

## **Appendix 5**

### **Troubleshooting the differences between the HESES04 re-creation and the HESES04 re-creation based on cost centre sector norms for subjects**

#### **Purpose**

1. This appendix aims to help institutions identify the cause of any discrepancies between the HESES04 re-creation based on cost centre sector norms for subjects and the HESES04 re-creation. It is expected that institutions will have worked through this appendix and consulted the FAQs on the HEFCE web-site (under Learning & teaching/Data collection/Statistics derived from HESA data for monitoring and allocation of funding) before seeking assistance from HEFCE on resolving discrepancies.

#### **Using this appendix**

2. Paragraphs 6-12 give possible causes for each discrepancy between the two sets of data. These causes can be grouped into two categories:

- errors in completing specific fields on the HESA return (addressed in this appendix)
- problems of fit with the cost centre sector norms for subjects mapping (addressed in Appendix 6).

3. The match between the HESES04 re-creation based on cost centre sector norms for subjects and the HESES04 re-creation is unlikely to be exact, due to problems of fit in the cost centre sector norms for subjects mapping (see Appendix 6 for further details). We expect institutions to exercise their own judgement to decide when small differences between the two data sources are not significant. However, institutions need to be aware that small differences may accumulate and become significant. When the cause of a significant difference cannot be determined, it may be necessary to backtrack to find the root of the problem.

4. Throughout this appendix, fields taken from the HESA return or derived as part of the re-creation are shown in capitals using the names given in Appendices 1 and 4.

#### **Using the individualised file**

5. The individualised files show the allocation of students to cells within the equivalent re-creation tables and, where relevant, details of why they were excluded. For institutions who use Microsoft Excel with individualised files that do not contain greater than 65,530 records, the following guidance will assist them in the troubleshooting process. All records with a specific value in a specific field can be found in the following way:

- a. Open an individualised file in Microsoft Excel and click <File>, <Open>. You will need to specify 'All Files' in the 'Files of type' box before the individualised file will appear in the file listing. Once you have selected the file, the 'Text Import Wizard' will appear. Ensure that 'Delimited' is selected near the top of the window, then click 'Next'. On the next page, uncheck 'Tab' and check 'Comma'. Click 'Finish' to open the file.
- b. Select the row containing the field headings.
- c. Select <Filter> from the <Data> menu and then <Autofilter>.

- d. Click on the arrow in the column containing the data which you want to filter.
- e. Either select a specific value or select <Custom> to apply a comparison operator other than equality.
- f. To select records using multiple fields, repeat steps d and e for each field.

### **Causes of discrepancy**

#### **Countable years (excluding forecasts) by sector norm price group**

6. To identify countable years (excluding forecasts) from the individualised file select HESEXCL = 0 and HESREG = 1. To obtain the proportion of activity in each sector norm price group, sum the values of each of the sector norm price group fields (SNPRGA, SNPRGB, SNPRGC, SNPRGD, SNMEDIA, SNITT, SNINSET). The algorithms for deriving HESEXCL and HESREG are given in paragraphs 68-69, and 65 respectively of Appendix 1. The algorithm for deriving sector norm price groups is given in paragraphs 9-13 of Appendix 4.

#### **Assumed load for countable years included in Column 4 by sector norm price group**

7. To identify assumed countable years included in Column 4 from the individualised file select HESCOL4 = 1. To obtain the load for these countable years multiply the values of each of the sector norm price group fields (SNPRGA, SNPRGB, SNPRGC, SNPRGD, SNMEDIA, SNITT, SNINSET) with HESESFTE, sum the values and divide by 100. The algorithms for deriving HESCOL4, HESESFTE and sector norm price groups are given in paragraphs 80, 49-50 of Appendix 1 and paragraphs 9-13 of Appendix 4 respectively.

8. We make assumptions when determining sector norm cost centres which in turn determine sector norm price groups. Details of these assumptions are given in Appendix 6.

#### **Pre-clinical medical countable years (excluding forecasts) by sector norm price group**

9. To identify medical and dental countable years (excluding forecasts) from the individualised file select HESEXCL = 0 and HESREG = 1 and HESMED = 1. To obtain the proportion of activity in pre-clinical medicine select REGBODY = 01 and sum the values for SNPRGA subtracted from 1. The algorithms for deriving HESEXCL, HESREG, HESMED and SNPRGA are given in paragraphs 68-69, 65, 59 of Appendix 1 and paragraphs 9-13 of Appendix 4 respectively.

#### **Clinical medical countable years (excluding forecasts) by sector norm price group**

10. To identify medical and dental countable years (excluding forecasts) from the individualised file select HESEXCL = 0 and HESREG = 1 and HESMED = 1. To obtain the proportion of activity in clinical medicine select REGBODY = 01 and sum the values in SNPRGA. The algorithms for deriving HESEXCL, HESREG, HESMED and SNPRGA are given in paragraphs 68-69, 65, 59 of Appendix 1 and paragraphs 9-13 of Appendix 4 respectively.

### **Pre-clinical dental countable years (excluding forecasts) by sector norm price group**

11. To identify medical and dental countable years (excluding forecasts) from the individualised file select HESEXCL = 0 and HESREG = 1 and HESMED = 1. To obtain the proportion of activity in pre-clinical dentistry select REGBODY=02 and sum the values for SNPRGA subtracted from 1. The algorithms for deriving HESEXCL, HESREG, HESMED and SNPRGA are given in paragraphs 68-69, 65, 59 of Appendix 1 and 9-13 respectively of Appendix 4.

### **Clinical dental countable years (excluding forecasts) by sector norm price group**

12. To identify medical and dental countable years (excluding forecasts) from the individualised file select HESEXCL = 0 and HESREG = 1 and HESMED = 1. To obtain the proportion of activity in clinical dentistry select REGBODY = 02 and sum the values for SNPRGA. The algorithms for deriving HESEXCL, HESREG, HESMED and SNPRGA are given in paragraphs 68-69, 65, 59 of Appendix 1 and paragraphs 9-13 of Appendix 4 respectively.