Transparency attainment data summary presents the number (headcount) of UK-domiciled undergraduate qualifiers in 2020-21 at a provider by qualification classification achieved, mode of study, ethnicity, gender and English Index of Multiple Deprivation (EIMD) 2019. This data forms part of a provider's transparency information.<sup>1</sup>
3. The Transparency attainment data summary can be used by higher education providers to verify and correct their 2020-21 individualised student data before submitting or signing off the final data with the Education and Skills Funding Agency (ESFA) or HESA.
4. The Transparency attainment data summary is formed of two files. These are:
  - a. Transparency attainment data summary workbook  
'TR20\_Attainment\_DCT\_XXXXXXXX.xlsx'
  - b. Transparency attainment data summary individualised file  
'TR20\_Attainment\_DCT\_XXXXXXXX\_IND.csv'

where XXXXXXXX is the UK Provider Reference Number (UKPRN) for the provider. Details of how to use individualised files are given on the Office for Students (OfS) website at: [www.officeforstudents.org.uk/data-and-analysis/supplying-data/working-with-individualised-files/](http://www.officeforstudents.org.uk/data-and-analysis/supplying-data/working-with-individualised-files/)

5. For providers submitting ILR data, these files can be accessed from the '2020-21 Data checking tool' area of the OfS portal. For providers submitting HESA data the files can be accessed through the Information Reporting Interface Service (IRIS) report which is available on HESA's data collection site at <https://datacollection.hesa.ac.uk/>. Access details will be sent to the appropriate contacts at providers when the data checking tool is available.
6. This document is aimed at readers with in-depth knowledge of the data. Readers are advised to refer to the HESA Student record coding manual 2020-21 (available from <https://www.hesa.ac.uk/collection/c20051>), HESA Student Alternative record coding manual 2020-21 (available from <https://www.hesa.ac.uk/collection/c20054>) or 'Specification of the Individualised Learner Record for 2020 to 2021' (available from the Education and Skills Funding Agency via <https://guidance.submitlearnerdatabeta.fasst.org.uk/previous/20-21/ilr>).
7. Readers should refer to the OfS publication 'Technical algorithms for institutional performance measures 2021 core algorithms' (available from [www.officeforstudents.org.uk/data-and-analysis/institutional-performance-](http://www.officeforstudents.org.uk/data-and-analysis/institutional-performance-)

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<sup>1</sup> For details of the transparency information, see [www.officeforstudents.org.uk/publications/regulatory-advice-8-guidance-for-providers-about-condition-of-registration-f1-transparency-information/](http://www.officeforstudents.org.uk/publications/regulatory-advice-8-guidance-for-providers-about-condition-of-registration-f1-transparency-information/)

[measures/technical-documentation/](#)) for definitions of field names referenced in the algorithms in this document with the prefix 'IP'.

8. We will document any changes or corrections to the algorithms in this document on the data checking tool pages of the OfS website at [www.officeforstudents.org.uk/data-and-analysis/data-checking-tools/](http://www.officeforstudents.org.uk/data-and-analysis/data-checking-tools/) under 'Updates'.

## Changes from the 2019-20 HESA Student, HESA Student Alternative and ILR data checking tool

9. This section describes any changes to the algorithms since the equivalent was published for the 2019-20 algorithms in '2019-20 Transparency attainment data summary: HESA Student, HESA Student Alternative and ILR technical document and rebuild instructions' available from the data checking tool pages at [www.officeforstudents.org.uk/data-and-analysis/data-checking-tools/](http://www.officeforstudents.org.uk/data-and-analysis/data-checking-tools/).
10. Any deletions are shown with a ~~strikethrough~~. Any other changes are shown **as bold and underlined**.
11. Where references to fields with the prefix 'IP' are bold and underlined, details of the changes to these fields in for 2020-21 compared to 2019-20 can be found in the OfS publication 'Technical algorithms for institutional performance measures: changes 2020 to 2021' (available from [www.officeforstudents.org.uk/data-and-analysis/institutional-performance-measures/technical-documentation/](http://www.officeforstudents.org.uk/data-and-analysis/institutional-performance-measures/technical-documentation/)).

## Transparency attainment data summary workbook

12. The Transparency attainment data summary workbook is the Excel workbook 'TR20\_Attainment\_DCT\_XXXXXXXX.xlsx' which contains the following worksheets:

**Table 1: Worksheets in the Transparency attainment data summary workbook**

Worksheet*	Content
Information	Workbook information
Attainment 2020-21	Table showing attainment of 2020-21 qualifiers by ethnicity, gender, and EIMD 2019 for modes of study and award levels.

