

Appendix 12

Example action and implementation plans

Figure 15 **Action plan: HESES03 and the HESES03 re-creation**

Institution name:

HESA code:

Area(s), cause(s), contribution to discrepancy and date[†] for correction of differences

Reference number	Area of difference (eg Column 1 HEFCE-funded full-time undergraduates price group D)	Cause of difference (eg HESES, HESA algorithm)	HESA fields requiring amendment or requiring an override (eg 623 changes to FUNDCODE) [†]	Date for submitting HESA amendment or override [†]	Estimate of contribution to discrepancy		
					Funding adjustment (eg £300,000 funds due back)	Student numbers	FTE
1	Col 1a & 2a HEFCE-funded PT UG-move to non-fundable	HESA	152 changes to FUNDCODE	12 Feb 05	£80,000	-152	-51
2	Col 3a HEFCE-funded FTS UG PGC. Over-statement of the number of non-completions as a result of an error with the generation of the FUNDCOMP field in our HESA return.	HESA	326 changes to FUNDCOMP	15 Feb 05	£910,000	326	326
3	Col 3a HEFCE-funded PT UG PGB	HESA	91 changes to FUNDCOMP	15 Feb 05	£98,000	91	39

4	Col 1a HEFCE-funded PT PG PGC-move from PGT to Long PGT	HESES	7 of the 14 PGT students in this price group should be moved to 'Long;' PGT	N/A	N/A	7	An additional 2.3
5	Table 4 Col 1 FT PGT NHS bursaried courses-students are taking an NHS funded programme leading to an MSC for which a NHS bursary is payable.	Algorithm	50 changes to HESFEELV	12 Feb 05	N/A	50	50

[†] Where appropriate

Figure 16 **Implementation plan: HESES03 and the HESES03 re-creation**

Implementation plan

Institution name: University of Poppleton

HESA code: H-XXXX

Area of difference: Columns 1a and 2a Non-Fundable students

Change to system or process: The University has purchased a new Student Information Sytem which has gone live in 2004-05. As part of the implementation of this system we are reviewing and amending all processes in relation to the HESA return, analysed on a field-by-field basis.

Date of implementation: Completed by September 2005

Area of difference: Column 3 (non-completions)-FUNDCOMP

Change to system or process: The University has purchased a new Student Information System which has gone live in 2004-05. As part of the implementaion of this system we are reviewing and amending all processes in relation to the HESA return, analysed on a field-by field basis. The problem with Column 3 showing significantly more non-completions than HESES is due to an error in the internal algorithm which generated the FUNDCOMP field in our legacy system. Essentially it was coding FUNDCOMP=2 even where a student had withdrawn after assessment had been completed and a positive exam board decision made. The combination of a new system and a complete revision of HESA will allow us to a. to create a more appropriate data structure to capture FUNDCOMP, b. allow a revision of any algorithm and c. enable greater opportunity to accurately enter the field as appropaite in relation to examination board outcomes.

Date of implementation: Completed by September 2005

Area of difference: Movement within Table 1a Column 1a from a standard length of programme of study to a long programme of study

Change to system or process: 2003-04 was the inception year for the University's first 'long' programme of study. The impact of the HESES and HESA returns has now been experienced and the documentaion for setting up a new 'long' course within the software has been updated to reflect the changes required.

Date of implementation: Completed by September 2005

Area of difference: Table 4 Column 1 NHS bursaried students

Change to system or process: The PGT students who are studying for a NHS funded programme leading to an MSC are excluded due to the HESES03 problem of fit with the NHS bursaries. The algorithms are only able to identify NHS bursaried courses of undergraduates.

Signed: _____

Name (please print): _____

Position in organisation: _____

Date: _____

Figure 17 **Action plan: RAS03 and the RAS03 re-creation**

Institution name: University of Poppleton

HESA code: H-9999

Area(s), cause(s), contribution to discrepancy and date[†] for correction of differences

Reference number	Area of difference (eg full-time postgraduate research student totals on form R1A)	Cause of difference (eg RAS, HESA algorithm)	HESA fields requiring amendment or requiring an override (eg 60 changes to FUNDLEV) [†]	Date for submitting HESA amendment or override [†]	Estimate of contribution to discrepancy	
					Student numbers	FTE
1	Form R1a FT PGR students	Algorithm	RASUOA1-3	24 Feb 05	32	32
2	Form R1b PT PGR students	HESA	5 changes to DATELEFT	24 Feb 05	5	3.7
3	Form R2b PT PGR students	HESA	11 changes to TYPEYR	24 Feb 05	11	9.2
4	Forms R1b and R2b PT PGR students	HESA	5 changes to QUALAIM as they were recorded with other qualification aims instead of PGR	24 Feb 05	25	15

[†] Where appropriate

Figure 18 **Implementation plan: RAS03 and the RAS03 re-creation**

Institution name: University of Poppleton

HESA code: H-xxxxArea of difference: Form R1a PGR studentsChange to system or process: 32 students were included in UoA 02 rather than UoA 03 as in the re-creation. We need to define a bestoke mapping from subjects to UoAs in order to generate a reasonable re-creation.

