

Office for
Students



Completing the HESES24 workbook

Higher Education Students Early
Statistics Survey 2024-25

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Introduction

Purpose

1. This document gives supplementary guidance to help providers to complete the Higher Education Students Early Statistics 2024-25 (HESES24) survey. It provides a detailed description of the HESES24 process including how to complete and submit the workbook, the data verification period and sign-off of the data, along with details of our data audit programme and recommendations on good practice. It should be read in conjunction with the main guidance document 'HESES24: Higher Education Students Early Statistics survey 2024-25' (OfS 2024.42).¹
2. Higher education providers that are registered with the Office for Students (OfS) in the Approved (fee cap) category are required to submit a data return for 2024-25. This allows us to calculate OfS funding for 2025-26 and provides us with an early indication of student numbers for planning purposes. HESES24 will be completed by providers that have students registered with them in 2024-25 on higher education courses recognised for OfS funding purposes. Providers that do not have such students in 2024-25, but expect to have them in 2025-26, will complete the Higher Education Students Forecast 2025-26 (HESF25) survey.²
3. Most of the guidance contained in this document applies to all providers, but in some specific cases the guidance may differ. We have explicitly identified these in the text; relevant paragraphs will also be labelled with a coloured band on the left of the page:
 - guidance relating to further education and sixth form colleges and academies (light blue)
 - guidance relating to all other providers (red).
4. This document refers to more detailed information available elsewhere. Specifically:
 - **'annexes' refers to Annexes A–J of the HESES24 guidance (OfS 2024.42)**
 - **'appendices' refers to the appendices to this document.**All these documents are available from the OfS website (www.officeforstudents.org.uk/heses).
5. Up to HESES22, the data collected included completion and full-time equivalent (FTE) values, and these FTEs were used to inform funding for the following academic year. These items were removed from the HESES23 survey.³ To determine FTEs from HESES24 for funding purposes, we will take the count of years of engagement recorded in HESES24 by each provider and apply

¹ Available at www.officeforstudents.org.uk/publications/heses24/.

² See www.officeforstudents.org.uk/data-and-analysis/data-collection/hesf/.

³ As was set out in www.officeforstudents.org.uk/publications/changes-to-2023-student-data-surveys-to-inform-funding-notification-of-changes/.

multiplication factors that were agreed with providers as representative for the 2023-24 academic year.

6. If a provider believes that one or more of the multiplication factors may no longer be appropriate, then representations can be submitted to the OfS for consideration.⁴ The FTE tables display the multiplication factors applied to HESES24 data and enable providers to make a representation to the OfS.

Timetable

7. The timetable for the HESES24 and multiplication factors representation processes is summarised below.

Date	Action
September – October 2024	HESES24 webinars and training materials released on the OfS website.
16 September 2024	HESES24 main guidance released.
Late October 2024	HESES24 workbook will be available to download from the OfS portal. This workbook will contain the 2023-24 Student return or ILR data from the data checking tool ⁵ (where available).
1 November 2024	HESES24 census date for further education and sixth form colleges and academies.
13 November 2024	HESES24 submission deadline for further education and sixth form colleges and academies. A valid HESES24 workbook must be submitted through the OfS portal by noon.
1 December 2024	HESES24 census date for all other providers.
11 December 2024	HESES24 submission deadline for all other providers. A valid HESES24 workbook must be submitted through the OfS portal by noon.
From November 2024	Data verification phase begins, using our credibility checks and data comparisons. Student data contacts are asked to verify and answer any questions about the data. This may involve several rounds of queries.
31 January 2025	HESES24 sign-off deadline for all providers. Final HESES24 data must be signed off as correct ⁶ by the provider's accountable officer. ⁷
14 February 2025	Representations on multiplication factors deadline. If providers wish to submit representations, a valid workbook must be submitted through the OfS portal by noon.

⁴ See www.officeforstudents.org.uk/data-and-analysis/data-collection/multiplication-factors/.

⁵ See www.officeforstudents.org.uk/data-and-analysis/data-checking-tool/.

⁶ For further education and sixth form colleges and academies, all submitted courses must have a valid learning aim. (See paragraphs 4-5 of Annex B in the HESES24 guidance.)

⁷ See www.officeforstudents.org.uk/publications/regulatory-advice-10-accountable-officers-guidance-for-providers-on-the-responsibilities-of-accountable-officers/.

HESES workbook structure

8. The HESES4 survey is an Excel workbook. Within the workbook there are sections for the HESES24 return worksheets and representations worksheets for multiplication factors. For HESES24, we have combined these two processes to reduce the burden on providers by minimising the number of documents they need to engage with in the process used to determining the fundable FTEs for the 2024-25 academic year.
9. There are up to **13 worksheets** that you may need to complete, **eight worksheets** for the HESES24 return and **five worksheets** for representations; these are listed in Figure 1. You may not need to enter data into all worksheets; for instance, if you do not offer health courses you will not need to complete Tables 6a-c; if you do not want to submit representations on multiplication factors for full-time courses, you would not complete the FTE 1 Full-time worksheet.
10. Further education and sixth form colleges and academies must complete an additional sheet labelled **Courses**. It is only visible in the workbook of providers that need to complete it.

Figure 1: The tables in the HESES24 workbook

Name of worksheet	Title or description	Action
Information	Workbook information.	Automatically filled
Table of contents	Central contents with links to all relevant workbooks.	Automatically filled
Validation	If you attempt to upload a workbook with validation errors, the resulting package will include this sheet which will contain details of the errors.	Automatically filled in the results package
Courses	Only visible to further education and sixth form colleges and academies. Countable years of engagement between 1 August 2024 and the census date at course level.	Provider to complete
1 Full-time	Full-time counts of years of engagement.	Provider to complete
2 Sandwich	Sandwich year out counts of years of engagement.	Provider to complete
3 Part-time	Part-time counts of years of engagement.	Provider to complete
4 Year abroad	Home fee undergraduate years abroad.	Provider to complete
5 Planning	Further student analysis for planning purposes.	Provider to complete
6a Health full-time	Full-time counts of years of engagement on pre-registration health courses.	Provider to complete
6c Health part-time	Part-time counts of years of engagement on pre-registration health courses.	Provider to complete
Comparison tables	Tables in these worksheets summarise your HESES24 data and compare it with previous years (if available). You may be asked questions on large changes during data verification.	Automatically filled

Introduction - HESES workbook structure

Name of worksheet	Title or description	Action
Other comparisons	These tables are for information only and are not generally used during data verification. Tables in this worksheet summarise your HESES24 data and compare it with previous years (if available).	Automatically filled
FTE 1 Full-time	Calculation of estimated completed full-time FTEs for 2025-26 funding.	Provider to complete (if making representations relating to the full-time multiplication factors)
FTE 2 Sandwich	Calculation of estimated completed sandwich year out FTEs for 2025-26 funding.	Provider to complete (if making representations relating to the sandwich year out multiplication factors)
FTE 3 Part-time	Calculation of estimated completed part-time FTEs for 2025-26 funding.	Provider to complete (if making representations relating to the part-time multiplication factors)
FTE 6a Health full-time	Calculation of estimated completed full-time pre-registration health courses FTEs for 2025-26 funding.	Provider to complete (if making representations relating to the full-time pre-registration health multiplication factors)
FTE 6c Health part-time	Calculation of estimated completed part-time pre-registration health courses FTEs for 2025-26 funding.	Provider to complete (if making representations relating to the part-time pre-registration health multiplication factors)
A: Summary of indicative allocations	These tables are for information only and show the indicative funding for providers based on 2024-25 funding methods.	Automatically filled
B: Indicative high-cost subject funding	These tables are for information only and show the indicative funding for providers based on 2024-25 funding methods.	Automatically filled
C: Indicative nursing, midwifery and allied health supplement	These tables are for information only and show the indicative funding for providers based on 2024-25 funding methods.	Automatically filled
D: Indicative overseas study programmes	These tables are for information only and show the indicative funding for providers based on 2024-25 funding methods.	Automatically filled
E: Indicative other high-cost targeted allocations	These tables are for information only and show the indicative funding for providers based on 2024-25 funding methods.	Automatically filled
F: Indicative student access and success	These tables are for information only and show the indicative funding for providers based on 2024-25 funding methods.	Automatically filled

Name of worksheet	Title or description	Action
G: Level 4 and 5 provision	These tables are for information only and show the indicative funding for providers based on 2024-25 funding methods.	Automatically filled
H: 2024-25 parameters used in the indicative funding models	These tables provide details on the parameters used to calculate indicative funding displayed in tables A-F.	Automatically filled

11. Tables A to H display indicative funding and are provided to allow providers to assess how multiplication factors could affect allocations. The figures displayed in the funding comparison tables are shown only as a comparison tool. They are illustrative calculations using the 2024-25 funding method and parameters and should not be considered as any kind of funding commitment.
12. Full details on the contents of each table and how to complete them are in the 'HESES24 workbook tables' section of this document below.

Getting ready to submit HESES24

13. Though this document provides an explanation of how to complete the HESES workbook, it is important to be thoroughly familiar with the definitions given in the main HESES24 guidance (OfS 2024.42) and the main representations guidance (OfS 2024.44).⁸
14. An online training programme was delivered to accompany the release of the HESES24 guidance. The programme consisted of a series of webinars, which were recorded and made available for later viewing.⁹ You may find it useful to consult these supplementary materials to enhance your understanding of the survey.
15. When the survey workbooks are released in October 2024, we will write to the student data contact nominated by your provider. This person will be our primary point of contact throughout the HESES process, though it is possible for your provider to nominate alternative contacts. It is important that your contact details are correct; if you want to check or amend them, please contact us at recurrentgrant@officeforstudents.org.uk. We recommend that more than one person is involved with completing the survey so that expertise is spread across your staff.

Using the OfS portal to access and submit the HESES24 survey

16. Detailed instructions on how to access the OfS portal and download the HESES24 workbook can be found in Appendix 1.¹⁰ This also contains details on how to use the portal to submit your workbook as well as frequently asked questions about the role of the user administrator.

⁸ Available at www.officeforstudents.org.uk/publications/heses24/ and www.officeforstudents.org.uk/publications/heses24-multiplication-factors-representations-process-guidance/.

