# 2021-22 post-collection outputs

**2021-22 Student numbers technical document and rebuild instructions**

# Contents

# Summary

1. This document describes the algorithms applied to the 2021-22 Student record, Student alternative record and Individualised Learner Record (ILR) data. These are used to determine a provider's higher education and further education student numbers. Throughout the document, fields taken or derived from the Student, Student alternative or ILR records are shown in capitals.

2. The final Student, Student alternative and ILR R14 data is used to generate the final student numbers, which will be released in the 2021-22 post-collection outputs. These will be the numbers used by the Office for Students (OfS) for regulatory purposes, such as assessing applications for degree awarding powers and university title, and calculating OfS registration fees. The post-collection outputs will be based on the data originally submitted by the provider and signed off as accurate by the accountable officer. We use amended data for these purposes only when this use has been formally approved by the OfS.

3. The student numbers post collection outputs (PCO) are formed of two files. These are:

   a. Student numbers workbook 'SN21_PCO_XXXXXXXX.xlsx'

   b. Student numbers individualised file 'SN21_PCO_XXXXXXXX_IND.csv'

   where XXXXXXXX is the UK Provider Reference Number (UKPRN) for the provider.

4. Some providers submit data to both the OfS's designated data body (DDB) and the Education and Skills Funding Agency (ESFA). Student instances meeting either of the criteria listed below should be reported to both:

   a. Students on higher and degree apprenticeships for whom you receive direct funding from the ESFA (PROGTYPE 20, 21, 22, 23 or 25).

   b. Students on higher education instances (Level 4 or above) who are financed by Advanced Learner Loans.

   We would expect all other student instances to be returned to either the DDB or the ESFA, but not both. For those providers that return both the DDB and ILR data, the student instances listed above will be excluded from their ILR data to avoid double counting.

5. This document is aimed at readers with in-depth knowledge of the data. Readers are advised to have a copy of the Student record coding manual, Student alternative record coding manual and ILR specification for the relevant year, and the Office of Qualifications and Examinations Regulation (Ofqual) Register Data Extract Specification to hand when using this document.

6. We will document any changes or corrections to the algorithms in this document on the OfS website (www.officeforstudents.org.uk/data-and-analysis/student-number-data/).

# Changes

## Changes from the 2020-21 student numbers method

7. This section describes any changes to the algorithms from the 2020-21 student numbers method.

8. Any deletions are shown with a strikethrough. Any other changes are shown as **bold and underlined**.

### SNSOURCE

9. The field SNSOURCE has been updated to remove any references to HESA.

| Value | Definition |
|---|---|
| ~~HESASTU~~ **STU** | Record taken from the Student record |
| ~~HESASAR~~ **SAR** | Record taken from the Student alternative record |
| ILR | Record taken from the ILR |

### SNEXCL4

10. This field has been updated to remove mode 98 which no longer exists.

| Value | Description | Definition |
|---|---|---|
| 1 | Excluded | (SNSOURCE = STU and MODE = 51, 63, 64~~, 98~~) or (SNSOURCE = SAR and XINACT01 = 1) |
| 0 | Included | Otherwise |

### SNEXCL8

11. This field has been updated to include the new value of O for incoming reciprocal Turing Scheme exchange students in the Student data.

| Value | Description | Definition |
|---|---|---|
| 1 | Excluded | ((SNSOURCE = STU and (EXCHANGE = 4,G,**O** or LOCSDY = S)) or ((SNSOURCE = SAR and (EXCHIND = 1 or LOCSDY = S)) |
| 0 | Included | Otherwise |

### SNLEVELNUM and SNREL_TEF

12. The fields SNLEVELNUM and SNREL_TEF has been updated to remove courseaim values which no longer exists.

SNSOURCE = STU, SAR

| Value | Description | Definition |
|---|---|---|
| 8 | Records at Level 8 | SNLEVEL = HE and<br>COURSEAIM = D00, ~~D01~~, D90, E00, E13, E40, E43, E90, L00 |
| 7 | Records at Level 7 | SNLEVEL = HE and<br>COURSEAIM = L80, L90, L91, L99, M00, M01, M02, M10, M11, M13, M16, M22, M26, M28, M40, M41, M42, M43, M44, M45, M50, M70, M71, M72, M73, M76, M78, M79, M80, M86, M88, M90, M91, M99 |
| 6 | Records at Level 6 | SNLEVEL = HE and<br>COURSEAIM = I00, I11, I12, I16, H00, H11, H12, H13, H16, H18, H22, H23, ~~H24~~, H41, H42, H43, H50, H60, H61, H62, H70, H71, H72, H76, H78, H79, H80, H81, H88, H90, H91, H99 |
| 5 | Records at Level 5 | SNLEVEL = HE and<br>COURSEAIM = I60, I61, I70, I71, I72, I73, I74, I76, I78, I79, I80, I81, I90, I91, I99, J |
| 4 | Records at Level 4 | SNLEVEL = HE and not above |

