Collaborative provision

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Purpose

The following guidance is designed to allow the KIS to be reported against the institution teaching the course and, where aggregation is required, for the data shown to reflect the totality of the provision for that institution irrespective of how the provision is funded. Where students study at more than one institution as part of their course the KIS will normally be reported against the institution that registers the students and any aggregated data will reflect students on courses whose KIS are shown against the registering institution. All of the KIS for an institution will be returned by a single institution.

Overview

In general the KIS for collaborative provision, including franchised provision, should be returned by the teaching institution, although it remains the responsibility of the registering institution to ensure that a KIS is returned. This also applies where a single course has students registered at two institutions; this might happen where an institution has both direct and indirect funding or where the funding route for a course has changed so that successive cohorts are registered at different institutions. There are two exceptions, these are:

- Where the entirety of an institution's provision is franchised out from a single institution. i.e. the institution has no need to do a KIS return of its own. The KIS must be returned by the registering institution.
- Where students study at two or more institutions as part of the same course. i.e. they start the course at one institution and finish at another. The KIS will normally be returned by the registering institution.

  Notes:

  - If the same course is taught at two distinct institutions but each student studies at only one institution, two separate KIS Courses should be returned by the appropriate institutions.
  - For data purposes a student cannot change registering institution part way through a course unless a formal change in funding route is agreed with the institution's funding council.

Who is responsible for the KIS return?

The following examples describe who is responsible for producing the KIS in a number of common scenarios. Further details of who is responsible for the KIS returns in a number of common scenarios are given in table 1 (numbers in brackets reflect example numbers in that table):

- The institution registers and teaches all of their courses – KIS data is returned by registering institution (1).
- All of the institution's provision is franchised out from a single institution for all courses – KIS data is returned by registering institution (2). The teaching institution does not make a KIS return.
- The institution has a mixture of direct and indirect funding – the teaching institution is responsible for returning the KIS (3-5).
- An institution teaches courses but the students are registered at multiple institutions – KIS data is returned by teaching institution (4)
- Students will study at more than one institution during the course – KIS data is returned by registering institution (6-10).

- Change in franchising agreement; students are now directly funded or funded through a different partner – KIS data is returned by the teaching institution (13-15)

There are two entities and two fields that control the collation of data for collaborative provision; entities KISCourse.ILRAims and KISCourse.HESACourse, and fields KISCourse.TEACHUKPRN and Institution.OTHERINST. The fields that should be completed will depend on the exact nature of the collaborative provision; a summary of how the fields will be used is given below:

Institution.OTHERINST – This field is used to indicate the franchise partners for institutions that have a mix of funding routes. When an institution returns a KIS for a course for which the students are registered at a different institution they need to include the UKPRN of the registering institution. Every institution that franchises provision to the institution must be listed here and all students franchised to the institution from these partners will be included in the institution's KIS aggregations. This may lead to a small number of students who are taught at more than one institution as part of their course being included in more than one set of KIS aggregations.

KISCourse.TEACHUKPRN – This field should only be completed for new courses - that is courses where neither KISCourse.HESACourse nor KISCourse.ILRAims exist, and should record the UKPRN of the institution providing the teaching. Where students on a course are taught by more than one institution then multiple institutions should be specified. Where multiple institutions are specified and data are aggregated for this course they will only include students wholly taught at the registering institution or explicitly linked via HESACourse.TEACHUKPRN or ILRAims.TEACHUKPRN.

HESACourse.REGUKPRN and ILRAims.REGUKPRN – These fields are used to indicate the HESACourse codes or ILR learning aims that should be included where franchised provision is returned by the institution teaching the students rather than the institution registering the students.

HESACourse.TEACHUKPRN and ILRAims.TEACHUKPRN – Each of these fields is used in two different ways. Where an institution has all of its provision franchised from a single provider then these fields indicate that provider. Where courses are taught at multiple institutions these fields restrict the aggregations to only include students taught at the specified institutions.

