

Dear.....

Every year we ask all those who have recently completed a course here to take part in a survey to find out what happens to them after they leave *university/college*. We were interested in any work and/or further study you will be doing on 12 January 2016. We have not yet heard from you.

Please click on this link..... to complete a questionnaire now..... (*You will need your student reference number, which is on the top of this email.....*). It should only take a few minutes to complete - most of the questions just require you to select a box with your answer. Once you have finished make sure that you have submitted your completed questionnaire by following the instructions. You can fill in the questionnaire on-line at any time from now until 7 March, but remember that 12 January is the date we are interested in so that we can compare everyone's information.

If you need assistance in completing the questionnaire, or need access to it in an alternative format, please contact us at.....

We've included some more details about how the survey works and what will happen to the information you provide *below/in the attached file/by clicking this link.....*

Although you have now completed your course, the *careers service* is still available to help you with any career-related issues you have. If you would like any help with your career plans, please get in touch with us at.....

Yours.....

## About the survey

The survey we are asking you to take part in is a national survey of everyone who has recently qualified from any university or HE college in the UK. The information you provide will also be very useful to us at *university/college* to advise our current students about the opportunities that might be available to them.

Of those who obtained qualifications across the UK in 2013/14, 79% responded to the survey. Of these, 71% reported that they were working and a further 6% were working and studying. 12% were undertaking further study only. 6% of leavers were assumed to be unemployed. More results can be found at <https://www.hesa.ac.uk/sfr217>.

If we haven't heard from you soon, we will contact you again, by phone, so please let us know if you change your address or phone number. If we can't get in touch with you at all, we may try to get information about what you were doing from someone else, either at the *university/college* or someone we can reach using the contact information you have previously provided. If you don't want us to do this, or you don't want to give us any information at all, please tell us. Below are details about what happens to your information after it is sent to us.

A follow-up survey is planned for three years' time so that we can get even more information about the early careers of those with HE qualifications. You might be asked to take part in this follow-up survey as well, which will be carried out by a different organisation. The current survey may also be audited – that is, checked to make sure it has been carried out correctly. If you don't want to take part in the follow-up survey, or to be contacted during an audit, please let us know. You can also let us know that you do not want to take part in the follow-up survey by ticking the box at the end of the questionnaire.

## What happens to your information

<Please insert your higher education provider's own collection notice here and then follow with a link to the HESA collection notice as set out below>

We will send information from this survey to the Higher Education Statistics Agency (HESA). The uses that HESA makes of your survey responses are described in detail at <https://www.hesa.ac.uk/dlhefnp1415>.