Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
1	Record type indicator	RECID	5	Numeric
2	Institution identifier	INSTID	4	Alphanumeric
3	Campus identifier	CAMPID	1	Alphanumeric
4	Staff identifier	STAFFID	13	Numeric
5	Date of birth	BIRTHDTE	10	Date/Alphanumeric
6	Gender	GENDER	1	Alphanumeric
7	Terms of employment	TERMS	1	Numeric
8	Mode of employment	MOE	1	Numeric
9	Primary employment function	PEMPFUN	1	Numeric
10	Percentage time academic	PERACA	5	Numeric
11	Staff FTE	FTE	5	Numeric
12	Primary cost centre	CCENTRE	2	Numeric
13	Nationality	NATION	4	Numeric
14	Ethnicity	ETHNIC	2	Numeric
15	Disabled	DISABLE	1	Numeric
16	Date entered current service in current HEI	DATEHEI	10	Date/Alphanumeric
17	Highest academic qualification	QUALHELD	2	Numeric
18	Academic discipline	ACCDIS	6	Alphanumeric
19	Professional qualification held	PROFQHLD	1	Numeric
20	Active in 1996 Research Assessment Exercise	RESACT1		Numeric
21	Ability to teach through the medium of Welsh	ABLWELSH	1	Numeric
22	Teaching through the medium of Welsh	TCHWLH	1	Numeric
23	Clinical status	CLINSTAT	1	Numeric
24	NHS joint appointments	NHSJOINT	1	Numeric
25	Grade structure	GRADE	2	Numeric
26	Principal source of basic salary	PSOS	2	Numeric
27	Proportion of basic salary charged against general income	PSCAGI	5	Numeric
28	Secondary source of basic salary	SSOS	2	Numeric
29	Salary point	SALPOINT	2	Numeric
30	Current salary at reference date	SALARY	6	Numeric
31	Employment in previous year	EMPPREYR	2	Numeric
32	Date left a HESA returnable appointment	DATELHEI	10	Date/Alphanumeric
33	Destination on leaving	DEST	2	Numeric
34	Senior management post holder	SENPH	1	Alphanumeric
35	Reader	READ	1	Alphanumeric
36	Appointment identifier	APPCONT	1	Alphanumeric

✠ No Flags

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
1	Record type indicator	RECID	5	Numeric

STATUS   Compulsory.

VALID ENTRIES

96011	Combined student/course record.
96012	Student record.
96013	Module record.
96014	Aggregate record of non-credit-bearing courses.
96016	First destination supplement.
96017	Trainee teacher information supplement (Scotland).
96019	HE in FE Colleges.
96021	Staff individualised record.
96022	Staff aggregate record.
96023	Staff load record.
96024	Research output record.
96031	Finance statistics return.
96032	Estate record.
96111	Students on low credit-bearing courses - English and Welsh institutions only (Combined record).
96112	Students on low credit-bearing courses - English and Welsh institutions only (Student record).
96113	Students on low credit-bearing courses - English and Welsh institutions only (Module record).
96211	Reduced FE record - English and Welsh institutions only (Combined record).
96212	Reduced FE record - English and Welsh institutions only (Student record).
96213	Reduced FE record - English and Welsh institutions only (Module record).
96311	Visiting and exchange students (Combined record).
96312	Visiting and Exchange Students (Student Record).
96411	Dormant Students (Combined Record).
96412	Dormant Students (Student Record).
96511	Late return of results information (Combined record).
96512	Late return of results information (Student record).

DESCRIPTION   The Record type indicator is for HESA's internal use to identify the type of record being sent. All returns for the individual staff record for 1996-97 should be coded 96021.

REASON REQUIRED   For HESA's operational purposes.

Field Nr.	Field Description		Field Abbrev'n	Field Length	Field Type
2	Institution identifier		INSTID	4	Alphanumeric

STATUS   Compulsory.

VALID ENTRIES   A list of valid entries for this field may be found in Appendix 1.

DESCRIPTION   The institution identifier of the reporting institution. The institution is identified by two fields, field 2, Institution identifier (a four digit number relating to the institution) and field 3, Campus identifier, a single alphanumeric character. The Campus identifier character 'A' will be designated the default for the whole institution.

EXAMPLE   0053 The University of Central Lancashire

REASON REQUIRED   To provide separate figures for each institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
3	Campus identifier	CAMPID	1	Alphanumeric

STATUS   Compulsory.

VALID ENTRIES   A one character alphanumeric code.

DESCRIPTION   The Campus identifier is the second part of the institution identifier: please also see the description of field 2, Institution identifier.

NOTES   Although this field is compulsory, in the majority of cases, it will default to the generic value 'A' indicating the entire institution. The Funding Councils do not require that different campuses of an institution be separated in the statistical returns. However, HEFCE expect separate campus identifiers for any part of the institution funded separately eg 0151 London University - Senate Institutes.

An institution which wishes separately to identify campuses may do so by using any alphanumeric character except for 'A' in field 3. Institutions which decide so to do are asked to inform Alison Berry at HESA.

It is recognised that because of the flexibility of study patterns adopted by some institutions, it will be impossible to say categorically that some students are assigned to a particular campus. As a general rule of thumb, we suggest that a distinct Campus identifier should not be so allocated if it falls within the same county or L.E.A. boundary.

Codes other than 'A' can be used only where an institution has agreed with HESA distinct valid codes for separate campuses, and a student can be associated with a single site.

For the purposes of this field, a campus is not necessarily a physical site, but may be an administrative location.

REASON REQUIRED   To provide separate figures for each campus.

To facilitate the derivation of geographic patterns of study.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
4	Staff identifier	STAFFID	13	Numeric

STATUS   Compulsory.

VALID ENTRIES   A 13 digit field.

DESCRIPTION   The Staff identifier is a unique number allocated to a staff member when they are first entered onto the staff return and stays with them for the whole of their academic career.

NOTES   This identifier is the key to the whole return as it enables record linking and tracking.

The structure of the HESA staff identifier is as follows :

First 2 digits:
        Year of entry into institution (last 2 digits of calendar year).

