

Appendix 2

Troubleshooting the differences between HEIFES04 and the HEIFES04 re-creation

Purpose

1. This appendix aims to help colleges identify the cause of any discrepancies between their 2004-05 ILR F04 data and HEIFES04 return. It is expected that colleges will have worked through this appendix and consulted the web-based FAQ page for this exercise (which is on the HEFCE web-site under Learning & teaching/Data collection) before seeking assistance from HEFCE on resolving discrepancies.

Using this appendix

2. Figure 8 provides a systematic method for identifying at what point discrepancies between the returns occur. The subsequent paragraphs give possible causes for each discrepancy. These causes can be grouped into two categories:

- errors in completing specific fields on the 2004-05 ILR F04 return
- problems of fit with the HEIFES04 re-creation algorithms (addressed in Appendix 3).

3. Throughout this appendix, fields taken from the 2004-05 ILR F04 return or derived as part of the re-creation are shown in capitals using the names given in Tables 3 and 4 of Appendix 1.

4. The match between HEIFES and 2004-05 ILR F04 data is unlikely to be exact, due to estimates made when returning HEIFES and approximations made in the re-creation algorithms (see Appendix 3 for further details). Therefore, when using the diagnostic flowchart in Figure 8 we expect colleges to exercise their own judgement to decide when small differences between the two data sources are not significant. Colleges 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.

5. The description in this appendix is aimed at identifying weaknesses in 2004-05 ILR F04 data rather than HEIFES04. Therefore it is possible to follow the diagnostic flowchart in Figure 8 without resolving the discrepancies if they are due to errors in HEIFES04.