## SNREL_TEF

SNSOURCE = STU, SAR

| Value | Description | Definition |
|---|---|---|
| 1 | Provision in-scope for TEF | SNEXCL = 0 and<br>COURSEAIM in (C13, C20, C30, C41, C42, C43, C77, C78, C80, C90, C99, M22, M26, M28, H00, H11, H12, H13, H16, H18, H22, H23, ~~H24~~, H41, H42, H43, H70, H76, H79, H80, H90, H91, H99, I00, I11, I12, I16, I70, I74, I76, I78, I79, I80, I90, I91, I99, J10, J13, J16, J30, J20, J26, J41, J42, J43, J45, J76, J80, J90, J99) |
| 0 | Provision not in-scope for TEF | Otherwise |

## Note on terminology

13. The algorithms below apply to three different data collections, each of which has a different structure. In the Student return, the fields that we use are associated with a student instance. In the Student alternative return, the fields that we are use are (mainly) associated with a student instance period; there may be multiple instance periods per student instance. In the ILR return, the fields that we use are associated with a course; a learner may study multiple courses.

14. Below, we use the generic term 'record' to refer to either an instance, an instance period or a learner-course combination, depending on the data source.

15. The year '20Y1-Y2' below refers to the academic year starting on 1 August 20Y1 and ending on 31 July 20Y2.

# Student numbers workbook

16. The student numbers workbook is the Excel workbook SN21_PCO_XXXXXXXX.xlsx which contains the following worksheets:

**Table 1: Worksheets in the student numbers workbook**

| Worksheet* | Title |
|---|---|
| Information | Information sheet |
| Student Numbers | Number of student FTEs by broad level and HE study level |

* This worksheet reference corresponds to the spreadsheet tabs.

# Student numbers individualised file

17. When working through this document it is necessary to use the individualised file, SN21_PCO_XXXXXXXX_IND.csv. The individualised file contains the values of all fields used to generate student numbers.

18. Fields taken from the individualised student return or derived as part of the student numbers outputs are shown in capitals using the names given in Tables 3, 4 ,5 and 6.

19. Specific instructions for rebuilding the student numbers workbook from the individualised file are provided in this document.

# 20Y1-Y2 fields used to create the student number outputs

20. The fields used to generate the student numbers outputs are listed in Tables 3, 4 and 5.

**Table 2: Student fields used in the student number calculations**

| Name | Description | Column in individualised file |
|---|---|---|
| COURSEAIM | General qualification aim of course | AV |
| COMDATE | Start date of instance | AX |
| ENDDATE | End date of instance | AY |
| EXCHANGE | Identifies whether the student is an exchange student | AZ |
| LOCSDY | Location of study | BA |
| MODE | Mode of study | BB |
| NUMHUS | Student instance identifier | G |
| STULOAD | Student instance full-time equivalence (FTE) | BC |
| UKPRN | UK Provider Reference Number | A |
| HUSID | HESA unique student identifier | H |

**Table 3: Student alternative fields used in the student number calculations**

| Name | Description | Column in individualised file |
|---|---|---|
| COURSEAIM | General qualification aim of course | AV |
| NUMHUS | Student instance identifier | G |
| EXCHIND | Identifies whether the student is an exchange student | BD |
| LOCSDY | Location of study | BA |
| PERIODEND | Instance period end date | BE |
| PERIODSTART | Instance period start date | BF |
| STULOAD | Student instance FTE | BC |
| UKPRN | UK Provider Reference Number | A |
| HUSID | HESA unique student identifier | H |
| XINACT01 | Inactive for entire reporting year | BG |

**Table 4: ILR, Learning Aim Reference Service and Ofqual fields used in the student number calculations**

| Field | Description | Column in individualised file |
|---|---|---|
| COMPSTATUS | Degree of completion of the learning activities leading to the learning aim | BH |
| LEARNACTENDDATE | Learning actual end date | BL |
| LEARNDELFAMCODE | The value of the funding or monitoring attribute | BM |
| LEARNDELFAMTYPE | The type of funding or monitoring attribute | BM |
| LEARNPLANENDDATE | Learning planned end date | BN |
| LEARNSTARTDATE | Learning start date | BO |
| STULOAD | Learner FTE | BC |
| PLANLEARNHOURS | Planned learning hours | BR |
| PRIORLEARNFUNDADJ | The proportion of this learning aim still to be delivered | BS |
| PROGTYPE | The type of programme which the learner is undertaking | BT |
| UKPRN | UK Provider Reference Number | A |
| WITHDRAWREASON | The reason why the learner has withdrawn from the learning aim | BU |
| LEARNAIMREF | Learning aim reference | BI |
| QUAL_TIT | Learning aim title | BJ |
| QUAL_TYP | Learning aim type | BK |
| NVQ_LV | Notional NVQ level | BP |

| Field | Description | Column in individualised file |
|---|---|---|
| NOTIONALNVQLEVELV2 | The detailed learning aim level on the NVQ scale | BQ |
| TOTAL QUALIFICATION TIME | The total time a learner may typically be expected to expend in achieving a qualification | BV |
| MAXIMUM GUIDED LEARNING HOURS | The maximum number of hours a learner can be expected to be taught or instructed by their tutor or teacher to complete the qualification | BW |
| TOTAL CREDITS | The total credits required to obtain the qualification | BX |