Next 4 digits:
        Institution identifier from HESA record (as in field 2, Institution identifier),**PLUS 1000** (e.g. if the institution identifier is 0134, the digits in the staff identifier are 1134).

Next 6 digits:
        6 digit reference number internally allocated by institution.

Last digit:
        Check digit.

HESA does not require staff names. Institutions, however, must keep a record of these to cross-reference to the unique HESA staff identifiers.

Staff with an old 9 digit USR staff number should retain this number, preceding it with 4 zeros. HESA would prefer anyone with an old USR number to keep this under the HESA system to facilitate the tracking of individuals through their HE careers. This includes previous academic-related members of staff who received a USR number. If a member of staff has been out of the sector for a while, but received a USR number, then, if this is easy to trace, the USR number should be used, otherwise it is acceptable to issue a new HESA number. It is acknowledged that there is effort involved in trying to trace employees' identifiers and

suggest it is reasonable to limit tracing identifiers to those who left their own or another institution within the last 5 years. The emphasis is on the need to retain the same staff identifier in future in order to be able track future movements.

Institutions returning multiple contractual appointments for a single member of staff must use the same staff identifier in each record.

If a member of staff has already been allocated a HESA Staff identifier by a previous institution, then the whole of that number should be returned instead of allocating a new number (and, ideally, where a member of staff is employed by two institutions concurrently, then the same staff identifier should be used by both institutions. It is recognised that this may not always be practicable). In order to accomplish this linkage, institutions will need to obtain from the previous academic employer the HESA staff identifier. As the staff record is anonymous, HESA will not be in a position to offer a central look-up service. However, in order to help inter-institution liaison, HESA will circulate staff data stream liaison contact details.

Calculation of Check Digit

The check digit is calculated using the first 12 digits, providing a means of detecting errors of transcription. To calculate the check digit, each of the first 12 digits is multiplied by a "weight" which depends on its position in the number, and the resulting products added. The check digit is then obtained by subtracting the final digit of the resulting sum from ten.

The weights used are :

Digit number	1	2	3	4	5	6
Weight		1	3	7	9	1	3

Digit number	7	8	9	10	11	12
Weight		7	9	1	3	7	9

Note: The check digit calculation method is similar to the USR method, the difference being the extension of the weighting. Due to the fact that the USR number will be returned padded with 0's at the beginning, the check digit however will remain the same in both the HESA and USR systems.

EXAMPLE   A lecturer at Royal Holloway, University of London (for which the HESA Institution identifier is 0141), starting in calendar year 1995 is allocated the internal number 123456. The check digit calculation for their reference number, 951141123456, would be calculated as:

Number	9	5	1	1	4	1
Weight	1	3	7	9	1	3
Product	9	15	7	9	4	3

Number	1	2	3	4	5	6
Weight	7	9	1	3	7	9
Product	7	18	3	12	35	54

The sum of the products is 176, the final digit being 6, so the check digit is 10 - 6 = 4. The full identifier is therefore 9511411234564.

Note: If the final digit of the sum of the products is 0 the check digit would be the final digit after the subtraction i.e. 10 - 0 = 10, check digit is 0.

REASON REQUIRED   To facilitate tracking and the analysis of mobility in the academic workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
5	Date of birth Date/Alphanumeric	BIRTHDTE	10	

STATUS Compulsory.

VALID ENTRIES Valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

DESCRIPTION This field records the date of birth of the staff member.

NOTES It is expected that institutions will be able to give a date of birth, but in the exceptional case that date of birth is not known, a default of 99/99/9999 should be used.

REASON REQUIRED Age profile analysis of staff in HE.

Retirement information.

For purposes of record linkage.

Field Nr.	Field Description		Field Abbrev'n	Field Length	Field Type
6	Gender		GENDER	1	Alphanumeric

STATUS   Compulsory.

VALID ENTRIES   F   Female.
                        M   Male.

REASON REQUIRED   For analysis on the numbers of staff by gender.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
7	Terms of employment	TERMS	1	Numeric

STATUS   Compulsory.

VALID ENTRIES
1   Permanent.
2   Fixed term contract.
3   Hourly paid/casual staff.
9   Other.

DESCRIPTION   The Terms of employment field describes the type of appointment of staff.

NOTES   Rolling fixed term contracts should be coded as 2, fixed-term contract.

Standard open-ended permanent contracts should be coded 1, permanent.

The fact that a member of staff is on probation is not in itself a reason for coding as temporary rather than permanent.

Holders of "multiple contracts", one of which is permanent should be coded as permanent.

"Term-time only" staff on open ended contracts should be coded as 1, permanent.

Term time only staff should be coded as permanent in field 7 'Terms of employment'; full-time in field 8 'Mode of employment' but FTE in field 11 would be an appropriate fraction e.g. 30/52ths.

It is not currently envisaged that code 9 "Other" will be used, but the code is being retained in case it is required.

This field should show the terms of employment at the return date or date of leaving if earlier.

REASON REQUIRED   To monitor the employment terms and conditions of staff.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
8	Mode of employment	MOE	1	Numeric

STATUS Compulsory.

VALID ENTRIES
1	Full time.
2	Part time.
3	Hourly paid/casual staff.
9	Other.

DESCRIPTION This field describes the mode by which the member of staff is employed.

NOTES This field should indicate the normal mode of employment of the member of staff. If a member of staff has held posts involving different modes of employment in the past year, he/she should be given the code applicable at the end of the year. Staff who are absent on leave at 31 July, should be assigned their normal mode of employment.

This field should show the mode of employment at the return date or date of leaving if earlier. Part-time is anything less than full-time. Full-time for part-year should be coded as 1 'Full time'.

Term time only staff who work full-time during the term should be coded as 1 'Full-time'.

Term time only staff should be coded as permanent in field 7 'Terms of employment'; full-time in field 8 'Mode of employment' but FTE in field 11 would be an appropriate fraction e.g. 30/52ths.

Staff coded 3 'Hourly paid/casual staff' in field 7 'Terms of employment' can be coded as 2 'Part-time' in field 8 'Mode of employment'. If institutions are unable to assign casual staff to either the full-time or the part-time category, they should be coded 3. For purposes of analysis, staff coded 3 will be assumed to be part-time.

