HESA FSR with HE-BCI Survey Collection 2008/09

Guidance for HE-BCI Survey Part A (Questions and options)

Version 1.3 Produced 2009-11-27

Introduction

This guidance details each question and set of options included in the HE-BCI Survey Part A questionnaire.

For ease of reference these questions/options are grouped under the following sections:

Strategy

Infrastructure

Intellectual property

Social, community, cultural

Regeneration

Education and Continuing Professional Development (CPD)

Strategy

Q1. In which areas do you see your HEI as a whole making the greatest contribution to economic development? (Tick three)

Access to education

Graduate retention in local region

Technology transfer

Supporting small and medium size enterprises

Attracting inward investment to region

Research collaboration with industry

Attracting non-local students to the region

Support for community development

Developing local partnerships

Management development

Meeting regional skills needs

Meeting national skills needs

Spin-off activity

Q2. Which of these Standard Industrial Classification (SIC) sectors does your HEI work with? (Tick all that apply)

Agriculture, forestry and fishing

Mining and quarrying

Manufacturing

Electricity, gas, steam and air conditioning supply

Water supply, sewerage, waste management and remediation activities

Construction

Wholesale and retail trade; repair of motor vehicles and motorcycles

Transport and storage

Accommodation and food service activities

Information and communication

Financial and insurance activities

Real estate activities

Professional, scientific and technical activities

Administrative and support service activities

Public administration and defence; compulsory social security

Education

Human health and social work activities

Arts, entertainment and recreation

Other service activities

Activities of households as employers; undifferentiated goods - and services - producing activities of households for own use

Activities of extraterritorial organisations and bodies

Q3. Please indicate how the sectors identified in Q2 were determined. (Tick all that apply)

The HEI is a specialist institution focused on sector-specific areas

The HEI took its cue from priorities in RDA regional strategies

Response to demand from companies in these sectors

The HEI identified important business clusters in its region

These sectors had best fit with the HEI's strategy

The HEI focused on a 'gap in the market' left by other HEIs

Other - please specify

Q4. Please rank the following partners/clients in your HEI's third stream strategic priorities/aims from 1-4 (where 1 is the highest) in terms of benefits ultimately delivered. Enter 0 (zero) if the option is not applicable to your HEI.

Commercial private business

Non-commercial social, community and cultural organisations

Public sector (commercial and non-commercial)

Other

Q5. Please tick which Sector Skills Councils (SSCs), if any, your HEI engages with as part of its Business and Community strategy. (Tick all that apply)

Asset Skills

Cogent

Construction Skills

Creative & Cultural Skills

e-skills UK

Energy & Utility Skills

Financial Services Skills Council

GoSkills

Government Skills

IMI

Improve Ltd

Lantra

Lifelong Learning UK

People 1st

Proskills

Semta

Skillfast-UK

SkillsActive

Skills for Care and Development

Skillset

Skills for Health

Skills for Justice

Skills for Logistics

Skillsmart Retail

SummitSkills

None of the above

Other (please specify)

Q6. Which of the following areas is of greatest priority in your HEI's mission? (Select one only)

RDA area

Local authority area

Locality

Area defined by the HEI

Q7a. Does your HEI have a strategic plan for business support? (Select one only)

1. No strategic plan in place

2. Between 1 and 3

3. Strategic plan developed and only partially implemented

4. Between 3 and 5

5. Strategic plan developed as a result of an inclusive process across the whole HEI

Q7b. Does your HEI have a strategic plan for public and community engagement? (Select one only)

1. No strategic plan in place

2. Between 1 and 3

3. Strategic plan developed and only partially implemented

4. Between 3 and 5

5. Strategic plan developed as a result of an inclusive process across the whole HEI

Q8. How would you rate the level of incentives for staff at your HEI to engage with Business and the Community? (Select one only)

1. Barriers outweigh any incentives offered

2. Between 1 and 3

3. Some incentives in place, but with some barriers remaining

4. Between 3 and 5

5. Strong incentives in place

Infrastructure

Q9. How many members of staff at your HEI (full-time equivalent) are employed in a dedicated Business and Community (Third Stream) function? Enter 0 (zero) if the option is not applicable to your HEI.

Engaging with commercial partners

Engaging with public sector partners

Engaging with social, community and cultural partners

Q10. Does your HEI have an in-house capability to seek out licensing opportunities for all its forms of IP (patents, copyrights, designs and trademarks), or does it use an external agency? (Select one only)

Yes, in-house capability

Yes, external agency

Yes, in-house capability and external agency

No action taken

Q11. Does your HEI have a central dedicated unit which provides the following? (Tick all that apply)

An enquiry point for SMEs

Assistance to SMEs in specifying their needs

A required contracting system for all staff business and community interaction activities

Indemnity insurance for staff

None of the above

Q12. Does your HEI have any subsidiary companies or distinct departments of the organisations responsible for Business and Community interactions and what are they? (Select one only)

No

Yes, exploitation company

Yes, internal department

Yes, both

Q13. If applicable, when was the external company or department from Q12 established (DD/MM/YYYY)?

Q14. Please provide the following information concerning the Business and Community representation on your governing body or equivalent.