Where institutions receive funding through a number of routes for example, an FE college that has both directly funded and franchised provision, the institution will need to work closely with its partner institutions to ensure that it has the HESA course identifiers and/or ILRAim identifiers for any franchised in provision.

Example 1

Poppleton College is both directly and indirectly funded and hence makes a KIS return in its own right. Poppleton College (UKPRN=22222222) teaches an HND in Motorsport Engineering that is franchised from Poppleton University (UKPRN=11111111). Poppleton University return the course on the HESA Student record with a course code of "MotoEng". In this case Poppleton College would return the KIS and would include Poppleton University in the OTHERINST field and return HESACourse entities with the HESACOURSEID of 'MotoEng' and Poppleton University in the REGUKPRN, Poppleton University would not need to return a KIS for this course.

XML snippet
```
<KIS>
<INSTITUTION>
<UKPRN>22222222</UKPRN>
….
<OTHERINST>11111111</OTHERINST>
```

```
....
<KISCourse>
<HESACourse>
        <REGUKPRN>11111111</REGUKPRN>
        <HESACOURSEID>MotoEng</HESACOURSEID>
        <HESAYEAR>2011</HESAYEAR></HESACOURSE>
</HESACourse>
<HESACourse>
        <REGUKPRN>11111111</REGUKPRN>
        <HESACOURSEID>MotoEng</HESACOURSEID>
        <HESAYEAR>2010</HESAYEAR></HESACOURSE>
</HESACourse>
<HESACourse>
        <REGUKPRN>11111111</REGUKPRN>
        <HESACOURSEID>MotoEng</HESACOURSEID>
        <HESAYEAR>2009</HESAYEAR>
</HESACourse>
…
</KISCourse>
</INSTITUTION>
</KIS>
```

The ILRAims entity works in an identical way but is used where the franchising institution is an FEC.

An OTHERINST must be returned for each institution that franchises to the institution returning the KIS. The OTHERINST element contains the UKPRN of the registering institution.

Example 2

Poppleton College is both directly and indirectly funded and hence makes a KIS return in its own right. In 2009 and 2010 Poppleton College had an HND in Mechanical Engineering franchised from Poppleton University (HESA course ID = "MechEng"), the provision is no longer offered at Poppleton College so no KIS is produced for the course although the college continues to offer similar provision. Poppleton College should return a KIS for the similar courses. The OTHERINST must be returned as follows:
<OTHERINST>11111111</OTHERINST>.
Poppleton College would continue to return the OTHERINST for 3 years after the Mechanical Engineering course had last had students as after this point they would no longer inform any of the aggregations.

Example 3

All of Poppleton College's (UKPRN=22222222) provision is franchised from Poppleton University and hence Poppleton University should include all of Poppleton College's courses within its KIS return. Poppleton College does not make a KIS return. Poppleton College teaches an HND in Motorsport Engineering. The course is returned on the HESA Student record with a course code of "MotoEng". In this case Poppleton University would return the KIS but would include the UKPRN of Poppleton College in the HESACOURSE.TEACHUKPRN field.

XML snippet
```
<HESACourse>
        <TEACHUKPRN>22222222</TEACHUKPRN>
        <HESACOURSEID>MotoEng</HESACOURSEID>
        <HESAYEAR>2011</HESAYEAR>
</HESACourse>
```

Table 1 – KIS return scenarios

Number	Example	KIS data returned by	Aggregations reflect	Additional fields to Complete	XML snippet
Registering institution provides the majority of teaching in all years					
1	Registering institution A provides all of the teaching and if there is any franchising, it's a minority (less than 50% of course FTE of each year).	Institution A	Institution A	None	N/A
Institution has all of its provision franchised out from a single institution					

2	Institution B has all of its provision franchised out from institution A.	Institution A	Institution B	TEACHUKPRN	`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<TEACHUKPRN>B</TEACHUKPRN>`
					`</HESACOURSE>`