\* This worksheet reference corresponds to the spreadsheet tabs.

## Transparency attainment data summary individualised file

13. When working through this document it is necessary to use the individualised file TR20\_Attainment\_DCT\_XXXXXXXX\_IND.csv. The individualised file contains the values of all fields used to generate the figures in the 'Attainment 2020-21' worksheet of the Transparency attainment data summary workbook.
14. Fields taken from the HESA Student, HESA Student Alternative or ILR return are shown in capitals in tables 2, 3 and 4, respectively. Fields prefixed with 'OFS' or 'TR' are derived and are shown in capitals in table 5.

15. Specific instructions for rebuilding the Transparency attainment data summary workbook from the individualised file are given in this document.
16. The individualised file contains one row per learning engagement for each student or learner. For 2020-21 HESA Student and HESA Student Alternative data there is one row per student instance (each unique combination of UKPRN, HUSID and NUMHUS), and for 2020-21 ILR data there is one row per learning aim for a learner (each unique combination of UKPRN, LEARNREFNUMBER, LEARNAIMREF and AIMSEQNUMBER).

## Fields used to create the Transparency attainment data summary

17. The HESA Student fields used to generate the Transparency attainment data summary are listed in Table 2.

**Table 2: HESA Student fields used in the Transparency attainment data summary**

Name	Description	Column in individualised file
UKPRN	UK Provider Reference Number	A
HUSID	HESA unique student identifier	B
NUMHUS	Student instance identifier	C
SEXID	Sex of student	AH
ETHNIC	Ethnicity of student	AG
POSTCODE	Postcode of student's permanent address prior to entry	AF
SBJCA1-5	Subject(s) appropriate to course	AI-AM
INITIATIVES 1-3	Specific scheme identifier	AA-AC
REGBODY1-2	Regulatory body for medical, dental, health and social care, and veterinary students.	AD-AE
XQMODE01	Qualification obtained mode of study	Q
XDOMHM01	Domicile of student	U
XPQUAL01	Qualifications obtained population identifier	S
XQOBTN01	Highest qualification obtained	T
XCLASSF01	Classification of qualification	R

18. The HESA Student Alternative fields used to generate the Transparency attainment data summary are listed in Table 3.

**Table 3: HESA Student Alternative fields used in the Transparency attainment data summary**

Name	Description	Column in individualised file
UKPRN	UK Provider Reference Number	A
HUSID	HESA unique student identifier	B
NUMHUS	Student instance identifier	C
SEXID	Sex of student	AJ
ETHNIC	Ethnicity of student	AI
POSTCODE	Postcode of student's permanent address prior to entry	AH
SBJCA1-5	Subject(s) appropriate to course	AK-AO
INITIATIVES1-3	Specific scheme identifier	AC-AE
REGBODY1-2	Regulatory body for medical, dental, health and social care, and veterinary students.	AF-AG
XQMODE01	Qualification obtained mode of study	Q
XDOMHM01	Domicile of student	U
XPQUAL01	Qualifications obtained population identifier	S
XQOBTN01	Highest qualification obtained	T
XCLASSF01	Classification of qualification	R

19. The ILR fields used to generate the Transparency attainment data summary are listed in Table 4.

**Table 4: ILR fields used in the Transparency attainment data summary**

Name	Description	Column in individualised file
UKPRN	UK Provider Reference Number	A
LEARNREFNUMBER	Learner reference number	B
LEARNAIMREF	Learning aim reference code	C
AIMSEQNUMBER	Learning aim sequence number	D
POSTCODEPRIOR	Postcode of learner prior to enrolment	Z
DOMICILE	Domicile of learner	AA
ETHNICITY	Ethnicity of learner	AB
SEX	Sex of learner	AC
LEARNSTARTDATE	Learning start date	U
LEARNPLANENDDATE	Planned learning end date	V
MODESTUD	Mode of study	Q
PROGTYPE	Programme type	X
OUTGRADE	Grade awarded to learner	S
OUTCOME	Indicates whether learner has achieved learning aim	R

## Description of derived fields

16. The derived fields used to generate the Transparency attainment data summary are listed in Table 5.

**Table 5: List of derived fields used in the Transparency attainment data summary (Note: 'N/A' signifies field is not present in individualised file)**