# Description of derived fields

21. The derived fields used to generate the student numbers outputs are listed in Table 5.

**Table 5: Description of derived fields for recreating tables**

| Derived field name | Description | Paragraph | Column in individualised file |
|---|---|---|---|
| LEARNDELFAM_ADL1 | Advanced Learner Loan indicator | 24 | BM |
| SNAVHOURSPERDAY | Average study hours per day over course | 45 | Z |
| SNAYDAYSSTUDIED | Number of days studied in academic year | 44 | Y |
| SNENDDATE | Last day studied in academic year | 43 | X |
| SNEXCL | Reason(s) for exclusion from student numbers population | 35 | K |
| SNEXCL1 – SNEXCL256 | Student number population exclusions | 26 - 34 | AM-AU |
| SNFEPLANLEARNSTULOAD | Further education STULOAD calculated from PLANLEARNHOURS | 53 | AH |
| SNFESTULOAD | STULOAD for further education record | 56 | AK |
| SNFESTULOADCASE | Determines fields used to calculate further education FTE for a given record | 54 | AI |
| SNHEINSTLEVSTULOAD | Total STULOAD at a given SNLEVELNUM for a given higher education instance | 49 | AD |
| SNHEINSTLEVSTULOADADJ | Capped STULOAD at a given SNLEVELNUM for a given higher education instance | 50 | P |
| SNHEINSTLEVSTULOAD_TEF | Total STULOAD at a given SNLEVELNUM for a given undergraduate higher education instance relevant to TEF | 61 | AF |
| SNHEINSTLEVSTULOADADJ_TEF | Capped STULOAD at a given SNLEVELNUM for a given undergraduate higher education instance relevant to TEF | 62 | S |
| SNDDBILRFLAG | Providers that return both Student or Student Alternative and ILR data | 25 | C |

| Derived field name | Description | Paragraph | Column in individualised file |
|---|---|---|---|
| SNHESTULOAD | STULOAD for higher education record | 48 | AC |
| SNHESTULOADCASE | Determines fields used to calculate higher education FTE for a given record | 47 | AB |
| SNHOURSPERAYR | Total hours studied in academic year | 46 | AA |
| SNLEVEL | Identifies record as higher or further education | 37 | L |
| SNLEVELNUM | Level of higher education record | 38 | M |
| SNNUMFERECORDS | Number of non-excluded further education records per student | 55 | AJ |
| SNPRIORLEARNADJ | Adjustment for prior learning | 41 | V |
| SNQUALHOURS | Total hours course is expected to take | 42 | W |
| SNREL_TEF | Undergraduate higher education provision relevant to TEF | 59 | Q |
| SNSOURCE | Identifies the source of the record | 22 | D |
| SNTITLECREDITS | Max credits in course title | 40 | U |
| SNTITLEHRS | Max learning hours in course title | 39 | T |
| SNTOTFEFTE | Total further education FTE per student | 58 | N |
| SNTOTFESTULOAD | Total capped further education STULOAD per student | 57 | AL |
| SNTOTHEFTE | Total higher education FTE per student | 52 | O |
| SNTOTHESTULOAD | Total capped higher education STULOAD per student | 51 | AE |
| SNTOTHEFTE_TEF | Total higher education undergraduate FTE per student relevant to TEF | 64 | R |
| SNTOTHESTULOAD_TEF | Total capped higher education undergraduate STULOAD per student relevant to TEF | 63 | AG |

# Derived fields for calculating total higher education FTE

## SNSOURCE

22. This field identifies the source of the record.

| Value | Definition |
|-------|------------|
| STU | Record taken from the Student record |
| SAR | Record taken from the Student alternative record |
| ILR | Record taken from the ILR |

23. Where an algorithm cannot be applied in the same way to each SNSOURCE, this will be indicated in the description of the algorithm.

## LEARNDELFAM_ADL1

24. This field contains the value of LEARNDELFAMCODE where LEARNDELFAMTYPE = ADL.

## SNDDBILRFLAG

25. This field identifies providers that returned Student or Student Alternative data to the OfS's DDB and ILR data in the academic year 20Y1-Y2.

| Value | Definition |
|-------|------------|
| 1 | Provider returned both DDB and ILR data for the academic year 20Y1-Y2 |
| 0 | Provider did not return both DDB and ILR data for the academic year 20Y1-Y2 |