⁹ Available at www.officeforstudents.org.uk/data-and-analysis/data-collection/heses-training-materials/.

¹⁰ Available at www.officeforstudents.org.uk/data-and-analysis/data-collection/heses/.

Selecting students to include in the survey

17. Before completing your workbook, you will need to read the HESES24 guidance to work out which of your students are included in the HESES population for 2024-25. This is described in Annex A, although you will also need to read Annex B to identify which of your courses meet our definition of 'recognised higher education for OfS funding purposes'.
18. HESES24 is not a simple student headcount. HESES24 records the **years of engagement** taken by your students in a given year. This is because students may be on more than one course, or 'engagement', and not all years may count.
 - Further education and sixth form colleges and academies will record years of engagement based on the anniversary of when the student starts studying with the provider. These providers should refer to Annex C1 for further details on how to count years of engagement.
 - All other providers (that submit individualised data to the designated data body through the Student return) will record years of engagement based on the most recent student course session that starts, or is predicted to start, in the 2024-25 academic year. These providers should refer to Annex C2 for further details on how to count years of engagement.
19. When completing the survey, you will also need to refer to HESES24 Annexes D to J; for example, you will need to consult Annex D to consider if your students meet our definition of 'full-time'. You may be asked questions during data verification to make sure you are using the correct definitions.

HESES24 census date

20. The HESES24 survey workbook provides an in-year count of the years of engagement taken by students on higher education courses recognised for OfS funding purposes at your provider in 2024-25, including a snapshot of your provision on the census date. This means that your HESES survey will include:
 - a count of the students who have started their year by the census date
 - a forecast of the students you are expecting to start their year after the census date.
21. The census dates for HESES24 are:
 - for further education and sixth form colleges and academies: **1 November 2024**
 - for all other providers: **1 December 2024**.

Note: HESES24 workbooks uploaded before the census date will trigger a validation error. Any validation errors need to be corrected before the workbook is ready to be submitted.

22. A student starting in the academic year 2024-25 but withdrawing (in the sense of having permanently left their course) without completing their study intentions and before the census date should not be counted.

Entering data in the workbook

23. Note that in this document, when we refer to column numbers and letters, we are referring to the column titles on the tables (e.g. 'Column 1'), not to worksheet columns. Column titles may include more than one worksheet column.
24. On the workbook tables, there are three different cell types:
- white cells – these are cells where we require data to be entered
 - blue cells – these are cells that have been either pre-populated with data from another source, or pre-filled by an underlying calculation
 - grey cells – these cells are locked, and data cannot be entered into them.
25. **We recommend that you do not simply copy and paste data into your workbook** as this can affect formatting and lead to accidental locking of workbook cells. If you choose to copy and paste data, ensure that you select one of the 'Paste Values' options. This will not copy the formatting of the data you are pasting and will preserve the formatting of the workbook. You will not be able to paste over locked grey cells.

Automatic highlighting in the workbook

26. When completing the workbook, you may see automatic highlighting of four types:
- a. **Validation errors** on Tables 1 to 6c (and the Courses table, if present), highlighting where data is not correct (for example, where a negative number has been entered in a column that cannot be negative). Any validation errors will need to be corrected before the workbook is ready to be submitted.
 - b. **Credibility warnings** on Tables 1 to 6c (and the Courses table, if present), highlighting where data is possible, but appears unusual (for example where you have recorded a particularly high percentage of your students as new entrants).
 - c. **Highlighting on comparison worksheets 1 to 4**. These worksheets contain tables that summarise your HESES24 data and compare it with previous years (if available). Any highlighting shows differences that are greater than might be expected.
 - d. **Multiplication factor representations checks** on FTE Tables 1 to 6c, highlighting where representations have not been submitted correctly (for example, no explanation has been given for the representation). These should be reviewed to ensure that representations have been submitted correctly and that all required information is available for the OfS to consider.¹¹

¹¹ See www.officeforstudents.org.uk/publications/heses24-multiplication-factors-representations-process-guidance/.

Reviewing your submission

27. After completing the workbook, it is good practice for someone else to review the data. You should also:
 - a. Make notes of any highlighting and investigate the underlying causes – this might bring to light errors in your data. During the data verification phase of the HESES process (see paragraphs 132–143), we will ask you about these highlighted sections.
 - b. Have a senior member at your provider check the return and confirm that it is accurate.
 - c. Use the set of self-check questions (see paragraph 125) as a final check on your data and processes.

HESES24 workbook tables

28. This part of the guide will take you through each sheet in the workbook which relates to the HESES24 submission, detailing the data which should be entered on each table. A list of abbreviations used in this guide is at the end of this document.

The Information sheet

29. This sheet holds prepopulated information detailing:

- provider name and UK Provider Reference Number (UKPRN)
- workbook information
- the status of validation and first-stage credibility checks, and comparison table highlighting (tables with text in red indicate that checks have been flagged on the corresponding table)
- links to guidance on the completion of the survey.

The Validation sheet

30. If you attempt to upload a workbook with validation errors, the results package (see paragraphs 130 and 131) will include a sheet titled 'Validation' that will contain details of the errors. Check this guide, in particular Appendix 2, for guidance on such errors. If you need further assistance, please contact us at heses@officeforstudents.org.uk.

The Courses table

31. **This table is only visible in the workbooks of further education and sixth form colleges and academies** for whom its completion is mandatory. The 'Courses' table collects a breakdown of years of engagement countable between 1 August 2024 and the census date (1 November 2024) at course level. A partial screenshot of this table is shown in Figure 3.
32. Enter the learning aim reference for a course to look up its price group(s) and level. The price group assignment used in automatically populating the Courses table is primarily determined by the Higher Education Classification of Subjects (HECoS) code(s) for the learning aim. However, it also takes account of the specific cases (not based on HECoS code) that determine price groups such as pre-registration nursing, midwifery and allied health profession and education courses (as set out in HESES24 Annex G) **where these are already known for a provider**.
33. The Education and Skills Funding Agency (ESFA) provides a 'Find a learning aim' service (FaLA).¹² This returns the awarding body, qualification type and HECoS codes for a given learning aim. We expect all courses returned in HESES to have valid learning aims before the data is

¹² See <https://submit-learner-data.service.gov.uk/find-a-learning-aim/>.

signed off (see HESES24 Annex B). Where you have a course that is not showing up correctly in the Courses table you will need to take action as set out in paragraphs 34–37.

Incorrect mapping for HESES24

34. If you have a course that you believe is listed correctly on FaLA but that you believe is not mapping correctly to price group on the Courses table, please email heses@officeforstudents.org.uk as soon as possible, setting out full details of why you believe the mapping is incorrect (making sure to include the learning aim reference, learning aim title, awarding body and learning aim type as displayed on the ESFA’s learning aims database). This may apply to teacher training courses that lead to qualifications of awarding bodies that do not have full degree awarding powers; and to new courses that you may have introduced for 2024-25.

Incorrect learning aim details on FaLA

35. If you believe that the information held for the learning aim reference is incorrect, first contact the ESFA as soon as possible to request a change.¹³ Please then provide details of this request to the OfS at heses@officeforstudents.org.uk. In this situation, we may provide you with a temporary learning aim to use and ask you to complete the ‘Notes on temporary learning aims’ column on the Courses table. You do not need to complete this column unless instructed.

No learning aim on FaLA

36. If you do not yet have a learning aim reference, you must contact the ESFA as soon as possible to begin the process of requesting a new learning aim.¹⁴ You should then immediately provide details of this request to the OfS at heses@officeforstudents.org.uk. In this situation, we may provide you with a temporary learning aim to use and ask you to complete the ‘Notes on temporary learning aims’ column on the Courses table. You do not need to complete this column unless instructed.
37. The Courses worksheet is only for years of engagement that have started on or before the census date. The figures entered here are automatically included in Column 1 of Tables 1, 2, 3 and 5. See HESES24 Annex C1 for further guidance.

Figure 2: Categorisation of years of engagement

	Categories	Definitions and guidance
Mode of study	Full-time Sandwich year out Part-time	Annex D
Price group	<ul style="list-style-type: none"> • A • B • C1.1 	<ul style="list-style-type: none"> • C1.2 • C2 • D

¹³ See <https://www.gov.uk/guidance/learning-aim-reference-service-lars#higher-education-learning-aim-request-due-date>.

¹⁴ See www.officeforstudents.org.uk/data-and-analysis/supplying-data/request-or-modify-a-learning-aim/.

	Categories	Definitions and guidance
Fundability status	Home fee: OfS-fundable Home fee: Non-fundable Overseas	Annex F
Residential status	UK-domiciled Other	Annex F
Level of study	UG (Level 4 and 5): undergraduate students on courses leading to qualifications that are designated at level 4 or 5 of the 'sector-recognised standards' UG (Other): all undergraduate students that do not fall into the above category. This includes those studying towards bachelors' degrees (with or without honours) PGT (UG fee): postgraduate taught study on courses that are designated under the undergraduate student support arrangements PGT (Masters' loan): postgraduate taught study on courses eligible under masters' loan arrangements that are not PGT (UG fee) PGT (Other): postgraduate taught study not falling into the previous two categories PGR: postgraduate research	Annex E
Length of year	Standard-length Long	Annex H

38. When completing the table:

- a. Enter the learning aim reference for each course. The course title will be completed automatically.
- b. The price group or groups of the course will be completed. If a course is split across more than one price group, enter the proportion of the course as a whole that is in each price group (see HESES24 Annex G) as a percentage. The total for the course must add up to 100 per cent. Where such splits appear unusual, we may query this during data verification to request further information.
- c. **Level** and **length** are completed automatically for the course. However, if this does not reflect your provision accurately you can overwrite the value in the cell with the following options:
 - i. Level – UG (Level 4 and 5), UG (Other), PGT (UG fee), PGT (Masters' loan), PGT (Other), PGR.
 - ii. Length – Standard, Long.
- d. Enter the number of years of engagement, broken down according to the categories shown in Figure 2. You should note that where a student is studying towards more than one learning aim this

does not necessarily mean two engagements should be counted (see Annex C1 paragraph 8 for more information on this situation). Where a student completes an initial qualification, then immediately progresses to a second qualification at the same broad level (undergraduate or postgraduate taught), for HESES purposes these are considered both part of the same engagement. An example of this would be where a student completes a foundation degree then progresses in the next academic year to a top-up year for a BSc. Though these may have separate learning aims, they are considered to be part of the same engagement. (See paragraph 7 and Example 7 in HESES24 Annex C1 for more information on this situation).¹⁵

39. After completing the table, make note of any credibility warnings (see paragraph 41). In a separate document list the underlying reasons that make the data credible for your provider. This will help with your initial explanations and your responses to our queries.