Teaching institution has a mixture of directly and indirectly funded students					

3	Institution B has some directly funded courses which it teaches and also has some courses which are completely franchised out from institution A.	Institution B	Institution B	OTHERINST REGUKPRN	`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<REGUKPRN>A</REGUKPRN>`
					`</HESACOURSE>`

4	Institution B has some courses with students registered by both the teaching institution B and another reporting institution A.	Institution B	Institution B	OTHERINST REGUKPRN	`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<REGUKPRN>A</REGUKPRN>`
					`</HESACOURSE>`
					`<ILRAIMS>`
					`<ILRAIMID>ABCD1234</ILRAIMID>`
					`<ILRYEAR>2011</ILRYEAR>`
					`</ILRAIMS>`

5	Institution B has some courses which are completely franchised from each of institutions A and C.	Institution B	Institution B	OTHERINST REGUKPRN	`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<REGUKPRN>A</REGUKPRN>`
					`</HESACOURSE>`
					`<HESACOURSE>`
					`<HESACOURSEID>C1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<REGUKPRN>C</REGUKPRN>`
					`</HESACOURSE>`

All of the provision for two institutions is franchised out from a single provider, students study at more than one institution.					

6	The course is taught at multiple institutions A and B during the year. The majority of the teaching is done at institution B in all years. Student data are returned by registering institution A. Students attend both institutions during each year.	Institution A	Institution B	TEACHUKPRN	`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<TEACHUKPRN>B</TEACHUKPRN>`
					`</HESACOURSE>`

	i.e. Courses where students are taught at more than one institution and one of them is the registering institution.				

7	The course is taught at multiple institutions B and C. The majority of the teaching is done at institution B in all years. Student data are returned by registering institution A. Students attend both institutions during each year.
	 i.e. Courses where students are taught at more than one institution and neither are the registering institution.
		Institution A	Institution B	TEACHUKPRN	`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<TEACHUKPRN>B</TEACHUKPRN>`
					`</HESACOURSE>`

8	The course is taught wholly at institution B in year one, wholly at C in year two, institution A registers the students	Institution A	Institution A	TEACHUKPRN	`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<TEACHUKPRN>B</TEACHUKPRN>`
					`</HESACOURSE>`
					`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR><TEACHUKPRN>C</TEACHUKPRN>`
					`</HESACOURSE>`

9	Courses which start at the registering institution A and then move to institution B before the end of the course.
	i.e. courses where students are taught at more than one institution and start at the registering institution.
		Institution A	Institution A	TEACHUKPRN	`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<TEACHUKPRN>B</TEACHUKPRN>`
					`</HESACOURSE>`
					`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`</HESACOURSE>`

10	Courses which are taught at institution B in the first year and then move to the registering institution A before the end of the course.
	i.e. courses where students are taught at more than one institution and complete at the registering institution.
		Institution A	Institution A	TEACHUKPRN	`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<TEACHUKPRN>B</TEACHUKPRN>`
					`</HESACOURSE>`
					`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`</HESACOURSE>`

Courses offered at more than one institution					
11	The entire course is taught at two distinct institutions B and C, all students are registered institution A. i.e. courses where students choose to study either at institution B or C, but not both.			Two KIS returns should be made, one for each option. See scenarios 2-5	
12	The course starts at registering institution A and then the student can choose to continue at A or at institution B.			Two KIS returns should be made. For the students who continue at institution B one of scenarios 2-5 should be used, for the students that transfer to A use scenario 10.	
Change in franchising agreement					
13	The course was taught at institution B and returned by registering institution A, but the course no longer exists.	Institution B	Institution B	OTHERINST	`<OTHERINST>A</OTHERINST>`

