

Office for  
Students



# HESES23 training

## Submitting and verifying your HESES23 workbook

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# HESES23 webinars

More information available at [www.officeforstudents.org.uk/events](http://www.officeforstudents.org.uk/events)

## Presented Live

- Essential updates for experienced staff: Tuesday 12 September 2023
- Categorising your students using HESES23 definitions: Thursday 19 September 2023
- Identifying and counting students to be included in HESES23: Thursday 21 September 2023

## Pre-recorded

- Introduction to OfS funding and HESES23
- **Submission and verification of HESES23 data return**

# Supporting materials

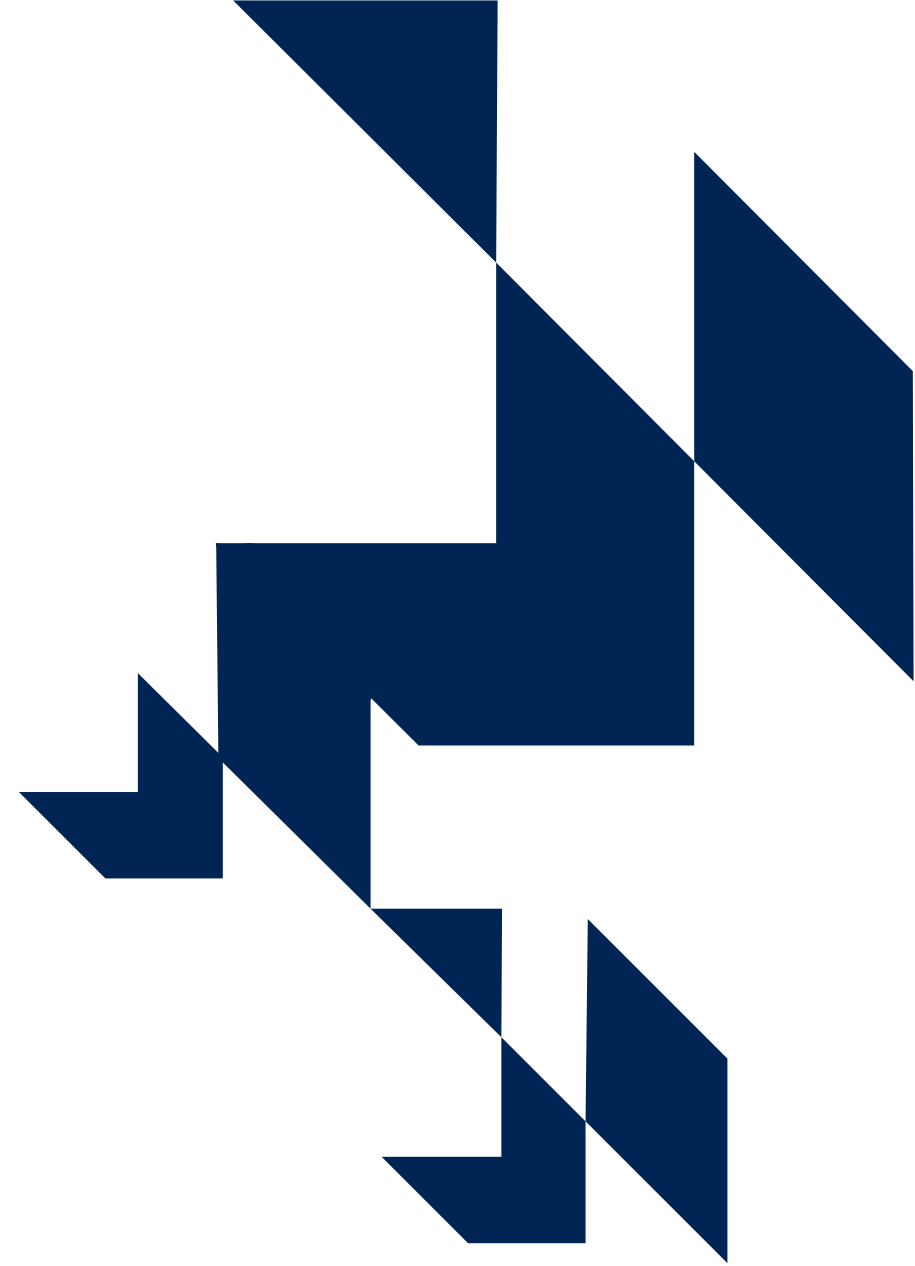
- Main HESES webpage: [www.officeforstudents.org.uk/heses](http://www.officeforstudents.org.uk/heses)
  - ‘HESES23 – Higher Education Students Early Statistics survey 2023-24’ publication
    - [www.officeforstudents.org.uk/heses23](http://www.officeforstudents.org.uk/heses23)
  - ‘Completing the HESES23 workbook’ publication
  - HESES videos on the OfS YouTube page: [www.youtube.com/officeforstudents](http://www.youtube.com/officeforstudents).
- Overview of OfS funding
  - ‘Guide to funding 2023-24’ publication
  - Sign up for email alerts: [www.officeforstudents.org.uk/sign-up-for-email-alerts](http://www.officeforstudents.org.uk/sign-up-for-email-alerts)

