

HEIFES comparison exercise

This exercise aims to show how to use a data output and individualised file to identify potential errors or issues in your ILR data. In particular, we're going to look at a cut down version of the HEIFES comparison for Beispiel College.

The college

Beispiel College is a small FE college that only has a total of 200 students in 2015-16. The college has:

- Various FE courses (96 students)
- A Foundation degree in sports coaching. 15 students take this full-time (over 2 years) and 15 students are part-time (over 3 years)
- A HND in construction and the built environment. 10 students take this full-time (over 2 years) and 40 students take this part-time (over 4 years). Half of the part-time students are a September intake, the other half a January intake.
- A BEng in electrical engineering, offered as part of an apprenticeship. This is a new course for this year, and all are part-time
- A MA in fine art. This is a long year, taught over 46 weeks. 10 students take this full-time.

Differences between HEIFES and the HEIFES comparison:

A student on the BEng Electrical Engineering course withdrew from the course on 1 October 2016, so was not returned in HEIFES, though they do have a record in the ILR.

A number of predictions made in the HEIFES return did not happen:

- Non-completion rates were better than predicted. (25 non-completions were predicted in HEIFES, 18 were actually recorded in the ILR).
- 13 students were predicted to start on new courses in January (7 in price group B, 6 in price group C2), but the course did not go ahead, and these students are not included in the ILR.

The exercise

We will use the accompanying workbooks to explore how errors / inaccuracies in your ILR data will show up in the data outputs, and how you can use the individualised file data to identify students with errors.

Accompanying this exercise are three different workbooks, each showing different scenarios for the college's ILR data. These are cut-down versions of an HEIFES comparison workbook, with certain worksheets removed to simplify the exercise. The electronic versions of these documents also contain some extra worksheets, in particular the '**indiv**' worksheet, which contains mock individualised file data for each workbook. This sheet is not present in a real output, but is included as a separate file.

- **Scenario A** shows the college's normal HEIFES comparison
- **Scenarios B & C** show the same data with some specific ILR data errors in each case.

Scenario A HEIFES comparison checklist

This checklist focuses on the HEIFES comparison, but the methods can be applied to other outputs and individualised files.

Differences in funding ('Coversheet')

The coversheet can be used to identify when you have unexpected large changes in provision, presented in funding terms.

- What is the total difference in funding? _____
- Are there any funding streams that have a change to (or from zero)? _____
- Which funding streams show large changes? _____

Note: changes that don't affect funding (e.g. changes to non-fundable student numbers) won't be highlighted on this sheet.

Exclusions (Top section of the 'Rebuild information' worksheet.)

Exclusions show students who have records in the ILR, but who have not been included in the output. In particular you should look for students who are studying for an HE qualification, but have been excluded for some other reason.

Exclusion type		Total number of students
1	Not active in academic year	
2	Not recognised HE qualification (HEFQAIM = OTHER)	
4	Explicitly excluded from HEIFES population (FUNDCOMP, FUNDLEV or MODESTUD is blank or has a value of 9 or 99)	
8	FTE less than 3%	
16	Non-standard final year	
32	Withdrew before the census date or within 14 days of starting	
64	No price group info and FTE at least 0.03	

Shifts in provision (Bottom section of the 'Rebuild information' worksheet)

Changes in provision may indicate where students have been coded in a different way than in HEIFES; for example a student might have been considered fundable in HEIFES, but show as non-fundable in the re-creation because the source of funding field has not been set to 'HEFCE'.

Note: some change is normal, as predictions made in HEIFES may not reflect the final position.

Changes seen in the numbers for:	Change	Main fields to look at:
<i>Countable years</i>		
Total countable years		HEFEXCL
Column 1 (before census date)		HEFREG, HEFREG,
Column 2 (after census date)		LEARNSTARTDATE
<i>Years not completed</i>		
non-completions (Column 3)		HEFCOMP, FUNDCOMP

Changes seen in the numbers for:	Change	Main fields to look at:
<i>Fundability</i>		
Fundable		HEFTYPE, LEARNDELFAM_SOF, PROGTYPE (for apprentices)
non-fundable		
island and overseas students		
<i>Note, for the factors below, the summary tab only counts fundable students, so any changes to fundability status may be reflected below.</i>		
<i>Mode of Study</i>		
full-time		HEFMODE, MODESTUD
part-time		
<i>Countable FTE</i>		
FTE of part-time fundable students		HEFESFTE, HEFMODE, STULOAD
<i>Level of fundable students</i>		
UG		HEFLEVEL, FUNDLEV, SPECFEE
PG (UG fee)		
PGT (Masters Loan)		
PGT (Other)		
<i>Length of fundable students</i>		
Standard		LENGTH, FUNDLEV
Long		

- What are the main changes that need further investigation?

Individualised file

Use filters to select students that fit the changes identified above.

Scenario B HEIFES comparison checklist

Differences in funding ('Coversheet')

The coversheet can be used to identify when you have unexpected large changes in provision, presented in funding terms.

