

# HE-BCI record 2023/24 - General guidance on Table 2: Business and community services - Proposed

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1. Table 2 provides analysis of business and community services, with heads 1 to 3 focusing on the different areas of consultancy, facilities and equipment related services, and courses for business and the community.
2. The definition of an SME is given in the Coverage statement of this record.
3. Income for the use of the HE provider's consultancy services, facilities and equipment, and courses should be returned in this table, rather than income received for capital purchases such as equipment and facilities.

## Head 1: Consultancy

4. Consultancy is defined as the provision of expert advice and work, which while it may involve a high degree of analysis, measurement or testing, is crucially dependent on a high degree of intellectual input from the HE provider to the client (commercial or non-commercial) without the creation of new knowledge.
5. Consultancy may be carried out either by academic staff or by members of staff who are not on academic contracts, such as senior university managers or administrative/support staff. All consultancy activities where there is income to the HE provider should be returned irrespective of staff contract type.
6. Consultancy for other higher education providers based in the UK or overseas to support their core mission of teaching and research should not be included.

### Example 1:

Client: UK funding councils

Project: A survey

Contribution: £50K

Return: In sub-head 1f total value with non-commercial organisations: A survey was developed by a university on behalf of the UK funding councils. The project was managed by a funding council so the funding council paid a university for the service.

### Example 2:

Client: 'A private company' plc

Project: Various. Usually one or more academic staff employed at a fixed rate.

Contribution: Dr. Smith @ £1,000 per day for 10 days

Return: 10K – the full value of the contract may not be returned, as income should be returned only as attributable to activity from the current survey year. Private company (plc) income should be returned as SME or non-SME commercial.

### Example 3:

Client: Various regional SMEs

Project: ERDF-funded

Contribution: Various

Return: In this example HE providers are allowed to return the number of instances of SME assistance through such projects even if the income itself is returned as regeneration ([Table 3](#)). No income should be returned twice although instances where SMEs (or other regeneration beneficiaries) 'match' or 'top-up' funding may be returned as income from those partners rather than under [Table 3](#) which includes further guidance.

**Example 4:**

Client: 'A private company' plc

Project: Three year ongoing consultancy support from individual or various academics.

Contribution: Total £900K over 3 years.

Return: The income as attributable to the academic year when the work was carried out. If the partner organisation has paid for the full three years up-front then returning all the income will suggest higher than actual activity in the first year while the reverse effect would be noted in the following two years.

**Head 2: Facilities and equipment related services – organisations involved and income**

7. Head 2 is designed to capture the use of a HE provider's specialist facilities and equipment by an external party. The provision of these specialist facilities to an external party will have the purpose of supporting their business.
8. The specialist facilities and equipment must be owned and used by the HE provider for the purpose of their core mission of teaching and research.
9. For example, an arts specialist may use their theatre space or studios in their undergraduate teaching provision. An engineering department may use their wind tunnel for fluid dynamics research. Both are specialist facilities in this context and external use of these facilities should be recorded under this head.
10. Conversely, a theatre based on campus, and used solely as a community arts venue, or a conference centre that is used for academic conferences and commercial hire only would not be returnable, as they are neither owned and used for the purpose of their core mission of teaching and research, nor used for KE outside the higher education sector, and should therefore not be recorded under this head.
11. Examples of use which should be returned include:
  - aerospace company use of HE provider's wind tunnel,
  - media company use of digital media suite,
  - community theatre use of stage and studio space.
12. Head 2 should therefore **not** include:
  - use of facilities and/or equipment by another HE provider,
  - simple trading activities, such as the commercial hire of conference facilities that could be obtained from another non-HE provider,
  - academic conferences.

13. In some cases it may not be clear whether the income should be returned in this head or as consultancy. In deciding under which head to return income, consider what the primary output is. For example, if a company has paid for equipment use but the equipment is operated by a HE provider staff member and the output of the engagement is a report analysing the results using a high degree of intellectual input, this is more likely to be consultancy. If the company is simply paying to access the equipment, or the output is raw data with no added analysis, it should be returned under this head.