## SNEXCL1

26. This field identifies records that start after the academic year of interest.

| Value | Description | Definition |
|-------|-------------|------------|
| 1 | Excluded | (SNSOURCE = STU and COMDATE > 31/07/Y2)<br>or<br>(SNSOURCE = SAR and PERIODSTART > 31/07/Y2)<br>or<br>(SNSOURCE = ILR and  LEARNSTARTDATE > 31/07/Y2) |
| 0 | Included | Otherwise |

## SNEXCL2

27. This field identifies records that finish before the academic year of interest.

| Value | Description | Definition |
|-------|-------------|------------|
| 1 | Excluded | (SNSOURCE = STU and<br>ENDDATE < 01/08/Y1 and<br>ENDDATE is not BLANK)<br>or<br>(SNSOURCE = SAR and<br>PERIODEND < 01/08/Y1 and<br>PERIODEND is not BLANK)<br>or<br>(SNSOURCE = ILR and<br>LEARNACTENDDATE < 01/08/Y1 and<br>LEARNACTENDDATE is not BLANK) |
| 0 | Included | Otherwise |

## SNEXCL4

28. This field identifies records in the Student data that are dormant or on sabbatical, or records in the Student alternative data that have been inactive for the reporting year.

| Value | Description | Definition |
|-------|-------------|------------|
| 1 | Excluded | (SNSOURCE = STU and MODE = 51, 63, 64)<br>or<br>(SNSOURCE = SAR and XINACT01 = 1) |
| 0 | Included | Otherwise |

## SNEXCL8

29. This field identifies incoming exchange students in the Student and Student alternative data.

| Value | Description | Definition |
|-------|-------------|------------|
| 1 | Excluded | ((SNSOURCE = STU and<br>(EXCHANGE = 4,G,O or LOCSDY = S))<br>or<br>((SNSOURCE = SAR and (EXCHIND = 1 or LOCSDY = S)) |
| 0 | Included | Otherwise |

### SNEXCL16

30.   This field identifies apprenticeship standard 'wrapper' programme aims in the ILR data.

| Value | Description | Definition |
|-------|-------------|------------|
| 1 | Excluded | SNSOURCE = ILR and LEARNAIMREF = ZPROG001 |
| 0 | Included | Otherwise |

### SNEXCL32

31. This field identifies higher apprentices in the ILR that have been returned by providers that also submit Student or Student alternative data.

| Value | Description | Definition |
|-------|-------------|------------|
| 1 | Excluded | SNSOURCE = ILR and SNDDBILRFLAG = 1 and PROGTYPE = 20, 21, 22, 23, 25 |
| 0 | Included | Otherwise |

### SNEXCL64

32. This field identifies an ILR record which has been closed to correct an incorrect LEARNPLANENDDATE.

| Value | Description | Definition |
|-------|-------------|------------|
| 1 | Excluded | SNSOURCE = ILR and COMPSTATUS = 4[1] and WITHDRAWREASON = 40 and LEARNACTENDDATE = 1 August 20Y1 |
| 0 | Included | Otherwise |

### SNEXCL128

33. This field identifies records in the ILR which we believe relate to teaching provision rather than registered provision. This will be identified if two records returned by two providers for the same student are found to have the same LEARNAIMREF, the courses start within 31 days of each other and the UKPRN for one record matches the PARTNERUKPRN of the other record. The record with missing PARTNERUKPRN will then be flagged.

| Value | Description | Definition |
|-------|-------------|------------|
| 1 | Excluded | SNSOURCE = ILR and the student appears to exist in another provider's ILR and this record will be excluded from the student numbers calculation |
| 0 | Included | Otherwise |

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[1] ILR records returned to the ESFA with COMPSTATUS=3 and WITHDRAWREASON=40 will have the value of COMPSTATUS changed to 4 by the ESFA.

## SNEXCL256

34. This field identifies students in the ILR on higher education instances financed by an Advanced Learner Loan that have been returned by providers that also submit Student or Student alternative data.

| Value | Description | Definition |
|---|---|---|
| 1 | Excluded | SNSOURCE = ILR and SNDDBILRFLAG = 1 and LEARNDELFAM_ADL = 1 and NOTIONALNVQLEVELV2 = 4,5,6, |
| 0 | Included | Otherwise |

## SNEXCL

35. This field indicates whether the record will be included in the calculation of student numbers SNEXCL captures exclusions using applicable values from the table below.

| Value | Description | Definition |
|---|---|---|
| 1 | Record starts after academic year of interest | SNEXCL1 = 1 |
| 2 | Record ends before academic year of interest | SNEXCL2 = 1 |
| 4 | Student is dormant, on sabbatical or inactive for the entire reporting year | SNEXCL4 = 1 |
| 8 | Incoming exchange student | SNEXCL8 = 1 |
| 16 | Apprenticeship standard 'wrapper' programme aim | SNEXCL16 = 1 |
| 32 | Higher apprentices returned in ILR by provider that also submits Student or Student alternative data | SNEXCL32 = 1 |
| 64 | ILR records closed to correct LEARNPLANENDDATE | SNEXCL64 = 1 |
| 128 | ILR record returned by the teaching provider also returned by the registering provider | SNEXCL128 = 1 |
| 256 | HE student financed by Advanced Learner Loan returned in ILR by provider that also submits Student or Student alternative data | SNEXCL256 = 1 |
| 0 | Otherwise | None of the above |

36. This field contains the exclusion reason(s) for the instance. It is calculated as (1 × SNEXCL1) + (2 × SNEXCL2) + …+ (256 × SNEXCL256).

