

Office for
Students



2022-23 Student numbers data checking tool

2022-23 Student numbers technical
document and rebuild instructions

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Publication date 2 May 2023

Contents

Summary	3
Changes from previous publications	5
Changes from the 21056 Data Futures Beta data checking tool	5
Changes from the 2020-21 ILR data checking tool	5
Terminology	6
Student numbers workbook	6
Student numbers individualised file	6
20Y1-Y2 fields used to create the student numbers outputs	7
Description of derived fields	9
Derived fields for calculating total higher education FTE	10
Additional fields required to calculate total further education FTE	16
Additional fields required to calculate total undergraduate higher education FTE relevant to TEF	17
Rebuild instructions	19
Table 1 - Split of higher education by SNLEVELNUM	19
Table 2 - Higher education provision relating to undergraduate levels of study relevant to TEF (SNREL_TEF)	19
Table 3 - Split of further and higher education provision (SNLEVEL)	20

Summary

1. This document describes the algorithms applied to the Student (22056) record submitted to the designated data body (DDB) and the 2022-23 Individualised Learner Record (ILR) submitted to the Education and Skills Funding Agency (ESFA) to determine a provider's higher education and further education student numbers.
2. We intend to use these student numbers for various regulatory purposes. These include setting registration fees, assessing applications for degree awarding powers, assessing applications for university title and university college title, and for determining mandatory participation in the Teaching Excellence Framework (TEF).
3. Throughout the document, fields taken or derived from the Student (22056) or ILR records are shown in capitals.
4. The student numbers outputs are formed of two files. These are:
 - a. Student numbers workbook 'SN22_DCT_XXXXXXXX.xlsx'
 - b. Student numbers individualised file 'SN22_DCT_XXXXXXXX_IND.csv'where XXXXXXXX is the UK Provider Reference Number (UKPRN) for the provider.
5. The data in the student numbers data checking tool outputs are provided as a data quality tool, to aid providers in getting their data correct. The outputs are also an opportunity for providers to give feedback on any potential issues with new Office for Students (OfS) algorithms and must not be used for any other purpose.
6. Some providers submit both a Student (22056) and an ILR return. Student instances meeting either of the criteria listed below should be reported to both the DDB and the ESFA:
 - a. Students on higher and degree apprenticeships for whom you receive direct funding from the ESFA (PROGTYPE 20, 21, 22, 23 or 25).
 - b. Students on higher education instances (Level 4 or above) who are financed by Advanced Learner Loans.We would expect all other student instances to be returned to either the DDB or the ESFA, but not both. For those providers that return both Student (22056) and ILR data, the student instances listed above will be excluded from the ILR data to avoid double counting.
7. This document is aimed at readers with in-depth knowledge of the data. Readers are advised to refer to a copy of the Student record – 22056 coding manual¹, 2022-23 ILR specification², and the Office of Qualifications and Examinations Regulation (Ofqual) Register Data Extract Specification³ to hand when using this document.

¹ See [Student record – 22056 coding manual](#).

² See [2022-23 ILR specification](#).

³ See [Ofqual register data extract specification](#).

8. We will document any changes or corrections to the algorithms in this document in the data checking tool section of the OfS website.⁴

⁴ See [The OfS website – Data checking tool](#).

Changes from previous publications

9. This is the first publication of these algorithms relating to 2022-23 data. Any changes after initial publication will be listed here. This section also describes any changes to the algorithms since previous equivalent documents were published on the data checking tool documentation archive section of the OfS website.⁵

Changes from the 21056 Data Futures Beta data checking tool

10. The algorithm for SNEXCL8 has been updated to now use PRINONUK instead of Z_PRINONUK, and INCOMINGEXCHANGE ≠ BLANK is now used instead of INCOMINGEXCHANGE = 01, 02, 03.
11. The algorithm for SNEXCL4 has now been updated to use Z_ACT_CYC = 0 instead of Z_STATUS_CYC = 02, 03.
12. The algorithm for SNLEVELNUM has been updated to include D0005 and E0005 as level 7 qualifications rather than level 8.

Changes from the 2020-21 ILR data checking tool

13. We have removed SNHESTULOADCASE and SNFESTULOADCASE, and updated the algorithms for SNHESTULOAD and SNFESTULOAD to have the same definitions as these fields.
14. The name for the SNHESAILRFLAG algorithm has changed to SNDDBILRFLAG.