40. **Validation failure** messages will occur in the Courses table if:

- a. A row has an invalid or blank learning aim reference.
- b. The same learning aim has been entered into multiple rows with the same combination of level and length.
- c. Price group proportions have not been entered where required.
- d. The total of the price group proportions does not equal 100 per cent.
- e. The price group proportion is not a whole percentage (no decimals).
- f. The course level has not been entered as 'UG (Level 4 and 5)', 'UG (Other)', 'PGT (UG fee)', 'PGT (Masters' loan)', 'PGT (Other)' or 'PGR'.
- g. The course length has not been entered as 'Standard' or 'Long'.
- h. Whole numbers have not been entered (no decimal points) where required.
- i. Negative numbers have been entered.
- j. A row has been left blank when data has been entered below it.
- k. A row has a learning aim reference but no years countable have been entered.
- l. The temporary learning aims entered exceed 200 characters.

41. **Credibility warnings** will occur in the Courses table if:

- a. A price group proportion has been entered as 0 per cent if there is more than one price group.
- b. The level entered does not match the level recorded on the ESFA's Find a Learning Aim service.

¹⁵ Available at www.officeforstudents.org.uk/publications/heses24/.

HESES24 workbook tables - The Courses table

Figure 3: Partial screenshot of Courses table

SAMPLE TABLES - Courses table: Countable years of engagement between 1 August 2024 and census date at course level

Provider name

This sheet has freeze panes on. To unfreeze panes, under the 'View' tab select the dropdown 'Freeze panes' and choose 'Unfreeze panes'. Validation and credibility checks are described in full detail to the right of the table.

		Validation: OK		Validation: OK		Validation: OK		Validation: OK														
		Credibility: OK		Credibility: OK		Credibility: OK		Credibility: OK														
Row number	Learning aim reference	Course title	Price group 1	Price group 1 proportion	Price group 2	Price group 2 proportion	Price group 3	Price group 3 proportion	Level	Length	Full-time				Sandwich year							
											Years countable between 1 August 2024 and census date inclusive											Years countable between 1 August 2024 and census date inclusive
											Home fee (a) OfS-fundable		Home fee (b) Non-fundable		Home fee (c) Overseas		Home fee (a) OfS-fundable					
	UK-domiciled (i)	Other (ii)	UK-domiciled (i)	Other (ii)		UK-domiciled (i)																
1	00230703	MA in Marketing	D	100%					PGT (Masters' loan)	Standard	50	0	10	0	0	0						
2	00229736	MSc in Acoustics	B	100%					PGT (Masters' loan)	Standard	6	2	2	0	0	0						
3	00300213	BA (Hons) in Textiles	C1.2	100%					UG (Other)	Standard	107	17	17	8	9	0						
4	00300733	Foundation Degree in Marine Ecology	B	50%	C2	50%			UG (Level 4 and 5)	Standard	0	0	0	0	0	13						
5	00232899	HNC in Business & Management	D	100%					UG (Level 4 and 5)	Standard	45	0	0	0	0	0						
6	50082747	BTEC HND Diploma in Construction and the Built Environment	C2	90%	B	10%			UG (Level 4 and 5)	Standard	40	20	10	5	0	0						
7											0	0	0	0	0	0						

Learning aims are included in the figure above for illustrative purposes only.

Table 1 Full-time

42. Table 1 is used to return years of engagement for all full-time students in your HESES24 population. (See HESES24 Annex D for the definition of full-time). We will use this information when we calculate funding for 2025-26. A partial screenshot of Table 1 is shown in Figure 5.
43. Years of engagement recorded in Table 1 should **not** be included in Tables 2 or 3.
44. In Columns 1 and 2, record years of engagement according to the categories shown in Figure 4.
45. This table can be filtered by price group to make it easier to complete.

Figure 4: Categorisation of full-time years of engagement

	Categories	Definitions and guidance
Price group	A B C1.1 C1.2 C2 D Some years of engagement are split across price groups. In these cases, up to two decimal places can be used, but the total for the years of engagement must be a whole number.	Annex G
Length (of year)	Standard-length Long	Annex H
Level (of study)	UG (Level 4 and 5): undergraduate students on courses leading to qualifications that are designated at level 4 or 5 of the 'sector-recognised standards' UG (Other): all undergraduate students that do not fall into the above category. This includes those studying towards bachelors' degrees (with or without honours) PGT (UG fee): postgraduate taught study on courses that are designated under the undergraduate student support arrangements PGT (Masters' loan): postgraduate taught study on courses eligible under masters' loan arrangements that are not PGT (UG fee) PGT (Other): postgraduate taught study not falling into the previous two categories PGR: postgraduate research	Annex E
Fundability status	Home fee: OfS-fundable Home fee: Non-fundable Overseas	Annex F

46. To complete Table 1:

a. For Column 1:

- i. **For further education and sixth form colleges and academies**, no entries are needed: this column is prepopulated with figures entered in the Courses table.
- ii. **For other providers**, enter the number of years of engagement that started between 1 August 2024 and the census date inclusive.¹⁶

b. Enter in Column 2 years of engagement that you forecast will start between the day after the census date and 31 July 2025 inclusive. This may include new entrants or those on the second or subsequent years of an engagement.

c. For full instructions on whether to record years in Column 1 or Column 2, see HESES24 Annex C1 (further education and sixth form colleges and academies only) and Annex C2 (all other providers only).

d. Column 1+2 will be filled automatically with a sum of the years of engagement record Columns 1 and 2.

e. The totals for 'All price groups' will be filled automatically and must add up to whole numbers.

47. After completing the table, make note of any credibility warnings (see paragraph 49). In a separate document list the underlying reasons that make the data credible for your provider. This will help with your initial explanations and your responses to our queries.

48. **Validation failure** messages will occur in Table 1 if:

- a. The totals do not add up to whole numbers. If you have years of engagement that are split across price groups, then the totals must still be a whole number. (See HESES24 Annex G)
- b. You record numbers to more than two decimal places.
- c. One or more cells in Columns 1 or 2 contain a negative value.

49. **Credibility warnings** will occur in Table 1 if:

- a. For further education and sixth form colleges and academies only, you record years of engagement in price group A in Columns 1 or 2.
- b. For further education and sixth form colleges and academies only, you record years of engagement at PGR level.

¹⁶ Years of engagement for providers that return individualised data to the designated data body (DDB) are based on the latest student course session that starts, or is predicted to start, in the 2024-25 academic year. See Annex C2 of the HESES24 guidance for full details on how to record years of engagement. The full guidance can be found here: www.officeforstudents.org.uk/publications/heses24/.

Figure 5: Partial screenshot of Table 1 Full-time

SAMPLE TABLES - Table 1: Full-time counts of years of engagement

Provider name

Validation and credibility checks are described in full detail below the table.

			Validation: OK Credibility: OK			Validation: OK Credibility: OK			Validation: OK Credibility: OK			
			Column 1			Column 2			Column 1 + 2 Automatically populated			
			Years countable between 1 August 2024 and census date inclusive			Forecast of years countable after census date and before 1 August 2025			Years countable in academic year 2024-25 (Columns 1 + 2)			
			Home fee			Home fee			Home fee			
Price group	Length	Level	Ofs-fundable (a)	Non-fundable (b)	Overseas (c)	Ofs-fundable (a)	Non-fundable (b)	Overseas (c)	Ofs-fundable (a)	Non-fundable (b)	Overseas (c)	
A	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGR		0.00	0.00		0.00	0.00		0.00	0.00	
	Long	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGR		0.00	0.00		0.00	0.00		0.00	0.00	
	B	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PGT (UG fee)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PGT (Masters' loan)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PGT (Other)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PGR				0.00	0.00		0.00	0.00		0.00	0.00	
Long		UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGR		0.00	0.00		0.00	0.00		0.00	0.00	
C1.1		Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PGT (UG fee)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

For further education and sixth form colleges and academies, Column 1 will be blue (protected) as the figures are taken from the Courses table.

Table 2 Sandwich

50. Table 2 is used to return years of engagement for all taking a sandwich year out in your HESES24 population. (See HESES24 Annex D for the definition of sandwich year out). We will use this information when we calculate funding for 2025-26. A partial screenshot of Table 2 is shown in Figure 7.
51. Years of engagement recorded in Table 2 should not be included in Tables 1 or 3.
52. In Columns 1 and 2, record years of engagement according to the categories shown in Figure 6.

Figure 6: Categorisation of sandwich year out years of engagement

	Categories	Definitions and guidance
Level of study	UG (Level 4 and 5): undergraduate students on courses leading to qualifications that are designated at level 4 or 5 of the 'sector-recognised standards' UG (Other): all undergraduate students that do not fall into the above category. This includes those studying towards bachelors' degrees (with or without honours) PGT (UG fee): postgraduate taught study on courses that are designated under the undergraduate student support arrangements PGT (Masters' loan): postgraduate taught study on courses eligible under masters' loan arrangements that are not PGT (UG fee) PGT (Other): postgraduate taught study not falling into the previous two categories	Annex E
Fundability status	Home fee: OfS-fundable Home fee: Non-fundable Overseas	Annex F

53. To complete Table 2:

a. For **Column 1**:

- i. **For further education and sixth form colleges and academies**, no entries are needed: this column is prepopulated with figures entered in the Courses table.
- ii. **For other providers**, enter the sandwich years out that started between 1 August 2024 and the census date inclusive.

b. Enter in **Column 2** sandwich years out that you forecast will start between the day after the census date and 31 July 2025 inclusive. This may include new entrants (very unlikely for a sandwich year out) or those on the second or subsequent years of an engagement.

HESES24 workbook tables - Table 2 Sandwich

- c. For full instructions on whether to record years in Column 1 or Column 2, further education and sixth form colleges and academies should see HESES24 Annex C1 and all other providers should see HESES24 Annex C2.
- d. **Column 1+2** will be filled automatically with a sum of the years of engagement record Columns 1 and 2. The **Total** row will be filled automatically.