Name	Description	Paragraph	Column in HESA outputs individualised file	Column in ILR output individualised file
TRSOURCE	Identifies the source of the record	<u>13</u>	D	E
OFSQAIM	Recognised higher education qualification aim (ILR only)	<u>16</u>	N/A	T
TRCRSELGTH	Expected duration of study (ILR only)	<u>17</u>	N/A	P
TRMODE	Mode of study linked to qualification	<u>18</u>	H	I
TRDOM	Broad level domicile of student	<u>19</u>	P	O
TRETHNIC	Ethnicity of student	<u>20</u>	I	J

Name	Description	Paragraph	Column in HESA outputs individualised file	Column in ILR output individualised file
TRSEX	Sex of student	<u>21</u>	K	L
TREIMD	English Index of Multiple Deprivation (EIMD) 2019 quintile of student's address prior to entry	<u>22</u>	J	K
TRAWARDLEVELNUM	Numeric level of award according to the higher education qualification framework (HESA only)	<u>23</u>	L	N/A
TRDENT	Student has at least one instance of a 'Pre-clinical dentistry' or 'Clinical dentistry' associated with programme of study (HESA only)	<u>25</u>	M	N/A
TRAWARD_DETAIL	Detailed grouping of qualification awarded to student	<u>26</u>	N	M
TRAWARDLEVEL	Broad grouping of qualification awarded to student	<u>29</u>	O	N
TRAWARD	Broad grouping of qualification awarded to student relevant to the Transparency attainment population	<u>31</u>	F	G
TRDEGCLASS	Degree classification of award	<u>32</u>	G	H
TRATTAINPOP	Indicator for inclusion of student in the Transparency attainment population	<u>33</u>	E	F

## TRSOURCE

20. This field identifies the source of the record.

Value	Definition
HESASTU	Record is taken from the HESA Student record
HESASAR	Record is taken from the HESA Student Alternative record



ILR	Record is taken from the ILR
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21. Where an algorithm cannot be applied in the same way to each TRSOURCE, this will be indicated in the description of the algorithm.

### OFSQAIM (ILR only)

22. This field classifies qualification aims into broad levels of higher education. For a full definition of this field please refer to '2020-21 ILR data checking tool: Classifying learning aims technical document'.<sup>2</sup>

### TRCRSELGTH (ILR only)

23. This field has the same definition as IPCRSELGTH.

### TRMODE

24. This field classifies the qualification mode of study. This field has the same definition as IPEMPMODE for full-time and part-time modes of study, and IPAPPRENTICE for apprenticeship mode of study.

### TRSOURCE = HESASTU

Value	Description	Definition
APP	Apprenticeship	INITIATIVES1 = K, <u>X,Z</u> or INITIATIVES2 = K, <u>X,Z</u> or INITIATIVES3 = K, <u>X,Z</u>
FT	Full-time	XQMODE01 = 1 and not above
PT	Part-time	XQMODE01 = 2 and not above
OTH	Otherwise	Otherwise

### TRSOURCE = HESASAR

Value	Description	Definition
APP	Apprenticeship	INITIATIVES1 = K or INITIATIVES2 = K or INITIATIVES3 = K
FT	Full-time	XQMODE01 = 1 and not above
PT	Part-time	XQMODE01 = 2 and not above
OTH	Otherwise	Otherwise

<sup>2</sup> Available at [www.officeforstudents.org.uk/data-and-analysis/data-checking-tools/2019-20-ilr-data-checking-tool/](http://www.officeforstudents.org.uk/data-and-analysis/data-checking-tools/2019-20-ilr-data-checking-tool/)

## TRSOURCE = ILR

Value	Description	Definition
APP	Apprenticeship	PROGTYPE = 02, 03, 20, 21, 22, 23, 25
FT	Full-time	MODESTUD = 1, 2 or  (MODESTUD = 99, BLANK and  (TRCRSELGTH = 1 or  (TRCRSELGTH ≤ 2 and OFSQAIM = HIGHER, FIRST, FOUDEG, DIPHE, HND) or  (TRCRSELGTH ≤ 3 and OFSQAIM = HIGHER, FIRST) or  (TRCRSELGTH ≤ 4 and OFSQAIM = ENHANCED))) and not above
PT	Part-time	Otherwise

## TRDOM

25. This field classifies if the student is domiciled in England, Scotland, Wales, Northern Ireland, outside of the UK or is unknown. This field has the same definition as **IPDOM** for values of E, S, W, N and UNKNOWN.