## SNLEVEL

37. This field identifies whether the record is of higher education or further education.

SNSOURCE = STU, SAR

| Value | Description | Definition |
|---|---|---|
| HE | Record of higher education | COURSEAIM = D, E, L, M, H, I, J, C |

| Value | Description | Definition |
|-------|-------------|------------|
| FE | Record of further education | COURSEAIM = P, Q, R, S, X |

SNSOURCE = ILR

| Value | Description | Definition |
|-------|-------------|------------|
| HE | Record of higher education | LEARNAIMREF ≠ ZPROG001 and NOTIONALNVQLEVELV2 = 4, 5, 6, 7, 8, H |
| FE | Record of further education | LEARNAIMREF ≠ ZPROG001 and not above |

## SNLEVELNUM

38. This field indicates the level of study for higher education records, using either the Quality Assurance Agency for Higher Education's Frameworks for higher education qualifications (for qualifications awarded using degree awarding powers) or else the Regulated qualifications framework[2].

SNSOURCE = STU, SAR

| Value | Description | Definition |
|-------|-------------|------------|
| 8 | Records at Level 8 | SNLEVEL = HE and COURSEAIM = D00, D90, E00, E13, E40, E43, E90, L00 |
| 7 | Records at Level 7 | SNLEVEL = HE and COURSEAIM = L80, L90, L91, L99, M00, M01, M02, M10, M11, M13, M16, M22, M26, M28, M40, M41, M42, M43, M44, M45, M50, M70, M71, M72, M73, M76, M78, M79, M80, M86, M88, M90, M91, M99 |
| 6 | Records at Level 6 | SNLEVEL = HE and COURSEAIM = I00, I11, I12, I16, H00, H11, H12, H13, H16, H18, H22, H23, H41, H42, H43, H50, H60, H61, H62, H70, H71, H72, H76, H78, H79, H80, H81, H88, H90, H91, H99 |
| 5 | Records at Level 5 | SNLEVEL = HE and COURSEAIM = I60, I61, I70, I71, I72, I73, I74, I76, I78, I79, I80, I81, I90, I91, I99, J |
| 4 | Records at Level 4 | SNLEVEL = HE and not above |

SNSOURCE = ILR

| Value | Description | Definition |
|-------|-------------|------------|
| 8 | Records at Level 8 | SNLEVEL = HE and NOTIONALNVQLEVELV2 = 8 |

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[2] For the Frameworks for higher education qualifications see https://www.qaa.ac.uk//en/quality-code/qualifications-frameworks.

| Value | Description | Definition |
|---|---|---|
| 7 | Records at Level 7 | SNLEVEL = HE and NOTIONALNVQLEVELV2 = 7 |
| 6 | Records at Level 6 | SNLEVEL = HE and NOTIONALNVQLEVELV2 = 6 |
| 5 | Records at Level 5 | SNLEVEL = HE and NOTIONALNVQLEVELV2 = 5 |
| 4 | Records at Level 4 | SNLEVEL = HE and not above |

## SNTITLEHRS

39. For ILR records only. This field identifies the maximum number of hours per record as extracted from the course title on the Learning Aim Reference Service (LARS). For example, the value of SNTITLEHRS for the course listed as 'Non regulated SFA formula funded provision, Entry level, Medicine and Dentistry, 389 to 580 hrs, PW B' would be 580.

## SNTITLECREDITS

40. For ILR records only. This field identifies the maximum number of credits per record as extracted from the course title on the LARS. For example, the value of SNTITLECREDITS for the course listed as 'Innovation code, Entry level, Medicine and Dentistry, 3-5 credits' would be 5.

## SNPRIORLEARNADJ

41. For ILR records only. This field identifies the funding adjustment for prior learning expressed as a decimal value.

| Value | Definition |
|---|---|
| PRIORLEARNFUNDADJ/100 | SNSOURCE = ILR and PRIORLEARNFUNDADJ > 0 |
| 0 | SNSOURCE = ILR and PRIORLEARNFUNDADJ = 0 |

## SNQUALHOURS

42. For ILR records only. This field determines the total number of hours the course associated with the record is expected to take.