It is not currently envisaged that code 9 "Other" will be used, but the code is being retained in case it is required.

REASON REQUIRED For calculation of staff numbers by mode of employment.

To allow analysis of trends in employment practice.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
9	Primary employment function	PEMPFUN	1	Numeric

STATUS   Compulsory.

VALID ENTRIES   1   Teaching only.
                    2   Research only.
                    3   Teaching and research.

DESCRIPTION   Indicates the role/categorisation of the staff member within the institution.

NOTES   Code 1 applies only to staff whose contracts state that they are teaching only.

Code 2 should be used for those staff whose primary employment function is research, even though they may do a limited number of hours teaching (up to 6 hours per week or pro-rata for part-time staff).

Managers not contracted to carry out either teaching or research should not be included in the record.

Codes 2 and 3 do not carry any implications in terms of the inclusion of individual members of staff in the Research Assessment Exercises.

This field should show the primary employment function at the return date or date of leaving if earlier. Primary employment function relates to the contract of employment and not the actual work undertaken.

REASON REQUIRED   For HESA classification purposes.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
10	Percentage time academic	PERACA	5	Numeric

STATUS   Compulsory.

VALID ENTRIES A percentage in the range 025.0 to 100.0. Please see the 'Notes of Guidance' for a description of the format.

DESCRIPTION The Percentage time academic indicates the amount of time, expressed as the % time that the member of staff spends participating in an academic role, i.e. teaching or research including the normal administrative duties undertaken by a teacher or researcher, but excluding time devoted to management or other activities which would not normally form part of the role of a teacher or researcher.

NOTES   It is assumed that 'Percentage time academic' will be 100% in most cases. A reduction is expected only for a limited number of staff. Examples might be members of staff with senior management responsibilities at Head of Department level or above and clinical staff with additional NHS duties.

        This is to be a nominal breakdown and should normally be rounded to the nearest 10% (010.0). A single estimated percentage for all Heads of Department would be acceptable. Where the percentage time academic varies over the period an average should be returned.

EXAMPLE   A lecturer who is appointed as a Pro-Vice-Chancellor and who devotes 40% of his/her time to management activity and the remainder to teaching or research, should have 60% (060.0) returned for this field.

        A clinical senior lecturer who devotes 30% of his/her time to NHS activity and the remainder to teaching or research, should have 70% (070.0) returned for this field.

REASON REQUIRED For analysis of academic roles.

        To assist with staff loadings in HEIs.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
11	Staff FTE	FTE	5	Numeric

STATUS　　　　　　Compulsory.

VALID ENTRIES　　A percentage in the range 000.0 to 100.0. Please see the 'Notes of Guidance' for a description of the format.

DESCRIPTION　　　The Staff FTE indicates the percentage of a full time equivalent year being undertaken by this staff member in the course of the full academic/financial year 1 August to 31 July.

NOTES　　　　　　This field relates to the total employment of the individual by the institution, not only the amount of time spent on academic duties.

Part-time staff working half-time for the whole year and full-time staff working for six months of the year only would both be shown as 050.0 in this field. A member of staff working half-time for half of the year would be shown as 025.0. In other words, field 11 is to include part-time and part-year proportions for the individual, including if necessary the product of part-time and part-year work.

This field should show the proportion of FTE for the year according to the contract of employment. This does not need to be reduced to take account of temporary arrangements such as honorary temporary appointments, secondments or maternity leave for a member of staff still eligible for inclusion in the record according to their contract of employment. This field should be reduced, however, to take account of partial years worked by members of staff joining or leaving the record during the reporting period.

Term-time only staff would show a reduction from 100.0 e.g 30/52ths = 058.0.

Term time only staff should be coded as permanent in field 7 'Terms of employment'; full-time in field 8 'Mode of employment' but FTE in field 11 would be an appropriate fraction e.g. 30/52ths.

In any one return year, the information shown in field 11 may result in an academic FTE of less than 25% even though the staff member is eligible for inclusion in the record. Examples are:

1. Staff members previously returned to HESA who have now left. A record is required to provide leaving information.

2. Field 11 may reflect that a member of staff eligible for inclusion in the record only recently took up an appointment.

3. Field 11 may reflect that only a small part of a fixed length contract eligible for inclusion in the record fell within the return year.

REASON REQUIRED   To estimate the total size of the academic workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
12	Primary cost centre	CCENTRE	2	Numeric

STATUS   Compulsory.

VALID ENTRIES   A list of valid entries for this field may be found in Appendix 3.

DESCRIPTION   The Primary cost centre field indicates the primary cost centre under which the member of staff will be included in aggregating staff pay for financial purposes and is taken from the classification of cost centres for all members of staff.

NOTES   Primary cost centre should reflect the classification of departments to cost centres made in response to the "Allocation of Academic Departments to Cost Centres" exercise carried out by the Funding Councils (HEFCE/HEFCW/DENI Ref. Circular 36/94, SHEFC Ref. Circular 67/94.)

It is possible for academic staff to be assigned to non-academic cost centres (51 to 57). Cost Centre 54 "Central Administration and Services" should be used for those members of staff not assigned to academic cost centres and allocated as "other income generating activity" in the "Allocation of Departments to Cost Centres" return.

It is recognised that a few members of staff are appointed to more than one cost centre. In such cases, it will not be possible to show the subsidiary cost centre(s) or the proportion of effort allocated to them.

REASON REQUIRED For analysis of the deployment of academic staff.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
13	Nationality	NATION	4	Numeric

STATUS　　　　　　Compulsory.

VALID ENTRIES　　Valid entries are a 4 digit code which is a valid country code. For UK students, institutions should return the relevant country code for England, Wales, Scotland or Northern Ireland.

A list of valid entries for this field may be found in Appendix 2.

DESCRIPTION　　　The Nationality field defines the country of legal nationality coded using the country codes listed. This is not necessarily the domicile.

NOTES　　　　　　The coding frame for nationality is the same as that used for classifying domicile in other records. However, United Kingdom (code 2826) should be used instead of the codes for England, Wales Scotland and Northern Ireland when coding nationality. Citizens of the Channel Islands (3826) and the Isle of Man (4826) may use these codes when coding their nationality.