- What is the total difference in funding? _____
- Are there any funding streams that have a change to (or from zero)? _____
- Which funding streams show large changes? _____

Note: changes that don't affect funding (e.g. changes to non-fundable student numbers) won't be highlighted on this sheet.

Exclusions (Top section of the 'Rebuild information' worksheet)

Exclusions show students who have records in the ILR, but who have not been included in the output. In particular you should look for students who are studying for an HE qualification, but have been excluded for some other reason.

Exclusion type		Total number of students
1	Not active in academic year	
2	Not recognised HE qualification (HEFQAIM = OTHER)	
4	Explicitly excluded from HEIFES population (FUNDCOMP, FUNDLEV or MODESTUD is blank or has a value of 9 or 99)	
8	FTE less than 3%	
16	Non-standard final year	
32	Withdrew before the census date or within 14 days of starting	
64	No price group info and FTE at least 0.03	

Shifts in provision (Bottom section of the 'Rebuild information' worksheet)

Changes in provision may indicate where students have been coded in a different way than in HEIFES; for example a student might have been considered fundable in HEIFES, but show as non-fundable in the re-creation because the source of funding field has not been set to 'HEFCE'.

Note: some change is normal, as predictions made in HEIFES may not reflect the final position.

Changes seen in the numbers for:	Change	Main fields to look at:
<i>Countable years</i>		
Total countable years		HEFEXCL
Column 1 (before census date)		HEFREG, LEARNSTARTDATE
Column 2 (after census date)		
<i>Years not completed</i>		
non-completions (Column 3)		HEFCOMP, FUNDCOMP
<i>Fundability</i>		
Fundable		

Changes seen in the numbers for:	Change	Main fields to look at:
non-fundable		HEFTYPE,
island and overseas students		LEARNDELFAM_SOF, PROGTYPE (for apprentices)
<i>Note, for the factors below, the summary tab only counts fundable students, so any changes to fundability status may be reflected below.</i>		
<i>Mode of Study</i>		
full-time		HEFMODE, MODESTUD
part-time		
<i>Countable FTE</i>		
FTE of part-time fundable students		HEFESFTE, HEFMODE, STULOAD
<i>Level of fundable students</i>		
UG		HEFLEVEL, FUNDLEV, SPECFEE
PG (UG fee)		
PGT (Masters Loan)		
PGT (Other)		
<i>Length of fundable students</i>		
Standard		LENGTH, FUNDLEV
Long		

- What are the main changes that need further investigation?

Individualised file

Use filters to select students that fit the changes identified above.

Scenario C HEIFES comparison checklist

Differences in funding ('Coversheet')

The coversheet can be used to identify when you have unexpected large changes in provision, presented in funding terms.

- What is the total difference in funding? _____
- Are there any funding streams that have a change to (or from zero)? _____
- Which funding streams show large changes? _____

Note: changes that don't affect funding (e.g. changes to non-fundable student numbers) won't be highlighted on this sheet.

Exclusions (Top section of the 'Rebuild information' worksheet)

Exclusions show students who have records in the ILR, but who have not been included in the output. In particular you should look for students who are studying for an HE qualification, but have been excluded for some other reason.

Exclusion type		Total number of students
1	Not active in academic year	
2	Not recognised HE qualification (HEFQAIM = OTHER)	
4	Explicitly excluded from HEIFES population (FUNDCOMP, FUNDLEV or MODESTUD is blank or has a value of 9 or 99)	
8	FTE less than 3%	
16	Non-standard final year	
32	Withdrew before the census date or within 14 days of starting	
64	No price group info and FTE at least 0.03	

Shifts in provision ('Bottom section of the 'Rebuild information' worksheet)

Changes in provision may indicate where students have been coded in a different way than in HEIFES; for example a student might have been considered fundable in HEIFES, but show as non-fundable in the re-creation because the source of funding field has not been set to 'HEFCE'.

Note: some change is normal, as predictions made in HEIFES may not reflect the final position.

Changes seen in the numbers for:	Change	Main fields to look at:
<i>Countable years</i>		
Total countable years		HEFEXCL
Column 1 (before census date)		HEFREG, LEARNSTARTDATE
Column 2 (after census date)		
<i>Years not completed</i>		
non-completions (Column 3)		HEFCOMP, FUNDCOMP
<i>Fundability</i>		
Fundable		

Changes seen in the numbers for:	Change	Main fields to look at:
non-fundable		HEFTYPE,
island and overseas students		LEARNDELFAM_SOF, PROGTYPE (for apprentices)
<i>Note, for the factors below, the summary tab only counts fundable students, so any changes to fundability status may be reflected below.</i>		
<i>Mode of Study</i>		
full-time		HEFMODE, MODESTUD
part-time		
<i>Countable FTE</i>		
FTE of part-time fundable students		HEFESFTE, HEFMODE, STULOAD
<i>Level of fundable students</i>		
UG		HEFLEVEL, FUNDLEV, SPECFEE
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PGT (Other)		
<i>Length of fundable students</i>		
Standard		LENGTH, FUNDLEV
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- What are the main changes that need further investigation?