| Value | Description | Definition |
|---|---|---|
| TOTAL QUALIFICATION TIME × SNPRIORLEARNADJ | Source of hours is TOTAL QUALIFICATION TIME | SNSOURCE = ILR and STULOAD = BLANK and TOTAL QUALIFICATION TIME ≠ BLANK, 0 |
| MAXIMUM GUIDED LEARNING HOURS × SNPRIORLEARNADJ | Source of hours is MAXIMUM GUIDED LEARNING HOURS | SNSOURCE = ILR and STULOAD = BLANK and MAXIMUM GUIDED LEARNING HOURS ≠ BLANK, 0 and not above |
| (TOTAL CREDITS × 10) × SNPRIORLEARNADJ | Source of hours is TOTAL CREDITS | SNSOURCE = ILR and |

| Value | Description | Definition |
|---|---|---|
| | | STULOAD = BLANK and TOTAL CREDITS ≠ BLANK ,0 and not above |
| (SNTITLEHRS) × SNPRIORLEARNADJ | Source of hours is SNTITLEHRS | SNSOURCE = ILR and STULOAD = BLANK and SNTITLEHRS ≠ BLANK and not above |
| (SNTITLECREDITS × 10) × SNPRIORLEARNADJ | Source of hours is SNTITLECREDITS | SNSOURCE = ILR and STULOAD = BLANK and SNTITLECREDITS ≠ BLANK and not above |

## SNENDDATE

43. For ILR records only. This field determines the end date to be used when calculating the number of days studied (SNAYDAYSSTUDIED) in the academic year 20Y1-Y2. Used only where SNQUALHOURS will be used to calculate the FTE of the record.

| Value | Description | Definition |
|---|---|---|
| LEARNACTENDDATE | Learner completed learning activities in 20Y1-Y2 | SNSOURCE = ILR and LEARNACTENDDATE ≠ BLANK and LEARNACTENDDATE <= 31/07/Y2 |
| 31/07/Y2 | Learner is still studying at the end of 20Y1-Y2 | SNSOURCE = ILR and not above |

## SNAYDAYSSTUDIED

44. For ILR records only. This field determines the number of days studied in the 20Y1-Y2 academic year, calculated as the numbers of days between SNENDDATE and either 1 August 20Y1 or LEARNSTARTDATE, whichever is later. Used only where SNQUALHOURS will be used to calculate the FTE of the record.

## SNAVHOURSPERDAY

45. For ILR records only. This field calculates the average number of hours that would be studied each day for the duration of the course, calculated as SNQUALHOURS divided by the number of days between the LEARNSTARTDATE and LEARNPLANENDDATE. Used only where SNQUALHOURS will be used to calculate the FTE of the record.

## SNHOURSPERAYR

46. For ILR records only. This field calculates the total number of hours studied in the academic year for each record. Used only where SNQUALHOURS will be used to calculate the FTE of the record. We cap SNHOURSPERAYR at the value of SNQUALHOURS for the course.

- SNHOURSPERAYR = (SNAVHOURSPERDAY × SNAYDAYSSTUDIED) or SNQUALHOURS, whichever is lowest.

## SNHESTULOADCASE

47. This field defines the fields we will use in calculating the FTE for a given higher education record.

| Value | Description | Definition |
|---|---|---|
| 0 | Students with STULOAD returned | SNEXCL = 0 and SNLEVEL = HE and STULOAD ≠ BLANK |
| 1 | Students in DDB records with no STULOAD returned | SNEXCL = 0 and SNLEVEL = HE and SNSOURCE = STU, SAR and STULOAD = BLANK |
| 2 | Students in ILR with no STULOAD returned and with SNQUALHOURS returned | SNEXCL = 0 and SNLEVEL = HE and SNSOURCE = ILR and STULOAD = BLANK and SNQUALHOURS ≠ BLANK |
| 3 | Students in ILR with no STULOAD returned and no SNQUALHOURS returned | SNEXCL = 0 and SNLEVEL = HE and SNSOURCE = ILR and STULOAD = BLANK and not above |
| 4 | Students where their record is excluded | SNEXCL > 0 and SNLEVEL = HE |

## SNHESTULOAD

48. This field determines the STULOAD for each higher education record.

| Value | Definition |
|---|---|
| STULOAD | SNHESTULOADCASE = 0 |
| 0 | SNHESTULOADCASE = 1 or 4 |
| (SNHOURSPERAYR ÷ 540) × 100 | SNHESTULOADCASE = 2 |
| 25 | SNHESTULOADCASE = 3 |

## SNHEINSTLEVSTULOAD

49. This field determines the total STULOAD at a given SNLEVELNUM for each higher education instance.[3]

| Value | Definition |
|---|---|
| SNHESTULOAD | SNSOURCE = STU |
| Sum of SNHESTULOAD across all instance periods at a given SNLEVELNUM per instance | SNSOURCE = SAR |
| Sum of SNHESTULOAD across all records for each SNLEVELNUM per student | SNSOURCE = ILR |

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[3] The ILR data does not include the concept of an 'instance'. Solely for the purpose of calculating SNHEINSTLEVSTULOAD we treat a level of study in the ILR data as analogous to an instance.

### SNHEINSTLEVSTULOADADJ

50. This field calculates the capped STULOAD at a given SNLEVELNUM for each higher education instance.

- SNHEINSTLEVSTULOADADJ = SNHEINSTLEVSTULOAD or 150, whichever is lowest.

