KEY INFORMATION SET (KIS) PROCEDURE
Issue 1
DRAFT

Introduction

The Higher Education Statistics Agency (HESA) require an annual data return with a deadline of mid- July from all providers of undergraduate programmes. This data return is the Key Information Set (KIS) and is a standard set of information for each undergraduate programme designed to inform potential students and their families and facilitate choice in their higher education programme and institution choice. The KIS information includes nationally available information such as the National Student Survey and the Destinations of Leavers in Higher Education survey data. This data already resides with HESA and is added to an institution's KIS return to provide the completed data set.

Once verified the KIS data is presented on the Unistats website and enables a comparison of similar programmes across higher education providers for programme enrolment in the following academic year. That is data uploaded in July is made available in September for university application for the following September. The Unistats data provides a back link to the institution's programme webpage which presents 9 elements of the programme KIS data in a rotating 'widget'.

The requirements for the KIS data return are specified on the HESA website - https://www.hesa.ac.uk/index.php?option=com_studrec&Itemid=232&mnl=15061

The Unistats website provides an undergraduate programme comparison - https://unistats.direct.gov.uk/

It should be noted that KIS data residing with HESA in any year must be kept up to date and accurate by the institution during the year. So that in addition to the annual upload of the institution's complete undergraduate portfolio of programmes in mid-July, any changes to existing programmes or the addition of new programmes for the coming academic year (which will be promoted on the institutions website) must have a corresponding KIS data upload to the HESA portal.

It is essential that each undergraduate programme on an institution's website must have the corresponding KIS data and webpage widget in place at all times. HESA and the Higher Education Funding Council for England (HEFCE) will audit institution's webpages to ensure compliance and will carry out visits each year on selected institutions to monitor systems for KIS data compilation, verification, submission and maintenance.

Aims

The prime purpose of this procedure is to ensure that the annual requirement for HESA KIS data submission and the maintenance of data accuracy is met within a consistent, accurate and auditable framework with clearly identified responsibilities.

Stating the process of KIS data compilation and uploading in the form of a procedure will ensure transparency of approach and consistency of the methodology. It will also enable a meaningful review of the effectiveness of the methods and the identification of enhancements to the process when required.

Responsibilities

The Director of Quality Systems is responsible for:
- Monitoring the changes to the HESA KIS data requirements each year and ensuring the UCB data set creation and uploading is in line with the HESA guidance.
- Verifying the accuracy of the data upload.
- Ensuring in-year KIS data uploads are identified, created, verified and uploaded as necessary to maintain the accuracy of the published KIS data set.

The Assessment and External Examination Officer is responsible for the creation of the first draft of the teaching, learning and assessment data for each undergraduate programme (in-line with HESA guidance) before verification by the Director of Quality Systems.

The Information Services Manager will ensure the validation checking and uploading of the verified KIS data set in conjunction with the Director of Quality Systems.

The Web Content and Social Media Officer is responsible for ensuring that each required undergraduate programme on the UCB website has a Widget in place linking it to the Unistats KIS data upload.

The Vice Chancellor & Principal is responsible for the signing off of each KIS data upload as required by HESA.

Procedure

1. The Director of Quality Systems will discuss the changes to KIS data requirements and the timeline for data creation and submission in the spring of each year with the Assessment and External Examination Officer.

2. A list of undergraduate programmes to be advertised from September for enrolment in the following September will be requested from the Admissions Unit and verified with the Marketing Unit.

3. The Assessment and External Examination Officer will check and amend where necessary the teaching and placement proportions, and assessment categorisation and weightings on all years of all eligible undergraduate programmes on the list for enrolment in the following year. This will be recorded on a spreadsheet pro-forma for each programme year and located in the shared electronic KIS folder under the new academic year of compilation. Note that continuing programmes will be checked and amended where necessary as annual module review may result in changes to assessment and changes to non-credit bearing scheduled teaching sessions are common each year. Once completed this data will be verified by the Director of Quality Systems.

4. The Director of Quality Systems will check and amend as necessary the remaining KIS data such as the tuition and accommodation fees, programme accreditation and other supplementary information. Once completed this data will be verified by the Information Services Manager.

5. For new pre-validation programmes, existing module data will be used where the new programme uses modules from other programmes. For proposed new modules the data will be estimated as will option module choice. Liaison with the Deans of School will be necessary to ensure that estimated data is realistic and as accurate as possible.

6. The Information Services Manager will liaise with the Web Content and Social Media Officer to ensure the correct website URLs are identified for each KIS programme data set.

7. Once completed and verified the KIS data is forwarded to the Information Services Manager for electronic validation and upload to the HESA portal before the HESA deadline. The Vice Chancellor & Principal will sign off the data submission as required by HESA.

8. On submission of the KIS data to the HESA portal, The Information Services Manager will inform the Web Content and Social Media Officer who will ensure all undergraduate programme widgets are in place on the UCB website.

9. Records relating to the process of KIS submission and review will be held by the Curriculum and Quality Development Unit.

Maintenance of KIS data accuracy

10. At times during the year the Curriculum and Quality Unit will identify programmes where changes have been made either through revalidation or module validation approvals which will impact on the submitted KIS data. The Director of Quality Systems will arrange for an updated data set to be uploaded to the HESA portal to ensure the ongoing accuracy of the published KIS data.

11. There are occasions when programmes are subject to a strategic decision to withdraw them from the website as they are being discontinued or suspended, as a result of Periodic Review or the decision of the Validation and Approvals Committee for example. In these cases the Director of Quality Systems will liaise with the Information Services Manager and the Web Content and Social Media Officer to ensure that the programme and widget is removed from the website and also that an upload is made to the HES portal to remove the programme from the Unistats website.

…………………………….