## TRSOURCE = HESASTU, HESASAR

Value	Description	Definition
E	England	XDOMHM01 = 1
S	Scotland	XDOMHM01 = 2
W	Wales	XDOMHM01 = 3
N	Northern Ireland	XDOMHM01 = 4
NON-UK	<b>Not UK</b>	<b>XDOMHM01 = 5, 6, 7</b>
<b>UNKNOWN</b>	<b>Unknown domicile</b>	<b>Otherwise</b>

## TRSOURCE = ILR

Value	Description	Definition
E	England	DOMICILE = XF or  (DOMICILE = XJ, XK, GB and  (POSTCODEPRIOR is in England or

Value	Description	Definition
		<p>((POSTCODEPRIOR = BLANK or    POSTCODEPRIOR begins ZZ) and    Provider in England))) <b>or</b></p> <p><b><u>(DOMICILE = ZZ, BLANK and  POSTCODEPRIOR is in England)</u></b></p>
S	Scotland	<p>DOMICILE = XH or</p> <p>(DOMICILE = XJ, XK, GB and    (POSTCODEPRIOR is in Scotland or    ((POSTCODEPRIOR = BLANK or    POSTCODEPRIOR begins ZZ) and    Provider in Scotland))) <b>or</b></p> <p><b><u>(DOMICILE = ZZ, BLANK and  POSTCODEPRIOR is in Scotland)</u></b></p>
W	Wales	<p>DOMICILE = XI or</p> <p>(DOMICILE = XJ, XK, GB and    (POSTCODEPRIOR is in Wales or    ((POSTCODEPRIOR = BLANK or    POSTCODEPRIOR begins ZZ) and    Provider in Wales))) <b>or</b></p> <p><b><u>(DOMICILE = ZZ, BLANK and  POSTCODEPRIOR is in Wales)</u></b></p>
N	Northern Ireland	<p>DOMICILE = XG or</p> <p>(DOMICILE = XJ, XK, GB and    (POSTCODEPRIOR is in Northern Ireland or    ((POSTCODEPRIOR = BLANK or</p>

Value	Description	Definition
		POSTCODEPRIOR begins ZZ) and  Provider in Northern Ireland))) or  (DOMICILE = ZZ, BLANK and POSTCODEPRIOR is in Northern Ireland)
UNKNOWN	Domicile not known	DOMICILE = ZZ, BLANK and (POSTCODEPRIOR = BLANK or invalid)
NON-UK	Not domiciled in UK	Otherwise

## TRETHNIC

26. This field classifies the ethnicity of the student. This field has the same definition as IPETHNIC but has been updated to include new valid values for ETHNIC in the 2020-21 HESA Student record.

### TRSOURCE = HESASTU

Value	Description	Definition
A	Asian or Asian British	ETHNIC = 31, 32, 33, 34, 39
B	Black, African, Caribbean or Black British	ETHNIC = 21, 22, 29
M	Mixed or multiple ethnic background	ETHNIC = 41, 42, 43, 49
O	Other ethnic background	ETHNIC = 14, 15, 50, 80
W	White	ETHNIC = 10, 13, 16, 19
U	Refused or unknown	Otherwise

### TRSOURCE = HESASAR

Value	Description	Definition
A	Asian or Asian British	ETHNIC = 31, 32, 33, 34, 39
B	Black, African, Caribbean or Black British	ETHNIC = 21, 22, 29
M	Mixed or multiple ethnic background	ETHNIC = 41, 42, 43, 49
O	Other ethnic background	ETHNIC = 14, 15, 50, 80
W	White	ETHNIC = 10, 13, 19
U	Refused or unknown	Otherwise

### TRSOURCE = ILR

Value	Description	Definition
A	Asian or Asian British	ETHNICITY = 39, 40, 41, 42, 43

B	Black, African, Caribbean or Black British	ETHNICITY = 44, 45, 46
M	Mixed or multiple ethnic background	ETHNICITY = 35, 36, 37, 38
O	Other ethnic background	ETHNICITY = 33, 47, 98
W	White	ETHNICITY = 31, 32, 34
U	Refused or unknown	Otherwise

## TRSEX

27. This field classifies the sex of the student. This field has the same definition as IPSEX.

### TRSOURCE = HESASTU, HESASAR

Value	Description	Definition
M	Male	SEXID = 1
F	Female	SEXID = 2
O	Other	Otherwise

### TRSOURCE = ILR

Value	Description	Definition
M	Male	SEX = M
F	Female	SEX = F
O	Other	Otherwise

## TREIMD

28. This field shows the English Index of Multiple Deprivation (EIMD) 2019 quintile of the postcode of the student's address prior to entry.<sup>3</sup> To assign an EIMD 2019 quintile to a student's address prior to entry, the postcode is matched to the National Statistics Postcode Lookup (NSPL) for the United Kingdom (May 2021 release) to determine the Lower Layer Super Output Area (LSOA) in which the postcode exists. The EIMD 2019 quintile of the LSOA is then assigned.

