



SFC Guidance

Final Figures Return 2018-19: Notes of Guidance

Issue date: 2 September 2019

Reference: SFC/GD/24/2019

Summary: These notes of guidance explain the information to be collected in the Final Figures Return 2018-19

FAO: Principals and directors of Scotland's universities

Further information: **Contact:** Michelle McNeill
Job title: Policy/Analysis Officer
Department: Funding Policy
Tel: 0131 313 6662
Email: mmcneill@sfc.ac.uk

Final Figures 2018-19: Notes of Guidance

Introduction

1. These notes provide guidance on completing your institution's Final Figures return for 2018-19. The Final Figures Return collects information on:
 - All enrolments of students eligible for funding and enrolments of rest of UK (RUK) students not eligible for funding in the controlled subject areas.
 - The use of additional funded places.
 - Enrolments of students on New Routes Initial Teacher Education (ITE) courses, and on the subjects that students on Postgraduate Diploma in Education (PGDE) and New Routes Secondary courses are training to teach in.

The Final Figures Return

2. The Final Figures Return contains a main table that collects information on enrolments of students eligible for funding by level of study, mode of study and subject area, and on enrolments of rest of UK students not eligible for funding in the controlled subject areas. This information will be used to monitor whether institutions have filled their allocations of funded places and adhered to the consolidation policies for the controlled and non-controlled subject areas, and to inform any potential financial penalties if this has not been the case.
3. The Final Figures are also compared with the Early Statistics returns and institutions are asked to explain any material differences between corresponding figures in the two returns. This is to check that allocations of funding informed by information collected through the Early Statistics Return were based on accurate information. We may revise your allocation of teaching grant if the checks with the Early Statistics indicate errors that affected allocations of funding for 2019-20.
4. The Final Figures can also be compared with corresponding student numbers derived from the HESA Student returns as a further check on the information being provided in the Early Statistics/Final Figures returns.
5. The Final Figures Return also collects information on the use of some of the additional funded places allocated for strategic priorities. This means that any discussions on revising future allocations of funded places and any potential financial penalties for not filling additional places can be informed by the final position on the use of additional places for 2018-19.
6. Finally the Final Figures Return also collects the numbers of students eligible for

funding on New Routes Initial Teacher Education (ITE) courses, and the subjects that students on PGDE and New Routes Secondary courses are training to teach in. This is to monitor the use of additional funding provided by the Scottish Government for New Routes ITE courses and to inform the potential penalties for under-enrolments against funded places for PGDE and New Routes ITE courses.

Workbook for making the Final Figures Return

7. There is an Excel workbook for institutions to make their Final Figures returns. The workbook has eleven worksheets, starting with a **Contents** worksheet that shows which tables an institution needs to complete.
8. There is a worksheet for the main table (**T1 Final Figures 2018-19**) and another worksheet (**T2 Comments**) for institutions to provide explanations for any material differences between their Final Figures and Early Statistics returns.
9. There are separate worksheets to collect information on the use of the additional funded places for:
 - Taught postgraduate provision (**T3a TPG FPs**).
 - Taught postgraduate provision at Innovation Centres (**T3b Innovation Centres TPG FPs**).
 - Students starting on Early Years Education courses since 2017-18 (**T3c Early Years FPs**).
 - The European Social Fund's Developing Scotland's Workforce Programme (**T3d ESF DSW FPs**).
10. The worksheet **T4a ITE New Routes** collects the number of students eligible for funding on New Routes ITE courses. The subjects that students on PGDE Secondary courses are training to teach in is collected in the worksheet **T4b PGDE Subjects**. The worksheet **T4c New Routes Other Sec Subjs** collects information on the subjects that students on other New Routes Secondary courses are training to teach in.
11. The final worksheet **Monitoring** shows the position of institutions in terms of filling their funded places and in adhering to the consolidation policies for the controlled and non-controlled subject areas.