# What we will cover today



- How to submit your HESES23 workbook
- How the OfS will carry out data verification on your HESES23 return
- How to get your HESES23 submission signed off.

# How to submit your HESES23 workbook



# HESES timeline

Date	Activity
Late October 2023	HESES23 workbook available to download from the OfS portal
1 November 2023	(Further education and sixth form colleges and academies) HESES23 census date
13 November 2023	<b>(Further education and sixth form colleges and academies) Noon deadline: submit HESES23</b>
1 December 2023	(All other providers) HESES23 census date
11 December 2023	<b>(All other providers) Noon deadline: submit HESES23</b>
Up to 31 January 2024	Data verification – we will ask you questions about your data based on validation and credibility checks, and comparisons with previous years' data.
31 January 2024	Deadline for HESES23 sign-off by provider's accountable officer.

# Submitting the workbook using the OfS portal

- Why use the OfS portal?
  - A secure means of sending and receiving workbooks
- Please **do not** send HESES workbooks by email:
  - Courses table data could be used in a way that increases the risk of individual students being identified
  - To send any additional sensitive information, please contact us first
- Access the portal at <https://extranet.officeforstudents.org.uk/data>
- Further guidance on using the portal: see [www.officeforstudents.org.uk/heses](http://www.officeforstudents.org.uk/heses)
  - Demonstration video – (also available at [youtube.com/officeforstudents](https://youtube.com/officeforstudents))
  - Appendix 1 of Completing the HESES23 workbook document: '**Downloading and submitting HESES23**'.

# Accessing the OfS portal for the first time

- You will need to be a registered user of the OfS portal to be assigned to the HESES23 survey area, from which you can download your HESES23 workbook
- If you are not registered on the OfS portal you will need to ask the nominated portal user administrator at your provider to create an account for you and assigned to the relevant HESES23 survey area
- If you do not know who your user administrator is, you can view the user administrators at your provider by logging onto the OfS portal
- If you are not registered and do not know who your user administrator is, please contact [portal@officeforstudents.org.uk](mailto:portal@officeforstudents.org.uk).



# Submitting the workbook

## Submitting your workbook:

- Navigate to the correct area for HESES23 on the portal and start the submission process by clicking on the **upload** button
- Upload and processing may take some time during busy periods. The webpage will automatically refresh when submission has completed.

## Amending your workbook:

- Before the census date: uploads are permitted but submissions are **not valid**
- After the census date: multiple submissions are allowed before the submission deadline - we will use the **most recently submitted workbook**
- Unlocked or modified workbooks will **not** be accepted.

# Results package workbook

When processing of the workbook is complete on the portal:

- check **outcome** and **comments** boxes for errors
- workbooks with errors will not be accepted
- click **result** to get the **results package** zip file
- Note on downloading your results package:
  - **only the person that uploaded the workbook can download the results package on the portal** - we recommend downloading and saving in a safe and accessible place so you can revisit the results package to help answer any queries we may have
- See [www.officeforstudents.org.uk/heses](http://www.officeforstudents.org.uk/heses) for links to Appendix 1 of Completing the HESES23 workbook and to our video with a live 'demo'.

