

Circular 99/43 Supplement D (2000)

Audit of 1999-2000 Final Funding Unit Claim and of the 1999-2000 Individualised Student Record Data

This supplement updates Supplement D to Circular 99/43. This supplement provides a revised list of manual adjustment numbers to use on the Final Diff form.

Institutions and external auditors should note that when using these numbers the full number including the prefix 99- should be used. Where institutions have already completed their Final Diff using the old numbers the Council will amend the forms to the new numbers. The Council should be able to determine which numbers have been used by checking whether the 99- prefix has been used.

The Council apologises for the lateness of this guidance and in view of this, the Council will not regard final claims as late until three weeks after this guidance appears on the Council web-site.

Manual adjustments to 1999-2000 funding unit claims derived from version 7.2 of the funding program using version 13.3 of the qualification aims database

No.	Possible Reason for Manual Adjustment to Final Funding Claim	Council Response for 1999-2000
Calculation of Load Bands		
99-1	The funding program uses the earliest start date of all the qualifications in a student's learning programme as the start point when determining load bands. Where a student's ISR data do not contain all information on the student's entire learning programme (for example because a qualification started and finished in the previous year) the program will not always be able to determine the correct start date, and may determine an incorrect load band.	This could lead to an over or understatement of the number of units and would warrant a manual adjustment.
99-2	Some institutions run programmes of more than one year's duration where the number of guided learning hours varies significantly between the two years. The funding program ascribes a load band to such programmes by averaging the number of guided learning hours. In general this generates the appropriate number of units but in a few cases the Council has agreed that the circumstances are exceptional and warrant a different approach.	In exceptional cases where the Council has agreed to apply different load bands to separate years of the programme a manual adjustment may be warranted.
Changes to a Student's Learning Programme		
99-3	Where an individually-listed qualification lasts a number of years, but is completed early, the program may not have enough information on previous year's units to calculate units correctly. For example an individually listed qualification may be expected to last 3 years, and is listed at 30 on-programme units in total. If the student completes after only 2 years, the program will assign units at the rate of 15 units per year in the second year. However, the institution is likely to have claimed 10 units for the first year (based on the original expected length), so 5 units will not have been claimed. Similar issues apply to load-banded qualifications.	This could lead to an understatement or overstatement of units and would warrant a manual adjustment.
99-4	In some cases where a student withdraws from part of a programme of more than 450 guided learning hours per year which includes one or more GCE A, AS level or GCSE qualifications the funding program can apply incorrectly the lower rate of units to some of the GCE A, AS and/or GCSE qualifications.	This could lead to an understatement of the number of units and would warrant a manual adjustment.
99-5	Where students withdraw from load banded programmes after the expected end	This could lead to an understatement of the number of

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	date recorded on the ISR, the funding program will not take account of guided learning hours delivered after the expected end date in determining the load band, as these will not be recorded in the data for the students.	units and may warrant a manual adjustment.
99-6	Where students revise their learning programmes institutions should claim the value of units which reflects what was planned for the student for the tri-annual period in question. The funding program does not always take full account of this in all cases, as it is not always possible to tell reliably from the ISR data what the student's planned learning programme was at any given point. An example case where the funding program will not be able to determine units in this way are where the change of learning programme during the year affects the guided learning hours used to determine the rate of units to use for GCE or GCSE qualifications. In such cases the program determines a guided learning hour figure which applies to the whole year, rather than separately.	This could lead to an over or understatement of the number of units and would warrant a manual adjustment.
99-7	Some students transfer from a Council-funded learning programme to a learning programme funded from other sources (for example a training and enterprise council), or vice versa. The funding program will have insufficient information to fully reflect this situation and so the funding program is unable to determine the correct units.	This could lead to an understatement or overstatement of units, and would warrant a manual adjustment.
99-8	If a student changes mode of attendance in the middle of the year, then the institution will only be able to record one mode of attendance value in the ISR file. In this case, the funding program will not be able to determine that two modes of attendance applied during the year, and may therefore calculate incorrect units in cases where the mode of attendance affects funding, such as part-time GCE A/AS levels, distance learning qualifications, and qualifications delivered by dedicated employer-based provision.	This could lead to an understatement or overstatement of units, and would warrant a manual adjustment.
99-9	In the case of some ESF students where the learning program involves transfers of provision, the program may incorrectly calculate the amount of entry and on-programme units. The issue is not expected to generate large discrepancies.	This could lead to an understatement or overstatement of units and may warrant a manual adjustment if significant numbers of students were affected.