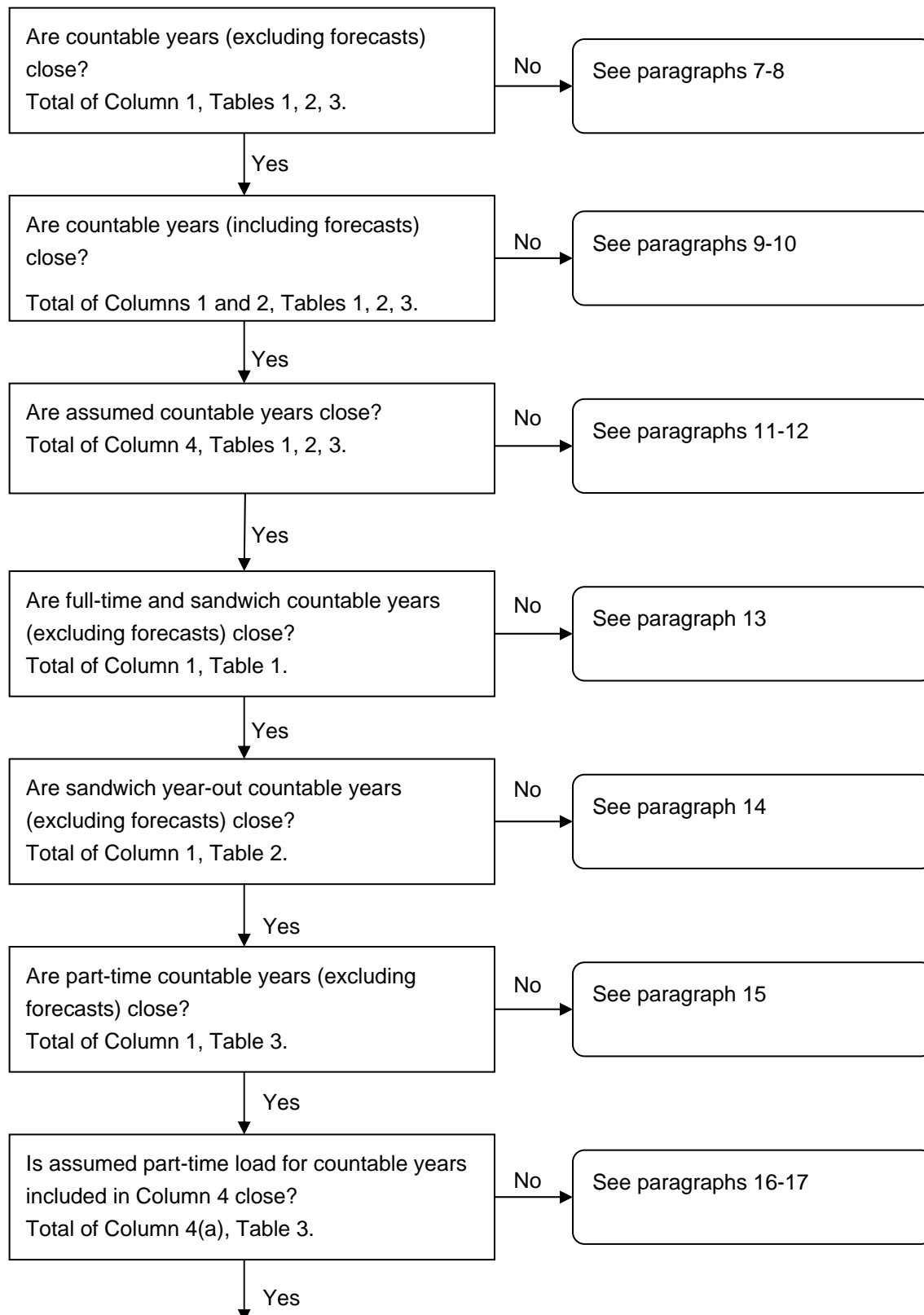
Using the individualised file

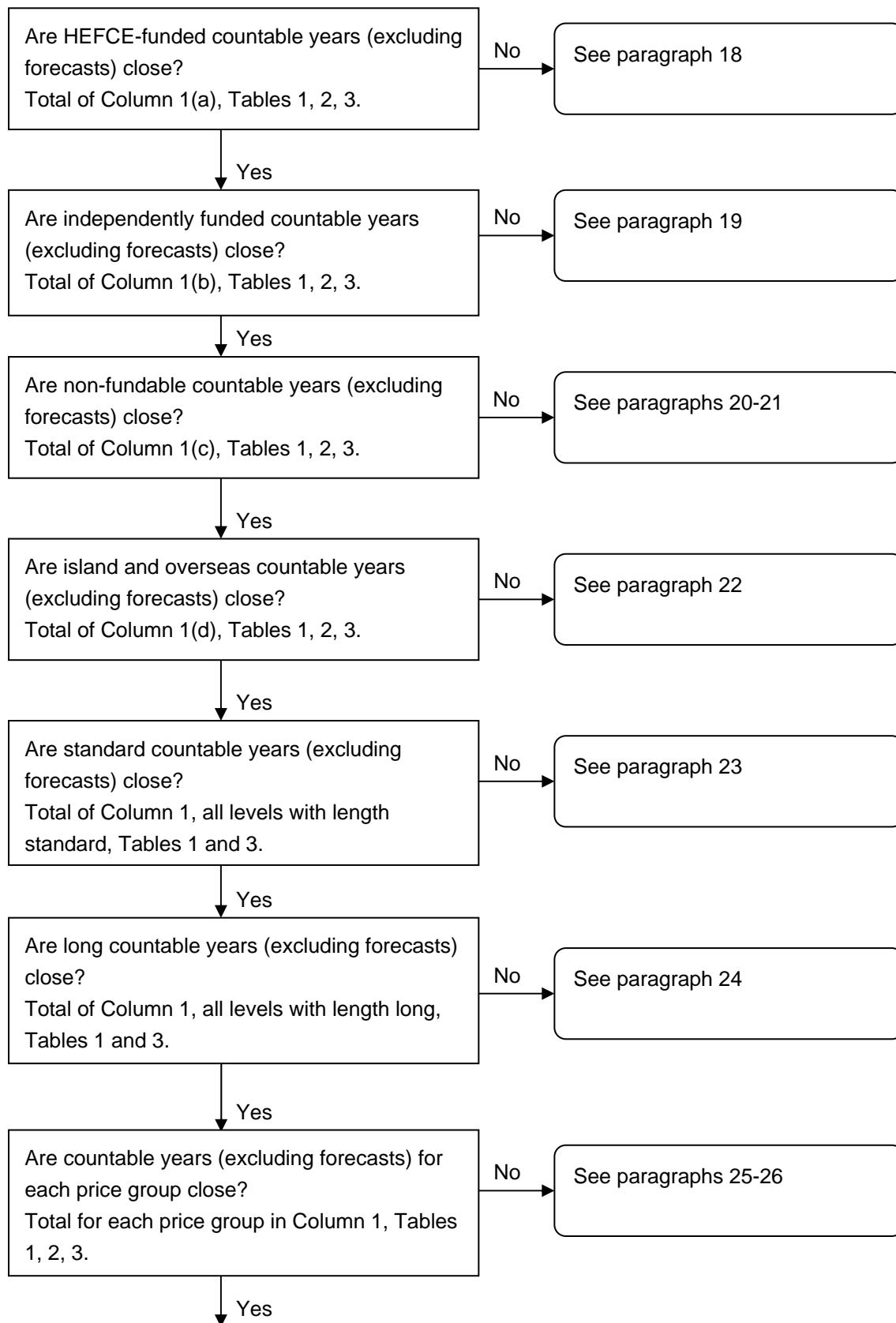
6. When working through this appendix it is necessary to use the individualised file, STU04YYYYYY.ind, where YYYYYY is the provider number ST_UPIN (L01) for the college. Details of how to download this file are given in Annex E. The individualised file contains the allocation of students to cells within the HEIFES04 re-creation tables or, where relevant, details of why they were excluded. For colleges with individualised files that do not contain more than 65,530 records (the maximum number of records that can be viewed in Excel), the following guidance will assist them in the troubleshooting process:

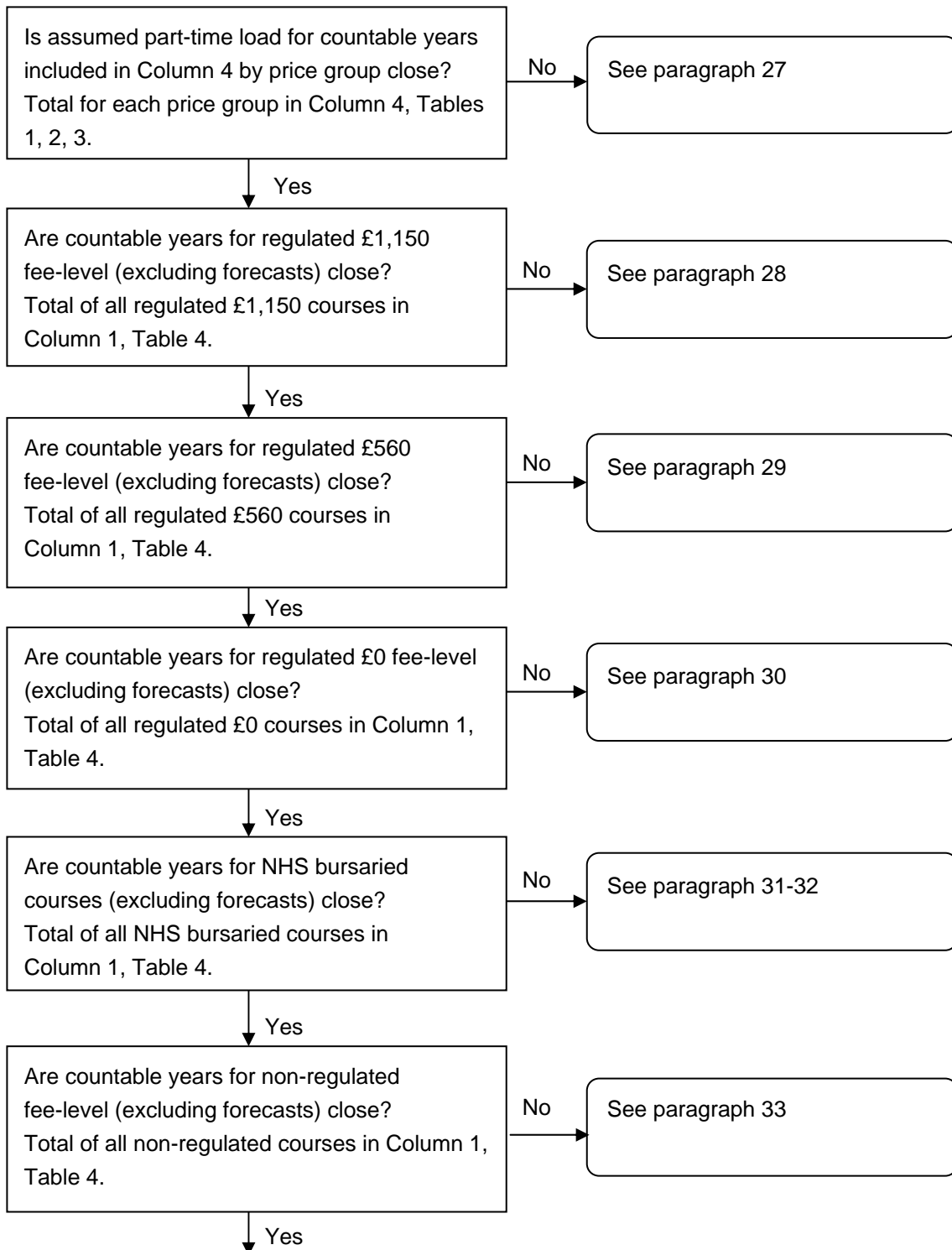
- Open the individualised file STU04YYYYYY.ind, in Excel and click File, Open. You will need to specify 'All files' in the 'Files of type' box before the individualised file will appear in the list. Once you have selected the file, the 'Text Import Wizard' will appear. Ensure that 'Delimited' is selected near the top of the window, then click 'Next'. On the next page, uncheck 'Tab' and check 'Comma'. Click 'Finish' to open the file.
- Select the row containing the field headings.
- Select <filter> from the data menu and then <autofilter>.
- Click on the arrow in the column containing the data which you want to filter.
- Either select a specific value or select <custom> to apply a comparison operator other than equality.