⁵ See [The OfS website - Data checking tool documentation archive](#).

Terminology

15. The algorithms below apply to the Student (22056) and ILR data collections.
16. In the Student (22056) return, the fields that we use are associated with a student engagement. In the ILR return the fields that we use are associated with a course. A learner may study multiple courses.
17. Below, we use the generic term 'record' to refer to either a student engagement or a learner-course combination, depending on the data source.
18. The year '20Y1-Y2' below refers to the academic year starting on 1 August 20Y1 and ending on 31 July 20Y2.

Student numbers workbook

19. The student numbers workbook is the Excel workbook SN22_DCT_XXXXXXXX.xlsx which contains the following worksheets:

Table 1: Worksheets in the student numbers workbook

Worksheet*	Title
Coversheet	Student/ILR data checking tool 2022-23 student numbers data summary

* This worksheet reference corresponds to the spreadsheet tabs.

Student numbers individualised file

20. When working through this document it is necessary to use the individualised file, SN22_DCT_XXXXXXXX_IND.csv. The individualised file contains the values of all fields used to generate student numbers.
21. Fields taken from Student (22056), the ILR or derived as part of the student numbers outputs are shown in capitals using the names given in Tables 2, 3 and 4.
22. Specific instructions for rebuilding the student numbers workbook from the individualised file are provided in this document.
23. For Student (22056) data the individualised file contains one row per engagement (each unique combination of UKPRN, SID and NUMHUS).
24. For ILR data the individualised file contains one row per learning aim for a learner (each unique combination of UKPRN, LEARNREFNUMBER, LEARNAIMREF and AIMSEQNUMBER).

20Y1-Y2 fields used to create the student numbers outputs

25. The fields used to generate the student numbers outputs are listed in Tables 2 and 3.

Table 2: Student (22056) fields used in the student numbers calculations

Entity	Name	Description
Engagement	UKPRN	UK Provider Reference Number
Engagement	SID	Student identifier
Engagement	NUMHUS	Engagement number
Engagement	ENGSTARTDATE	Engagement start date
Engagement	ENGENDDATE	Engagement end date
Engagement	INCOMINGEXCHANGE	Identifies if the student is an incoming or visiting exchange student
Study Location	PRINONUK	Identifies if the student is studying primarily outside the UK
Engagement derived field	Z_ACT_CYC	Derived field records the student activity during the cycle
Engagement derived field	Z_STULOAD_CYC	Derived field represents the total student load to date within the cycle
Qualification*	QUALCAT	Records the qualification category

*Qualification from the latest student course session

Table 3: ILR, Learning Aim Reference Service and Ofqual fields used in the student numbers calculations

Source	Field	Description
ILR	COMPSTATUS	Degree of completion of the learning activities leading to the learning aim
ILR	LEARNACTENDDATE	Learning actual end date
ILR	LEARNDEL FAMCODE	The value of the funding or monitoring attribute
ILR	LEARNDEL FAMTYPE	The type of funding or monitoring attribute
ILR	LEARNPLANENDDATE	Learning planned end date
ILR	LEARNSTARTDATE	Learning start date
ILR	STULOAD	Learner FTE
ILR	PLANLEARNHOURS	Planned learning hours

Source	Field	Description
ILR	PRIORLEARNFUNDADJ	The proportion of this learning aim still to be delivered
ILR	PROGTYPE	The type of programme which the learner is undertaking
ILR	UKPRN	UK Provider Reference Number
ILR	WITHDRAWREASON	The reason why the learner has withdrawn from the learning aim
ILR	LEARNAIMREF	Learning aim reference
ILR	AIMSEQNUMBER	Learning aim data set sequence
LARS	LEARNAIMREFTITLE	Learning aim title
LARS	LEARNAIMREFTYPE	Learning aim type
LARS	NVQ_LV	Notional NVQ level
LARS	NOTIONALNVQLEVELV2	The detailed learning aim level on the NVQ scale
Ofqual	TOTAL QUALIFICATION TIME	The total time a learner may typically be expected to expend in achieving a qualification
Ofqual	MAXIMUM GUIDED LEARNING HOURS	The maximum number of hours a learner can be expected to be taught or instructed by their tutor or teacher to complete the qualification
Ofqual	TOTAL CREDITS	The total credits required to obtain the qualification