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Maximum Unit Limits		
99-10	Additions to an individually-listed programme of at least 450 guided learning hours per year should not normally amount to more than loadband 4 or equivalent in any 12 month period. The funding program does not apply this limit.	This could lead to an overstatement of units and would warrant a manual adjustment.
99-11	For learning programmes provided in the workplace, the maximum number of funding units that may be claimed is loadband 4 (or equivalent). The funding program does not have sufficient information to allow it to determine whether a learning programme is being delivered this way, and so does not apply this upper limit.	This could lead to an overstatement of units and would warrant a manual adjustment.
European Social Fund (ESF)		
99-12	In some cases, ESF funding for a student does not correspond to a calendar year, but ceases before the end of that student's learning programme. For example ESF funding may extend into the spring period, but the student's learning programme may extend into the summer period. The institution will be unable to reflect this situation in the ISR, and therefore the funding program will not be able to generate the correct units for the student.	This could lead to an understatement of units, and may warrant a manual adjustment.
Distance Learning		
99-13	The interim tariff for distance learning for 1999-2000 uses a system of enhanced distance learning guided learning hours (GLH) which are then used in load band calculations. A multiplication factor of 14 is applied to calculate enhanced GLH, which reflects the average cost of providing one to one tutor support to a distance learning student. Where tutor support for distance learning qualifications is provided to groups of students, rather than one to one support, the multiplication factor of 14 over-compensates for the high cost of providing tutorial support, and the tariff units generated by this approach will be too high. The funding program cannot use group size in calculation of the enhanced guided learning hours, as this can not be determined from the ISR.	Where an institution regularly and systematically provides tutorial support for distance learning to groups of students, this could lead to an overstatement of units, and would warrant a manual adjustment. The funding program calculates enhanced GLH by multiplying the GLH in the ISR by 14. The adjustment to GLH should be calculated by dividing this figure by the number of students in the tutor group, which gives an adjusted GLH figure. This adjusted GLH figure should be used in the load band calculation in place of the enhanced GLH figure calculated by the funding program.

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Sandwich Courses		
99-14	Where students are engaged in sandwich programmes the funding program can generate an incorrect number of units, as the ISR data does not contain information on when students are on placement.	This would warrant a manual adjustment.
Mode of Attendance		
99-15	The Mode of Attendance field (Q03) in the ISR may reflect a number of attributes of the qualification, which are not all mutually exclusive. Where a number of attributes apply at once, institutions may therefore not be able to record this accurately in the ISR. In some cases these attributes may both be used in funding calculations (for example if a qualification is dedicated employer provision, but is also part delivered by distance learning). Institutions should give priority to recording dedicated employer-based provision in the ISR.	This may lead to an understatement or an overstatement of units, and may warrant a manual adjustment.
Non-schedule 2 projects		
99-16	As described in Circular 99/16, institutions with students funding on non-schedule 2 projects may claim entry units for such students in accordance with the guidance on entry units for adult basic education students. In addition such students are also eligible for fee remission units. The funding program does not include logic to calculate higher entry units for such students, and the ISR does not allow institutions to record correctly the student's eligibility for fee remission units.	This could lead to an understatement of entry units and fee remission units and would warrant a manual adjustment.
Entry Units		
99-17	The funding program uses the earliest start date of all the qualifications in a student's ISR data as the start point when determining when to assign entry units. The funding program is unable to determine a student's learning programme from ISR in all cases. If a student completes a learning programme which lasts 12 months or more, and enrolls on a new learning programme, then the college may claim entry units at the start of the second learning programme. However, if the student completes one learning programme lasting 12 months	This could lead to an understatement of units which would warrant a manual adjustment.

