

Circular Number: FE 06/26

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FE Coding Guidance: Space FTE

Target Audience:

- Principals of Further Education
- FE College MIS
- FE Capital Projects

Summary of Contents:

The purpose of this circular is to provide guidance on the coding and configuration requirements to support FE Estates reporting on Space FTEs derived from the Consolidated Data Return (CDR).

Colleges are asked to bring this guidance to the attention of all staff responsible for maintaining and recording data on the Learner Management System (LMS).

Enquiries:

Any enquiries about the contents of this circular should be addressed to:

Further Education Sector Performance
Department for the Economy
Adelaide House
39-49 Adelaide Street Belfast
BT2 8FD

Related Documents:
Superseded Documents:

Expiry Date: **This circular will remain in effect until otherwise notified by the Department.**

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INTRODUCTION

- 1.1 This guidance sets out the definition, rule logic and LMS configuration requirements to support the consistent calculation of Space FTEs from the CDR for use by FE Estates.
- 1.2 It applies to the derived CDR field: SPACE_FTE (Space FTE)

DEFINITION AND RULE LOGIC

- 1.3 Space FTE is a derived measure used to calculate Spatial FTEs for use by FE Estates.
- 1.4 The measure is based on planned hours for eligible enrolments delivered at main campus locations.
- 1.5 An enrolment contributes to Space FTE only when:
 - The enrolment is associated with a location that the college has designated as a main campus via the 'Include in Space FTE' flag, and
 - The enrolment has an eligible attendance mode, as interpreted through the corresponding mode of delivery (Full-time, Part-time Day or Additionality), in accordance with this guidance.
- 1.6 For enrolments meeting these conditions, Space FTE is calculated as ***planned hours*** divided by 693.

GUIDANCE – IMPLEMENTATION

Completion of GEOLOCN_CODE (study location/campus)

- 1.7 The CDR field GEOLOCN_CODE (GeoLocation Code) identifies the college's internal code for the study location/campus associated with an enrolment and should be applied consistently within a college.
- 1.8 Colleges must record the actual delivery location for each enrolment,

including off-site/non-college-based activity, rather than recording the main campus location that the off-site provision is “attached” to. Accurate completion is essential to support Spatial FTE and Estates reporting.

Main campus designation (Include in Space FTE flag)

- 1.9 Space FTE uses the ‘Include in Space FTE’ flag held against the location reference data that underpins GEOLOCN_CODE to identify which locations are treated as main campuses for Spatial FTE reporting.
- 1.10 For the purposes of Spatial FTE reporting, main campus locations are intended to represent owned accommodation forming part of the college’s core estate. Rented or leased accommodation should not be designated as a main campus for Space FTE purposes.
- 1.11 Colleges must ensure that:
 - All main campus locations that contribute to Spatial FTE reporting are flagged ‘Include in Space FTE’ = ‘Y’.
 - The default for non-main campus locations remains ‘N’, with ‘Y’ applied only where the location is intended to be included in Spatial FTE calculations.
- 1.12 Any changes to study location, delivery arrangements, or campus structures, including the introduction of new main campuses or reclassification of sites, must be reflected in the LMS at the time the change occurs.
- 1.13 Where such changes have wider estates implications, colleges should ensure appropriate engagement with the Department.
- 1.14 Colleges are asked to ensure that the changes set out in this guidance are brought to the attention of all staff maintaining and recording data on the Learner Management System (LMS) and that the necessary changes are made to the system.

DEPENDENCIES

1.15 Space FTE is a derived CDR field and is dependent on the accurate completion and configuration of a number of underlying CDR fields and reference data items.

Location dependency

1.16 Space FTE is derived only for enrolments associated with a study location (CDR field: GEOLOCN_CODE) that has been designated as a main campus by the college via the 'Include in Space FTE' flag held against the underlying location reference data.

Attendance mode dependency

1.17 Space FTE derivation is dependent on the mode of attendance associated with an enrolment, as interpreted through the corresponding mode of delivery attribute.

1.18 Only enrolments with an eligible Mode of Delivery (CDR output field: MODE_OF_DELIVERY), as defined for Space FTE purposes, contribute to Space FTE, subject to meeting the other eligibility conditions set out in this guidance (Full-time (FT), Part-time Day (PTD) or Additionality (ADD)).

1.19 Where an enrolment-level mode of attendance (CDR field: STUDENT_MOA) is not present, the mode of attendance of the associated course session (CDR field: COURSE_MOA) is used.

Planned hours dependency

1.20 Space FTE is dependent on the accurate completion of CDR field: TOTAL_HRS (planned course hours), which is used directly in the Space FTE calculation.

1.21 Colleges should ensure that the underlying source fields and reference data that support these dependencies are maintained correctly so that

Space FTE is derived accurately and consistently.

VALIDATION AND AUDIT

- 1.22 Colleges are responsible for ensuring that the coding guidance is implemented in full and ensuring any changes throughout the academic year are reflected in the data.