

Annex R: Self-check questions

Please ensure that you can answer yes to all these questions before signing off the completed HESES14 return to HEFCE.

1. Are you assured that the institution is compliant with HEFCE's funding rules, as set out in this publication?
2. Has the institution considered the good practice tips, available in detail throughout this publication?
3. Is there an effective audit trail to your student records system and is the system capturing and recording student information in accordance with HEFCE's funding rules?
4. Have all validation checks on each of the tables been passed? (See Appendix 1 for further information on the validation checks that are carried out in the workbook.)
5. Where credibility warnings are shown, or automatic check highlighting has been generated on the comparison tables, have the entered data been checked to ensure that they are correct and meet the guidance and definitions set out in the relevant sections of this publication? Have you submitted an explanation to HEFCE, setting out why the data are credible? (See Appendix 2 for further information on the credibility warnings and the automatic check highlighting in the comparison tables, and Annex E for further information on the data verification process.)
6. Has the institution reviewed its compliance with the definition of non-completions?
7. If you have included any forecast years of instance in Column 2 of the tables, do they meet the criteria to be included in Column 2? (See Annex H for guidance on when to count years of instance, and Annex D for further guidance on what activity may be recorded in Column 2.) Are you assured that the forecast components of the HESES return are grounded in robust and accurate past performance, and that this is auditable?
8. Have all years of instance which have been returned as franchised-out been included only on your institution's return (and not on the franchisee's return)? (See paragraphs 9 to 19 of [Annex F](#) for more information on collaborative arrangements treated as franchises for HEFCE purposes.) Have you excluded years of instance which are franchised-in?
9. Where any provision is split between price groups, has this been applied according to the split in cost centre provision for each individual course? If you have any initial teacher training (Qualified Teacher Status) or in-service education and training (Qualified Teacher Status) provision, have you assigned them to the correct price groups? (See Annex L for guidance on allocating years of instance to price groups.)