### SNTOTHESTULOAD

51. SNTOTHESTULOAD is the total STULOAD per student including any capping, calculated as the sum of SNHEINSTLEVSTULOADADJ across each unique combination of instance and level per student.

### SNTOTHEFTE

52. This field calculates the total higher education FTE, calculated as SNTOTHESTULOAD ÷ 100.

## Additional fields required to calculate total further education FTE

### SNFEPLANLEARNSTULOAD

53. For ILR records only. This field converts PLANLEARNHOURS to STULOAD for calculation of further education FTE.

- SNFEPLANLEARNSTULOAD = (((PLANLEARNHOURS ÷ 540) × 100) - SNTOTHESTULOAD) or 0, whichever is highest.

### SNFESTULOADCASE

54. This field determines the fields that will be used to calculate the FTE for further education records.

| Value | Description | Definition |
|---|---|---|
| 0 | Students with STULOAD returned | SNEXCL = 0 and SNLEVEL = FE and SNSOURCE = STU, SAR and STULOAD ≠ BLANK |
| 1 | Students in DDB records with no STULOAD returned | SNEXCL = 0 and SNLEVEL = FE and SNSOURCE = STU, SAR and STULOAD = BLANK |
| 2 | Students in ILR with PLANLEARNHOURS returned | SNEXCL = 0 and SNLEVEL = FE and SNSOURCE = ILR and PLANLEARNHOURS ≠ BLANK |
| 3 | Students in ILR with SNQUALHOURS returned and no PLANLEARNHOURS returned | SNEXCL = 0 and SNLEVEL = FE and SNSOURCE = ILR and SNQUALHOURS ≠ BLANK and not above |
| 4 | Students in ILR fitting none of the above | SNEXCL = 0 and SNLEVEL = FE and SNSOURCE = ILR and not above |
| 5 | Students where their record is excluded | SNEXCL > 0 and SNLEVEL = FE |

## SNNUMFERECORDS

55. For ILR data only. This field identifies the number of records per student with SNLEVEL = FE and SNEXCL = 0.

## SNFESTULOAD

56. This field determines the STULOAD for each further education record.

| Value | Definition |
|---|---|
| STULOAD | SNFESTULOADCASE = 0 |
| 0 | SNFESTULOADCASE = 1 or 5 |
| SNFEPLANLEARNSTULOAD ÷ SNNUMFERECORDS | SNFESTULOADCASE = 2 |
| (SNHOURSPERAY ÷ 540) × 100 | SNFESTULOADCASE = 3 |
| 10 | SNFESTULOADCASE = 4 |

## SNTOTFESTULOAD

57. This field calculates the sum of SNFESTULOAD across all records for the student. This is capped at a maximum of 150 per student.

## SNTOTFEFTE

58. This field determines the total further education FTE, calculated as SNTOTFESTULOAD ÷ 100.

# Additional fields required to calculate total undergraduate higher education FTE relevant to TEF

## SNREL_TEF

59. Identifies undergraduate provision relevant to TEF.

60. SNSOURCE = STU, SAR

| Value | Description | Definition |
|---|---|---|
| 1 | Provision in-scope for TEF | SNEXCL = 0 and<br>COURSEAIM in (C13, C20, C30, C41, C42, C43, C77, C78, C80, C90, C99, M22, M26, M28, H00, H11, H12, H13, H16, H18, H22, H23, H41, H42, H43, H70, H76, H79, H80, H90, H91, H99, I00, I11, I12, I16, I70, I74, I76, I78, I79, I80, I90, I91, I99, J10, J13, J16, J30, J20, J26, J41, J42, J43, J45, J76, J80, J90, J99) |
| 0 | Provision not in-scope for TEF | Otherwise |

SNSOURCE = ILR

| Value | Description | Definition |
|-------|-------------|------------|
| 1 | Provision in-scope for TEF | SNEXCL = 0 and<br>( SNLEVELNUM in (4,5,6)  or<br>QUAL_TYP  in (6003, 1458, 1459) or<br><br>( LEARNAIMREF in (60102548, 60104624,<br>   60104636, 60105185, 6010580X, 60112281,<br>   60114629,60116225, 60123837, 60124453,<br>   60125032, 6012717X, 60132644, 60153507,<br>   60161991, 60179752, 60181229, 60305757)<br> and<br> (NOTIONALNVQLEVELV2 in (4, 5, 6, 7, 8, H) or<br>   NVQ_LV in (4, 5, H)) )  or<br><br>( QUAL_TYP = 1449<br> and<br> (NOTIONALNVQLEVELV2 in (4, 5, 6, 7, 8, H) or<br>   NVQ_LV in (4, 5, H)) ) ) |
| 0 | Provision not in-scope for TEF | Otherwise |