Completing the Final Figures Return

Definitions

12. The Final Figures Return should be completed using the definitions and guidelines for eligibility for funding and the classifications used for the Early Statistics Return for 2018-19. These are set out in the [Notes of Guidance for the](#)

[Early Statistics Return](#), which are available on the Council's website.

13. The Early Statistics Notes of Guidance provide definitions and guidelines for:
 - The eligibility for funding of students and courses.
 - Continuing rest of UK students.
 - The allocation of courses to levels of study, modes of study and subject areas.
 - The conversion factors to be used to derive FTEs.
 - Reporting on the use of the additional funded places.

Main table (Table 1)

14. The main table, table 1, of the Final Figures Return is in the worksheet **T1 Final Figures 2018-19**. This table collects information on enrolments of all students eligible for funding and of rest of UK students not eligible for funding in the controlled subject areas. The table has different coloured sections as follows:
 - The blue section collects the FTEs of students eligible for funding by subject area, level of study and mode of study, and the FTEs of RUK students not eligible for funding in the controlled subject areas.
 - The blue section also indicates when and why we consider there to be material differences between the Final Figures entries and the corresponding figures from your institution's 2018-19 Early Statistics return.
 - The light purple section shows the FTEs from your institution's 2018-19 Early Statistics return.
 - The tan section shows the percentage differences between the Final Figures entries and the corresponding figures from your institution's 2018-19 Early Statistics return.
15. The white cells in columns (1) to (4) and (6) of the blue section are the cells in which you can enter data.
16. Columns (1) and (2) relate to full-time and sandwich taught postgraduate and undergraduate students eligible for funding. Column (1) collects the FTE number of continuing RUK students, while column (2) collects the FTE number of other full-time and sandwich students eligible for funding.
17. A continuing RUK student is classified as one whose place is supported through SFC's funding for teaching because he/she started on his/her course prior to 2012-13. However the student would not have been eligible for funding if he/she had started in or after 2012-13 because he/she would have been paying the deregulated tuition fees applicable to RUK students. Paragraphs 46 to 49 of the Notes of Guidance for the Early Statistics Return for 2018-19 provide further information on continuing RUK students.

18. Column (3) shows the total number of full-time and sandwich students eligible for funding. For taught postgraduate and undergraduate students column (3) sums the entries in columns (1) and (2). For research postgraduates the number of full-time students eligible for funding has to be entered. This is because the notion of being a continuing RUK student does not apply to RUK research postgraduates as the introduction of deregulated tuition fees did not affect the eligibility for funding status of these students.
19. Column (4) collects the FTE numbers of part-time students eligible for funding.
20. Column (5) shows the total FTE number of students eligible for funding, summing the numbers of full-time and sandwich, and part-time students in columns (3) and (4) respectively.
21. Column (6) collects the FTE number of RUK students not eligible for funding in the controlled subject areas. This information is required in order to be able to monitor for breaches of consolidation in the controlled subject areas.
22. Column (7) shows the FTE number of students that will be used for each controlled subject to monitor adherence to the consolidation policies. This is the total FTE number of students eligible for funding in column (5) added to the FTE number of RUK students not eligible for funding in column (6).

Automatic comparisons with Early Statistics

23. The entries for the Final Figures Return are automatically compared with the corresponding figures in the Early Statistics Return, and any material differences are flagged up. If the font in any entry cell is red-bold and a red-bold question mark ? is next to the cell, then the entry is regarded as being materially different from the corresponding figure in the Early Statistics Return. This should help you to detect any notable changes and/or errors at the input stage.
24. An automatic warning message of why any difference is considered material is shown in column (8) for full-time students eligible for funding, column (9) for part-time students eligible for funding and column (10) for RUK students not eligible for funding in the controlled subject areas.
25. There are two warning messages. The first warning indicates that one and only one of the Early Statistics and Final Figures entries is non-zero, with the non-zero value being at least 5 FTE. For RUK students not eligible for funding in the controlled subject areas the first warning is for only one of the entries to be non-zero.
26. The second warning indicates the difference between non-zero entries in both the Final Figures and Early Statistics is at least a certain magnitude, in both FTE and percentage terms. The magnitudes at which differences between the Final