Where a member of staff has dual nationality and one of the nationalities is UK, code as UK. Where neither of the nationalities is UK, for coding purposes preference should be given to those nationalities within the European Union.

REASON REQUIRED　To provide information about net inflows of academic staff of other nationalities.

Field Nr.	**Field Description**	**Field Abbrev'n**	**Field Length**	**Field Type**
14	Ethnicity	ETHNIC	2	Numeric

STATUS Compulsory.

VALID ENTRIES
10	White.
21	Black Caribbean.
22	Black African.
29	Black other.
31	Indian.
32	Pakistani.
33	Bangladeshi.
34	Chinese.
39	Asian other.
80	Other.
98	Information refused.

DESCRIPTION The Ethnicity field identifies the ethnic origins of staff.

NOTES The codes listed are those used in the 1991 Census of Population and allow comparative statistics to be calculated.

REASON REQUIRED For monitoring levels and trends by particular groups of people.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
15	Disabled	DISABLE	1	Numeric

STATUS Compulsory.

VALID ENTRIES
1	Not known to be disabled.
2	Disabled but not registered.
3	Registered disabled.
8	Information not provided.

DESCRIPTION The Disabled field indicates if the staff member is disabled.

NOTES **The 1996 Disability Discrimination Act removed the process of registration. Registration as disabled and the employment quota scheme ended 3.12.96, although people registered as disabled on or before 2.12.96 count as such for the next three years. HESA recommends institutions use code 2 'Disabled but not registered' for staff who enter the institution and are disabled, but for whom the concept of registered disabled does not apply. For analysis purposes HESA will combine code 2 'Disabled but not registered' and 3 'Registered disabled'.**

REASON REQUIRED For monitoring levels and trends in employment in HE by particular groups of people.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
16	Date entered current service in current HEI Alphanumeric	DATEHEI	10	Date/

STATUS

Compulsory.

VALID ENTRIES

Valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

DESCRIPTION

The Date entered current service in current HEI records the date at which the member of staff first entered the service of the current HEI in an academic role. For the purposes of this field, the current HEI includes all its predecessor institutions.

NOTES

The reference to 'Predecessor institutions' relates to changes within the reporting institution. For example, former polytechnics and colleges which have gained university status or institutions which have merged to form the existing institution and where staff were automatically transferred from the former employer.

Service in the current HEI implies continuous service, irrespective of the number of sequential contracts which may have been issued. For members of staff on a number of sequential appointments within a return year, the date of commencement of the earliest appointment should be returned and where the member of staff appeared in the previous record then, for the purposes of the return, this field should not be updated.

"Academic role" implies a primary employment function of 'teaching' or 'research' or 'teaching and research'. No distinction is made as to whether this was above or below the record inclusion threshold of 25% FTE.

REASON REQUIRED

To track career histories of staff for employment research and profiling.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
17	Highest academic qualification	QUALHELD	2	Numeric

STATUS   Compulsory.

VALID ENTRIES
11	Doctorate of UK institution.
12	Doctorate (i.e. higher research degree) of EU institution.
21	Other Higher degree of UK institution.
22	Other Higher degree of EU institution.
31	Postgraduate diploma/certificate.
41	First degree of UK institution including Oxbridge MAs, or graduate equivalent status.
42	First degree of EU institution, or graduate equivalent status.
51	Dip HE or Diploma of a Central Institution.
52	Certificate of Education or Diploma in Education (i.e. non-graduate initial teacher training qualification).
53	HND/HNC.
54	Other UK HE academic qualification.
55	Other EU HE qualification.
56	Other Overseas HE qualification.
60	No formal academic qualification.
98	Other.
99	Not known.

DESCRIPTION   The Highest academic qualification is used to indicate the highest academic qualification earned by the member of staff.

NOTES   Honorary degrees and post-doctorate degrees are to be excluded.

If a member of staff has more than one of the above academic qualifications, institutions may use their own discretion to determine which qualification is the "highest". For example, some of the qualifications classified under code 56 'Other overseas HE qualification' could be considered "higher" than those classified under code 21 'Other higher degree of UK institution'.

It is recognised that for some staff, a professional qualification, if held, may be more important, up-to-date or relevant than their academic qualification. Field 19 will record if a member of staff holds a professional qualification.

If field 17 'Highest academic qualification' is coded either 60 'No formal academic qualification' or 99 'Not known', then field 18 should be left blank.

Code 60 reads 'No formal academic qualification'. For analysis purposes codes 54, 55 and 56 will be interpreted as any other HE academic qualification and code 98 'Other' as any other non HE academic qualification e.g. 'A' levels.

REASON REQUIRED   To provide data about the qualifications of the HE workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
18	Academic discipline	ACCDIS	6	Alphanumeric

STATUS Compulsory, unless code 60 or 99 returned in Field 17, in which case it should be blank..

VALID ENTRIES Please refer to the HESACODE classification of academic subjects.

DESCRIPTION The Academic discipline records the discipline of the highest academic qualification of the member of staff, indicated by field 17, Highest academic qualification earned.

NOTES The code registered here is the academic discipline relating to that staff member's academic qualification, not necessarily the academic subject in which that staff member is currently teaching or researching.

If field 17 'Highest academic qualification' is coded either 60 'No formal HE academic qualification' or 99 'Not known', then field 18 should be left blank.

Teacher training qualifications should be given an X1 prefix and then coded according to the subject(s) that the member of staff is qualified to teach e.g. X1F1 (Teacher training with Chemistry). Teacher training qualifications at primary level should be coded X1X3.

Although the field allows for upto 6 characters, institutions may in 1995-96 return the academic discipline at the 2 character level only. If the field content is below six characters, the field should be left justified, with trailing spaces.

REASON REQUIRED To provide data about the development of staff qualified in particular subject areas.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
19	Professional qualification held	PROFQHLD	1	Numeric

STATUS   Compulsory.

VALID ENTRIES
1   No Professional qualification held.
2   Professional qualification held.
9   Not known.

DESCRIPTION   The Professional qualification held indicates if the member of staff holds any professional qualifications.