Total number of members on governing body

Number that are from commercial business

Number that are from social, community and cultural groups

Number from public sector organisations

Q15. Estimate the percentage of your HEI's academic staff (excluding the dedicated third stream staff returned under Q9 Infrastructure) who between 1 August 2008 and 31 July 2009 have directly provided services to:

Social, community and cultural partners

Commercial partners/clients

Public sector partners/clients

Q16. Please compare the level of engagement of your HEI's staff (between 1 August 2008 and 31 July 2009) in directly providing services to: (Please select a level of engagement for each row)

Social, community and cultural partners

Commercial partners/clients

Public sector partners/clients

Intellectual property

Q17. Does your HEI exert ownership over intellectual property by any of the following? (Tick all that apply)

HEI files IPR in house (including HEI shared/collaborative action)

HEI outsources filing on IPR (to a non-HE organisation)

HEI takes other IP protection action

Not applicable

Q18. Is there a requirement within the HEI to report or disclose (internally) the creation of the following types of intellectual property to the disclosure (external relations etc.) company or department? (Select one response for each row)

Inventions

Computer software or databases

Literary or artistic works (e.g. copyright)

Educational software and multimedia

Industrial designs

Trademarks

Integrated circuit topographies

New plant or animal varieties

Other

Q19. Are staff as individuals rewarded by the HEI, financially or by other means, for the intellectual property that they generate? (Select one)

Yes

No

Q20. If reward arrangements have changed since last year, please give a brief description of the new arrangement below.

Q21a. Does the HEI offer support for spin-offs through the following mechanisms, either provided by the HEI or in collaboration with a partner organisation (e.g. IP Group, Imperial Innovations, Biofusion)? (Select one response for each row)

On-campus incubators

Other incubators in the locality

Science park accommodation

Entrepreneurship training

Seed corn investment

Venture capital

Business advice

Q21b. Does the HEI offer support for start-ups through the following mechanisms, either provided by the HEI or in collaboration with a partner organisation (e.g. IP Group, Imperial Innovations, Biofusion)? (Select one response for each row)

On-campus incubators

Other incubators in the locality

Science park accommodation

Entrepreneurship training

Seed corn investment

Venture capital

Business advice

Social, community, cultural

Q22. What, if applicable (i.e. written into staff regulations or institutional policy for external engagement), is the maximum number of days per year a member of staff is permitted to devote to providing expertise and/or services for social and community groups, civic authorities, broadcast media and cultural events?

Q23. Please identify any social, community and cultural engagement activities which are carried out in your HEI and are not covered in this survey.

Q24. What indicators (not covered in this survey) can you propose for measuring the impact of social, community and cultural engagement activities?

Q25. Which public sector areas (in terms of ultimate impact/benefit) do you engage with most in your third stream activities? Rank the options 1-5 (where 1 is the highest). Enter 0 (zero) if the option is not applicable to your HEI.

NHS and Health Authorities

Education

Transport authorities (public service)

Civic security authorities

Other

Q26. Please specify any 'other' public sector areas ranked in Question 25.

Regeneration

Q27. If engaged in regeneration programmes, which roles, if any, do funding from regeneration programmes play for the HEI? (Tick the three most important roles only)

Additional funds for teaching, training

Additional funds for research

Enabling capital projects - new building/accommodation

Acquiring research equipment (used also by external partners)

Building strategic links with local external partners

Fulfilling regional mission through new services to external partners

Facilitating partnerships

Enhancing knowledge of labour market needs

Enhancing redesign of curriculum

Facilitating community development

None of the above

Other - please specify

Q28. Which of the following statements best describes your partnership arrangements with local and regional bodies? (Select one only)

1. No engagement with community regeneration schemes, apart from individual efforts

2. Between 1 and 3

3. Some representation of the HEI on local partnerships at senior management level, but with limited implementation capability

4. Between 3 and 5

5. Active and creative engagement with community programmes, with the HEI taking a leadership position and applying a wide variety of resources

Education and Continuing Professional Development (CPD)

Q29. Does your HEI provide the following courses? (Tick all that apply)

Distance learning (online course content)

Continuous work-based learning

Short bespoke courses for business on campus

Short bespoke courses at business premises

Extra-mural courses for the public

None of the above

Q30. How are student business placements organised? (Tick all that apply)

None are currently arranged

Via a central placement department

Individual school or department

Via careers service

Via student union

Ad hoc between students and businesses

Other - please specify

Q31. To what extent is the HEI involved in the development and implementation of regional economic strategies in terms of the provision of expertise and data and the involvement of senior HE staff in regional partnerships? (Select one only)

1. Passive response to skills strategies

2. Between 1 and 3

3. Some engagement

4. Between 3 and 5

5. Pro-active engagement

Q32. To what extent does the HEI monitor skills needs and sectoral change through labour market intelligence (LMI), and take this into account in planning provision? (Select one only)

1. No monitoring

2. Between 1 and 3

3. Moderate responsiveness

4. Between 3 and 5

5. Sophisticated monitoring

Q33. To what extent are employers actively involved in the development of content and regular reviewing of the curriculum? (Select one only)

1. No active involvement

2. Between 1 and 3

3. Moderate active involvement

4. Between 3 and 5

5. Active involvement