# Results package workbook continued

The workbook in the results package has:

- your submitted data with automatic highlighting applied
- **Information** sheet (see next slide)
  - date of submission
  - submission number
- The results package version of the workbook will be **used in data verification**
  - Use a copy of this version for any revisions that you make.
- Only the user that uploaded the workbook can download the results package
  - It's a good idea to make it available to your co-workers in case of unexpected absence

# HESES23 – ‘Information’ tab (1)

## SAMPLE TABLES - Office for Students: Higher Education Students Early Statistics Survey 2023-24

### HESES23

Provider name

UKPRN: 100XXXXX

### Dates

Census date: Friday 1 December 2023

Submission deadline: Noon Monday 11 December 2023

### Submission information

Date workbook submitted: SAMPLE

Submission number: SAMPLE

### Workbook checks

#### Validation checks:

Table 1 (Full-time); Table 5 (Planning); Please see Appendix 2 for details of validation checks

#### Credibility checks:

Table 5 (Planning); Please see Appendix 3 for details of credibility checks

#### Comparison table highlighting:

Not included in sample tables



# HESES23 – ‘Information’ tab (2)

## About this workbook

This workbook collects data from providers in the Approved (fee cap) category of the Office for Students (OfS) register.

This workbook collects counts of years of engagement at a provider in the 2023-24 academic year as defined in the HESES23 guidance, compares the data collected to student data returns from previous years and models funding based on the data collected. (All modelling should be treated as illustrative only and should not be considered to be any kind of funding commitment by the OfS.)

Completed workbooks can be uploaded any number of times until the deadline for submission. When the deadline passes, the latest uploaded version will be taken as the final workbook for submission.

Any workbook uploaded before the census date will be treated as invalid, and a further workbook will need to be uploaded on or after the census date to pass validation checks. If you require an accessible version of this workbook please contact [heses@officeforstudents.org.uk](mailto:heses@officeforstudents.org.uk)

## Guidance

Guidance documents which should be referred to when completing the HESES23 workbook are available on the OfS website. These include the main HESES23 guidance, 'Completing the HESES23 workbook' and Appendices 1 to 5, which include information on workbook submission, validation and credibility checks, comparison tables, and funding modelling tables.

If you have any validation failures listed above, see Appendix 2 for more information.

If there are credibility warnings in your workbook, please check to ensure that the data is correct and meets the guidance and definitions set out in the relevant section of the HESES23 guidance. If the data is correct, please email us to confirm how the data meets the guidance and definitions at: [dataverification@officeforstudents.org.uk](mailto:dataverification@officeforstudents.org.uk)

For providers whose workbooks contain comparison table highlighting, details should also be included in this email that explain any highlighting in the comparison tables.

## Enquiries

If you require any assistance with your HESES23 submission, please email: [heses@officeforstudents.org.uk](mailto:heses@officeforstudents.org.uk)

### Template version

HESES23 template version: SAMPLE



# Validation sheet

- Once you have uploaded your workbook, download the results package. The workbook will contain an additional 'Validation' sheet, which will detail the specific validation errors
- If an error or inconsistency is detected in a table, 'Validation: Failure' will appear in red above the column in which it is detected, and values associated with the failure will turn red
- You will still be able to upload your workbook if it is invalid, but we will not accept it as a valid submission
- These **must** be resolved before workbook will be accepted as a valid submission.

# Validation errors - example

- Data entered on workbook is not feasible
  - Example: negative number entered in a cell that cannot be negative
  - Highlighted in red in the workbook.

## Validation checks for Table 1 (see Appendix 2 for full definitions of the underlying formulas)

1. The following totals are not whole numbers:

2. The following cells in Column 3 contain positive values:

3. The following cells contain values entered to more than two decimal places:

4. The following cells in Columns 1, 2 and 4 contain negative values:

Column 2, Non-fundable, Price group A, Standard length, Level UG (Level 4 and 5); Column 4, Non-fundable, Price group A, Standard length, Level UG (Level 4 and 5);

Validation: Failure (see below table)

