

## Annex A: Outline timetable for HEIFES14 return and 2015-16 funding round

1. The provisional timetable for HEIFES14 is summarised below.

Early November 2014	Extranet keys issued to colleges (heads of institution and HEIFES contacts).  HEIFES workbooks available to colleges via the extranet.
13 November 2014	12 noon deadline to return HEIFES data.
Mid-November 2014	Validation and credibility checks by HEFCE. HEIFES contacts asked to verify, and answer any questions about, the data. Contacts will have up to <b>five working days</b> to respond.  Colleges notified of provisional formulaic grant adjustments arising from recruitment against their student number control allocation (SNC), and invited to submit appeals.
19 December 2014	Each college's Accountable Officer must have signed off its HEIFES data as being correct as at 1 November 2014.
15 January 2015	Deadline for submission of appeals against grant adjustments.
13 February 2015	Colleges notified of final grant adjustments arising from recruitment against their SNC allocation, including the outcome of appeals.
27 March 2015	Recurrent teaching grant: Colleges notified of allocations for 2015-16, adjusted allocations for 2014-15, and final allocations for 2013-14.
31 March 2015	Recurrent teaching grant: Publication for all institutions of allocations for 2015-16, adjusted allocations for 2014-15, and final allocations for 2013-14.
June 2015	Colleges should ensure that all 2014-15 learning aims are registered on the Skills Funding Agency's learning aims search
Late July 2015	Colleges receive their funding agreements for 2015-16.
31 July 2015	Deadline for institutions to request transfers of provision and other amendments which affect funding allocations.
Late October 2015	Recurrent teaching grant: Colleges notified of any amendments to allocations for 2015-16, adjusted allocations for 2014-15, and final allocations for 2013-14.

2. For the purposes of the HEIFES14 return, colleges must adhere to deadlines, particularly during the data verification process. Where a college fails to return data on time, or the returned data are not credible, we may base the allocation of funds on our

own estimation of student activity. Colleges that do not submit credible data on time are more likely to be audited.

3. 2014-15 funding allocations informed by HEIFES14 will be recalculated in 2016 using the 2014-15 Individualised Learner Record (ILR) data and amended accordingly.

4. If we find, either through reconciliations with ILR data or through any data audit, that erroneous data have resulted in colleges receiving incorrect funding or SNC allocations, we will adjust their allocations accordingly for all relevant years (subject to any appeals process and the availability of our funds).