

Annex F The HEIFES11 student population

1. This annex explains which students should, or should not, be included in the HEIFES11 student population (Annex H contains guidance on how to count students in the HEIFES11 population). This annex also explains how to treat provision delivered through a collaborative arrangement in HEIFES.

2. HEIFES11 records counts of students (regardless of age and whether or not the year of programme of study is being repeated) aiming for recognised HE qualifications (defined in Annex G). These students are called the HEIFES11 student population, and this includes students who are repeating a year of programme of study. Paragraphs 3 and 4 of this annex define which students should be included in the HEIFES11 student population. Some students within this population may not be countable within HEIFES11, as their activity will be counted in a previous or future HEIFES survey (see Annex H for when to count activity). All students counted in HEIFES11 must be in this population. How and when students are counted varies between Table 6 and the other tables (see Annex H).

3. Students meeting **all** the following criteria should be included in the HEIFES11 student population:

- a. They are actively pursuing studies with the college for at least part of the academic year 1 August 2011 to 31 July 2012. This includes outgoing, but not incoming, exchange students.
- b. They are studying towards a recognised HE qualification, as defined in Annex G.
- c. They have an individual record returned on the ILR.
- d. They are not being returned on any other institution's HEIFES or HESES return for that year of programme of study.

4. Students in **any** of the following categories should **not** be included in the HEIFES11 student population:

- a. Students not studying towards a recognised HE qualification as defined in Annex G.
- b. Students whose sole qualification aim is a National Vocational Qualification (NVQ). However, students should be included if their programme of study leads to both a recognised HE qualification and an NVQ.
- c. Students who will not be included in the ILR for the college. All students included in the HEIFES11 student population must be included in the college's ILR.
- d. Incoming exchange students.
- e. Students franchised in from another institution. See paragraphs 5 to 12 of this annex.

- f. Students spending more than half of their active study time for the whole programme of study outside the UK (including distance learners outside the UK), except where:
 - i. There is a clear academic reason for studying abroad rather than in the UK. Even where such a reason exists, we must specifically sanction the course as eligible.
 - ii. The student is temporarily and unavoidably abroad and remains liable to UK tax on their earnings, or is a dependant of such a person. This includes members of HM Forces and their dependants.

Sandwich students working abroad and language year-abroad students should normally be included in the HEIFES11 student population, as the year abroad will not constitute most of their programme of study.

- g. Students who do not actively pursue studies with the college in the academic year 2011-12.
- h. Students who are on School-Centred Initial Teacher Training (SCITT) programmes.
- i. Students who are being returned on any other institution's HEIFES or HESES return, for that programme of study.

Students taught under partnership, collaborative or similar arrangements

5. Many students are taught under a variety of collaborative arrangements. For the purposes of HEIFES11, years of programme of study that are taught under a partnership arrangement by a college other than the one they are registered with are treated as franchised. Such franchise arrangements are different from validation arrangements:

- a. Under a validation-only arrangement, a higher education institution (HEI) provides assurance about the standards of a higher education qualification/award, but the student is, for all purposes, a student of the institution that provides the teaching and with whom they will be registered. The teaching institution, rather than the validating institution, is responsible for the quality of the teaching and for including the student as appropriate in data returns, including HEIFES.
- b. Under a franchise arrangement, a student is taught under a sub-contractual arrangement by an institution other than the one they are registered with. The student is treated as a student of the registering institution (the franchiser), rather than the teaching institution, and the franchiser is responsible for teaching quality and any data returns relating to the student. Often, the franchiser will also be the validating institution, but this may not always be the case: for example, where one FEC franchises provision to another, but where the validating body is a university or Pearson Education Ltd (formerly Edexcel). Industrial placements, work

experience and language years abroad should not normally be regarded as franchised out for the purposes of HEIFES.

6. Colleges must ensure that no student is included on more than one institution's return to HEFCE for a single year of programme of study. Where a partnership arrangement (other than a validation arrangement) includes an HEI, the students are usually returned to us by the HEI. Such students should also be returned on the HESA return of the HEI and not on the college's ILR returns. Where a franchise involves two FECs only the college that returns the student on its HEIFES return should include the student on its ILR return.

7. Paragraphs 8 to 12 of this annex explain who should return franchised activity to us. The 'HEFCE survey' referred to will be either:

- HEIFES11 for FECs or
- HESES11 for HEIs.

8. Where one institution collects a tuition fee for a student, but the student undertakes all or part of their study at another institution, only the institution that receives the fee should include the student in its HEFCE survey student population. Such a student is regarded as franchised out by the institution collecting the fee.

9. If a course is run jointly by more than one institution, only the institution that receives the fee should include the student in its HEFCE survey student population.

10. If two institutions receive a fee from a student for a given year of a programme of study, the institution that receives the largest portion should include the student in its HEFCE survey student population. If both institutions receive the same amount, the institutions must ensure that only one of them includes the student in its HEFCE survey student population.

11. In some cases the institution teaching the student may collect the fee on behalf of another institution. Where this is the case, if the fee is transferred directly to another institution, the latter should include the student in its HEFCE survey student population. If the fee itself is not transferred but is used to offset payments between two institutions in respect of the student, then this should be treated as if the fee had been transferred.

12. In all the above cases, the student is a student of the franchiser. Where a college includes the student in its HEIFES11 student population it must also return a record on the ILR, and its quality assessments will take account of activity relating to that student as appropriate.

Audit issues

Collaborative arrangements

13. Many colleges are involved in collaborative arrangements with other institutions, for example franchise arrangements. It is essential that exchanges of information and communications between all the partners are frequent, timely, open and effective. In particular, we highlight the importance of the registering institution being told promptly

by the partner institutions about any non-completing students. This may require clear protocols among partner institutions regarding the exchange of information.

14. The different roles of each partner in collecting and managing data will vary. However, the principle applied at audit is that student data should be managed with equal professionalism at all partner institutions. When entering into partnership arrangements, the systems in operation and the exchange of information should form part of the negotiations and final agreement. It is the responsibility of the registering institution to ensure the quality of all the data it returns, including data relating to activity at its partner institutions.

15. It is also important that students are returned on the HEFCE survey and the HESA student record and Data Service ILR by the registering institution only. Institutions' student record systems should clearly identify the students eligible to be returned by them, and should ensure that those not eligible are excluded. A registering institution's student record system should contain collaborative students' records in the same way as it does its 'own' students. This will help to ensure that collaborative students are correctly returned in HEIFES, and that an audit trail to such students is available.

16. Use of the registering institution's standard forms by partner colleges is strongly encouraged – for example for enrolment, module registration, interruption of studies, change of module, change of programme and withdrawal. This helps to identify clearly which institution a student belongs to, and is especially important where an institution deals with more than one partner college. It also ensures that the registering institution is collecting all the data it requires for its own purposes.

Inclusion in the return of students who have not fully enrolled

17. Students who have not fully registered, and for whom there is no evidence of activity by the census date, should not be included in Column 1 of Tables 1 to 3 of the return. Students who have not fully registered by the census date, but for whom there is evidence of activity, may be included in Column 1 Tables 1 to 3 of the return. However, efforts should be made to ensure that all eligible students are fully registered by the census date.

Completion of enrolment forms and agreements by students to pay tuition fees

18. At present it is standard practice for colleges to have enrolment forms and agreements to pay tuition fees, either included within the enrolment form or separately. While this remains the standard basis for the contract between the college and the student, it is important to have accurate and completed forms for all students, signed by the student and preferably also by a representative of the college. This means that a document signed by both parties is available, should a dispute develop in the future. As technology develops, this may not be the method used in future years, but this is currently the usual practice.