Credibility: OK

### Column 2

Forecast of years countable after census date and before 1 August 2023

### Home fee

OfS-fundable (a)	Non-fundable (b)	Overseas (c)
90.00	-10.00	0.00

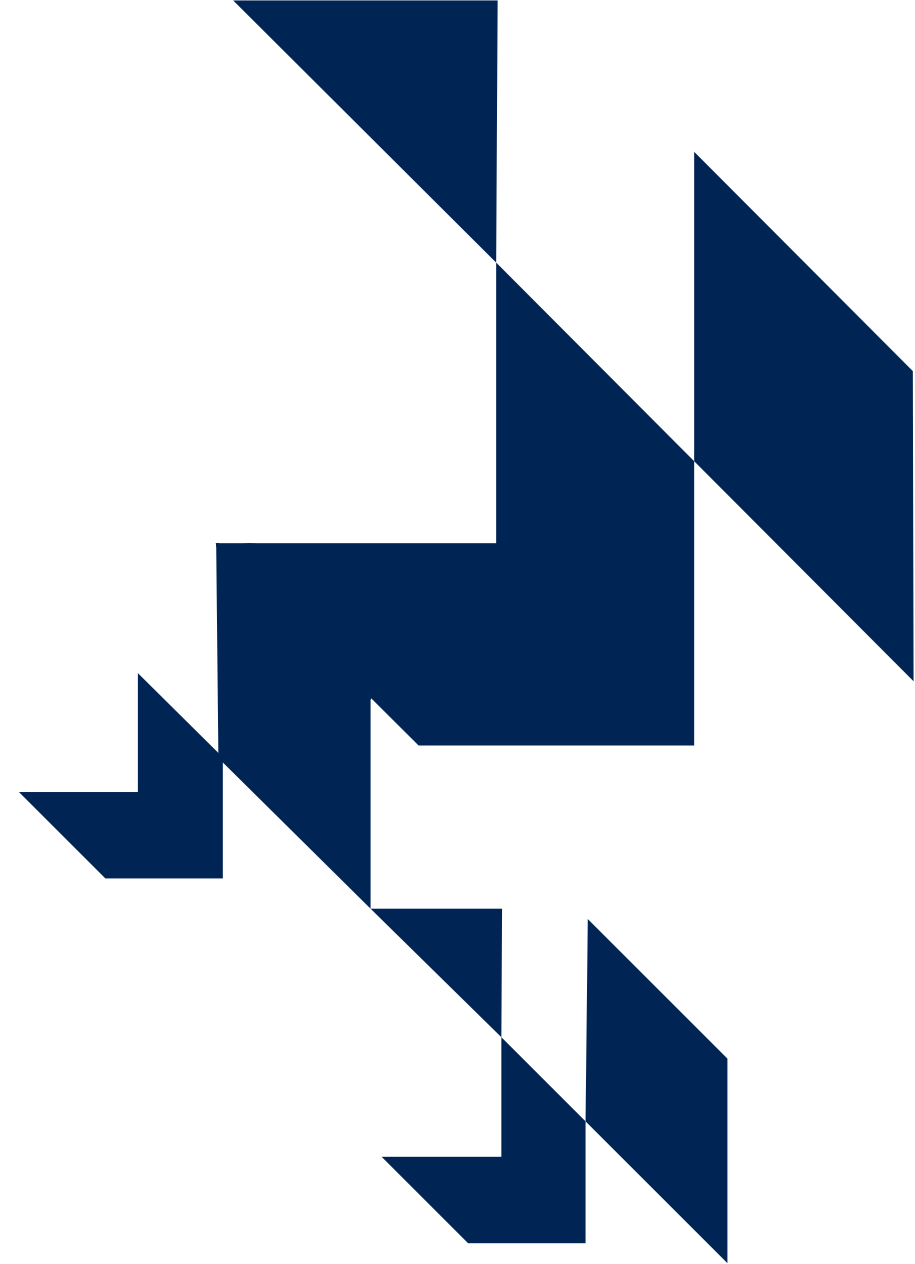
- Once validation errors have been resolved, the workbook should be resubmitted and a new version of the results package should be downloaded.

## Workbook checks

Validation check:

No validation errors

# How the OfS will carry out data verification on your HESES return





# Next steps – data verification begins

- The results package and any explanations given by the provider will be used by OfS staff to assess whether the data is reasonable
- Providers may be asked to provide additional information, or to correct data, in response to this assessment during the data verification period
- All providers will work with our data verification team
- After the submission deadline we will email each provider's student data contact, usually within five working days of the deadline. Attached to the email will be:
  - a letter with full instructions on the data verification process
  - a data verification queries (DVQ) document listing specific queries
  - a deadline for receiving your responses (usually five working days away).