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	<p>or more and begins another learning programme within the same teaching year, the funding program will be unable to determine from the ISR record that a new learning programme has started, and will not assign entry units.</p>	
99-18	<p>The funding program uses the earliest start date of all the qualifications in a student's ISR data as the start point when determining when to assign entry units. The funding program is unable to determine a student's learning programme from ISR in all cases. If a student completes a learning programme which lasts 12 months or more, and enrolls on a new learning programme, then the college may claim entry units at the start of the second learning programme.</p> <p>However, if a student on a 2-year learning programme completes one qualification at the end of the first year and begins another qualification within the same learning programme at the start of the second year, then the details of the first qualification may not be in the student's ISR data for the second year, and the funding program may incorrectly assign entry units at the start of the second year of the learning programme.</p>	<p>This could lead to an overstatement of units which would warrant a manual adjustment.</p>
99-19	<p>In some cases, the normal assessment and guidance activities do not take place when a student enrolls on a learning programme. This may happen, for example, when a student's employer determines their learning programme, and the individual student has no real choice over which learning programme is followed.</p> <p>As described in Circular 99/01, page 10, paragraph 35, if the assessment and guidance activities do not take place, the institution will not be able to claim entry units. In this case, the funding program will not be able to determine this from the ISR data, and will incorrectly generate entry units.</p>	<p>This could lead to an overstatement of units which would warrant a manual adjustment</p>
Achievement Units		
99-20	<p>The funding program takes no account of the grade achieved in entry qualifications in assessing their impact on the contribution of a qualification to NTETs. The program assumes that all qualifications on entry were achieved at a level which contributes to national targets.</p>	<p>The number of units could be understated if students have qualifications on entry that might imply they had achieved the NTET level prior to entry but for which the prior achievement grades were too low to do so. This would warrant a manual adjustment.</p>

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99-21	In some cases the funding program incorrectly gives the higher (NTET) rate of achievement units to load banded programmes, where the student has achieved only partial success. Qualifications which are completed with only partial success do not contribute to the national targets and should, therefore, get the lower rate.	This could lead to an overstatement of units which would warrant a manual adjustment.
99-22	The funding program will not calculate achievement units for qualifications for which the ISR outcome field does not indicate that the qualification has been achieved. Some students with learning difficulties and/or disabilities will have primary learning goals which do not involve the achievement of qualifications which are part of their learning programme.	This could lead to an understatement of the number of units and would warrant a manual adjustment.
99-23	In some cases students withdraw before the end of their course but return for the final assessment and thereby achieve the qualification. Institutions may claim achievement units for such students but should not claim any funding units for students who enrol at the institution simply to take an examination. The funding program will not calculate the correct number of units in such cases.	For load banded qualifications, the load band to be used to establish the number of achievement units that can be claimed should be determined from the actual guided learning hours delivered by the institution. For individually-listed programmes achievement units may be claimed in full but the number of on-programme units claimed should be reduced to exclude those for tri-annual periods for which the student was recorded as withdrawn on the census date.
99-24	Achievement units cannot be claimed until the end of a student's programme. Where a student ends their programme in the current year, but is eligible for achievement units for qualifications gained in a previous year, the funding program will have insufficient information to determine the number of units that should be generated.	This could lead to an understatement of the number of units and would warrant a manual adjustment. Note. The Council will not accept claims for achievements gained in 1993-94 as these occurred prior to the implementation of the current funding methodology.
Fee Remission Units		
99-25	ISR returns do not record in which of the tri-annual periods students are eligible for fee remission.	Where a student's eligibility for fee remission units changes during the year this could lead to either an over or understatement of the number of units and would warrant a manual adjustment.
99-26	In the case of a student with two or more load-banded qualifications, of which some are ESF funded and some are not partially funded, the program does not	This could lead to an understatement or overstatement of units and may warrant a manual adjustment if significant

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	calculate fee remission correctly. The issue is not expected to generate large discrepancies.	numbers of students were affected.
99-27	There are rounding errors at the order of hundredths of units in fee remission units	This is unlikely to be sufficiently large to warrant a manual adjustment.
Childcare Units		
99-28	ISR returns do not record in which of the tri-annual periods students are eligible for childcare units.	Where a student's eligibility for childcare support units changes during the year this could lead to either an over or understatement of the number of units and would warrant a manual adjustment.
99-29	There are rounding errors at the order of hundredths of units in childcare units.	This is unlikely to be sufficiently large to warrant a manual adjustment.
Additional Support Units		
99-30	Where an institution's staff consider that the additional support bands arising from personal counselling may not be recorded on the ISR return on ethical grounds, the funding program will not have the information necessary to calculate the additional support units.	This would lead to an understatement of the number of units and would warrant a manual adjustment. Note. Anonymised additional support forms, with adequate justification for the claimed costs, should still be prepared in a form which may be shared with the auditor.
99-31	In exceptional cases, institutions may provide additional support costing more than the upper threshold of the highest additional support band in the tariff. The funding program will generate units as if the student was in the highest additional support band.	This would not warrant a manual adjustment. Institutions may apply to their regional office for specific additional financial support for students whose additional support costs exceed the upper threshold. In such cases it will be necessary to demonstrate the need for additional funds. If additional financial support is provided in these cases, then the funding is distributed outside the normal funding tariff, and is not claimable via manual adjustments to funding unit claims.
99-32	In some cases, where a student receiving additional support withdraws from a learning programme, the funding program is not able to calculate the correct additional support units.	This could lead to an understatement or overstatement of units, and may warrant a manual adjustment.

