

Appendix 2 to HESA Staff Record Circular 07/01

New/revised fields for the Person Table

No.	Name	Abbreviation	Length
	Family name	SURNAME	35

Status

Compulsory.

Valid Entries

' . - / A 35 character alpha code.

Description

The Family Name is usually the surname of the member of staff.

Notes

In cases where the member of staff does not split their name between family and forenames, the whole name should be entered in this field and a '9' entered in the FNAMES field.

Reason Required

To facilitate HESA checking data with institutions and for Statutory Customers to link staff records collected by HESA for statistical purposes.

No.	Name	Abbreviation	Length
	Forenames	FNAMES	35

Status

Compulsory.

Valid Entries

' . - / A 35 character alpha code.

Description

The Forenames field records the forenames of the member of staff

Notes

If the member of staff's forenames are longer than 35 characters, return the first forename and the initials of the others.

In cases where the member of staff does not split their name between family and forenames, the whole name should be entered in the Family name field, and a '9' entered in this field.

Reason Required

To facilitate HESA checking data with institutions and for Statutory Customers to link staff records collected by HESA for statistical purposes.

No.	Name	Abbreviation	Length
	Disability	DISABILITY	02

Status

This field must be completed with a valid code for all staff.

Valid Entries

- 00 No known disability
- 01 Specific learning disability such as dyslexia
- 02 General learning disability such as Down's syndrome
- 03 Social/communication impairment such as Asperger's syndrome / other autistic spectrum disorder
- 04 Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- 05 Mental health condition, such as depression or schizophrenia
- 06 Physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- 07 Deaf or have a serious hearing impairment
- 08 Blind or have a serious visual impairment
- 09 Other
- 99 Question not answered

Description

The Disabled field indicates if the staff member is disabled and the type of disability.

Notes

Disability is recorded on the basis of the staff member's own self-assessment.

Codes 01, 02, 03 are all types of learning disability / difficulty or cognitive impairment:

Reason Required

For monitoring levels and trends in employment in HE by particular groups in order that institutions can meet their obligations under the Disability Equality Duty.

No.	Name	Abbreviation	Length
007	Ethnicity	ETHNIC	02

Status

This field must be completed with a valid code for all staff.

Valid Entries

10 White
14 Irish Traveller
21 Black or Black British - Caribbean
22 Black or Black British - African
29 Other Black background
31 Asian or Asian British - Indian
32 Asian or Asian British - Pakistani
33 Asian or Asian British - Bangladeshi
34 Chinese
39 Other Asian background
41 Mixed - White & Black Caribbean
42 Mixed - White & Black African
43 Mixed - White & Asian
49 Other Mixed background
80 Other Ethnic background
90 Not known
98 Information refused

Description

The Ethnicity field identifies the ethnic origin of the member of staff.

Notes

It is HESA's intention to adopt national classifications where they exist and are appropriate. The use of Census 2001 ethnicity coding is an example of this practice.

The coding frame is that recommended by ONS for UK-wide data collection. However, there is one specific additional category: code 14 'Irish Traveller', which must be used when appropriate by institutions in Northern Ireland. This code should not be used by institutions not in Northern Ireland.

In addition, institutions in Scotland and Northern Ireland do not need to code the detail for those from mixed ethnic backgrounds. Institutions in Scotland and Northern Ireland can code all such students as 49 'Other Mixed background'.

Code '98' Information refused should be used when, and only when, a member of staff has explicitly refused to provide the information. Failure to respond at all to a request for information does not signify an explicit refusal, and such staff should be coded '90' Not Known. It is expected that in any individual institution use will be made of both of these two codes. Where a member of staff indicates their ethnicity as something not included in the coding frame, for example Jewish or Arabic, they should be coded '80' Other Ethnic Background.

Code 90 'Not known' can be used for staff who do not genuinely know their ethnicity, ie staff who are adopted.

Reason Required

For monitoring equal opportunities issues in HE.