# Data verification - introduction

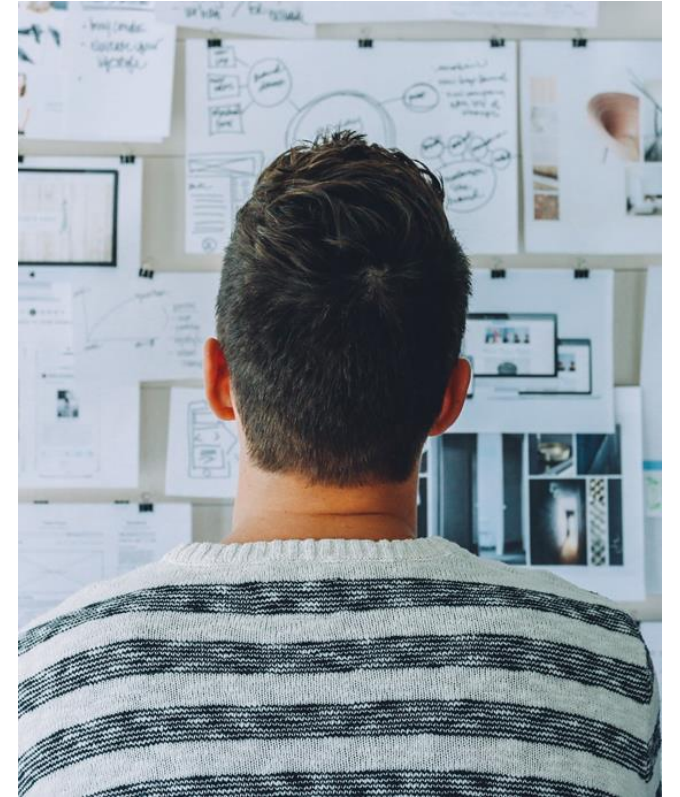
- Data assurance process:
  - starts with **data verification (DV)**: is data fit for purpose?
  - audits and/or reconciliation of data may take place later
  - importance of good practice.

**Note:** where a provider fails to submit data on time or returns data that is not credible after verification, we may allocate funds based on our own estimates of student activity:

- we reserve the right to use our own estimates of data where we believe provider data is not fit for purpose
- we reserve the right to review funding allocations for the most recent seven-year period.

# What are we looking for from your HESES data?

- The best possible representation of your higher education provision
  - This allows us to make accurate grant allocations
- Data verification allows us to:
  - be confident in the accuracy of your data
  - be confident in the robustness of your data processes
  - identify any large or unexpected changes (compared to previous years)
  - understand the context of your data - how HESES relates to what's happening with your provision.



# What are DV queries based on?

We base our queries on:

- **first-stage credibility warnings on workbook tables:** these indicate where data is possible but appears unusual
- **comparison table highlighting:** these tables compare your HESES23 data with previous years and with other sources, highlighting any unexpected changes
- **other relevant issues:** e.g. where providers have merged.

## Workbook checks

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### Validation check:

No validation errors

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### Credibility check:

Table 1 (Full-time); Please see Appendix 3 for details of credibility checks

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### Comparison table highlighting:

Table A; Table B; Table D; Please see Appendix 4 for details of comparison tables

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# First-stage credibility warnings - example

- Data is possible but appears unusual
- Example: all students recorded as new entrants
- Error shown:
  - above the column
  - below the table
- Will be queried during data verification process
  - investigate the underlying causes.

Credibility: Warnings (see below table)				
Section B: New entrants				
New entrants included in Section A of this table				
Home fee				(c) Overseas
(a) OfS-fundable UK- domiciled (i)		(b) Non-fundable UK- domiciled (i)		
Other (ii)	Other (ii)			
250	0	0	0	0

## Credibility checks for Table 5 (see Appendix 3 for full definitions of the underlying formulas)

1. Students have not been entered in Section B: New entrants:

2. All of the students in Section A: All years have been returned as new entrants in Section B: New entrants:

All UG levels: All students have been recorded as new entrants;

# Comparison tables – example highlighting

- Contents automatically generated from workbook data and from other data sources
- Highlighting shows fields where comparisons exceed threshold parameters - see appendices on the OfS website for full details
- Highlighted fields may be queried during data verification process
  - investigate for the underlying causes
  - Send **Initial Explanations** to [dataverification@officeforstudents.org.uk](mailto:dataverification@officeforstudents.org.uk)
- We will not be asking questions on all the highlighted areas.