## SNHEINSTLEVSTULOAD_TEF

61. The total STULOAD at a given SNLEVELNUM for each undergraduate student higher education instance[4] relevant to TEF

| Value | Definition |
|-------|------------|
| SNHESTULOAD | SNSOURCE=STU and<br>SNREL_TEF = 1 |
| Sum of SNHESTULOAD across all undergraduate students relevant to TEF instance periods at a given SNLEVELNUM per instance | SNSOURCE=SAR and<br>SNREL_TEF = 1 |
| Sum of SNHESTULOAD across all undergraduate students relevant to TEF records for each SNLEVELNUM per student | SNSOURCE=ILR and<br>SNREL_TEF = 1 |

## SNHEINSTLEVSTULOADADJ_TEF

62. The capped STULOAD at a given SNLEVELNUM for each undergraduate student higher education instance relevant to TE.

- SNHEINSTLEVSTULOADADJ_TEF = Min(SNHEINSTLEVSTULOAD_TEF,150).

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[4] The ILR data does not include the concept of an 'instance'. Solely for the purpose of calculating SNHEINSTLEVSTULOAD_TEF we treat a level of study in the ILR data as analogous to an instance.

## SNTOTHESTULOAD_TEF

63. SNTOTHESTULOAD_TEF is the total STULOAD per student including any capping, calculated as the sum of SNHEINSTLEVSTULOADADJ_TEF across each unique combination of instance and level per student.

## SNTOTHEFTE_TEF

64. The total undergraduate students higher education FTE relevant to TEF, calculated as SNTOTHESTULOAD_TEF÷100.

# Rebuild instructions

65. The individualised file, SN21_PCO_XXXXXXXX_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 an individualised file are given on the OfS website (www.officeforstudents.org.uk/data-and-analysis/supplying-data/working-with-individualised-files).

66. Specific instructions to rebuild the student number summary figures in tables 1 and 2 of the student numbers data summary workbook, SN21_PCO_XXXXXXXX.xlsx, are provided here.

67. A number of additional fields not described in the algorithms above have been added to the individualised file. These are listed in Table 6.

**Table 6: Additional fields in the individualised file**

| Field name | Description |
| --- | --- |
| STUDENTIDTYPE | The type of student identifier field for the record. This will be HUSID for records from the Student record or Student alternative record, and LEARNREFNUMBER for records from the ILR. |
| STUDENTID | The HUSID or LEARNREFNUMBER for the record. |
| REBUILDHEFEFLAG | A column provided to enable the figures in Table 1 to be rebuilt. |
| REBUILDL456FLAG | A column provided to enable the figures in Table 2 to be rebuilt. |

68. The following instructions assume the user has the individualised file open in Microsoft Excel.

69. To apply filters to the column headings, highlight the headings. From the 'DATA' tab in the toolbar select 'Filter'.

70. You will need to use the SUBTOTAL function with option 9 to sum the values in the relevant columns once the filters have been applied. Using the SUBTOTAL function instead of the SUM function will ensure that you only include those values that have been filtered to.

## Table 1 Split of further and higher education provision

71. The fields SNTOTFEFTE and SNTOTHEFTE are calculated per student. Where a student instance extends over more than one row of data, SNTOTFEFTE and SNTOTHEFTE will be the sum of the further education and higher education FTE respectively across all rows of data. The REBUILDHEFEFLAG is provided to allow you to easily de-duplicate the data, and only count the total further education and higher education FTE once per student. Please note that REBUILDHEFEFLAG should not be used to determine which individual rows of data have been included or excluded from the calculation of student numbers. Instead, the SNEXCL field should be used to determine this.

72. To rebuild the figures in table 1 of the workbook, filter to REBUILDHEFEFLAG = 1. The subtotals for SNTOTFEFTE and SNTOTHEFTE will give the totals for the further education and higher education FTE respectively. You do not need to filter by SNLEVEL as this has already been accounted for in generating REBUILDHEFEFLAG.

### Table 2 Split of higher education by SNLEVELNUM

73. To allow you to calculate the total HE FTE at each individual level (4, 5, 6, 7 or 8), the REBUILDL456FLAG is provided. This field can be used to select one row of data per student per level of higher education study, to prevent double counting the FTE where an individual has multiple aims at the same level of study.

74. To rebuild the figures in table 2 of the workbook, first clear the filter from REBUILDHEFEFLAG. Filter to REBUILDL456FLAG = 1. The subtotal for SNHEINSTLEVSTULOADADJ, once divided by 100 to produce an FTE, will give the total FTE in Table 2. To rebuild the figures for each level of study, filter SNLEVELNUM to 4, 5, 6, 7 or 8 as required.

### Table 3 Higher education provision relating to undergraduate levels of study relevant to TEF (SNREL_TEF)

75. To rebuild the figures in table 3 of the workbook, first clear any filters. Filter to REBUILDL456FLAG = 1 and SNREL_TEF = 1. The subtotal for SNHEINSTLEVSTULOADADJ_TEF, once divided by 100 to produce an FTE, will give the total FTE in Table 3.