NOTES   It is inevitable that the term 'professional qualification' will be open-ended - no organisation has yet managed to compile a complete compendium of such qualifications.

It is recognised that for some staff, a professional qualification, if held, may be more important, up-to-date or relevant than their academic qualification.

Institutions are asked to decide for themselves whether the qualifications of a staff member are "professional". Note that 'membership' of some professional institutions or bodies does not necessarily constitute a professional qualification, but this does not imply that institutions should exclude professional qualifications awarded by peer assessment rather than examination. This field is supplementary to field 17, Highest academic qualification.

The same qualification may be regarded as both an academic and a professional qualification where the academic qualification entitles the holder to practice in a particular profession. For example, staff holding an MB ChB and qualified to practice medicine (i.e. registered with the General Medical Council) should be coded as having a first degree in field 17 and a professional qualification in field 19. Staff holding a PGCE with QTS (or registered as a school teacher with the General Teaching Council for Scotland) should be coded as having a postgraduate diploma/certificate in field 17 and a professional qualification in field 19.

REASON REQUIRED   To provide data about the qualifications of the HE academic workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
20	Active in 1996 Research Assessment Exercise	RESACT	1	Numeric

STATUS　　　　　　Compulsory.

VALID ENTRIES

1　　Research active (and returned by the reporting institution) in 1996 RAE.

2　　Employed by the reporting institution and not active in 1996 RAE.

3　　Not employed by the reporting institution at time of the 1996 RAE, but known to have been returned as an 'active researcher' then.

4　　Not employed by the reporting institution at the time of the 1996 RAE, but known NOT to have been returned as an 'active researcher' then.

5　　Not employed by the reporting institution at the time of the 1996 RAE, and not known whether or not this member of staff was returned as an 'active researcher' then.

9　　Not known.

DESCRIPTION　　Active in 1996 Research Assessment Exercise indicates the state of the staff member's research activities in the most recent Research Assessment Exercise (RAE) which took place in 1996.

NOTES　　　　　Institutions do NOT need to seek information from previous employers about the involvement of a member of staff in the most recent RAE.

Codes 1 and 3 should only include staff who were directly named as active researchers in the 1996 RAE. Individuals who were quantified (for example, as Research Assistants) but who were not individually named should not be included.

The Individualised Staff Record will NOT form the database for the Research Assessment Exercise 1996. The RAE is to be run jointly by the Funding Councils and DENI for the whole of the UK sector as a separate data collection exercise. Staff should be included in the RAE according to the RAE coverage instructions and not by reference to inclusion or otherwise in the HESA Individualised Staff Record. Enquiries concerning the RAE should be addressed to the appropriate Funding Council and not to HESA.

Code 4 should be used for those members of staff who were not employed in higher education at the time of the 1996 RAE.

REASON REQUIRED   To monitor the change in research staff and their research activities.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
21	Ability to teach through the medium of Welsh	ABLWELSH	1	Numeric

STATUS   Compulsory for all institutions in Wales.

VALID ENTRIES

1	Able to teach through the medium of Welsh.
2	Not able to teach through the medium of Welsh.
9	Information not yet sought.

DESCRIPTION   The Ability to teach through the medium of Welsh field will be used to indicate the proportion of staff that are able to teach through the medium of Welsh.

NOTES   Institutions should refer to the HEFCW for any guidance about the completion of this field.

Welsh institutions at present not collecting this data are required to complete this field in 1996-97 (using code 9).

This field should be left blank for institutions in England, Scotland or Northern Ireland.

REASON REQUIRED   To monitor the level of potential provision available through the medium of Welsh.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
22	Teaching through the medium of Welsh	TCHWLH	1	Numeric

STATUS **Optional** for all institutions in Wales.

VALID ENTRIES
1   Teaching through the medium of Welsh.
2   Not teaching through the medium of Welsh.
9   Information not yet sought.

DESCRIPTION The Teaching through the medium of Welsh field will be used to indicate the proportion of staff that are teaching through the medium of Welsh.

NOTES Institutions should refer to the HEFCW for any guidance about the completion of this field.

This field should be left blank for institutions in England, Scotland or Northern Ireland.

**This status of this field becomes 'Optional for all institutions in Wales'. This field must
not be completed by institutions in England, Scotland or Northern Ireland.**

REASON REQUIRED To monitor the level of provision available in the medium of Welsh.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
23	Clinical status	CLINSTAT	1	Numeric

STATUS   Compulsory.

VALID ENTRIES

1   Staff not on clinical rates (and not medically qualified).

2   Staff not on clinical rates (although medically qualified).

3   Staff on clinical rates not holding honorary contracts with the NHS.

4   Staff on clinical rates holding honorary contracts with the NHS.

DESCRIPTION   The Clinical status field indicates the clinical/non-clinical status of the member of staff.

NOTES   The term 'medically qualified' relates only to doctors and dentists and not to qualified nurses.

'Clinical rates' does not include pre-clinical rates.

Institutions with no teaching in subject areas A3 'Clinical Medicine' and A4 'Clinical Dentistry' and with no Cost Centres 01 'Clinical Medicine' or 02 'Clinical Dentistry' may use code 1 as a default for all staff.

REASON REQUIRED   For the development of curriculum and joint working plans for delivery of undergraduate medical/dental education with health authorities and trusts.

For assisting with staff loadings in HEIs with Medical/Dental schools.

For linking with the finance record.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
24	NHS joint appointments	NHSJOINT	1	Numeric

STATUS   Compulsory.

VALID ENTRIES
1   Not an NHS joint appointment.
2   NHS joint appointment (A + B appointment).

DESCRIPTION   The NHS joint appointments field indicates if a staff member is appointed under the A + B arrangements.

NOTES   It should be noted that arrangements with schools of nursing should be excluded.

Institutional/NHS joint appointments, usually referred to by the term A+B appointments, are where the member of staff holds two contracts of employment: one as a part-time senior lecturer with the HE institution, and one as a part-time consultant with an NHS authority. If one contract ends, the other automatically fails. The two appointments together usually constitute full-time employment. Code 2 'NHS joint appointment (A + B appointment)' is limited therefore to members of staff holding two such contracts. The main point for the Staff Return is that such staff are part-time employees. NHS consultant appointments do not fall within the scope of the return and institutions should show only the part-time institutional appointment.

