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| **To:**School Directors of Teaching/ Heads of Education School Programme Directors/ Admin Managers**Cc’d for information**:Faculty Deans/ Faculty Education DirectorsFaculty Education Managers/ Heads of Schools | **logo-ltrlogo-ltr****Professor Nick Lieven****Pro Vice-Chancellor**Senate HouseBristol BS8 1THT +44 (0117) 331 7089Nick.Lieven@bristol.ac.ukAssistant: Stephanie.Roberts@bristol.ac.uk |

*2 December 2011*

Dear Colleagues

**Key Information Set (KIS) =** White Paper‘*Students at the Heart of the System’*

The HEFCE has asked us to provide new information about our teaching provision, to help applicants make informed choices about where and what to study. Called Key Information Sets, the data we have to supply are:

* student satisfaction
* employment and salary data
* **course information**
* accommodation costs
* financial information, such as fees

Course information

Much of the KIS data can be drawn from existing sources (such as the NSS and DLHE*[[1]](#footnote-1)*), but the requirement for ‘course information’ is new and complex, involving:

* The percentage of time spent in scheduled learning and teaching for each year of each programme – *compiled from unit level data*
* The percentage of specified summative assessments per programme, e.g., written exams, coursework/dissertation, presentations, etc -  *compiled at unit level*

The Academic Registry is compiling initial data, drawn from Syllabus Plus, SITS and the online unit tool. Unfortunately, the central data is incomplete and we will need your help to check and add to these. The task will be relatively onerous this year, but will become easier in the future.

Since the information we supply will be used by applicants, it is important that we make the best case possible for our programmes, whilst ensuring that our data can be justified in case of audit. With this in mind, my Academic Registry colleagues will be pleased to provide advice and assistance to you. Kit Leighton-Kelly[[2]](#footnote-2) will be taking the lead on this project.

An example of a mock KIS can be found at [www.bris.ac.uk/esu/kis](http://www.bris.ac.uk/esu/kis)

The Academic Registry will be in touch with you early in the New Year with more information and a request to review data relating to your units.

**Professor Nick Lieven**

**Pro Vice-Chancellor (Education**)



1. *Destination of Leavers from Higher Education Survey* [↑](#footnote-ref-1)
2. c.e.leighton-kelly@bristol.ac.uk Tel: 33 14214 [↑](#footnote-ref-2)