54. **Validation failure** messages will occur in Table 2 if:

- a. You enter values that are not whole numbers.
- b. One or more cells in Columns 1 or 2 contain a negative value.

Figure 7: Partial screenshot of Table 2 Sandwich

SAMPLE TABLES - Table 2: Sandwich year out counts of years of engagement

Provider name

Validation checks are described in full detail below the table.

		Validation: OK			Validation: OK			Validation: OK		
		Column 1			Column 2			Column 1 + 2 <i>Automatically populated</i>		
		Years countable between 1 August 2024 and census date inclusive			Forecast of years countable after census date and before 1 August 2025			Years countable in academic year 2024-25 (Columns 1 + 2)		
		Home fee			Home fee			Home fee		
		OfS- fundable	Non- fundable	Overseas	OfS- fundable	Non- fundable	Overseas	OfS- fundable	Non- fundable	Overseas
Price group	Level	(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)
C2	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0
	UG (Other)	0	0	0	0	0	0	0	0	0
	PGT (UG fee)	0	0	0	0	0	0	0	0	0
	PGT (Masters' loan)	0	0	0	0	0	0	0	0	0
	PGT (Other)	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0

For further education and sixth form colleges and academies, Column 1 will be blue (protected) as the figures are taken from the Courses table.

Table 3 Part-time

55. Table 3 is used to return years of engagement for all of the part-time students in your HESES24 population (see HESES24 Annex D for the definition of part-time). We will use this information when we calculate funding for 2025-26. A partial screenshot of Table 3 is shown in Figure 9.
56. Years of engagement recorded in Table 3 should not be included in Tables 1 or 2.
57. In Columns 1 and 2, record years of engagement according to the categories shown in Figure 8.
58. The table can be filtered by price group to make it easier to complete.

Figure 8: Categorisation of part-time years of engagement

	Categories	Definitions and guidance
Price group	A B C1.1 C1.2 C2 D Some years of engagement are split across price groups. In these cases, up to two decimal places can be used.	Annex G
Length (of year)	Standard-length Long	Annex H
Level (of study)	UG (Level 4 and 5): undergraduate students on courses leading to qualifications that are designated at level 4 or 5 of the 'sector-recognised standards' UG (Other): all undergraduate students that do not fall into the above category. This includes those studying towards bachelors' degrees (with or without honours) PGT (UG fee): postgraduate taught study on courses that are designated under the undergraduate student support arrangements PGT (Masters' loan): postgraduate taught study on courses eligible under masters' loan arrangements that are not PGT (UG fee) PGT (Other): postgraduate taught study not falling into the previous two categories PGR: postgraduate research	Annex E
Fundability status	Home fee: OfS-fundable Home fee: Non-fundable Overseas	Annex F

59. To complete Table 3:

a. For **Column 1**:

- i. **For further education and sixth form colleges and academies**, no entries are needed: this column is prepopulated with figures entered in the Courses table.
- ii. **For other providers**, enter the number of years of engagement that started between 1 August 2024 and the census date inclusive.

b. Enter in **Column 2** years of engagement that you forecast will start between the day after the census date and 31 July 2025 inclusive. This may include new entrants or those on the second or subsequent years of an engagement.

c. For full instructions on whether to record years in Column 1 or Column 2, further education and sixth form colleges and academies should see HESES24 Annex C1 and all other providers should see HESES24 Annex C2.

d. **Column 1+2** will be filled automatically with a sum of the years of engagement record Columns 1 and 2.

e. The totals in the **final rows** will be completed automatically.

60. After completing the table, make note of any credibility warnings (see paragraph 62). In a separate document, list the underlying reasons that make the data credible for your provider. This will help with your initial explanations and your responses to our queries.

61. **Validation failure** messages will occur in Table 3 if:

- a. The totals for Columns 1 and 2 do not add up to whole numbers. If you have courses that are split across price groups, the totals must still be whole numbers. (See HESES24 Annex G for how to record this.)
- b. One or more cells in columns 1 or 2 contain a negative value.
- c. You record numbers to more than two decimal places.

62. **Credibility warnings** will occur in Table 3 if:

- a. For further education and sixth form colleges and academies only, you record years of engagement in price group A in Columns 1 or 2.
- b. For further education and sixth form colleges and academies only, you record years of engagement at PGR level.

Figure 9: Partial screenshot of Table 3 Part-time

SAMPLE TABLES - Table 3: Part-time counts of years of engagement

Provider name

Validation and credibility checks are described in full detail below the table.

			Validation: OK			Validation: OK			Validation: OK			
			Credibility: OK			Credibility: OK			Credibility: OK			
			Column 1			Column 2			Column 1 + 2 Automatically populated			
			Years countable between 1 August 2024 and census date inclusive			Forecast of years countable after census date and before 1 August 2025			Years countable in academic year 2024-25 (Columns 1 + 2)			
			Home fee			Home fee			Home fee			
Price group	Length	Level	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	OfS-fundable (a)	Non-fundable (b)	Overseas (c)	
A	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGR		0.00	0.00		0.00	0.00	0.00		0.00	0.00
	Long	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGR		0.00	0.00		0.00	0.00	0.00		0.00	0.00
	B	Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PGT (UG fee)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PGT (Masters' loan)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PGT (Other)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PGR				0.00	0.00		0.00	0.00	0.00		0.00	0.00
Long		UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGT (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		PGR		0.00	0.00		0.00	0.00	0.00		0.00	0.00
C1.1		Standard	UG (Level 4 and 5)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			UG (Other)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PGT (UG fee)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

For further education and sixth form colleges and academies, Column 1 will be blue (protected) as the figures are taken from the Courses table.

Table 4 Year abroad

63. Table 4 records years of engagement for undergraduates taking a year abroad in 2024-25 as part of their course. These students will already have been recorded on Table 1 (for full-time students) or Table 2 (for sandwich year out students). We use this information when we calculate funding provided under our 'Overseas study programmes' targeted allocation.
64. Only Home fee students can be recorded in Table 4. A partial screenshot of Table 4 is shown in Figure 11.
65. Record years of engagement according to the categories shown in Figure 10.

Figure 10: Categorisation of years abroad

	Categories	Definitions and guidance
Type of year abroad	(Outgoing) Turing year abroad (Outgoing) Other study years abroad	Annex I
Mode of study	Full-time Sandwich year out	Annex D
Fundability status	Home fee: OfS-fundable Home fee: Non-fundable	Annex F

66. When completing Table 4:
- Enter in **Column 1** years abroad that started between 1 August 2024 and the census date inclusive.
 - Enter in **Column 2** years abroad that you forecast will start between the day after the census date and 31 July 2025 inclusive.

67. **Validation failure** messages will occur in Table 4 if:

- You enter values that are not whole numbers.
- You enter a negative number.
- You enter numbers that are greater in total than the equivalent undergraduate totals recorded in Table 1 and Table 2.

Figure 11: Partial screenshot of Table 4 Year abroad

SAMPLE TABLES - Table 4: Home fee undergraduate years abroad

Provider name

Validation checks are described in full detail below the table.

	Validation: OK				Validation: OK			
	Column 1				Column 2			
	Years countable between 1 August 2024 and census date inclusive				Forecast of years countable after census date and before 1 August 2025			
	(a) Full-time		(b) Sandwich year out		(a) Full-time		(b) Sandwich year out	
Type of year abroad	OfS-fundable (i)	Non-fundable (ii)	OfS-fundable (i)	Non-fundable (ii)	OfS-fundable (i)	Non-fundable (ii)	OfS-fundable (i)	Non-fundable (ii)
Turing years	0	0	0	0	0	0	0	0
Other study years abroad	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Table 5 Planning

68. Table 5 collects information about students recorded in Tables 1, 2 and 3, summarised according to the categories shown in Figure 12. This table is used to provide more detailed information on domicile, the number of new entrants at your provider and the number of students undertaking higher technical qualifications (HTQs) at your provider. This information is collected for planning and monitoring purposes. The data gives an early indication of the number of students starting higher education courses recognised for OfS funding purposes.
69. In Table 5, record the years of engagement that you included in Tables 1, 2 and 3 according to the categories shown in Figure 12. A partial screenshot of Table 5 is shown in Figure 13.

Figure 12: Categorisation of years of engagement for planning purposes

	Categories	Definitions and guidance
Mode of study	Full-time and sandwich year out Part-time	Annex D
Level	UG (Level 4 and 5): undergraduate students on courses leading to qualifications that are designated at level 4 or 5 of the 'sector-recognised standards' UG (Other): all undergraduate students that do not fall into the above category. This includes those studying towards bachelors' degrees (with or without honours) PGT (UG fee): postgraduate taught study on courses that are designated under the undergraduate student support arrangements PGT (Masters' loan): postgraduate taught study on courses eligible under masters' loan arrangements that are not PGT (UG fee) PGT (Other): postgraduate taught study not falling into the previous two categories PGR: postgraduate research	Annex E
Fundability status	Home fee: OfS-fundable Home fee: Non-fundable Overseas	Annex F
Residential status	UK-domiciled Other Overseas	Annex F
Years countable	All years (Section A) New entrants (Section B)	Annex C1 or Annex C2

70. The information collected in Table 5 is divided into three sections:
- a. **Section A:** all years of engagement in the HESES24 population.

- b. **Section B:** all years of engagement in section A that are new entrants.
- c. **Section C:** all years of engagement in section A that are students on higher technical qualifications (HTQs).

Section A: All years

71. For **Column 1**:

- a. **For further education and sixth form colleges and academies**, no entries are needed: this column is automatically populated with figures entered in the Courses table.
- b. **For other providers**, enter the number of years of engagement that started between 1 August 2024 and the census date inclusive. The total for each combination of mode, level and fundability status in Column 1 must be the same as the equivalent total in Column 1 in Tables 1, 2 and 3.

72. Enter in **Column 2** years of engagement that start between the day after the census date and 31 July 2025 inclusive. The total for each combination of mode, level and fundability status in Column 2 must be the same as the equivalent total in Column 2 in Tables 1, 2 and 3.