### TRSOURCE = HESASTU, HESASAR

Value	Description	Definition
1, 2, 3, 4, 5	Assigned EIMD 2019 quintile 1 (most deprived) to 5 (least deprived)	TRDOM = E and POSTCODE matched to postcode and LSOA in NSPL
U	EIMD 2019 quintile unknown	TRDOM = E and (POSTCODE = BLANK or POSTCODE not matched to postcode and LSOA in NSPL)

<sup>3</sup> For information on the English Index of Multiple Deprivation 2019 see <https://www.gov.uk/government/statistics/english-indices-of-deprivation-2019>

NA	Student domicile outside of England or unknown	Otherwise
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#### TRSOURCE = ILR

Value	Description	Definition
1, 2, 3, 4, 5	Assigned EIMD 2019 quintile 1 (most deprived) to 5 (least deprived)	TRDOM = E and POSTCODEPRIOR matched to postcode and LSOA in NSPL
U	EIMD 2019 quintile unknown	TRDOM = E and (POSTCODEPRIOR = BLANK or POSTCODEPRIOR not matched to postcode and LSOA in NSPL)
NA	Student domicile outside of England or unknown	Otherwise

#### TRAWARDLEVELNUM (HESASTU and HESASAR only)

29. This field gives the numeric level of study according to the higher education qualifications framework. This also aligns with NVQ levels. This field has the same definition as IPAWARDLEVELNUM.

#### TRDENT (HESA and HESASAR only)

30. This field indicates whether a student has at least one instance of 'Pre-clinical dentistry' or 'Clinical dentistry' associated with their programme of study.

Value	Description	Definition
1	The student has at least one instance of a 'Pre-clinical dentistry' or 'Clinical dentistry' programme of study	One of SBJCA1-5 = 100275, 100266, <u>100268</u>
0	The student does not have an instance of a 'Pre-clinical dentistry' or 'Clinical dentistry' programme of study	Otherwise

#### TRAWARD\_DETAIL

31. This field allocates the qualification awarded to the student during the reporting year to a level of qualification awarded.

#### TRSOURCE = HESASTU, HESASAR

32. This field has the same definition as IPAWARD\_DETAIL.

#### TRSOURCE = ILR

33. This field has the same definition as IPAWARD\_DETAIL but uses OFSQAIM (presented earlier in this document) in place of IPOFSQAIM.

#### TRAWARDLEVEL

34. This field allocates the qualification awarded to the student during the reporting year to a broad grouping. This field has the same definition as IPAWARDLEVEL.

## TRAWARD

35. This field simplifies the broad grouping of the qualification awarded to the student during the reporting year, allocated by TRAWARDLEVEL, to those levels relevant to the Transparency attainment population.

Value	Description	Definition
FDEG	First degree	TRAWARDLEVEL = DEG, PUGD
OUG	Other undergraduate	TRAWARDLEVEL = OUG, PUGO
OTH	Other including no award	Otherwise

## TRDEGLASS

36. This field indicates the degree classification awarded.

### TRSOURCE = HESASTU, HESASAR

Value	Description	Definition
1	First class honours degree	TRAWARD = FDEG and XCLASSF01 = 01
2_1	Upper second class honours degree	TRAWARD = FDEG and XCLASSF01 = 02
2_2	Lower second class honours degree	TRAWARD = FDEG and XCLASSF01 = 03
3	Third class honours/pass	TRAWARD = FDEG and XCLASSF01 in (05, 09)
UN	Degree awarded without classification	TRAWARD = FDEG and not above
NA	Otherwise	Otherwise

### TRSOURCE = ILR

Value	Description	Definition
1	First class honours degree	TRAWARD = FDEG and OUTGRADE = FI
2_1	Upper second class honours degree	TRAWARD = FDEG and OUTGRADE = SU
2_2	Lower second class honours degree	TRAWARD = FDEG and OUTGRADE = SL, SE
3	Third class honours/pass	TRAWARD = FDEG and OUTGRADE = TH, FO
UN	Degree awarded without classification	TRAWARD = FDEG and not above
NA	Otherwise	Otherwise