HESES23			Percentage point difference between	
Total years of engagement	Long years of engagement	Proportion long	2022-23	
			HESES22 and HESES23	Ind. data and HESES23
250.00	0.00	0%	0	0
0.00	0.00	0%	0	0
100.00	100.00	100%	100	100
0.00	0.00	0%	0	0

# Data verification - mechanics

- Data verification queries (DVQs) template:
  - Microsoft Word document
  - contains DVQs and provider responses
  - exchanged by email between the data verifier and the provider's **student data contact**
- We recommend having more than one student data contact to avoid single point of dependence
  - please write to [heses@officeforstudents.org.uk](mailto:heses@officeforstudents.org.uk) to nominate others
  - set them up on the portal
- Save workbooks and correspondence where colleagues can access them if required.



# Data verification queries (DVQs)

HESES22: Higher Education Students Early Statistics survey 2022-23 data verification template  
 Provider: East Filton College (10000000)

**Table H: Proportion of new entrants**

Query number	Table row	Query	Provider response
9	H (New entrants): Full-time and sandwich year out, UG, Home fee	<p>For Full-time and sandwich year out, UG, Home fee new entrants, there is a change of 52.9% between 2021-22 HESA and HESES22 (with a change of 58 new entrants).</p> <p><b>21 November 2022</b> - please outline the reasons for this change. If your response relates to responses to earlier queries, please cross-reference your responses.</p> <p>---</p> <p><b>28 November 2022</b> - thanks for your response. Please confirm the courses that this increase applies to (quoting the learning aim reference to allow cross reference). Thanks.</p> <p>---</p> <p><b>2 December 2022</b> - thanks for your response. No further queries on this topic <a href="#">at this time</a>.</p>	<p><b>25 November 2022</b> - this relates to an additional intake of students in January 2023.</p> <p>---</p> <p><b>1 December 2022</b> the new intake are all students on the HND in HESES Studies, learning aim reference 00000000.</p>



# Responses to data verification queries (DVQs)

## Top data verification queries:

- Changes in the proportions of students by:
  - price group
  - mode of study
  - fundability status.
- How has your provision changed?

## Your responses should:

- directly relate to the query raised
  - if the query is related to another, cross-reference your responses if appropriate
- provide an appropriate level of detail
- show an understanding of HESES definitions.