Code 1 'Not an NHS joint appointment' should be used for all other staff. This will include those members of the institution's staff holding honorary consultant contracts. The fact that some of these appointments may be financed wholly or partly from NHS funds does not make them 'joint appointments'.

REASON REQUIRED   For the development of curriculum and joint working plans for delivery of undergraduate medical/dental education with health authorities and trusts.

For linking with the finance record.

Field Nr.	**Field Description**	**Field Abbrev'n**	**Field Length**	**Field Type**
25	Grade structure	GRADE	2	Numeric

STATUS   Compulsory.

VALID ENTRIES
01	Lecturer (PCEF scale).
02	Senior lecturer (PCEF scale).
03	Principal lecturer (PCEF scale).
04	Head of department (PCEF scale).
05	Researcher A (PCEF scale).
06	Researcher B (PCEF scale).
29	Other PCEF.
31	Lecturer A (UAP scale).
32	Lecturer B (UAP scale).
33	Senior lecturer (UAP scale).
34	Professor (UAP minimum).
35	Research grade IB (UAP scale).
36	Research grade IA (UAP scale).
37	Research grade II (UAP scale).
38	Research grade III (UAP scale).
39	Research grade IV (UAP scale).
40	Clinical lecturer.
41	Clinical senior lecturer.
42	Clinical professor.
59	Other UAP.
61	Lecturer (CSCFC scale).
62	Senior lecturer (CSCFC scale).
63	Professor/Head of Department (CSCFC scale).
64	Researcher (CSCFC scale).
65	Other CSCFC.
71	Locally determined scale - Professor.
72	Locally determined scale - Senior/Principal Lecturer.
73	Locally determined scale - Lecturer.
74	Locally determined scale - Researcher.
99	Other.

DESCRIPTION   The Grade structure indicates the staff member's grade for their present employment.

NOTES   This field should show the grade structure at the return date or date of leaving if earlier. If a member of staff is on related PCEF, UAP or CSCFC grade structures but not on one of the grade structures specified they should be returned as codes 29, 59 or 65.

It is recognised that in some institutions it may be difficult, or impossible, to assign staff to a particular grade structure. In

such instances, code 99 should be used.

It is recognised that there is not a scale for UAP Professors. Code 34 'Professor (UAP minimum)' should be used for all professors paid upwards from the UAP professorial minimum and awarded UAP nationally agreed settlements.

REASON REQUIRED   For profiling staff levels and career patterns.

For publications of statistics.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
26	Principal source of basic salary	PSOS	2	Numeric

STATUS   Compulsory.

VALID ENTRIES
- 01   Wholly general institution financed.
- 02   Partly (but principally) financed by the institution.
- 03   Health departments and authorities including hospital trusts/Department of Health .
- 04   Departments of Social Security.
- 05   Other HM government departments/Local Education Authorities/Regional development councils.
- 06   British Council.
- 07   British Academy.
- 08   Royal Society.
- 11   Research Council - BBSRC.
- 12   Research Council - MRC.
- 13   Research Council - NERC.
- 14   Research Council - EPSRC.
- 15   Research Council - ESRC.
- 16   Research Council - PPARC.
- 19   Research Council - not specified.
- 21   UK public corporation/nationalised industry.
- 22   UK private industry/commerce.
- 23   UK charity (medical).
- 24   UK charity (other).
- 26   EU commission (EC) funded.
- 31   Overseas public corporation/nationalised industry.
- 32   Overseas private industry/commerce.
- 33   Overseas charity.
- 35   Overseas government or educational body.
- 41   Other.

DESCRIPTION   The Principal source of basic salary will be used to indicate staff having salaries wholly or in part from funds other than general funds.

NOTES   This is the principal source of salary for the appointment detailed in the record.

Code 02 should be used if there is a 50:50 split and one of the two sources is 'financed by the institution'.

Any staff whose principal source of basic salary comes from HEFCE 'Special initiative' funds should be considered to be general institution financed (either code 01 'Wholly general institution financed' or code 02 'Partly (but principally)

financed by the institution').

Continuing grants from SERC and ARFC should be included in code 19.

Monies received from a UK branch of a multi-national company should be included in code 22.

Code 26 is for European Commission only funded.

Codes 31-35 'overseas' includes countries within the European Community.

It has been agreed that this field should apply to basic salary only.

The split of salary may be 30% institution and 70% 'income', for example with the use of Service Level Agreements with NHS Trusts. Whether income can be regarded as general institution funds or not depends on the distinction between general and restrictive income as defined in the Statement of Recommended Practice: Accounting in Higher Education Institutions (SORP). Restricted income is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. If a member of staff is partly or wholly engaged in the activity specified by the provider of restricted income, then their salary should be considered to be partly or wholly sourced by that restricted income. It is not necessary for the provider to specify the particular post that the individual occupies. The provider would be classified by a code in the range 03-41, for example 03 in the case of NHS Trusts.

Code 25 and 34 become not used.

EXAMPLE   A lecturer who is paid 70% through general institution funds and 30% through NHS funds would be coded 02 here, whereas code 03 would apply if paid 70% from NHS funds and 30% from general institution funds.

REASON REQUIRED   For linkage with the Finance statistics return.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
27	Proportion of basic salary charged against general income Numeric	PSCAGI5		

STATUS   Compulsory.

VALID ENTRIES   A percentage in the range 000.0 to 100.0. Please see the 'Notes of Guidance' for a description of the format.

DESCRIPTION   The Proportion of basic salary charged against general income field gives the proportion of the salary paid in respect of institution duties which is chargeable to general income.

NOTES   For all values except 100.0 there must be entries other than code 01, Wholly general institution financed for field 26, Principal source of basic salary **and** a code other than 01 in field 28, Secondary source of basic salary.

Charged against general income should be consistent with chargeable to general institution income as defined for the Finance return and is assumed to include all appointments not funded from sources 03-41 in fields 26 and 28. The proportion of salary charged against general income should be given regardless of whether this is the principal source of salary or not. Staff whose salaries are not chargeable at all to general funds should be coded 000.0.