Section B: New entrants

73. Enter in **Section B** the years of engagement included in Section A of this table that are **new entrants**, as defined in HESES24 Annex C1 or Annex C2.

Section C: Higher technical qualifications (HTQs)

74. Enter in **Section C** the years of engagement included in Section A of this table that are students on HTQs as defined by the Institute for Apprenticeships and Technical Education (IfATE).¹⁷ You should include **all years of engagement** that fall under this criterion, not just new entrants.

75. HTQs should all be classed as undergraduate (Level 4 and 5) and so only these rows are available to complete in the workbook.

76. After completing the table, make note of any credibility warnings (see paragraph 78). In a separate document, list the underlying reasons that make the data credible for your provider. This will help with your initial explanations and your responses to our queries.

77. **Validation failure** messages will occur in Table 5 if:

- a. You do not enter whole numbers.
- b. You enter a negative number.

¹⁷ A full list of approved HTQs can be found on IfATE's website:
<https://www.instituteforapprenticeships.org/qualifications/higher-technical-qualifications/approved-higher-technical-qualifications-cycle-one/>.

- c. Values entered in 'Section A: All years' are not equal to the equivalent totals in Tables 1, 2 or 3.
- d. You record more new entrants in 'Section B: New entrants' than there are years of engagement in Section A.
- e. You recorded more HTQs in 'Section C: HTQs' than there are years of engagement in Section A

78. **Credibility warnings** will occur in Table 5 if you record:

- a. No new entrants in Section B.
- b. All of the students in 'Section A: All years' as new entrants in 'Section B: New entrants'.
- c. 70 per cent or more of your Home fee, undergraduate, full-time and sandwich year out years of engagement from 'Section A: All years' as new entrants in 'Section B: New entrants'.
- d. 25 per cent or less of your Home fee, undergraduate, full-time and sandwich year out years of engagement from 'Section A: All years' as new entrants in 'Section B: New entrants'.
- e. 50 per cent or less of your Home fee, postgraduate, full-time and sandwich year out years of engagement from 'Section A: All years' as new entrants in 'Section B: New entrants'.
- f. 70 per cent or more of your Home fee, undergraduate, part-time years of engagement from 'Section A: All years' as new entrants in 'Section B: New entrants'.
- g. 15 per cent or less of your Home fee, undergraduate, part-time years of engagement from 'Section A: All years' as new entrants in 'Section B: New entrants'.
- h. 70 per cent or more of your Home fee, postgraduate, part-time years of engagement from 'Section A: All years' as new entrants in 'Section B: New entrants'.
- i. 25 per cent or less of your Home fee, postgraduate, part-time years of engagement from 'Section A: All years' as new entrants in 'Section B: New entrants'.
- j. 70 per cent or more of your undergraduate and postgraduate taught Overseas students from 'Section A: All years' as new entrants in 'Section B: New entrants'.
- k. 25 per cent or less of your undergraduate and postgraduate taught Overseas students from 'Section A: All years' as new entrants in 'Section B: New entrants'.
- l. Students as being on a higher technical qualification in 'Section C: HTQs'

Figure 13: Partial screenshot of Table 5 Planning

SAMPLE TABLES - Table 5: Further student analysis for planning purposes

Provider name

Validation and credibility checks are described in full detail below the table.

Validation: OK

Validation: OK

Validation: OK

Validation: OK

Credibility: OK

Credibility: OK

Credibility: OK

Credibility: OK

		Section A: All years						Section B: New entrants						Section C: HTQs	
		Column 1			Column 2			New entrants included in Section A of this table						Students on higher technical qualifications (HTQs) included in Section A of this table	
		Years countable between 1 August 2024 and census date inclusive (as entered in Column 1 of Tables 1, 2 and 3)						Forecast of years countable after census date and before 1 August 2025 (as entered in Column 2 of Tables 1, 2 and 3)							
		Home fee						Home fee						Home fee	
		(a) OfS-fundable UK-domiciled		(b) Non-fundable UK-domiciled		(c) Other Overseas	(a) OfS-fundable UK-domiciled		(b) Non-fundable UK-domiciled		(c) Other Overseas	(a) OfS-fundable UK-domiciled		(b) Non-fundable UK-domiciled	
		(i)	(ii)	(i)	(ii)		(i)	(ii)	(i)	(ii)		(i)	(ii)		
Mode	Level														
Full-time and sandwich year out	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	0	0	0	
	UG (Other)	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PGT (UG fee)	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PGT (Masters' loan)	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PGT (Other)	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PGR														
Part-time	UG (Level 4 and 5)	0	0	0	0	0	0	0	0	0	0	0	0	0	
	UG (Other)	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PGT (UG fee)	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PGT (Masters' loan)	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PGT (Other)	0	0	0	0	0	0	0	0	0	0	0	0	0	
	PGR														
All modes	All UG	0	0	0	0	0	0	0	0	0	0	0	0	0	
	All PG	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	

For further education and sixth form colleges and academies, Column 1 will be blue (protected) as the figures are taken from the Courses table.

Tables 6a Health full-time and 6c Health part-time

79. Only providers delivering pre-registration courses in nursing, midwifery and allied health professions in 2024-25 need to complete these tables.
80. These tables collect information about years of engagement that lead to first registrable qualifications for the health professions listed in Figure 14. These years of engagement will have already been included in Tables 1 Full-time and 3 Part-time respectively. The data will be used for planning purposes and to inform funding allocations for providers in 2025-26. Further guidance on definitions specific to these tables is provided in HESES24 Annex J.
81. The tables are mutually exclusive; for example, years of engagement recorded in Table 6a should not be included in Table 6c.
82. Tables 6a and 6c can be filtered by health profession to make it easier to complete the tables. Panes can also be frozen. The listed professions show the relevant price group.

Which information is collected and why

83. For Tables 6a and 6c we are collecting information on Home fee years of engagement in 2024-25 broken down between the following columns:
 - a. OfS-fundable: years of engagement for all Home fee, OfS-fundable students in the relevant combination of profession, length of year and level.
 - b. Non-fundable: years of engagement for all Home fee, non-fundable students in the relevant combination of profession, length of year and level.
 - c. Starters in 2024-25: years of engagement for the relevant combination of profession, length of year and level, for Home fee students that started study for the first time in 2023-24. These students will already have been recorded in either sub-column (a) (OfS-fundable) or sub-column (b) (non-fundable).
84. Further information on how to determine the fundability status of students in these health professions is given in HESES24 Annex F.
85. Years of engagement for Starters in 2024-25 will be used for planning purposes and to determine if your provider is eligible to receive our 'Nursing, midwifery and allied health supplement' funding allocation. When completing Tables 6a and 6c, **please note that the concept of 'starters' is different from that of 'new entrants'** as collected in Table 5. Further guidance on the definition of 'starters' can be found in HESES24 Annex J.
86. A partial screenshot of Table 6a is shown in Figure 15. Although not shown, Table 6c has a similar structure.

Healthcare professions

87. For the professions listed in Figure 14, only pre-registration courses at English providers that are approved by the relevant regulatory body should be included. These bodies are:

- **The Nursing and Midwifery Council for nursing and midwifery.**
- **The General Dental Council for dental hygiene and dental therapy**
- **The Health and Care Professions Council for all other professions listed.**

88. Further information on these courses is in HESES24 Annex J. Courses leading to registration with the Nursing and Midwifery Council as a nursing associate are **not** returned on this table.

Figure 14: Categorisation of Home fee counts of years of engagement on pre-registration courses in nursing, midwifery and allied health professions

	Categories	Definitions and guidance
Mode of study	Table 6a Full-time Table 6c Part-time	Annex D
Profession	Dental hygiene Dental therapy Dietetics Midwifery Nursing (adult) Nursing (children) Nursing (learning disability) Nursing (mental health) Nursing (unclassified)	Occupational therapy Operating department practice Orthoptics Orthotics and prosthetics Physiotherapy Podiatry Radiography (diagnostic) Radiography (therapeutic) Speech and language therapy
Length (of year)	Standard-length Long	Annex H
Level	UG: All undergraduates (UG (Level 4 and 5) and UG (Other) inclusive). PGT (UG fee): postgraduate taught study on courses that are designated under the undergraduate student support arrangements PGT (Masters' loan): postgraduate taught study on courses eligible under masters' loan arrangements that are not PGT (UG fee)	Annex E
Years countable	OfS-fundable Non-fundable OfS fundable and non-fundable starters in 2021-22.	Annex J
Fundability status	OfS-fundable Non-fundable	Annex F

89. Data to enter in Tables 6a and 6c:

- a. Enter in Column 1 years of engagement that started between 1 August 2024 and the census date inclusive.
- b. Enter in Column 2 years of engagement that you forecast will start between the day after the census date and 31 July 2025 inclusive. For full instructions on whether to record years in Column 1 or Column 2, further education and sixth form colleges and academies should see HESES4 Annex C1 and all other providers should see HESES24 Annex C2.
- c. Column 1+2 will be filled automatically with a sum of the years of engagement record Columns 1 and 2.

90. After completing the tables, make note of any credibility warnings (see paragraph 92). In a separate document, list the underlying reasons that make the data credible for your provider. This will help with your initial explanations and your responses to our queries.

91. **Validation failure** messages will occur in Tables 6a and 6c if:

- a. One or more cells in Columns 1 or 2 contain negative values.
- b. You enter a value that is not a multiple of 0.5 in Columns 1 or 2 for the following professions:
 - i. Nursing – adult
 - ii. Nursing – child
 - iii. Nursing – learning disability
 - iv. Nursing – mental health.
- c. For other professions (excluding Nursing (adult), Nursing (child), Nursing (mental health) and Nursing (learning disability)) you enter a value that is not a whole number in Columns 1 or 2.
- d. The number of OfS-fundable countable years recorded in a cell is greater than the equivalent value recorded on Tables 1 or 3.
- e. The number of non-fundable countable years recorded in a cell is greater than the equivalent value recorded on Tables 1 or 3.
- f. The total years of engagement recorded in 'Starters in 2024-25 included in (a) and (b)' is greater than the sum of years of engagement recorded against OfS-fundable (a) and Non-fundable (b).

92. **Credibility warnings** will occur in Tables 6a and 6c if:

- a. You enter students for the Nursing (unclassified) profession.
- b. For Tables 6a and 6c, you enter students with a long year of engagement.