**Example 1:**

Client: non-SME Aerospace company

Project: Use of wind tunnel

Contribution: £20K

Return: £20K under sub-head 2d non-SME commercial businesses

**Example 2:**

Client: Community theatre

Project: Use of drama department's stage facilities

Contribution: £5K

Return: £5K under sub-head 2f non-commercial organisations

**Example 3:**

Client: Conference

Project: Academic-related

Contribution: N/A

Return: Do not return. Academic conferences should not be included as their impact is not immediately with non-academic partners.

**Example 4:**

Client: Local football team

Project: Use of football pitch. This football pitch is not used by the HE provider for teaching or research.

Contribution: N/A

Return: Do not return. As the HE provider does not use this facility as part of their core mission of teaching and research, this should not be included. (Conversely, if the pitch was used by the HE provider for its core mission of teaching and research - say, the Sports Science department have monitoring equipment installed pitchside for use in study projects – then it can be returned.)

**Head 3: Courses for business and the community - Continuing Professional Development (CPD) courses and Continuing Education (CE) (excluding publicly funded pre-registration courses)**

14. Continuing Professional Development (CPD) courses are defined as:

'Training programmes for learners already in work who are undertaking the course for purposes of professional development/up-skilling/workforce development.' **For the purposes of reporting CPD for HE-BCI, this can include both credit and non-credit bearing courses.**

15. CPD does not relate to undergraduate courses where, for example, the students go on placement.

16. This head should include income from provision of CPD and CE courses relating to:

- Students taking, for example, one credit-bearing module from a formal course (at whatever level of study) without the intention of completing the related qualification at whatever level of study. It makes no difference if the students take more courses the following year even if the purpose of their learning has changed. On the other hand, they should not be included if they are known to be following a traditional education path e.g. doing a part-time course with year after year of modules,
- A short course developed for a specific client or group of clients,
- An externally recognised short course, e.g. *National Examination Board in Occupational Safety and Health (NEBOSH) certificate*,
- An academic programme based in or around work-place practice, designed for a specific employer/sector/external body (e.g. Postgraduate Certificate in Public Library Management or University Certificate in Urban Regeneration),
- Post-qualification CPD activity (e.g. programmes aimed at up-skilling healthcare professionals),
- Career development courses designed to allow employees to attain a new professional status (e.g. healthcare assistants qualifying as nurses, classroom assistants qualifying as teachers etc.),
- Post-qualification training for nurses and teachers etc,
- A post-Foundation degree 'top-up' programme conducted at Level 6,
- A standalone CPD programme that is not 'IPD' (initial professional development).
- Massive Open Online courses (MOOC's) if the course content clearly meets the definition of CPD or CE and is clearly aimed at professionals. Only the learner hours for those who have completed the courses should be recorded.
- Where CPD/ CE is delivered through Massive Open Online Courses (MOOCs) learner hours should be the content delivery hours and considered as equivalent to the 'contact' time for courses delivered in-person.

17. The income from the following provision should **not** be included in the HE-BCI record:

- Pre-qualification courses aimed at novices/school leavers (including initial teacher or nurse education courses),
- Employability/placement activity aimed at full-time students gaining work experience,
- Generic post-graduate training for HE provider's own students (where this is simply academic practice i.e. skills required for an individual's post-graduate research),
- CE activity delivered at below HE level and in more general subjects, because these activities are not supported by third stream income. However, where there is a level of public funding in the project, this could be returned under [Table 3](#), assuming the other criteria of [Table 3](#) are met,