Figures and Early Statistics are considered material varies according to level of study and subject area, as follows:

Type of Student	Level of Difference
Research Postgraduates	Absolute difference in FTEs of at least 10 FTEs Absolute percentage difference of at least 10%
Taught Postgraduate and Undergraduates – Controlled Subject Areas	Absolute difference in FTEs of at least 10 FTEs Absolute percentage difference of at least 5%
Taught Postgraduate and Undergraduates – Non-controlled Subject Areas	Absolute difference in FTEs of at least 20 FTEs Absolute percentage difference of at least 5%
RUK students not eligible for funding in the controlled subject areas	Absolute difference in FTEs of at least 5 FTEs

Providing explanations for material differences with the Early Statistics (Table 2)

27. Table 2 in the worksheet **T2 Comments** is to be used to provide explanations for any material differences between the Final Figures and Early Statistics returns. This worksheet repeats the warning messages shown in in the main table. The explanation for the difference should be entered into the cell next to the one with a warning message. This cell will have a white background to allow your text to be displayed.
28. The columns with warning messages and those in which an explanation for the difference should be entered are arranged into three groups. The first group relates to full-time students eligible for funding, the second relates to part-time students eligible for funding, while the third relates to RUK students not eligible for funding in the controlled subject areas.

The use of additional funded places (Tables 3a to 3d)

29. Tables 3a to 3d collect information on the use of the additional funded places for the following purposes:
 - Taught postgraduate (TPG) provision.
 - Taught postgraduate (TPG) provision at Innovation Centres.
 - Students starting Early Years Education courses since 2017-18.
 - The European Social Fund (ESF)’s Developing Scotland's Workforce Programme.
30. Paragraphs 116 to 127 of the Notes of Guidance for the Early Statistics Return for 2018-19 provide information on the reporting on the use of these additional places.

31. Tables 3a to 3d are pre-populated with the relevant information from your Early Statistics return. If the information has not changed then nothing requires to be done. If any of this information requires updating then the pre-populated information should be over-written. Any information that is changed will appear in red-bold font.
32. Students can only be counted in at most one of tables 3a to 3d.

New Routes Initial Teacher Education Courses and Secondary Teaching Subjects (Tables 4a to 4c)

33. Table 4a collects the number of students eligible for funding on New Routes ITE courses. The new routes are described in SFC announcement [SFC/AN/03/2018 \(Intakes Targets for Initial Teacher Education 2018-19\)](#).
34. Tables 4b and 4c collect the information on the numbers of students training to teach the different Secondary teaching subjects. Table 4b collects the information for entrants to PDGE Secondary courses and table 4c collects the information for students on the other New Routes Secondary courses.
35. Tables 4a to 4c are pre-populated with the corresponding information from your Early Statistics return. If the information has not changed then nothing requires to be done. If any of this information requires updating then the pre-populated information should be over-written. Any information that is changed will appear in red-bold font.

Monitoring for under-enrolments and breaches of consolidation

36. The Final Figures will be used to inform any penalties for either under-enrolment against funded places or breaches of consolidation that are in excess of the tolerance thresholds. The tolerance thresholds for under-enrolments and breaches of consolidation are described in the [conditions of grant for 2018-19](#).
37. The worksheet ***Monitoring*** uses information from table 1 to show how an institution has fared with regard to filling their funded places and adhering to the consolidation policies for the controlled and non-controlled subject areas. This worksheet indicates if an institution has exceeded any of the tolerance thresholds for under-enrolments and breaches of consolidation.

Return date

38. You must make your return by **Friday 4 October 2019** by e-mail to Michelle McNeill mmcneill@sfc.ac.uk

Further information

39. Please contact Michelle McNeill, Policy/Analysis Officer, Funding Policy, for further information, tel: 0131 313 6662, email: mmcneill@sfc.ac.uk.