Figure 15: Partial screenshot of Table 6a Health full-time

SAMPLE TABLES - Table 6a: Full-time counts of years of engagement for home fee students on pre-registration health courses

Provider name

All UG is the sum of UG (Level 4 and 5) and UG (Other).

Validation and credibility checks are described in full detail below the table.

			Validation: OK Credibility: OK			Validation: OK Credibility: OK			Validation: OK Credibility: OK		
			Column 1			Column 2			Column 1 + 2 Automatically populated		
			Years countable between 1 August 2024 and census date inclusive			Forecast of years countable after census date and before 1 August 2025			Years countable in academic year 2024-25 (Columns 1 + 2)		
Profession (price group)	Length	Level	OFS-fundable (a)	Non-fundable (b)	Starters in 2024-25 included in (a) and (b)	OFS-fundable (a)	Non-fundable (b)	Starters in 2024-25 included in (a) and (b)	OFS-fundable (a)	Non-fundable (b)	Starters in 2024-25 included in (a) and (b)
Dental hygiene (A)	Standard	All UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)									
	Long	All UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)									
Dental therapy (A)	Standard	All UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)									
	Long	All UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)									
Dental therapy (B)	Standard	PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Long	PGT (Masters' loan)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dietetics (B)	Standard	All UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Long	All UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Midwifery (B)	Standard	All UG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		PGT (UG fee)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Note: Table 6c has a similar structure and uses the same definitions as Table 6a.

FTE tables – Multiplication factor representations worksheets

93. This part of the guide will take you through each sheet in the workbook which relates to the FTE tables of the HESES24 workbook. These are the tables through which providers can submit the multiplication factors representations. It should be read in conjunction with the document 'HESES24 multiplication factors representations process guidance' (OfS 2024.44).¹⁸ It will detail the data which should be entered on each table. A list of abbreviations used in this guide is at the end of this document.
94. Providers that do not wish to make a representation do not need to take any action and the detail pre-populated in these worksheets is for information only.
95. Providers that do wish to make a representation must upload a valid workbook in line with the guidance set out in paragraphs 147 to 152.

Note: Where one or more representations have been made, a validation error will occur if the difference in total funding is either less than £100,000 or less than 10 per cent of the originally calculated total. Any validation errors need to be corrected before the workbook is ready to be submitted.

FTE Tables 1, 2 and 3

96. The FTE Tables 1, 2 and 3 are:
- FTE 1 Full-time
 - FTE 2 Sandwich
 - FTE 3 Part-time
97. These tables are pre-populated to show:
- Years of engagement ('HESES24 Column 1 and 2') for all full-time, sandwich year out or part-time students returned in your HESES24 survey. (See HESES24 Annex D for the definition of mode of study).
 - The relevant 'Multiplication factor' which was agreed following the 2023-24 representations process or the newly derived factor where no multiplication factor was agreed – see Appendix 6 for further details on how the multiplication factors have been calculated.¹⁹

¹⁸ Available at: www.officeforstudents.org.uk/publications/heses24-multiplication-factors-representations-process-guidance/.

¹⁹ Available at www.officeforstudents.org.uk/data-and-analysis/data-collection/heses/.

- The ‘Multiplication factor level’ which shows at which level the multiplication factor was calculated.²⁰ This will only be shown where providers did not have an agreed multiplication factor for 2023-24.
- The ‘FTEs for 2025-26 funding’ which shows the FTE we shall use in the calculation of OfS funding for 2025-26, unless a successful representation is submitted. It is calculated as ‘HESES24 Column 1 and 2’ × ‘Multiplication factor’.

98. We will use this information when we calculate funding for 2025-26. A partial screenshot of Table 1 is shown in Figure 16.

Figure 16: Categorisation of years of engagement

	Categories	Definitions
Mode of study	Full-time (FTE Table 1) Sandwich year out (FTE Table 2) Part-time (FTE Table 3)	Annex D
Price group	A B C1.1 C1.2 C2 D	Annex G
Length (of year)	Standard Long	Annex H
Level (of study)	UG (Level 4 and 5): undergraduate students on courses leading to qualifications that are designated at level 4 or 5 of the ‘sector-recognised standards’ UG (Other): all undergraduate students that do not fall into the above category. This includes those studying towards bachelor’s degrees (with or without honours) PGT (UG fee): postgraduate taught study on courses that are designated under the undergraduate student support arrangements PGT (Masters’ loan): postgraduate taught study on courses eligible under masters’ loan arrangements that are not PGT (UG fee) PGT (Other): postgraduate taught study not falling into the previous two categories	Annex E

²⁰ Detail on multiplication factor level can be found in paragraphs 18 to 20 of the HESES24 multiplication factors representations process guidance.

99. To make a representation on the multiplication factor calculated by the OfS for a particular combination of price group, length and level for full-time, sandwich year out or part-time years of engagement:
- a. Enter the proposed multiplication factor you have calculated into the relevant cell of the **Representation multiplication factor** column.
 - b. In **Explanation** column, enter the reason you are making a representation against the multiplication factor for this particular combination of mode of study, price group, length and level.
100. Explanations need to be evidenced and present a clear narrative. They should provide a clear and reasoned summary covering why the proposed OfS multiplication factor is no longer appropriate and the reasons why the alternative factor is more representative.

101. **Validation failure** messages will occur in Tables 1, 2 or 3 if:

- a. **A representation multiplication factor** has been entered to more than two decimal places.
- b. **A representation multiplication factor** does not meet the change threshold (0.02 for price group A, 0.05 for other price groups).
- c. The **Explanation** exceeds the 2000 character limit.
- d. Where a representation has been started, a multiplication factor OR explanation have not been entered.
- e. A multiplication factor OR an explanation has been entered in a row without any countable years.

Figure 17: Partial screenshot of table FTE 1 Full time

			Validation: OK				Validation: OK		
			HESES24 Column 1 and 2	Multiplication factor	Multiplication factor level	FTEs for 2025-26 funding	Representation multiplication factor	Representation FTEs for 2025-26 funding	Explanation
			Automatically populated	Automatically populated	Automatically populated	Automatically populated		Automatically populated	
			Countable years in academic year 2024-25	Multiplication factor used to calculate FTEs for 2025-26 funding	Aggregation level of multiplication factor used where different to last year	FTEs for use in calculation of 2025-26 funding	Multiplication factor where representations are being made	FTEs for use in calculation of 2025-26 funding using the representation multiplication factor	Reason for representation against multiplication factor (2000 character limit)
Price group	Length	Level							
A	Standard	UG (Level 4 and 5)	0.00	0.00	N/A	0.00			
		UG (Other)	0.00	0.00	N/A	0.00			
		PGT (UG fee)	0.00	0.00	N/A	0.00			
		PGT (Masters' loan)	0.00	0.00	N/A	0.00			
		PGT (Other)	0.00	0.00	N/A	0.00			
	Long	UG (Level 4 and 5)	0.00	0.00	N/A	0.00			
		UG (Other)	0.00	0.00	N/A	0.00			
		PGT (UG fee)	0.00	0.00	N/A	0.00			
		PGT (Masters' loan)	0.00	0.00	N/A	0.00			
		PGT (Other)	0.00	0.00	N/A	0.00			
B	Standard	UG (Level 4 and 5)	0.00	0.00	N/A	0.00			
		UG (Other)	0.00	0.00	N/A	0.00			
		PGT (UG fee)	0.00	0.00	N/A	0.00			
		PGT (Masters' loan)	0.00	0.00	N/A	0.00			
		PGT (Other)	0.00	0.00	N/A	0.00			
	Long	UG (Level 4 and 5)	0.00	0.00	N/A	0.00			
		UG (Other)	0.00	0.00	N/A	0.00			
		PGT (UG fee)	0.00	0.00	N/A	0.00			
		PGT (Masters' loan)	0.00	0.00	N/A	0.00			
		PGT (Other)	0.00	0.00	N/A	0.00			
C1.1	Standard	UG (Level 4 and 5)	0.00	0.00	N/A	0.00			
		UG (Other)	0.00	0.00	N/A	0.00			
		PGT (UG fee)	0.00	0.00	N/A	0.00			
		PGT (Masters' loan)	0.00	0.00	N/A	0.00			
		PGT (Other)	0.00	0.00	N/A	0.00			
	Long	UG (Level 4 and 5)	0.00	0.00	N/A	0.00			
		UG (Other)	0.00	0.00	N/A	0.00			

Note: Tables FTE 2 Sandwich and FTE 3 Part time have similar structures and use the same definitions.

FTE Tables 6a and 6c

102. The FTE tables 6a and 6c follow a similar layout to that of tables 6a and 6c in HESES, categorising years of engagement by profession.

103. Tables 6a and 6c are pre-populated to show:

- Years of engagement ('HESES24 Column 1 and 2') for all full-time or part-time home fee students on pre-registration health courses returned in your HESES24 survey. (See HESES24 Annex D for the definition of full-time).
- The relevant 'Multiplication factor' which was agreed following the 2023-24 representations process or the newly derived factor where no multiplication factor was agreed – see Appendix 6 for further details on how the multiplication factors have been calculated.
- The 'Multiplication factor level' which shows at which level the multiplication factor was calculated.²¹ This will only be shown where providers did not have an agreed multiplication factor for 2023-24.
- The 'FTEs for 2025-26 funding' which shows the FTE we shall use in the calculation of OfS funding for 2025-26, unless a successful representation is submitted. It is calculated as 'HESES24 Column 1 and 2' × 'Multiplication factor'.

104. We will use this information when we calculate funding for 2025-26. A partial screenshot of Table 6a is shown in Figure 19. Although not shown, Table 6c has a similar structure.

Figure 18: Categorisation of Home fee counts of years of engagement on pre-registration courses in nursing, midwifery and allied health professions

	Categories		Definitions and guidance
Mode of study	Full-time (Table 6a) Part-time (Table 6c)		Annex D
Profession	Dental hygiene Dental therapy Dietetics Midwifery Nursing (adult) Nursing (children) Nursing (learning disability) Nursing (mental health) Nursing (unclassified)	Occupational therapy Operating department practice Orthoptics Orthotics and prosthetics Physiotherapy Podiatry Radiography (diagnostic) Radiography (therapeutic) Speech and language therapy	Annex J

²¹ Detail on multiplication factor level can be found in paragraphs 18 to 20 of the HESES24 multiplication factors representations process guidance. Available at <https://www.officeforstudents.org.uk/publications/heses24-multiplication-factors-representations-process-guidance/>.