- CPD that is accredited and supported by an OfS teaching grant. Although CPD may include any level of provision, it is the contribution from the employer (or in some cases the individual) that is used as a proxy for the impact of CPD collected through the HE-BCI record,
- Foundation degrees regardless of whether the programme of study constituted continuing professional development, i.e. enhancement beyond the level achieved by an initial programme of study,
- Conference presentations made by members of staff to business, community and/or academic participants
- Degree apprenticeships cannot currently be returned within the HE-BCI record. We are undertaking an investigation, due to conclude in the second half of 2024, of a range of policy issues surrounding degree apprenticeships, including student characteristics, regional availability of apprenticeship provision, and funding arrangements. This investigation will inform our approach to the collection and publication of apprenticeship data.
- When a provider has devised and created CPD content that has been provided to a third party for delivery. Depending on the arrangement with the delivery partner it may be possible to record the income under consultancy or IP income, but delivery should be by the provider to be reported in HE-BCI as CPD.
- Pre-sessional qualifications that are not designed for learners already in work. For example, pre-sessional courses that are academic or language skills courses for pre-registered students should not be included.
- Where CPD and CE may be offered as a package, only the income associated with the tuition or teaching provision may be returned. For example, where a CPD package includes accommodation and travel costs these must be excluded from the reported income.

18. Income should be returned under sub-heads 3a-3d under the organisation which funded the student's place.

**Sub-head 3d: CE and CPD for individuals (£000s)**

19. Individuals approaching the HE provider for continuing education (CE) needs should be included under this sub-head. The focus of this sub-head should be students undertaking CE courses to develop/enhance specific employability or professional skills. Learners returned under CE are not required to be employed (unlike CPD).
20. CE activity delivered below HE level and in more general subjects should not be included where these activities are not supported by third stream income. However, where there is a level of public funding in the project, this could be returned under [Table 3](#), assuming the other criteria of [Table 3](#) are met.
21. Individuals following a course at the wish of their employer, or as a sole trader, should not be included under sub-head 3d but in sub-heads a-c in their employer's category (SME in the case of sole traders).

22. CE courses run by an academic department and/or staff which may feed learners into higher education (level 4 and above) may be included here.

**Sub-head 3f: Total learner days of CPD/CE courses delivered**

23. Contact hours should be calculated using the assumption that one day is equivalent to one person receiving eight hours of teaching/training. For example 10 people attending a one-day course equals 10 person days.
24. The total number of contact hours should include lectures, tutorials, field study and supervised small group study periods.
25. Contact hours do not include individual study periods outside of the class or period of unsupervised practical work. For example a programme of study comprised of 20 one-hour meetings and 20 hours of unsupervised practical work would be returned on sub-head 3f as 20 contact hours multiplied by the number of course participants.

**Example 1:**

Client: Staff at another HE provider

Project: Knowledge Exchange skills

Contribution: £x

Return under Table 2 sub-head 3c CPD for other non-commercial organisations.

**Example 2:**

Client: An individual from the design sector

Project: CAD refresher

Contribution: £x

Return in Table 2 sub-head 3d CE and CPD for individuals as this is likely to be CPD.

**Example 3:**

Client: NHS

Project: Pre-registration Nursing course

Contribution: £x

Do not return as pre-registration training is education not CPD.

**Example 4:**

Client: NHS

Project: Post-registration Nursing CPD

Contribution: £x

Return in Table 2 sub-head 3c CPD for other non-commercial organisations.

**Example 5:**

Client: Mr A. N. Other

Project: Time management module of accredited MBA course. The student is undertaking the module at the request of their employer whose organisation is an SME.

Contribution: £x

Return in Table 2 sub-head 3a (CPD for SMEs). Individuals following a course at the wish of their

employer, or as a sole trader, should be not be included under 3d but in sub-heads a-c in their employers category (SME in the case of sole traders).

**Example 6:**

Client: A member of the public

Project: Archaeology taster course

Contribution: £x

Return in Table 2 sub-head 3d CE and CPD for individuals. For example, a course run by an academic department and/or staff that may feed learners into higher (level 4 and above) education may be included as CE.