## TRATTAINPOP

37. This field indicates whether the student is included in the Transparency attainment population.

### TRSOURCE = HESASTU, HESASAR

Value	Description	Definition
1	Student is counted in the Transparency attainment population	TRDOM = E, S, W, N and TRAWARD = FDEG, OUG and XPQUAL01 = 1
0	Otherwise	Otherwise

### TRSOURCE = ILR

Value	Description	Definition
1	Student is counted in the Transparency attainment population	TRDOM = E, S, W, N and TRAWARD = FDEG, OUG and OUTCOME = 1
0	Otherwise	Otherwise

## Rebuild instructions

38. The individualised file, TR20\_Attainment\_DCT\_XXXXXXXXX\_IND.csv, can be used to interrogate the data and our calculation of derived fields by filtering to certain groups of records. Full details of how to access and use individualised files are given on the OfS website at [www.officeforstudents.org.uk/data-and-analysis/supplying-data/working-with-individualised-files](http://www.officeforstudents.org.uk/data-and-analysis/supplying-data/working-with-individualised-files).

39. Specific instructions to rebuild the Transparency attainment data summary figures in the Transparency attainment data summary workbook, TR20\_Attainment\_DCT\_XXXXXXXXX.xlsx, are provided here.

40. Additional fields not described in the field tables or algorithms above have been included in the individualised file for reference. These additional fields are listed in tables 6, 7 and 8.

**Table 6: Additional fields included in the Transparency attainment data summary HESA Student individualised file**

Field name	Description	Column in individualised file
COMDATE	Start date of instance	Y
ENDDATE	End date of instance	Z
COURSEID	Course identifier	W
CTITLE	Course title	X



COURSEAIM	General qualification aim of course	V
SBJPCNT1-5	Proportion of time allocated for each subject studied on a course	AN-AR

**Table 7: Additional fields included in the Transparency attainment data summary HESA Student Alternative individualised file**

Field name	Description	Column in individualised file
COMDATE	Start date of instance	Y
ENDDATE	End date of instance	Z
PERIODSTART	Instance period start date	AA
PERIODEND	Instance period end date	AB
COURSEID	Course identifier	W
CTITLE	Course title	X
COURSEAIM	General qualification aim of course	V
SBJPCNT1-5	Proportion of time allocated for each subject studied on a course	AP-AT

**Table 8: Additional fields included in the Transparency attainment data summary ILR individualised file**

Field name	Description	Data source	Column in individualised file
QUAL_TIT	Learning aim title	LARS	W
NOTIONALNVQLEVELV2	Level of the learning aim	LARS	Y

Note: 'LARS' = 'Learning Aim Reference Service'.

41. The following instructions assume the user has the individualised file open in Microsoft Excel.
42. To apply filters to the column headings, highlight the headings. From the 'DATA' tab in the toolbar select 'Filter'.
43. The headcount present in the summary workbook is the number of records present in the individualised data file once the relevant filters have been applied.
44. To filter to the Transparency attainment population, TRATTAINPOP = 1 should be selected.
45. Filters can then be applied to TRMODE, TRDEGCCLASS, TREIMD, TRETHTNIC and TRSEX to reproduce the headcount of qualifiers (number of records) in the Transparency attainment summary workbook.
46. For example, to reproduce the headcount for upper second class honours degrees awarded to female qualifiers who studied full-time you would apply the following filters:

TRATTAINPOP = 1 and TRDEGCLASS = 2\_1 and TRMODE = FT and TRSEX = F. The number of records in the filtered dataset represents the headcount in TR20\_Attainment\_DCT\_XXXXXXXX.xlsx.

47. To reproduce the headcount of classified first degrees awarded for a given mode of study and characteristic, filter to the required mode and characteristic split and select TRAWARD = 1, 2\_1, 2\_2, 3.
48. For example, to reproduce the headcount of classified first degrees awarded to qualifiers from EIMD quintile 1 areas who studied full-time you would apply the following filters:  
TRATTAINPOP = 1 and TRDEGCLASS = 1, 2\_1, 2\_2, 3 and TRMODE = FT and TREIMD = 1. The number of records in the filtered dataset represents the headcount in TR20\_Attainment\_DCT\_XXXXXXXX.xlsx.



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