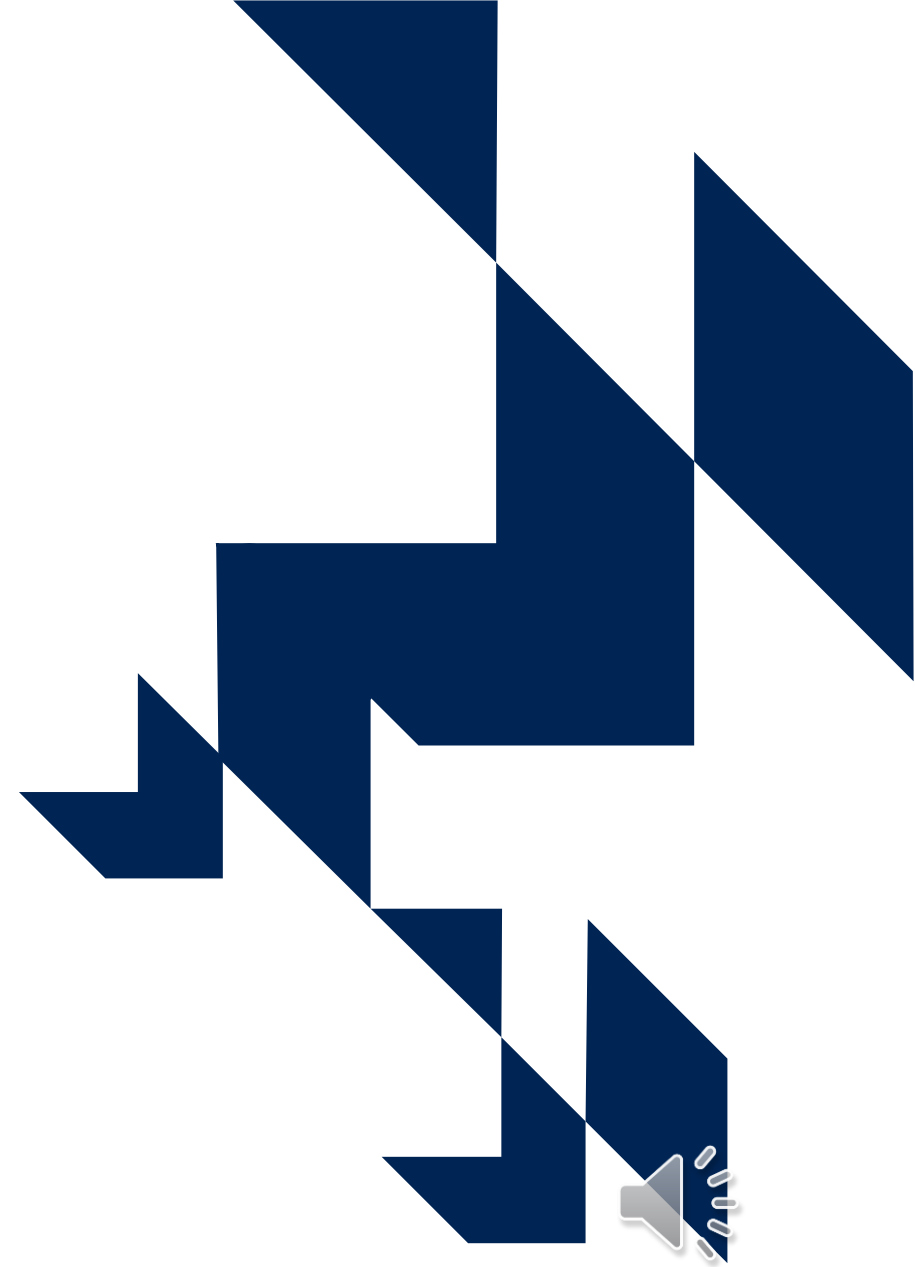
# Returning your responses

- Check that your responses answer all points in the DVQs
  - If you need to amend your workbook data, contact your data verifier who will assist you with this
- Email your responses to **[dataverification@officeforstudents.org.uk](mailto:dataverification@officeforstudents.org.uk)**
- Please respond within the deadline set when the DVQs were sent to you
  - This is usually five working days (excluding the holiday period)
- Data verification can sometimes require more than one round of queries before the data is ready for sign off.

# Initial explanations

- After reviewing the results pack of your **final workbook**, may wish to contact us to explain some of the credibility checks before our data verification process begins
- Example: a provider has a recruitment drive
  - Table 5 section B (new entrants) highlights increased proportion of new entrants
- Not mandatory but speed up the data verification process
  - Please send these **as soon as possible** to **[dataverification@officeforstudents.org.uk](mailto:dataverification@officeforstudents.org.uk)**
- No prescribed format, but please refer to your results package using the credibility checks and comparison table highlighting for guidance.

# How to get your HESES23 submission signed off



# Signing off HESES

- Sign-off form:
  - Sent once all queries have been resolved and any amendments processed your DV specialist will send a sign-off form
- Shows submission date and number
  - Please check that these match the date and version number of your most recently submitted HESES workbook: see the Information sheet
- **Must** be returned by the sign-off deadline: 31 January 2024
- Sign-off must be made by the provider's **accountable officer**
  - If likely to be unavailable, please let us know urgently.

# Data amendments after sign-off

- Amendments are only accepted in exceptional circumstances
- Criteria for data amendment - errors must:
  - be widespread and significant
  - relate to clear evidence of data error (not re-interpretation)
  - be likely to have a material impact on one or more of our uses of the data
- Assessed by a data amendments panel
  - [www.officeforstudents.org.uk/data-and-analysis/amendments-to-data/](http://www.officeforstudents.org.uk/data-and-analysis/amendments-to-data/).

# What we have covered today



- How to submit your HESES23 workbook
- How the OfS will carry out data verification on your HESES return
- How to get your HESES23 submission signed off.

# HESES – further information and reading

- [www.officeforstudents.org.uk/heses](http://www.officeforstudents.org.uk/heses) for information and resources:
  - **HESES guidance** document: [www.officeforstudents.org.uk/heses23](http://www.officeforstudents.org.uk/heses23)
  - **Completing the HESES23 workbook** document
  - links to our YouTube videos: [youtube.com/officeforstudents](https://youtube.com/officeforstudents)
  - details and recordings of HESES webinars
  - training materials e.g. model workbook, webinar slides
- You can always contact the HESES team at the OfS:
  - [heses@officeforstudents.org.uk](mailto:heses@officeforstudents.org.uk).



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