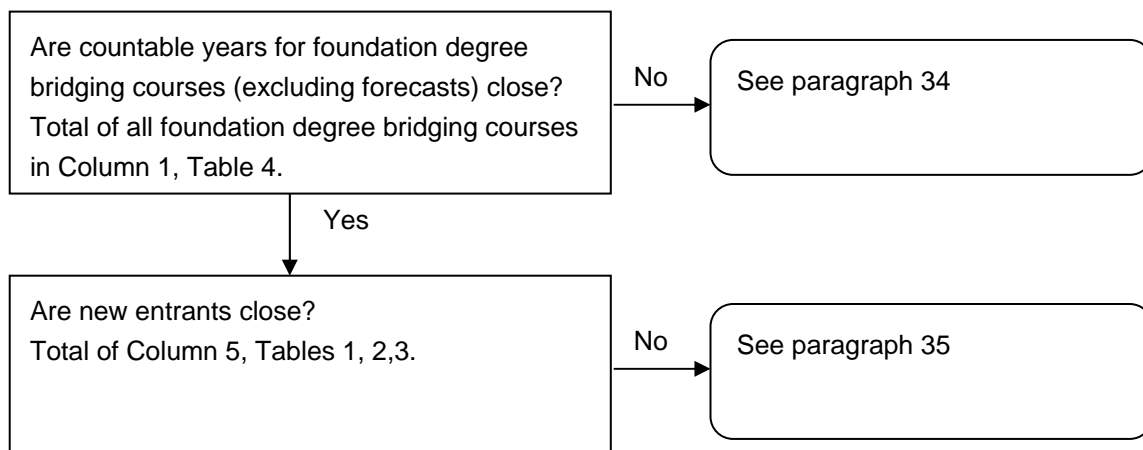
To select records using multiple fields, repeat steps d and e for each field.