No.	Possible Reason for Manual Adjustment to Final Funding Claim	Council Response for 1999-2000
Types of qualification - GCE and GCSE		
99-33	<p>For students on some GCE and GCSE qualifications, the program uses a sort order to decide which qualifications should receive the highest rate of units for that type of qualification, and which should receive lower rates.</p> <p>For certain combinations of qualifications, the sort order is not distinguishing between some qualifications which generate different values of units, which means that the same set of qualifications can receive different units depending on the order of qualifications within the import file. The differences are most likely to appear in cases where the student has withdrawn from one or more qualifications.</p> <p>The issue is not expected to generate large discrepancies.</p>	<p>This could lead to an understatement or overstatement of units and may warrant a manual adjustment if significant numbers of students were affected.</p>
99-34	<p>In Circular 99/01, paragraph 56 onwards on page 13 describes the situations where institutions may use different rates of units for GCE A level qualifications.</p> <p>For programmes of four or more GCE A levels, in some cases the funding program can incorrectly assign the highest rate of units to the fourth A level. In particular this can happen when the guided learning hours for the A levels are significantly lower than the expected range of GLH for such qualifications.</p>	<p>This could lead to an overstatement of units and would warrant a manual adjustment.</p>
Types of qualification - NVQ		
99-35	<p>Where a student is studying 2 individually listed NVQs, one of which is full-time, and one of which is part-time (and therefore not eligible for the highest rate of units), the program is incorrectly assigning the lower rate of units to both NVQs, instead of assigning the higher rate to one and the lower rate to the other.</p>	<p>This could lead to an understatement of units and would warrant a manual adjustment.</p>
99-36	<p>The calculation of units is incorrect for some students studying NVQs lasting more than a year, where the duration of the qualification in tri-annual periods is not divisible by three.</p> <p>This issue arises for individually listed NVQs delivered solely by the institution</p>	<p>This could lead to an understatement of units and would warrant a manual adjustment.</p>

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	<p>(with a value of 1 in the ISR field Q26). For these NVQs, the program attempts to assess whether the qualification is being studied at a rate of 450 or more guided learning hours (GLH) per year. If this rate is 450 or more GLH per year, the program should assign the highest value of NVQ listed units (for example, 168 units for an individually listed NVQ delivered over two years). If the rate is under 450 GLH per year, the program uses the same unit value as for NVQs delivered jointly by the institution and employer (for example 60.4 units for a two year NVQ).</p> <p>When the qualification lasts for a number of periods that is divisible by three, the program assigns guided learning hours evenly per year (for example a qualification of total 1050 GLH, lasting 6 periods will be assigned as 175 GLH per period, or 525 GLH per year).</p> <p>However, for qualifications lasting for different numbers of periods (for example 4,5 or 7 periods), the program divides GLH evenly between periods, which means the number of GLH in each year of the program is different. For example, the same qualification lasting 5 periods, with 1050 total GLH, is assigned 210 GLH per period, but this equates to 630 GLH in the first year, and 420 GLH in the second year. In this case, the program is incorrectly using the lower rate of GLH per year rather than the higher one, and is using the value of 420 to determine which rate of units to use. As 420 GLH is below the 450 GLH threshold, the program incorrectly assigns the lower rate of units.</p>	
99-37	<p>For individually-listed NVQs which are recorded as continuing in the 'completion status' field (ISR field Q19), the program can sometimes incorrectly assign too high a rate of units.</p> <p>This issue arises for individually listed NVQs delivered solely by the institution, recorded using a value of 1 in the 'NVQ delivery arrangement' field (ISR field Q26). For these NVQs, the program attempts to assess whether the qualification is being studied at a rate of 450 or more guided learning hours (GLH) per year. If this rate is 450 or more GLH per year, the program should</p>	<p>This could lead to an understatement of units and would warrant a manual adjustment.</p>