	Categories	Definitions and guidance
Length (of year)	Standard Long	Annex H
Level	UG: All undergraduates (UG (Level 4 and 5) and UG (Other) inclusive). PGT (UG fee): postgraduate taught study on courses that are designated under the undergraduate student support arrangements PGT (Masters' loan): postgraduate taught study on courses eligible under masters' loan arrangements that are not PGT (UG fee)	Annex E

105. To make a representation against the multiplication factor calculated by the OfS for a particular combination of mode of study, profession, length and level for years of engagement for home fee students on pre-registration health courses:

- a. Enter the proposed multiplication factor you have calculated into the relevant cell of the **Representation multiplication factor** column
- b. In the **Explanation** column enter the reason you are making a representation against the multiplication factor for this particular combination of mode of study, price group, length and level.

106. Explanations need to be evidenced and present a clear narrative. They should provide a clear and reasoned summary covering why the proposed OfS multiplication factor is no longer appropriate and the reasons why the alternative factor is more representative.

107. **Validation failure** messages will occur in Tables 6a and 6c if:

- a. **A representation multiplication factor** has been entered to more than two decimal places.
- b. **A representation multiplication** factor does not meet the change threshold (0.02 for price group A, 0.05 for other price groups).
- c. The **Explanation** exceeds the 2000 character limit.
- d. Where a representation has been started, a multiplication factor OR explanation have not been entered.
- e. A multiplication factor OR an explanation has been entered in a row without any countable years.

Figure 19: Partial screen shot of table FTE 6a Health full time

			Validation: OK				Validation: OK		
Profession (price group)	Length	Level	HESES24 Column 1 and 2	Multiplication factor	Multiplication factor level	FTEs for 2025-26 funding	Representation multiplication factor	Representation FTEs for 2025-26 funding	Explanation
			Automatically populated	Automatically populated	Automatically populated	Automatically populated		Automatically populated	
			Countable years in academic year 2024-25	Multiplication factor used to calculate FTEs for 2025-26 funding	Aggregation level of multiplication factor used where different to last year	FTEs for use in calculation of 2025-26 funding	Multiplication factor where representations are being made	FTEs for use in calculation of 2025-26 funding using the representation multiplication factor	Reason for representation against multiplication factor (2000 character limit)
Dental hygiene (A)	Standard	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
	Long	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
Dental therapy (A)	Standard	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
	Long	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
Dental therapy (B)	Standard	PGT (Masters' loan)	0.00	0.00	N/A	0.00			
	Long	PGT (Masters' loan)	0.00	0.00	N/A	0.00			
Dietetics (B)	Standard	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
	Long	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
Midwifery (B)	Standard	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
	Long	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
Nursing - adult (C1.1)	Standard	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
	Long	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
Nursing - children (C1.1)	Standard	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
	Long	All UG PGT (UG fee)	0.00	0.00	N/A	0.00			
Nursing - learning disability (C1.1)	Standard	All UG	0.00	0.00	N/A	0.00			

Note: Table FTE 6c Health part time follows a similar structure and uses the same definitions.

Other worksheets

108. A number of other worksheets may be included in your HESES workbook:

- comparison sheets 1 to 4
- other comparisons
- Funding tables (A to H)

109. These worksheets compare the data you have entered in Tables 1 to 6c for 2024-25 with data for previous years (where this is available). They are provided for information and allow us to identify where your higher education provision has changed over time.

110. You do not have to enter any data directly into these tables: the relevant information will be automatically drawn from Tables 1 to 6c. However, we will use several of these tables to inform our data verification queries and we expect you to review them when completing your workbook.

111. Further detail on these worksheets can be found in Appendix 4 to this document, which describes the comparison sheets.

112. Paragraphs 113–115 explain how the comparison tables summarise data for those completing HESES24.

Comparison sheets

113. These worksheets contain tables that summarise your HESES24 data and compare it with data for 2022-23 and 2023-24 (where available). These tables break down your data in different ways. For example, one comparison table looks at how your recorded new starters have changed between years.

114. These tables will show automatic highlighting where the changes between years are greater than expected, according to pre-set thresholds. You should make notes on any highlighting on these tables and determine the underlying changes to your provision that this reflects.

115. During the data verification phase of the HESES process (see paragraphs 132–143), our questions will take account of any highlighting in the comparison tables. We strongly recommend that you email us with explanations based on your notes when you submit your workbook.

Other comparisons

116. This worksheet also contains tables that summarise your HESES24 data and compare it with previous years (where available). We will not routinely ask questions on these tables during the data verification process.

Funding tables (A to H)

117. These worksheets model the teaching funding allocations using the funding methods for 2024-25. The indicative allocations in the funding comparison tables are shown as a comparison tool, and the totals in Table A will be used to assess whether the thresholds set

Submitting your HESES24 survey - How to submit your survey

out in paragraph 31 of the representations guidance have been met.²² They are illustrative calculations using the 2024-25 funding method and parameters and should not be considered as any kind of funding commitment. They do not include any FTE adjustments.

118. Further detail on these worksheets can be found in appendix 5 to this document, which describes the funding tables.

Submitting your HESES24 survey

119. This is an outline of the process for submitting your completed survey. Further details can be found in Appendix 1 ('Downloading and submitting HESES24').

How to submit your survey

120. You must submit your survey using the OfS portal, which is at <https://extranet.officeforstudents.org.uk/data/>.

121. Each provider has one or more portal user administrators who manage the provider's staff access to the portal itself and to the relevant areas within it. If you are having difficulty accessing the portal, in the first instance please contact your portal user administrator.

122. We strongly recommend that you liaise with your portal user administrator(s) as early as possible to ensure that the relevant staff have timely access to the portal area required for HESES24.

123. If you have difficulties that cannot be resolved by your portal user administrator, please contact portal@officeforstudents.org.uk.

124. In order not to breach data protection, **you must not email the HESES workbook**. Please use the OfS portal as described here and in Appendix 1.

²² See www.officeforstudents.org.uk/publications/HESES24-multiplication-factors-representations-process-guidance/.

Self-check questions

125. Please ensure that you can answer 'Yes' to all of these questions before submitting the completed HESES24 return.

Q1. Is your student records system recording student information in accordance with the OfS funding rules? Have you complied with the OfS funding rules and definitions, as set out in the main HESES24 guidance?

Q2. Have you kept an effective audit trail?

Q3. Have you passed all validation checks on each table? (See Appendix 2 'Validation checks on HESES24 data' for further information.)

Q4. Where the workbook shows credibility warnings or automatic check highlighting on the comparison tables, have you:

- checked the data to make sure that it is correct?
- checked that you are using the correct OfS definitions?
- emailed dataverification@officeforstudents.org.uk to explain why the data is credible?

(See Appendices 3 and 4 of this document and the main HESES24 document for further information.)

Q5. If you have included any forecast years of engagement in Column 2 of the tables in the HESES24 workbook, do they meet the criteria to be included? (See HESES24 Annex C1 or Annex C2 and the guidance above for further information on what activity may be recorded in Column 2).

Q6. Where you have made forecasts and estimates for the HESES return, are they made from robust and accurate past performance data? Have you kept an audit trail for these decisions? Have you discounted the effects of the coronavirus pandemic when making these estimates?

Q7. Have you recorded all years of engagement that have been sub-contracted out? These should not be reported in HESES by the sub-contracted provider. See HESES24 Annex A for more information.

Q8. Have you excluded years of engagement which are contracted in?

HESES submission deadline

126. When you are satisfied that the survey is complete, valid and accurate, you have until the submission deadline to upload the workbook to the OfS portal. The deadline dates are:

- a. **For further education and sixth form colleges and academies:** noon on 13 November 2024.
- b. **For all other providers:** noon on 11 December 2024.

We will not give extensions to these deadlines. Please note that the portal usually sees heavy traffic on the days leading up to the deadline and this can cause the upload process to take longer than usual.

127. Please note the following about the submission of HESES workbooks:

- a. Although it is possible to upload your survey to the portal at any time, your final submission must be uploaded after the census date.
- b. It is possible to submit the workbook several times, but we will only keep and use the most recently uploaded version.

Submitting initial explanations

128. After uploading the HESES workbook, you should email dataverification@officeforstudents.org.uk with explanations for any highlighted credibility checks or comparison table entries (see paragraph 26). This highlighting will form the basis of any questions you are asked as part of the data verification phase of the HESES process.

129. Explanations should include sufficient detail to allow us to understand fully the cause for any highlighting (see Appendices 3 and 4). Providing explanations with your submission will considerably shorten the data verification phase. For data protection reasons, your explanations must **not** contain any information that could potentially allow identification of individual students.

The results package

130. After the HESES workbook has been successfully uploaded to the portal you will be able to download a results package. This contains the latest processed copy of your HESES workbook which will have an updated 'Information' worksheet that will show the submission date and number. You should always download the results package as we will refer to the most recent version of your workbook during the rest of the HESES process.

131. It is important you download your results package before the deadline as once the deadline has passed the portal process will change to an amendments process, which is used during data verification. There will be no 'results' button but the latest processed workbook can be obtained by using the download button.

The data verification phase

132. The data verification phase of the HESES process allows us to:

- have greater confidence in the accuracy of your data
- understand any context to the data and how this relates to changes highlighted
- identify any large or unexpected changes from previous years.

133. The data verification phase starts after the submission deadline and ends on the sign-off deadline (**Friday 31 January 2025** for all providers). By this point any queries we have will need to be answered and your data will need to be signed off as correct. The timescale for data verification takes account of the holiday period. It is advisable to have more than one member of staff involved with completing the HESES survey. Providers can continue to submit representations up to 14 February 2025, but we will not accept changes to signed-off data.

134. After the submission deadline, we will email your provider's student data contact with our initial queries. This email will come from a member of our data verification team who will have reviewed your HESES workbook, along with the initial explanations that you have sent us. This initial email will contain a letter with full instructions along with our specific queries set out in a separate Microsoft Word document.