Description of derived fields

26. The derived fields used to generate the student numbers outputs are listed in Table 4.

Table 4: Description of derived fields for recreating tables

Derived field name	Description	Paragraph
SNSOURCE	Identifies the source of the record	26
LEARNDELFAM_ADL1	Advanced Learner Loan indicator	27
SNDDBILRFLAG	Identifies providers that return both Student and ILR data	28
SNEXCL1 – SNEXCL256	Student numbers population exclusions	29 – 36
SNEXCL	Reason(s) for exclusion from student numbers population	37
SNLEVEL	Identifies record as higher or further education	39
SNLEVELNUM	Level of higher education record	40
SNTITLEHRS	Max learning hours in course title	42
SNTITLECREDITS	Max credits in course title	43
SNPRIORLEARNADJ	Adjustment for prior learning	44
SNQUALHOURS	Total hours course is expected to take	45
SNENDDATE	Last day studied in academic year	46
SNAYDAYSSTUDIED	Number of days studied in academic year	47
SNAVHOURSPERDAY	Average study hours per day over course	49
SNHOURSPERAYR	Total hours studied in academic year	51
SNHESTULOAD	STULOAD for higher education record	52
SNHEINSTLEVSTULOAD	Total STULOAD at a given SNLEVELNUM for a given higher education instance	53
SNHEINSTLEVSTULOADADJ	Capped STULOAD at a given SNLEVELNUM for a given higher education instance	54
SNTOTHESTULOAD	Total capped higher education STULOAD per student	55
SNTOTHEFTE	Total higher education FTE per student	56
SNFEPLANLEARNSTULOAD	Further education STULOAD calculated from PLANLEARNHOURS	57
SNNUMFERECORDS	Number of non-excluded further education records per student	58
SNFESTULOAD	STULOAD for further education record	59
SNTOTFESTULOAD	Total capped further education STULOAD per student	60
SNTOTFEFTE	Total further education FTE per student	61
SNREL_TEF	Undergraduate higher education provision relevant to TEF	62

Derived field name	Description	Paragraph
SNHEINSTLEVSTULOAD_TEF	Total STULOAD at a given SNLEVELNUM for a given undergraduate higher education instance relevant to the Teaching Excellence Framework (TEF)	63
SNHEINSTLEVSTULOADADJ_TEF	Capped STULOAD at a given SNLEVELNUM for a given undergraduate higher education instance relevant to TEF	64
SNTOTHESTULOAD_TEF	Total capped higher education undergraduate STULOAD per student relevant to TEF	65
SNTOTHEFTE_TEF	Total higher education undergraduate FTE per student relevant to TEF	66

Derived fields for calculating total higher education FTE

SNSOURCE

27. This field identifies the source of the record.

Value	Definition
DDB	Record taken from the DDB (Designated Data Body)
ILR	Record taken from the ILR

LEARNDELFAM_ADL1

28. For ILR records only. This field contains the value of LEARNDELFAMCODE where LEARNDELFAMTYPE = ADL.

SNDDBILRFLAG

29. For ILR records only. This field identifies providers that returned both DDB and ILR data in the academic year 20Y1-Y2.

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

SNEXCL1

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

Value	Description	Definition
1	Excluded	(SNSOURCE = DDB and ENGSTARTDATE > 31 July 20Y2) or (SNSOURCE = ILR and LEARNSTARTDATE > 31 July 20Y2)
0	Included	Otherwise

SNEXCL2

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

Value	Description	Definition
1	Excluded	(SNSOURCE = DDB and ENGENDDATE < 01 August 20Y1 and ENGENDDATE ≠ BLANK) or (SNSOURCE = ILR and LEARNACTENDDATE < 01 August 20Y1 and LEARNACTENDDATE ≠ BLANK)
0	Included	Otherwise

SNEXCL4

32. For DDB records only. This field identifies records that have been inactive for the reporting year.

Value	Description	Definition
1	Excluded	Z_ACT_CYC = 0
0	Included	Otherwise

SNEXCL8

33. For DDB records only. This field identifies incoming exchange students and students who are primarily outside the UK for their engagement.