	Institution B has a mix of funding routes so is making a return KIS			

14	The course was taught at institution B and returned by registering institution A up to 2010, but this franchising agreement no longer exists that is the students are directly funded.	Institution B	Institution B	OTHERINST REGUKPRN	`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2009</HESAYEAR>`
					`<REGUKPRN>A</REGUKPRN>`
					`</HESACOURSE>`
					`<HESACOURSE>`
					`<HESACOURSEID>A1</HESACOURSEID>`
					`<HESAYEAR>2010</HESAYEAR>`
					`<REGUKPRN>A</REGUKPRN>`
					`</HESACOURSE>`
					`<ILRAIMS>`
					`<ILRAIMID>12345678</ILRAIMID>`
					`<ILRYEAR>2011</ILRYEAR>`
					`</ILRAIMS>`

15	The course was previously taught and registered at institution B. All provision by B is now franchised from institution A.	This case rarely happens and will require systems intervention at HESA/HEFCE, contact liaison at HESA for assistance			
Multiple feeder institutions leading to single course at registering institution					

16	Registering institution A has feeder courses that are run at institutions B and C before combining into single course at A	Institution A	Institution A	TEACHUKPRN LOCID (one for each feeder)	`<HESACOURSE>`
					`<HESACOURSEID>C1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<TEACHUKPRN>B</TEACHUKPRN>`
					`</HESACOURSE>`
					`<HESACOURSE>`
					`<HESACOURSEID>C1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<TEACHUKPRN>C</TEACHUKPRN>`
					`</HESACOURSE>`
					`<HESACOURSE>`
					`<HESACOURSEID>C1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`</HESACOURSE>`

17	Registering institution A has feeder courses that are run at institutions B and C before combining into single course at A. The course is relatively new and currently only has students studying at B and C, that is none have progressed to study at A yet.	Institution A	Institution A	TEACHUKPRN LOCID
				
				HESACOURSE. TEACHUKPRN
				
				ILRAIMS.TEACHU KPRN
					`<TEACHUKPRN>A</TEACHUKPRN>`
					`<HESACOURSE>`
					`<HESACOURSEID>C1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<TEACHUKPRN>B</TEACHUKPRN>`
					`</HESACOURSE>`
					`<HESACOURSE>`
					`<HESACOURSEID>C1</HESACOURSEID>`
					`<HESAYEAR>2011</HESAYEAR>`
					`<TEACHUKPRN>C</TEACHUKPRN>`
					`</HESACOURSE>`

Which data is included in the data aggregations at Unistats reporting level?

In compiling subject based statistics for student, NSS and DLHE data in the relevant* year:

- Students registered with institution A who are not taught for more than 50% of the year at another teaching institution B, are automatically included in the reporting figures for institution A.
- Students, who are taught more than 50% at a franchise partner but no UKPRN is given, are automatically included in the reporting figures for the registering institution.
- Students registered with institution A, who are taught more than 50% of the year at teaching institution B, are not routinely included in the reporting figures for institution A. These students will be included in the aggregations for institution A if the UKPRN for institution B is returned in either HESACourse.TEACHUKPRN or ILRAims.TEACHUKPRN as part of a KISCourse containing multiple different TEACHUKPRN.
- Students registered with institution A, who are taught more than 50% of the year at teaching institution B, will only be included in the aggregations for institution B if:
  - Institution B is making a KIS return and the UKPRN for institution A is returned in the OTHERINST field. Note the students will only be included if the UKPRN for institution B has been returned in the TINST field on its HESA Student record.
  - Institution B does not make a KIS return (that is they are wholly franchised from A). In this case institution A must return the KIS data on behalf of institution B. All students franchised to institution B for more than 50% of the year are included in the aggregations for institution B.
- Where students study at more than one institution as part of the course then students on those courses will be included in the aggregations for the registering institution.

Where one institution is returning a KIS for an institution whose whole provision is franchised out from it, the data for all students who are franchised out to that institution for more than half of their time in the relevant* year, will be included.

* In this context the relevant year is the year to which the statistic relates e.g. the penultimate year for the NSS and the final year for the DLHE.