135. We expect your response to our initial queries to be returned within five working days to dataverification@officeforstudents.org.uk. We will then review your response and, if necessary, raise further queries. Several rounds of queries are often necessary before your data is ready to be signed off. In later rounds of queries, response deadlines may be shorter because of the timescales of the data verification phase.

136. During data verification, it may become apparent that part of your workbook needs to be amended. If so, directions for resubmitting the survey will be provided. **You should not upload an amended version of the workbook without prior agreement from the data verification team.**

Data queries

137. When generating initial queries, we will look at:

- credibility warnings on the Courses table (if applicable) and Tables 1 to 6c
- highlighting in the comparison tables
- other relevant issues.

These queries do not necessarily indicate that we believe that your data is incorrect. Instead, they indicate areas where your data differs significantly from what we would expect, based on the data we have available. In such cases we are looking for assurance that this reflects actual changes in your provision, and to understand the underlying causes.

138. The credibility warnings, and many of the changes in the comparison tables, will be automatically highlighted in your survey workbook as you complete it. They are triggered when

Signing off your data - The results package

your data exceeds certain thresholds – more information on this is given in Appendices 3 and 4.

139. Generally, queries are raised:

- a. Where your data differs from our usual expectations; for example, when you have a particularly low percentage of new entrants.
- b. Where your data shows a significant change from previous years; for example, when your total number of students has increased or decreased more than a pre-set threshold.

Where possible we will attempt to minimise the number of queries asked to focus on the most significant changes to your provision. Where we believe that changes relate to the same underlying issue, we will endeavour to ask one question that may cover multiple highlighted areas.

140. In your initial explanations, and when you respond to our queries, we require responses that directly relate to the query raised, provide an appropriate level of detail, and show an understanding of HESES definitions.

141. If you are addressing queries raised from the comparison tables, you should describe how your higher education provision has changed compared with the previous year. You may wish to reference specific changes in provision at a department or course level. You should also describe changes to any provider arrangements, for example if your sub-contractual arrangements with other providers have changed.

142. As discussed above, we recognise that a single underlying issue can relate to several queries. In this case we do not expect you to repeat your answers – it is acceptable to answer once and refer to this answer later. However, you should also check to see whether there are any other issues that may have contributed to the query.

143. You should review responses your provider has given to data verification queries in previous years to see whether these refer to ongoing issues. We do not want to assume that these answers still apply to your provider, so may ask similar questions; it can be useful to pre-empt these questions by providing any relevant answers in your initial explanations.

Signing off your data

144. When our queries have been resolved and any amendments to your data have been processed, we will ask for your data to be signed off by your provider's accountable officer, who is usually the head of the provider.

145. We will send you a verification form by email. Please check that the date and version number match those in your most recent HESES workbook. Your accountable officer will need to sign this form, which should then be emailed to dataverification@officeforstudents.org.uk. The final deadline for us to have received the sign-off form is **noon on Friday 31 January 2025**.

146. Under condition of registration F3 a provider must provide the OfS with such information as the OfS specifies at the time and in the manner and form specified. All providers registered in the Approved (fee cap) category that have students registered with them in 2024-25 on

courses recognised for OfS funding purposes must submit a HESES24 return, the deadlines for which are not flexible. Where a provider fails to submit data on time, or returned data is not credible after verification, we may allocate funds based on our own estimates of student activity.²³ Providers that do not submit or sign off credible data on time are more likely to be audited.

Submitting representations

147. If you wish to submit representations on multiplication factors to the OfS for consideration, you are able to submit representations at any point between the census date and the 14 February 2025.
148. **We strongly advise that you upload representations between 1 February and 14 February 2025** This is to ensure that the final signed-off data from HESES24 informs the representations.
149. Valid representations submitted with your initial HESES24 submission will be considered. However, if your HESES data changes through the data verification process this may result in changes to your representations which will make them invalid. As such, we advise waiting until your HESES24 data has been signed off before submitting representations.
150. If you upload representations after the HESES24 sign-off deadline, this will be done using the same portal area as the HESES24 workbook. Any changes to your HESES24 data made after the 31 January 2025 sign-off deadline will not be processed.
151. For representations, we will use the latest version of the workbook we have received by the deadline on 14 February 2025. There is no limit on the number of representations you can submit, or the number of times you upload these.
152. If you wish to make changes to the representations in your workbook between the HESES submission deadline (see paragraph 126) and sign off deadline (31 January 2025), please discuss this with the OfS **before** uploading a new version.

What happens after the data is signed off

153. Straight after the sign-off deadline, we will start to prepare HESES data for various uses. We will publish the HESES data for all registered providers in spring 2025 as part of an official statistic.
154. Following the representations deadline, any submissions made in line with the representations guidance will be considered. Following the finalisation of the multiplication factors, the final FTEs will be used to inform our calculations of the 2025-26 recurrent funding allocations.
155. After the data verification phase has ended, we will contact you for feedback on the HESES process through an online survey. This feedback is extremely valuable to us; it will allow us to

²³ See paragraph 22 of 'Terms and Conditions of Funding for 2024-25' (OfS 2024.36), available at www.officeforstudents.org.uk/publications/terms-and-conditions-of-funding-for-2024-25/.

evaluate the effectiveness of the HESES process and will guide any improvements that we may consider for future data collection.

Data assurance

156. Data assurance is an essential part of how we can ensure that our approach to regulation is appropriate and effective. The requirement to permit verification of information is a condition of registration F3, which applies to all registered providers. More information on condition F3 is set out on pages 179-181 of the Regulatory framework.²⁴

157. It is essential to keep an audit trail when filling out your HESES return, recording how your decisions have been made and the data used to support them. As part of our regulatory responsibilities, examples of areas we may look at include:

- the data used to inform any estimates, forecasts or judgements
- evidence of enrolment and engagement
- any relevant internal audit work carried out on your student record system or HESES return.

158. Our data assurance activities, including audits, test the systems and processes used by a provider to prepare specific aspects of their data. We may request further information from you so that we can review documentation in support of the return or test the values included.

159. We will compare your HESES submission with data submitted to the Designated Data Body or the ESFA (whichever is appropriate for the provider) for the same year. We will use this comparison to assess the risk that HESES or your individualised student data is incorrect which may lead to further assurance work.

Audit recommendations

160. Previous audits of student data have identified a number of areas where some providers were incorrectly interpreting the relevant definitions, or where internal provider systems and practices complicated the production of the relevant return. These have included:

- incorrect assignment of activity to price groups
- incorrect identification of mode of study
- inadequate recording of entry qualifications
- weaknesses in processing student withdrawals and transfers
- lack of robustness in making estimates and forecasts that inform HESES
- poor communication and lack of oversight within partnership arrangements

²⁴ See www.officeforstudents.org.uk/publications/regulatory-framework-for-higher-education-in-england/.

- inadequate audit trail between the student record system and the HESES return
- lack of systems notes for recording data on student activity and for the HESES preparation process
- lack of rigorous checking including analytical review of figures in the return to identify anomalies and ensure that the data makes sense
- lack of reconciliation between HESES and HESA or ILR returns.

161. We strongly recommend that providers review their arrangements regularly, taking into account the above, as well as the 'Good practice' section of this document (paragraphs 165-168). Providers should give particular attention to any changes introduced in HESES24, and ensure they have assurance over all aspects of the return in case of audit.

Audit trail

162. You should keep an adequate audit trail between student record systems and the HESES return for **at least five years**. This should include a record of the basis for any forecasts or estimates, along with any relevant electronically stored data, printouts and working papers used in completing the return. Source documents such as registration forms should also be retained, including information on students' detailed study intentions for the academic year and their qualifications on entry.

163. There should be an audit trail to individual figures in the return. In the case of figures based on activity up to the census date, a clear trail from individual students to the figures should be retained. During audit we may ask for a sample of these figures to be rebuilt. In the case of estimates and forecasts, there must be a clear rationale for the figures, and backup data justifying what is being returned.

164. Where your provider is involved in subcontractual or other partnership arrangements, your audit trail must contain evidence for the inclusion or exclusion of students (including details of the partnership arrangements between providers), and forecasts relating to such students.

Good practice

Knowledge management and staff training

165. It is advisable to have **at least two people** who know how to prepare the HESES data return. At many providers, the knowledge required to prepare the HESES return is undocumented and sometimes lies with only one person. This creates a risk that in that person's absence, particularly at crucial times of the year, the provider may not be able to prepare the return on time and to the appropriate standard. A good audit trail helps to reduce this risk, but we also consider it good practice for all providers to manage this risk by ensuring that at least two people can produce the information for the return and prepare the return itself.

166. All relevant staff, including experienced staff, should consider the HESES guidance each year and make any necessary changes to their systems. Providers should also ensure that the

relevant processes are adequately documented, and that this documentation is kept up to date.

167. Staff should prepare data returns using **OfS funding rules** set out in the HESES guidance, **not** their own academic regulations. There are, quite reasonably, differences between providers' academic regulations and the rules relating to the counting of students for funding purposes. It is essential that individuals involved in completing student data fields used for funding purposes fully understand the fields they are completing in the student record. For these fields, student activity should be reported with due regard to funding rules and not in accordance with the provider's own academic regulations and progression rules.
168. Your data collection and recording procedures should be **applied consistently** across the provider. Although providers have academic regulations and procedures for managing student data in their student record systems, practice within providers can be inconsistent. In general, provider practices for collecting and recording data should be applied consistently across all departments and faculties with the same data requirements. However, some departments may have additional requirements to meet. For example, faculties of health studies often have requirements beyond those of the rest of the provider.

Abbreviations used in this document

Abbreviation	Explanation
DDB	Designated data body
ESFA	Education and Skills Funding Agency
FaLA	Find a learning aim service
HECoS	Higher Education Classification of Subject
HESA	Higher Education Statistics Agency
HESES	Higher Education Students Early Statistics survey
HTQs	Higher technical qualifications
IfATE	Institute for Apprenticeships and Technical Education
ILR	Individualised Learner Record
OfS	Office for Students
PGR	Postgraduate research
PGT	Postgraduate taught
UG	Undergraduate
UKPRN	UK Provider Reference Number



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www.nationalarchives.gov.uk/doc/open-government-licence/version/3/