Value	Description	Definition
1	Excluded	INCOMINGEXCHANGE ≠ BLANK or PRINONUUK = 1
0	Included	Otherwise

SNEXCL16

34. For ILR records only. This field identifies apprenticeship standard 'wrapper' programme aims.

Value	Description	Definition
1	Excluded	LEARNAIMREF = ZPROG001
0	Included	Otherwise

SNEXCL32

35. For ILR records only. This field identifies higher apprentices in the ILR that have been returned by providers that also submit DDB data.

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

SNEXCL64

36. For ILR records only. This field identifies a record which has been closed to correct an incorrect LEARNPLANENDDATE.

Value	Description	Definition
1	Excluded	COMPSTATUS = 4 ⁶ and WITHDRAWREASON = 40 and LEARNACTENDDATE = 01 August 20Y1
0	Included	Otherwise

SNEXCL256

37. For ILR records only. This field identifies students in the ILR on higher education instances financed by an Advanced Learner Loan that have been returned by providers that also submit DDB data.

Value	Description	Definition
1	Excluded	SNDDBILRFLAG = 1 and LEARNDEL FAM_ADL1 = 1 and NOTIONALNVQLEVELV2 = 4, 5, 6
0	Included	Otherwise

SNEXCL

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

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

39. This field contains the exclusion reason(s) for the instance. It is calculated as $(1 \times \text{SNEXCL1}) + (2 \times \text{SNEXCL2}) + \dots + (256 \times \text{SNEXCL256})$.

⁶ ILR records returned to the ESFA with COMPSTATUS = 3 and WITHDRAWREASON = 40 will have the value of COMPSTATUS changed to 4 by the ESFA. This is replicated in the ILR data checking and amendment submission tools.

SNLEVEL

40. For ILR records only. This field identifies whether the record is of higher education or further education.

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

SNLEVELNUM

41. This field indicates the level of study for higher education records, using the sector recognised standards as set out in condition of registration B5.⁷

42. For SNSOURCE = DDB this field is the same as IPLEVELNUM as described in the Technical algorithms for student outcome and experience measures.⁸

SNSOURCE = DDB

Value	Description	Definition
8	Records at Level 8	QUALCAT = D0003, D0004, E0000, E0001, E0002, E0003, E0004, L0000
7	Records at Level 7	QUALCAT = L0001, L0002, L0003, D0005, M0002, M0003, M0004, M0006, M0007, M0008, M0009, M0010, M0011, M0012, M0013, M0015, M0016, M0017, M0018, M0020, M0021, M0022, M0023, M0024, E0005
6	Records at Level 6	QUALCAT= H0003, H0004, H0005, H0006, H0007, H0008, H0009, H0010, H0012, H0013, H0014, H0015, H0016, H0018, H0019, H0020, I0001
5	Records at Level 5	QUALCAT = I0002, I0004, I0005, I0006, I0007, I0008 I0009, I0010, I0012, I0013, J0000, J0001, J0002, J0003, J0004, J0005, J0006, J0007, J0010, J0011, J0012
4	Records at Level 4	Otherwise

SNSOURCE = ILR

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

⁷ Sector-recognised standards

⁸ Technical algorithms for student outcome and experience measures

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

SNTITLEHRS

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

SNTITLECREDITS

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

SNPRIORLEARNADJ

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

Value	Definition
PRIORLEARNFUNDADJ ÷ 100	PRIORLEARNFUNDADJ > 0
0	PRIORLEARNFUNDADJ = 0

SNQUALHOURS

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

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

Value	Description	Definition
SNTITLEHRS × SNPRIORLEARNADJ	Source of hours is SNTITLEHRS	STULOAD = BLANK and SNTITLEHRS ≠ BLANK and not above
(SNTITLECREDITS × 10) × SNPRIORLEARNADJ	Source of hours is SNTITLECREDITS	STULOAD = BLANK and SNTITLECREDITS ≠ BLANK and not above

SNENDDATE

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

Value	Description	Definition
LEARNACTENDDATE	Learner completed learning activities in 20Y1-Y2	LEARNACTENDDATE ≠ BLANK and LEARNACTENDDATE ≤ 31 July 20Y2
31 July 20Y2	Learner is still studying at the end of 20Y1-Y2	Otherwise

SNAYDAYSSTUDIED

48. For ILR records only. This field determines the number of days studied in the 20Y1-Y2 academic year.

49. Calculated as the numbers of days between SNENDDATE and either 01 August 20Y1 or LEARNSTARTDATE, whichever is later. Used only where SNQUALHOURS will be used to calculate the FTE of the record.