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	<p>assign the highest value of NVQ listed units (for example 168 units for an individually listed NVQ delivered over two years). If the rate is under 450 GLH per year, the program uses the same unit value as for NVQs delivered jointly by the institution and employer (for example 60.4 units for a two year NVQ).</p> <p>For individually-listed NVQs which are recorded as continuing (value 1) in the 'completion status' field (ISR field Q19), the funding program incorrectly divides the GLH by (the number of periods divided by three) to attempt to calculate GLH per year. For qualifications with, for example, 151 GLH delivered over 1 period, the program divides 151 by one third, giving 453 GLH. The program is then incorrectly deciding that such a qualification is equivalent to one with 450 or more GLH per year). The error occurs when the qualification is continuing, and also when the number of periods is not divisible by three. For qualifications lasting 3,6,9 periods etc., the calculation will be correct.</p>	
Types of qualification - GNVQ		
99-38	<p>Some GNVQs are taken on a part-time basis where the volume of activity is significantly less than for the full-time route. In this case institutions should treat the GNVQ as a load banded qualification instead of using the individually listed value of units. The funding program does not take account of this.</p>	<p>This could lead to an overstatement of the number of units and would warrant a manual adjustment.</p>
99-39	<p>Where additional GNVQ or NVQ units are added to a programme of at least 450 guided learning hours, a maximum of three individual units should be added to the programme in one year. If the institution wishes to offer more than three additional units, all the additional units should be loadbanded.</p> <p>The funding program may or may not be able to determine this from the ISR data, depending on the qualification reference code entered in the data. If the ISR for the student uses a single class code which represents a 4 or more additional GNVQ units (for example X9VQ409A represents 4 additional GNVQ/NVQ units in programme area 9), then these qualification codes are treated as load-banded, and the funding program will be able to generate the</p>	<p>In the case where institutions have coded the additional GNVQ units using a number of class codes representing three or fewer GNVQ units each, then this could lead to an understatement or overstatement of units, and may warrant a manual adjustment.</p>

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	<p>correct units. If the ISR for the student contains a number of records each of which has the class code for a single GNVQ unit (such as 4 records using code X9VQ109A), then each of the records will be treated as individually listed at 3.8 basic-on-programme units, and the funding program will make no attempt to count the GNVQ units or apply load-band rules, thus generating an incorrect result.</p>	
Types of qualification - Complementary Studies		
99-40	<p>In some cases, students' learning programmes include complementary studies (qualification aim 77777777) which have been incorrectly coded as economic cost recovery. In these cases the funding program may fail to recognise any of the student's learning programme as eligible for Council funding.</p>	<p>This could lead to an understatement of the number of units. It should be resolved by corrections to the ISR return and would not warrant a manual adjustment.</p>
Types of qualification - Access to HE		
99-41	<p>The guidance on the funding methodology contains a small change for Access to Higher Education qualifications. The funding program has not been updated to reflect this change, which may result in incorrect calculation of units in a small number of cases.</p> <p>The 1997-98 funding methodology guidance ('How to Apply for Funding 1997-98') specifies that qualifications of this type 'which are followed for at least 450 guided learning hours have been listed at 84 basic on-programme units'.</p> <p>The 1999-2000 guidance in Circular 99/01 (and the equivalent 1998-99 guidance) specifies that qualifications of this type 'which are followed for at least 450 guided learning hours over a 12-month period have been listed at 84 basic on-programme units'.</p> <p>The funding program does not incorporate the change to the rules to evaluate guided learning hours over a 12-month period.</p>	<p>This could lead to an overstatement of the number of units and may warrant a manual adjustment if significant numbers of students were affected.</p>
Types of qualification - less than 9 GLH		
99-42	<p>Specific courses of 3 and 6 guided learning hours (GLH) became eligible for funding during 1999-2000, as described in Circular 00/11. Previously the minimum length for a Council-funded qualification was 9 GLH.</p>	<p>This could lead to an overstatement or understatement of entry units, and an understatement of other categories of unit, and would warrant a manual adjustment.</p>

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	The funding program for 1999-2000 was issued before this change to the funding arrangements was made, and therefore does not generate the correct units for these qualifications. The funding program will assign too many or too few entry units, and too few of other categories of unit, to such qualifications.	
Other Adjustments		
99-43	Audit adjustments may be proposed to manual adjustments claimed on form FINAL DIFF 99 or to reflect errors in institutions' claims or the lack of an adequate audit trail.	Manual adjustment will probably not be warranted in cases where the adjustment arises from significant errors in the institution's ISR return.