The split of salary may be 30% institution and 70% 'income', for example with the use of Service Level Agreements with NHS Trusts. Whether income can be regarded as general institution funds or not depends on the distinction between general and restrictive income as defined in the Statement of Recommended Practice: Accounting in Higher Education Institutions (SORP). Restricted income is that which can only be applied to a specific purpose or activity so designated by the grantor or donor. If a member of staff is partly or wholly engaged in the activity specified by the provider of restricted income, then their salary should be considered to be partly or wholly sourced by that restricted income. It is not necessary for the provider to specify the particular post that the individual occupies. The provider would be classified by a code in the range 03-41 in fields 26 or 28, for example 03 in the case of NHS Trusts.

REASON REQUIRED   For linkage with the Finance statistics return.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
28	Secondary source of basic salary	SSOS	2	Numeric

STATUS   Compulsory.

VALID ENTRIES
01	No secondary source.
02	Partly (not mainly) financed from general institution funds.
03	Health departments and authorities including hospital trusts/Department of Health.
04	Departments of Social Security.
05	Other HM government departments/Local Education Authorities/Regional development councils.
06	British Council.
07	British Academy.
08	Royal Society.
11	Research Council - BBSRC.
12	Research Council - MRC.
13	Research Council - NERC.
14	Research Council - EPSRC.
15	Research Council - ESRC.
16	Research Council - PPARC.
19	Research Council - not specified.
21	UK public corporation/nationalised industry.
22	UK private industry/commerce.
23	UK charity (medical).
24	UK charity (other).
26	EU commission (EC) funded.
31	Overseas public corporation/nationalised industry.
32	Overseas private industry/commerce.
33	Overseas charity.
35	Overseas government or educational body.
41	Other.

DESCRIPTION   The Secondary source of basic salary identifies if a staff member has their salary paid wholly or in part from 2 (or more) sources, and relates to the second highest proportion of the staff member's salary.

NOTES   The split of salary may be 30% institution and 70% 'income', for example with the use of Service Level Agreements with NHS Trusts. Whether income can be regarded as general institution funds or not depends on the distinction between general and restrictive income as defined in the Statement of Recommended Practice: Accounting in Higher Education Institutions (SORP). Restricted income is that which can only be applied to a specific purpose or activity

so designated by the grantor or donor. If a member of staff is partly or wholly engaged in the activity specified by the provider of restricted income, then their salary should be considered to be partly or wholly sourced by that restricted income. It is not necessary for the provider to specify the particular post that the individual occupies. The provider would be classified by a code in the range 03-41, for example 03 in the case of NHS Trusts.

Code 25 and 34 become not used.

REASON REQUIRED   For linkage with the Finance statistics return.

Field Nr.	Field Description		Field Abbrev'n	Field Length	Field Type
29	Salary point		SALPOINT	2	Numeric

STATUS   Compulsory in cases where a spinal structure exists.

VALID ENTRIES   A 2 digit number relating to a current spinal point where these exist within the grade structure in field 25, Grade structure.

DESCRIPTION   The Salary point is a numeric representation of the salary point within a national grading structure.

NOTES   The salary point will be the one relating to the staff member as at the record date of 31 July. If the staff member is no longer a member of the academic staff, then the salary point should be given as at the date the academic staff member moves off the HESA record.

If a member of staff is on a national grade structure and their salary point is above the highest point for their grade, but relates to a spinal point of a higher grade within the spinal structure, then the corresponding higher point should be returned. If the salary of a member of staff is intermediate between two salary points on a national grade structure, then the practice of rounding down should be used.

In all other cases, if the staff member is not employed on a recognised salary point of one of the national grade structures identified in field 25 (for example, those coded 29, 34, 59, 65, 71, 72, 73, 74 or 99), then this field should be returned as 00.

Where a part-time member of staff has a salary which is a fraction of a scale point, then that scale point should be returned. For example, a lecturer on 50% of point 10 on a lecturer scale would be recorded as '10' in field 29 'Salary point'.

REASON REQUIRED For staff profiling and tracking career histories.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
30	Current salary at reference date	SALARY	6	Numeric

STATUS   Compulsory.

VALID ENTRIES   A six digit number.

DESCRIPTION   The Current salary at reference date is to be shown in £s per annum, in six digits. Comma delimiters should be excluded.

NOTES   The Current salary at reference date will be the monies received in respect of institutional duties actually being paid as at 31 July (or in the case of staff who have left the institution during the academic/financial year, the salary on leaving). This should include any regular payments for additional duties, responsibility allowances or honoraria, regardless of their source. Subsequent back-dated pay awards will be excluded.

Salaries returned to HESA should be rounded to the nearest £1 for HESA's use. Leading zeros should be returned.

For the purposes of disseminating information required by third party statutory customers, information will only be released in bandings of no less than £5000 up to £50000 with one band for over £50000.

This field should show all salary, not just basic salary, paid in respect of institutional duties for the appointment detailed in the record.

All regular payments paid to the member of staff should be included. This should include London Weightings and Performance Related Pay and regularly paid allowances for additional duties, regardless of their type or the source of the payment (for example, supervision fees, honoraria, discretionary awards built into normal pay, first aid allowances etc.). One-off payments, for example a merit award or payment for consultancy work, are not included. Payments for consultancy work will therefore be included if they are built into regular pay but will otherwise be excluded. The emphasis is on the total regular income of the member of staff.

In many cases an acceptable approximation for calculating this field would be to multiply the July salary by 12. Should the July salary be significantly distorted for any reason, for example by back-dated pay awards, another

method or month should be selected.

In the case of a staff member who leaves half way through a year, the annual salary which they would have received had they stayed all year should be returned. Hourly paid staff should have the gross actual payments during the year returned in this field.

REASON REQUIRED   To monitor the remuneration of the higher education academic workforce.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
31	Employment in previous year	EMPPREYR	2	Numeric

STATUS   Compulsory.

