



SFC Guidance

Final Figures Return 2017-18: Notes of Guidance

Issue date: 23 August 2018

Reference: SFC/GD/20/2018

Summary: These notes of guidance explain the information to be collected in the Final Figures Return 2017-18

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Final Figures 2017-18: Notes of Guidance

Introduction

1. These notes provide guidance on completing your institution's Final Figures return for 2017-18. 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 based on information collected through the Early Statistics Return was based on accurate information. We may revise your allocation of teaching grant if the checks with the Early Statistics indicate errors in the Early Statistics that affected allocations of funding for 2018-19.
4. The Final Figures can also be compared with corresponding student numbers derived from the HESA student numbers as a further check on the information being provided in 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. In some cases institutions are updating information they provided in their Early Statistics returns. 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 2017-18.
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. There is a worksheet for the main table (*T1 Final Figures 2017-18*) and another worksheet (*T2 Comments*) for institutions to provide explanations for any material differences between the Final Figures and Early Statistics returns.
8. There are separate worksheets to collect information on the use of the additional funded places for:
 - Taught postgraduate skills (*T3a TPG FPs*).
 - Taught postgraduate provision at Innovation Centres (*T3b Innovation Centres FPs*).
 - Entrants to Early Years Education Courses (*T3c Early Years FPs*).
 - The European Social Fund's Developing Scotland's Workforce Programme (*T3d ESF DSW FPs*).
9. The worksheet *T4a ITE New Routes* collects the number of students eligible for funding on New Routes ITE courses. The worksheets *T4b PGDE Subjects* and *T4c ITE New Routes Subjects* collect information on the Secondary subjects that students are training to teach in on PGDE and New Routes courses respectively.
10. 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

11. 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 2017-18. These are set out in the [Notes of Guidance for the Early Statistics Return](#), which are available on the Council's website.
12. 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)

13. The main table, Table 1, of the Final Figures Return is in the worksheet *T1 Final Figures 2017-18*. 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 2017-18 Early Statistics return.
 - The yellow section shows the FTEs from your institution's 2017-18 Early Statistics return.
 - The tan section shows the percentage differences between the Final Figures entries and the corresponding figures from your institution's 2017-18 Early Statistics return.
14. The white cells in columns (1) to (4) and (6) of the blue section are the cells in which you can enter data.
15. 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.
16. 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 43 to 46 of the Notes of Guidance for the Early Statistics Return provide further information on continuing RUK students.
17. 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.
18. Column (4) collects the FTE numbers of part-time students eligible for funding.
19. 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.

20. 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.

Automatic comparisons with Early Statistics

- 21. 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.
- 22. An automatic warning message of why any difference is considered material is shown in column (7) for full-time students eligible for funding, column (8) for part-time students eligible for funding and column (9) for RUK students not eligible for funding in the controlled subject areas.
- 23. 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.
- 24. 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)

25. 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.
26. 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)

27. Tables 3a to 3d collect information on the use of the additional funded places for the following purposes:
 - Taught postgraduate (TPG) skills.
 - Taught postgraduate (TPG) provision at Innovation Centres.
 - Entrants to Early Years Education Courses.
 - The European Social Fund (ESF)'s Developing Scotland's Workforce Programme.
28. The Early Statistics Return did not collect information on the use of additional funded places for taught postgraduate skills. Paragraphs 32 to 34 of this guidance describe the information required for table 3a.
29. Paragraphs 102 to 111 of the Notes of Guidance for the Early Statistics Return provide information on the criteria for reporting on the use of the additional funded places for TPG provision at Innovation Centres, entrants to Early Years Education Courses and the ESF's Developing Scotland's Workforce Programme.
30. Tables 3b 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 font.
31. Students can only be counted in at most one of tables 3a to 3d.

Taught postgraduate skills places (Table 3a)

32. Table 3a collects information on the use of additional places for taught postgraduate skills. Institutions should record the number of additional places that have been filled by students on the taught postgraduate courses for which additional funded places were allocated over the period 2013-14 to 2017-18.

Institutions do not have to return the total number of students eligible for funding on these courses.

33. Your institution's number of taught postgraduate students eligible for funding on the relevant courses in 2012-13 is the baseline that you should use to decide how many of the students in 2017-18 should be considered additional students.
34. Rest of UK students on these courses are not eligible for funding.

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

35. 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](#).
36. Some of the new routes do not start until 2018-19 and some institutions might not have to return any information for 2017-18.
37. Tables 4b and 4c collect the number of entrants for each Secondary teaching subject. Table 4b collects the information for PDGE courses and table 4c collects the information for New Routes courses.
38. Tables 4a to 4c 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 font.

Monitoring for under-enrolments and breaches of consolidation (Tables 3a to 3d)

39. 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 2017-18](#).
40. The worksheet *Monitoring* uses information from Table 1 to show how an institution has done 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

1. You must make your return by **Friday 5 October 2018** by e-mail to Michelle McNeill mmcneill@sfc.ac.uk

Further information

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