SNAVHOURSPERDAY

50. For ILR records only. This field calculates the average number of hours that would be studied each day for the duration of the course.

51. Calculated as SNQUALHOURS divided by the number of days between the LEARNSTARTDATE and LEARNPLANENDDATE. Used only where SNQUALHOURS will be used to calculate the FTE of the record.

SNHOURSPERAYR

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

- $SNHOURSPERAYR = \min((SNAVHOURSPERDAY \times SNAYDAYSSTUDIED), SNQUALHOURS)$.

SNHESTULOAD

53. For ILR records only. This field determines the STULOAD for each higher education record.

Value	Definition
STULOAD	SNEXCL = 0 and SNLEVEL = HE and STULOAD ≠ BLANK
(SNHOURSPERAYR ÷ 540) × 100	SNEXCL = 0 and SNLEVEL = HE and STULOAD = BLANK and SNQUALHOURS ≠ BLANK
25	SNEXCL = 0 and SNLEVEL = HE and STULOAD = BLANK and not above
0	SNEXCL > 0 and SNLEVEL = HE

SNHEINSTLEVSTULOAD

54. For ILR records only. This field determines the total STULOAD at a given SNLEVELNUM for each higher education engagement.⁹

- SNHEINSTLEVSTULOAD = Sum of SNHESTULOAD across all records for each SNLEVELNUM per student.

SNHEINSTLEVSTULOADADJ

55. For ILR records only. This field calculates the capped STULOAD at a given SNLEVELNUM for each higher education instance.

- SNHEINSTLEVSTULOADADJ = min(SNHEINSTLEVSTULOAD, 150).

SNTOTHESTULOAD

56. For ILR records only. SNTOTHESTULOAD is the total STULOAD per student including any capping, calculated as the sum of SNHEINSTLEVSTULOADADJ across each unique combination of engagement and level per student.

SNTOTHEFTE

57. This field calculates the total higher education FTE per student including any capping.

Value	Definition
(Min(Z_STULOAD_CYC, 150)) ÷ 100	SNSOURCE = DDB and (SNEXCL = 0 and Z_STULOAD_CYC ≠ BLANK)
SNTOTHESTULOAD ÷ 100	SNSOURCE = ILR and SNEXCL = 0
0	Otherwise

Additional fields required to calculate total further education FTE

SNFEPLANLEARNSTULOAD

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

⁹ The ILR data does not include the concept of an 'engagement'. Solely for the purpose of calculating SNHEINSTLEVSTULOAD we treat a level of study in the ILR data as analogous to an engagement.

- $SNFEPLANLEARNSTULOAD = (((PLANLEARNHOURS \div 540) \times 100) - SNTOTHESTULOAD)$ or 0, whichever is highest.

SNNUMFERECORDS

59. For ILR records only. This field identifies the number of records per student with SNLEVEL = FE and SNECL = 0.

SNFESTULOAD

60. For ILR records only. This field determines the STULOAD for each further education record.

Value	Definition
$SNFEPLANLEARNSTULOAD \div SNUMFERECORDS$	SNECL = 0 and SNLEVEL = FE and PLANLEARNHOURS \neq BLANK
$(SNHOURSPERAYR \div 540) \times 100$	SNECL = 0 and SNLEVEL = FE and SNQUALHOURS \neq BLANK and not above
10	SNECL = 0 and SNLEVEL = FE and not above
0	SNECL > 0 and SNLEVEL = FE

SNTOTFESTULOAD

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

SNTOTFEFTE

62. For ILR records only. This field determines the total further education FTE, calculated as $SNTOTFESTULOAD \div 100$.

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

SNREL_TEF

63. Identifies undergraduate provision relevant to TEF.

SNSOURCE = DDB

Value	Description	Definition
1	Provision in-scope for TEF	SNECL = 0 and QUALCAT in (C0000, C0001, C0002, C0003, C0004, C0005, C0006, C0007, C0008, C0009, H0003, H0004, H0005, H0006, H0007, H0008, H0012, H0015, H0016, H0018, H0019, H0020, I0001, I0004, I0008, I0009, I0010, I0012, I0013, J0000, J0001, J0002, J0003, J0004, J0005, J0006, J0007, J0010, J0011, J0012, M0002)
0	Provision not in-scope for TEF	Otherwise

SNSOURCE = ILR

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

SNHEINSTLEVSTULOAD_TEF

64. For ILR records only. SNHEINSTLEVSTULOAD_TEF is the total STULOAD relevant to TEF for each unique combination of learner and level. Calculated as the sum of SNHESTULOAD where SNREL_TEF=1, for each unique combination of learner and level.