Figure 8 **Diagnostic flowchart**









Countable years (excluding forecasts)

7. To identify countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1. The algorithms for deriving HEFEXCL and HEFREG are given in paragraphs 42-43 and 40 respectively of Appendix 1.

8. Exceptionally a student generates two countable years of programme of study on the HEIFES return (see paragraph 13, Annex D of 'HEIFES04', HEFCE 2004/32, for details). Students generating multiple years of programme of study are identified by STUBID = 1, 2. The algorithms for deriving STUBID are given in paragraphs 20-21 of Appendix 1.

Countable years (including forecasts)

9. To identify countable years (including forecasts) from the individualised file select HEFEXCL = 0. Forecast countable years are identifiable by HEFEXCL = 0 and HEFREG = 2. The algorithms for deriving HEFEXCL and HEFREG are given in paragraphs 42-43 and 40 respectively of Appendix 1.

10. There may be a small variance as a result of forecasting countable years on HEIFES04.

Assumed countable years

11. To identify assumed countable years from the individualised file select HEFCOL4 = 1. Forecast non-completions are identifiable by HEFEXCL = 0 and HEFCOMP = 3. The algorithms for deriving HEFCOL4, HEFEXCL and HEFCOMP are given in paragraphs 51, 42-43 and 41 respectively of Appendix 1.

12. There may be a small variance as a result of forecasting non-completions on HEIFES04.

Full-time and sandwich countable years (excluding forecasts)

13. To identify full-time and sandwich countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFMODE = FTS. The algorithms for deriving HEFEXCL, HEFREG and HEFMODE are given in paragraphs 42-43, 40 and 14 respectively of Appendix 1.

Sandwich-year out countable years (excluding forecasts)

14. To identify sandwich-year out countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFMODE = SWOUT. The algorithms for deriving HEFEXCL, HEFREG and HEFMODE are given in paragraphs 42-43, 40 and 14 respectively of Appendix 1.

Part-time countable years (excluding forecasts)

15. To identify part-time countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFMODE = PT. The algorithms for deriving HEFEXCL, HEFREG and HEFMODE are given in paragraphs 42-43, 40 and 14 respectively of Appendix 1.

Assumed part-time load for countable years included in Column 4

16. To identify part-time countable years included in Column 4 from the individualised file select HEFCOL4 = 1 and HEFMODE = PT. To obtain the load for these countable years sum the values of HEFESFTE and divide by 100. The algorithms for deriving HEFCOL4, HEFMODE and HEFESFTE are given in paragraphs 51, 14 and 34 respectively of Appendix 1.

17. The calculation of HEFESFTE may result in differences between the two data sources for students on non-standard academic years. We make an assumption that years of programme of study are in a steady state. Details of this assumption are given in paragraph 6 of Appendix 3.

HEFCE-funded countable years (excluding forecasts)

18. To identify HEFCE-funded countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFTYPE = HOMEIF. The algorithms for deriving HEFEXCL, HEFREG and HEFTYPE are given in paragraphs 42-43, 40 and 16 respectively of Appendix 1.

Independently funded countable years (excluding forecasts)

19. To identify independently funded countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFTYPE = HOMEIF. The algorithms for deriving HEFEXCL, HEFREG and HEFTYPE are given in paragraphs 42-43, 40 and 16 respectively of Appendix 1.

Non-fundable countable years (excluding forecasts)

20. To identify non-fundable countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFTYPE = HOMENF. The algorithms for deriving HEFEXCL, HEFREG and HEFTYPE are given in paragraphs 42-43, 40 and 16 respectively of Appendix 1.

21. We make an assumption about non-fundable students. Details of this assumption are given in paragraph **Error! Reference source not found.** of Appendix 3.