Date of implementation: 24 February 2005

Area of difference: Form R1b PT PGR students

Change to system or process: The University has purchased a new Student Information System which is due to go live in 2004. As part of the implementation of this system we are reviewing and amending all processes in relation to the RAS return, analysed on a field-by-field basis. We are providing training to our staff and are confident that any such future errors will not re-occur.

Date of implementation: September 2005

Form R2b PT PGR students

Change to system or process: See explanation above

Date of implementation: September 2005

Signed: _____

Name (please print):_____

Position in organisation: _____

Date:_____

Figure 19 **Action plan: HESES03 re-creation and the HESES03 re-creation based on cost centre sector norms for subjects**

Institution name: Univeristy of Poppleton

HESA code: H-xxxx

Area(s), cause(s), contribution to discrepancy and date[†] for correction of differences

Reference number	Subject where the price group that the cost centre is assigned to differs from the price group of the sector norm cost centre	Cause of difference (eg HESA, staff*, academic departments [†] , mapping)	HESA fields requiring amendment or requiring an override (eg COSTCN01-016) [†]	Date for submitting HESA amendment or override [†]	Estimate of contribution to discrepancy			
					Student numbers	Student FTE	Staff numbers	Staff FTE
1	N2- We agree that cost centre 27 is a more appropriate mapping for subject N2 because the subject is taught by staff within the Management information department.	HESA	COSTCN01-2	10 Feb 05	540	341	51	21.2
2	G1-Engineering Mathematics is a module taught by members of staff from the Engineering department and this module only takes up a fraction of other engineering duties.	Algorithm	SNPRGA, SNPRGB, SNPRGC, SNPRGD, SNMEDIA, SNPSYCH, SNITT, SNINSET	10 Feb 05	280	175	40	18.5
3	W2-All Automotive and Boat Design modules are taught within the school of Art & Design. They are unique in having a greater engineering content than in normal art and design modules. However to reflect the strong design element they have been recorded in	Algorithm	SNPRGA, SNPRGB, SNPRGC, SNPRGD, SNMEDIA, SNPSYCH, SNITT, SNINSET	20 Feb 05	480	305	70	35

Reference number	Subject where the price group that the cost centre is assigned to differs from the price group of the sector norm cost centre	Cause of difference (eg HESA, staff*, academic departments [‡] , mapping)	HESA fields requiring amendment or requiring an override (eg COSTCN01-016) [†]	Date for submitting HESA amendment or override [†]	Estimate of contribution to discrepancy			
					Student numbers	Student FTE	Staff numbers	Staff FTE
	JACS code W200. These modules are delivered by staff belonging to the Industrial Design subject group, which is assigned to cost centre 21. Cost centre 21 has been assigned to this subject group because the work is more akin to engineering than traditional art and design.							
4	F8-After examining the data, we agree that cost centre 28 is a more appropriate mapping. Our Geography department was originally part of our Environmental sciences department, but in the last two years due to expansion a new Geography department has been set-up and new staff recruited to focus on the teaching of Geography.	HESA	COSTCN01-5	10 Feb 05	781	541	80	51

* Assignment of staff to academic departments

‡ Assignment of academic departments to cost centres

[†] Where appropriate

Figure 20 **Implementation plan: HESES03 re-creation and the HESES03 re-creation based on cost centre sector norm for subjects**

Institution name: University of Poppleton

HESA code: H-9999

Area of difference: Subjects N2 and F8

Change to system or process: We will ensure that the sector norm cost centres are assigned to N2 and F8 in future years. Also in the light of this exercise we will carry out a review to ensure that all subjects are appropriately mapped to cost centres, paying particular attention to cases where the cost centre differs to the sector norm cost centre.

Date of implementation: 30 September 2005

Signed: _____

Name (please print): _____

Position in organisation: _____

Date: _____