SNHEINSTLEVSTULOADADJ_TEF

65. For ILR records only. SNHEINSTLEVSTULOADADJ_TEF is the capped STULOAD relevant to TEF for each unique combination of learner and level.

- $SNHEINSTLEVSTULOADADJ_TEF = \text{Min}(SNHEINSTLEVSTULOAD_TEF, 150)$.

SNTOTHESTULOAD_TEF

66. For ILR records only. SNTOTHESTULOAD_TEF is the total STULOAD per student relevant to TEF, including any capping, calculated as the sum of SNHEINSTLEVSTULOADADJ_TEF across each unique combination of level per learner.

SNTOTHEFTE_TEF

67. The total higher education FTE relevant to TEF per student including any capping.

Value	Definition
SNTOTHEFTE	SNSOURCE = DDB and SNREL_TEF = 1
SNTOTHESTULOAD_TEF ÷ 100	SNSOURCE = ILR and SNREL_TEF = 1
0	Otherwise

Rebuild instructions

68. The individualised file, SN22_DCT_XXXXXXX_IND.csv, can be used to interrogate the data and our calculation of derived fields by filtering to certain groups of records. Full details of how to access and use an individualised file are given on [the OfS website](#).
69. Specific instructions to rebuild the student numbers summary figures in tables 1, 2 and for ILR table 3 of the student numbers data summary workbook, SN22_DCT_XXXXXXX.xlsx, are provided here.
70. A number of additional fields not described in the algorithms above have been added to the individualised file. These are listed in Table 5.

Table 5: Additional fields in the individualised file

Field name	Description
REBUILDLEVFLAG	A column provided to enable the figures in Table 1 and 2 to be rebuilt.
REBUILDHEFEFLAG	A column provided to enable the figures in Table 3 to be rebuilt.

71. The following instructions assume the user has the individualised file open in Microsoft Excel.
72. To apply filters to the column headings, highlight the headings. From the 'Data' tab in the toolbar select 'Filter'.
73. You will need to use the SUBTOTAL function with option 9 to sum the values in the relevant columns once the filters have been applied. Using the SUBTOTAL function instead of the SUM function will ensure that you only include those values that have been filtered to.

Table 1 – Split of higher education by SNLEVELNUM

74. To allow you to calculate the total HE FTE at each individual level (4, 5, 6, 7 or 8), the REBUILDLEVFLAG is provided. This field can be used to select one row of data per student per level of higher education study, to prevent double counting the FTE where an individual has multiple aims at the same level of study.
75. To rebuild the figures in Table 1 of the workbook, filter to REBUILDLEVFLAG = 1. For DDB data, the subtotal for SNTOTHEFTE, will give the total FTE in Table 1. For ILR data, the subtotal for SNHEINSTLEVSTULOADADJ, once divided by 100 to produce an FTE, will give the total FTE in Table 1. To rebuild the figures for each level of study, filter SNLEVELNUM to 4, 5, 6, 7 or 8 as required.

Table 2 – Higher education provision relating to undergraduate levels of study relevant to TEF (SNREL_TEF)

76. To rebuild the figures in table 2 of the workbook, first clear any filters. Filter to REBUILDLEVFLAG = 1. For DDB data, the subtotal for SNTOTHEFTE_TEF, will give the total

FTE in Table 2. For ILR data, the subtotal for SNHEINSTLEVSTULOADADJ_TEF, once divided by 100 to produce an FTE, will give the total FTE in Table 2.

Table 3 – Split of further and higher education provision (SNLEVEL)

77. For ILR records only. To allow you to calculate the total FE and HE FTE, the REBUILDHEFEFLAG is provided. This field can be used to select one row of data per student, to prevent double counting the FTE where an individual has multiple aims.
78. To rebuild the figures in table 3 of the workbook: clear any previous filters, filter to REBUILDHEFEFLAG = 1. The subtotal for SNTOTFEFTE will give the total FE FTE. The subtotal for SNTOTHEFTE will give the total HE FTE.



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