Island and overseas countable years (excluding forecasts)

22. To identify island and overseas countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFTYPE = ISOV. The algorithms for deriving HEFEXCL, HEFREG and HEFTYPE are given in paragraphs 42-43, 40 and 16 respectively of Appendix 1.

Standard countable years (excluding forecasts)

23. To identify standard countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and LENGTH = S. The algorithms for deriving HEFEXCL, HEFREG and LENGTH are given in paragraphs 42-43, 40 and 24 respectively of Appendix 1.

Long countable years (excluding forecasts)

24. To identify long countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and LENGTH = L. The algorithms for deriving HEFEXCL, HEFREG and LENGTH are given in paragraphs 42-43, 40 and 24 respectively of Appendix 1.

Countable years (excluding forecasts) by price group

25. To identify countable years (excluding forecasts) by price group from the individualised file select HEFEXCL = 0 and HEFREG = 1. To obtain the proportion of activity in each price group sum the values of each of the price group fields (PRGB, PRGC, PRGD, PRGMEDIA, PRGITT, PRGINSET). The algorithms for deriving HEFEXCL, HEFREG and price groups are given in paragraphs 42-43, 40 and 35-36 respectively of Appendix 1.

26. The proportion of activity in each price group is assigned using HQ_PERS1, HQ_PERS2 and HQ_PERS3. The algorithms for assigning this proportion are given in paragraphs 35-36 of Appendix 1.

Assumed load for countable years included in Column 4 by price group

27. To identify assumed countable years included in Column 4 from the individualised file select HEFCOL4 = 1. To obtain the load for these countable years multiply the values of each of the price group fields (PRGB, PRGC, PRGD, PRGMEDIA, PRGITT, PRGINSET) with HEFESFTE, sum the values and divide by 100. The algorithms for deriving HEFCOL4, HEFESFTE and price groups are given in paragraphs 51, 34 and 35-36 respectively of Appendix 1.

Regulated £1,150 fee-level countable years (excluding forecasts)

28. To identify regulated £1,150 fee-level countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFFEELV = 1150. The algorithms for deriving HEFEXCL, HEFREG and HEFFEELV are given in paragraphs 42-43, 40 and 22 respectively of Appendix 1.

Regulated £560 fee-level countable years (excluding forecasts)

29. To identify regulated £560 fee-level countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFFEELV = 560. The algorithms for deriving HEFEXCL, HEFREG and HEFFEELV are given in paragraphs 42-43, 40 and 22 respectively of Appendix 1.

Regulated £0 fee-level countable years (excluding forecasts)

30. To identify regulated £0 fee-level countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFFEELV = 0. The algorithms for deriving HEFEXCL, HEFREG and HEFFEELV are given in paragraphs 42-43, 40 and 22 respectively of Appendix 1.

NHS bursaried courses fee-level countable years (excluding forecasts)

31. To identify regulated NHS bursaried courses from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFFEELV = NHS. The algorithms for deriving HEFEXCL, HEFREG and HEFFEELV are given in paragraphs 42-43, 40 and 22 respectively of Appendix 1.

32. We make an assumption about students in receipt of an NHS bursary. Details of this assumption are given in paragraph **Error! Reference source not found.** of Appendix 3.

Non-regulated fee-level countable years (excluding forecasts)

33. To identify non-regulated fee-level countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFFEELV = OTHER. The algorithms for deriving HEFEXCL, HEFREG and HEFFEELV are given in paragraphs 42-43, 40 and 22 respectively of Appendix 1.

Foundation degree bridging courses countable years (excluding forecasts)

34. To identify foundation degree bridging courses countable years (excluding forecasts) from the individualised file select HEFEXCL = 0 and HEFREG = 1 and HEFFEELV = FDBC. The algorithms for deriving HEFEXCL, HEFREG and HEFFEELV are given in paragraphs 42-43, 40 and 22 respectively of Appendix 1.

New entrants

35. To identify new entrants from the individualised file select HEFEXCL = 0 and YEARONE = 1. The algorithms for deriving HEFEXCL and YEARONE are given in paragraphs 42-43 and 23 respectively of Appendix 1.