Individualised file

Use filters to select students that fit the changes identified above.

General Information: The HEIFES comparison workbooks

What the different worksheets show

In the HEIFES comparison we take your ILR data and apply our algorithms to classify your students according to our HEIFES definitions. We can then aggregate the results to produce tables that re-create your HEIFES return to reflect the ILR.

As part of this rebuild, we've also shown what your 2017-18 allocations would be if we used the same funding methods, but used your HEIFES comparison data instead of the original HEIFES data. ***This does not mean that your funding would change to reflect the recalculated figures.*** Any colleges with particularly large differences might be selected by our Data Assurance team for further audit work.

The table below shows a selected number of the worksheets in the HEIFES comparison workbook:

Worksheet	Title
Indiv	Individualised file data used to inform the HEIFES comparison sheets.
<i>Summary sheets</i>	
Coversheet	Shows changes in funding arising from the ILR data. You can use this to identify if there are large changes you should investigate.
Rebuild information	Compares HEIFES16 and the HEIFES16 re-creation. You can use this to identify how many students have been excluded, and any shifts in your HE provision. (E.g. more students than expected being recorded as non-fundable).
<i>HEIFES16 comparison sheets (all based on re-creation / ILR data)</i>	
Courses	Re-created Courses table (lists only Column 1 students)
Table 1 FTS	Table 1: full-time students
Table 3 PT	Table 3: part-time students
<i>HEIFES16 (original) sheets</i>	
hCourses	Original Courses table (lists only Column 1 students)
hTable 1 FTS	Table 1: full-time students
hTable 3 PT	Table 3: part-time students
<i>Funding Comparison sheets</i>	
Funding 1	Overview of funding differences and difference in high-cost subject funding
Funding 2	Differences in student premium targeted allocations
Funding 3	Differences in other targeted allocations
<i>Differences</i>	
Table 1FTS diff	Difference in full-time students (Table 1 FTS – hTable 1 FTS)
Table 3 PT diff	Difference in part-time students (Table 3 PT – hTable 3 PT)

The individualised file data ('indiv')

The indiv worksheet includes a selection of the ILR and derived fields present in a real individualised file. (Some key fields are noted at the end of this document.)

The individualised file shows all students in your ILR return, with each student on a separate line, and each column representing either an ILR field or an OfS/HEFCE derived field. By applying

filters to the field columns, you can identify how the HEIFES comparison has classified your students. For example, if you select the following filters, you can identify all the students classified as full-time undergraduates:

- HEFQAIM ≠ OTHER (includes only students studying for an HE qualification)
- HEFMODE = FTS (includes only full-time students)
- HEFLEVEL = UG (includes only undergraduate students)

Key ILR / Derived fields

FUNDLEV

Records the learner's level of study for the year *according to OfS/HEFCE HEIFES definitions*.

Values can be:

- 10 = Undergraduate
- 11 = Undergraduate (long)
- 20 = Postgraduate taught
- 21 = Postgraduate taught (long)
- 30 = Postgraduate research
- 31 = Postgraduate research (long)
- 99 = Not in HEIFES population

MODESTUD

Records the learner's mode of study for the year *according to OfS/HEFCE HEIFES definitions*.

Values can be:

- 1 = Full-time
- 2 = Sandwich year out
- 3 = Part-time
- 99 = Not in HEIFES population

FUNDCOMP

Records the learner's completion status for the year of course *according to OfS/HEFCE HEIFES definitions*.

Values can be:

- 1 = Completed the current year of course
- 2 = Did not complete the current year of course
- 3 = Year of course not yet completed, but hasn't yet failed to complete
- 9 = Not in HEIFES population

LEARNDELFAM_SOF

Code used to define the funding characteristics for the student for the year

Values can be:

- 1 = HEFCE
- 105 = Skills Funding Agency

- 107 = Education Funding Agency
- 108 = Local Authority (Community Learning funds)
- 998 = other

LEARNSTARTDATE

The date on which learning starts toward the learning aim.

LEARNPLANENDDATE

The date by which the provider and learner plan to complete the learning activities for the learning aim.

LEARNACTENDDATE

The date the learner completed their learning activities OR the date the learner withdrew.

HEFEXCL (This is a HEFCE derived field, not an ILR field)

This derived field indicates whether students are excluded from the HEIFES comparison – if the field has a value of 0, then the student is included in the re-creation.

There may be more than one reason why a student is excluded; if so, then HEFEXCL contains the sum of all applicable values from the list below.

Values can be:

- 0 = in the population (defined as not being one of the reasons below)
- 1 = Student not active in the academic year
- 2 = Student has a non-recognised HE qualification aim
- 4 = Student is **explicitly excluded by the college** from the HEIFES population, usually due to a blank, 9 or 99 being entered in FUNDLEV, FUNDCOMP or MODESTUD.
- 8 = Student has an FTE less than 0.03
- 16 = Student is on a non-standard year of course in their final academic year
- 32 = Students who withdraw before 2 November (the HEIFES census date) OR withdrew within 14 days of starting the year (and didn't complete).