VALID ENTRIES

00	Current institution - included in record in previous year.
01	Current institution - not included in record in previous year.
02	Another HEI in UK whether or not included in previous year.
03	Other education institution in UK.
04	Student in UK.
05	Public sector research institution in UK.
06	Other public sector in UK.
07	Private industry/commerce in UK.
08	Self-employed in UK.
09	Other employment in UK.
11	HEI in EU.
12	Research institute in EU.
13	Student in EU.
14	Other employment in EU.
21	HEI in USA.
22	Research institute in USA.
23	Student in USA.
24	Other employment in USA.
31	HEI in other overseas country.
32	Research institute in other overseas country.
33	Student in other overseas country.
34	Other employment in other overseas country.
41	Not in regular employment.
99	Not known.

DESCRIPTION   The Employment in previous year will be used to record the nature of employment of the member of staff within the previous year.

NOTES   Staff who have transferred from an immediately previous post within another UK HE institution will be coded 02.

Where it appears that two codes are equally applicable, the nearest to 00 should be given.

"EU" here should be taken to be members of the European Union excluding the UK.

REASON REQUIRED   To enable information to be provided about cross-

fertilisation between HE and other areas of employment and the migration of academic staff to and from the UK.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
32	Date left a HESA returnable appointment	DATELHEI	10	Date/ Alphanumeric

STATUS Compulsory in respect of staff who have left a HESA returnable appointment in the academic/financial year 1 August to 31 July.

VALID ENTRIES Valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

DESCRIPTION The Date left a HESA returnable appointment should be shown as the date in respect of which the last salary payment was made.

NOTES A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring, code 42 in field 33, unless they are immediately re-employed in academic institutional service at a level which justifies inclusion in the record.

Field 32 'Date left a HESA returnable appointment' should be completed for members of staff leaving the record (because they have left a HESA returnable appointment. This will not necessarily mean that the member of staff has left the institution).

For other members of staff this field should be left blank.

REASON REQUIRED To terminate an individual's inclusion in the HESA Staff Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
33	Destination on leaving	DEST	2	Numeric

STATUS Compulsory.

VALID ENTRIES
- 00   Not left - Current institution, HESA returnable.
- 01   Current institution - new post not included in record.
- 02   Another HEI in UK.
- 03   Other education institution in UK.
- 04   Student in UK.
- 05   Public sector research institution in UK.
- 06   Other public sector in UK.
- 07   Private industry/commerce in UK.
- 08   Self-employed in UK.
- 09   Other employment in UK.
- 11   HEI in EU.
- 12   Research institute in EU.
- 13   Student in EU.
- 14   Other employment in EU.
- 21   HEI in USA.
- 22   Research institute in USA.
- 23   Student in USA.
- 24   Other employment in USA.
- 31   HEI in other overseas country.
- 32   Research institute in other overseas country.
- 33   Student in other overseas country.
- 34   Other employment in other overseas country.
- 41   Not in regular employment.
- 42   Retirement.
- 51   Death.
- 99   Not known.

DESCRIPTION The Destination on leaving denotes the destination of the member of staff after leaving the employment of the institution.

NOTES A staff member retiring prematurely and receiving a pension is regarded as a leaver and should be recorded as retiring unless he/she is immediately re-employed in institutional service, at a level which justifies inclusion in the record.

Where it appears that two codes are equally applicable, the nearest to 00 should be given.

"EU" here should be taken to be members of the European Union excluding the UK.

Code 00 'Not left - Current institution, HESA returnable' is the default code to be used for all members of staff who have not left the record. Code 01 'Current institution - new post not included in record' is the code to be used in cases where the member of staff has left a HESA returnable appointment but is still employed by the institution in a non-HESA returnable capacity.

Code 00 indicates that the member of staff is still employed at the H.E.I. above the record inclusion threshold of 25% FTE teaching and/or research.

Code 01 indicates that the member of staff is still employed at the H.E.I. but has now fallen below the record inclusion threshold of 25% FTE teaching and/or research. In these cases, the staff member will not then require an individualised record to be returned for subsequent academic/financial years, unless their academic input reverts to being above the inclusion threshold.

Fields 32 and 33 are required for members of staff who leave a HESA-returnable appointment. This will not necessarily mean that the member of staff has left the institution.

REASON REQUIRED To enable information to be provided about cross-fertilisation between HE and other areas of employment and the migration of academic staff to and from the UK.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
34	Senior management post holder	SENPH	1	Alphanumeric

STATUS   Compulsory

VALID ENTRIES
1   Senior management post holder.
2   Not a senior management post holder.

DESCRIPTION   The intention of this field is to indicate whether the member of staff also has senior management/administrative responsibilties within the institution.

EXAMPLE   Examples of senior manangement post holders would include Pro-Vice-Chancellor, Deputy Vice-Chancellor, Assistant Principal, Assistant Directors, Dean or Head of School.

REASON REQUIRED   To identify those members of staff who have senior management responsibilities in addition to teaching and/or research commitments.

Field Nr.	Field Description		Field Abbrev'n	Field Length	Field Type
35	Reader		READ	1	Alphanumeric

STATUS   Compulsory for Scottish Institutions only.

VALID ENTRIES   1   Staff member is a Reader.
                      2   Staff member is not a Reader.

DESCRIPTION   An indicator to show those members of staff awarded Readerships.

NOTES   This field should be left blank for institutions in England, Wales or Northern Ireland.

REASON REQUIRED   To monitor the award of Readerships to different staff groups.

Field Nr.	Field Description	Field Abbrev'n	Field Length	Field Type
36	Appointment identifier	APPCONT	1	Alphanumeric

STATUS   Optional

VALID ENTRIES   A numeric value between 1 - 9.

DESCRIPTION   An appointment identifier for institutions who wish to return multiple appointment records for the same member of staff (identified by the same Staff identifier in field 4). The appointment identifier should be unique for each appointment held by a member of staff and can be chosen from the range 1-9.

NOTES   For institutions returning multiple appointment records for the same member of staff, this is an option to return an appointment identifier as the last field of the record.

Institutions not wishing to adopt this option do not need to change their record structure and length and should conclude the record after field 35.

The identifier will be used to distinguish between different appointments, but will not be taken as implying any ordering between the appointments.

REASON REQUIRED   To distinguish between different appointments held by a single member of staff.