

## **Instructions for use of the covering email relating to the Destinations of Leavers from Higher Education record 2016/17 (C16018)**

HESA has provided text for the emails to be used with the electronic versions of the DLHE questionnaire. These are available in both English and Welsh. It is intended that higher education providers (HEPs) should use these as they stand, with only a small number of options:

In one or more places the text refers to the HEP - you will need to substitute the correct descriptor, or the actual name of the HEP.

In paragraph 1 you may wish to add text to the covering email in order to address particular groups of students; e.g. for students who have continued to study at the same HEP:

We are asking everyone, even those who have continued to study at the higher education provider (HEP), what they will be doing on 12 April 2017, so that the information is comparable.

In paragraph 2 you should insert either the web-reference to your own locally-hosted online DLHE questionnaire and also indicate where the student can find their HUSID/Student identifier (i.e. at the top of the email), or the web reference to the centrally-hosted online DLHE survey. If using the centrally-hosted online questionnaire, and using the [access control](#), you will not need to include the student number, as this will be pre-populated. If using the centrally-hosted online questionnaire without the access control, and you wish for a graduate to return their student number, you should indicate where the student can find their HUSID/Student identifier (i.e. at the top of the email).

Paragraph 3 is optional; if you choose to include this sentence about alternative methods of accessing the survey, please refer to the 'Survey accessibility' section of the DLHE Methodology for guidance and insert appropriate text.

In paragraph 4 you should indicate where/how the graduate can access more detail about the survey, and what will happen to the data etc. You may find emailing the entire text provided by HESA is best, or you may wish to attach this information as a separate file. Either way, the graduate must be made aware of this information.

The Data Protection Act 1998 requires data subjects to be informed of what happens to their data within a collection notice. Collection notices about the uses of HESA data are included with the covering emails and are available in both English and Welsh. In addition, a HEP needs to include its own wording about the use it makes of the data. HESA strongly recommends that you compose the wording for this section to protect your own legal position.

The final paragraph refers to the careers service, if this is not the correct description of this function for your HEP you will need to change it. Also HEPs need to add their own description of services available to graduates, as we know that these are very varied.