

						
Reference no.	Data Field	Sub-Items (if available)	Definition	Include	Exclude	Notes
ACL.005	College ID		The unique College identifier used by the respective funding council to	-	-	-
ACL.010	College Name		The full name of the College	-	-	-
ACL.015	Address Line 1		The first line of the main College address	-	-	-
ACL.020	Address Line 2		The second line of the main College address	-	-	-
ACL.025	Address Line 3		The third line of the main College address	-	-	-
ACL.030	Post Town		The post town for the College Address	-	-	-
ACL.035	County		The county for the College address	-	-	-
ACL.040	Post Code		The post code for the College Address	-	-	-
ACL.045	Region		The regional area for the College.	-	-	England - East Midlands, East of England, London, North East, North West, South East, South West, West Midlands, Yorkshire & Humberside Scotland - Highlands, Lowlands Wales - North Wales, South Wales NI - Single Region
ACL.050	Country		The country for the College Address that coincides with the Funding Council for the College.	-	-	England, Wales, Scotland
ACL.055	College Tel No		The full (including area code) telephone number for the main switchboard for the College	-	-	-
ACL.060	College Fax No		The full (including area code) central facsimile number for the College	-	-	-
ACL.065	College email Address		The central email Address for the College.	-	-	-
ACL.070	College Web Site Address		The Web Site address for the official College Internet Web Site.	-	-	-
ACL.075	Type of Locality		How the College sees its type of locality.	-	-	Rural, suburban, urban, inner city or mixed / other.
ACL.080	Areas of Learning		The principal Areas of Learning covered by the College based on Guided Learning Hours (GLH)	-	-	Providers may enter a % figure for the approximate amount of their provision based on the proportion of GLH under each data sub item.
ACL.080.005		Health, Public Services and Care	Health, Public Services and Care	-	-	-
ACL.080.010		Science and Mathematics	Science and Mathematics	-	-	-
ACL.080.015		Agriculture, Horticulture and Anial Care	Agriculture, Horticulture and Anial Care	-	-	-
ACL.080.020		Engineering and Mauufacturing Technologies	Engineering and Mauufacturing Technologies	-	-	-
ACL.080.025		Construction, Planning and the Built Environment	Construction, Planning and the Built Environment	-	-	-
ACL.080.030		Information and Communication Technology	Information and Communication Technology	-	-	-
ACL.080.035		Retail and Commercial Enterprise	Retail and Commercial Enterprise	-	-	-
ACL.080.040		Leisure, Travel and Tourism	Leisure, Travel and Tourism	-	-	-
ACL.080.045		Arts, Media and Publishing	Arts, Media and Publishing	-	-	-
ACL.080.050		History, Philosophy and Theology	History, Philosophy and Theology	-	-	-
ACL.080.055		Social Sciences	Social Sciences	-	-	-
ACL.080.060		Languages, Literature and Culture	Languages, Literature and Culture	-	-	-
ACL.080.065		Education and Training	Education and Training	-	-	-
ACL.080.070		Preparation for Life and Work	Preparation for Life and Work	-	-	-
ACL.080.075		Business, Administration and Law	Business, Administration and Law			
ACL.085	Generic College Type		What the College sees as its primary generic college type.	-	-	Sixth Form College, Agricultural, FE College, Dual Sixth Form/FE, Dual FE/HE, Specialist (note type), Tertiary College
ACL.087	Notes		A free text area to allow colleges to insert information that will either assist other colleges to identify potential peers or provide useful additional information	Statements regarding PFI status and whether the College has recently merged, if relevant.	-	-
CONTACT DATA			The details of an individual(s) from the College who should be contacted in the event of a query on any part of the data entered into eMandate.	-	-	-
BCN.005	User ID		The user identifier that is selected by the user for accessing eMandate.	-	-	-

BCN.007	Primary Contact Flag		A flag to indicate whether the contact is the primary College Contact.	-	-	The contact indicated by the entry in this Data Item will be considered the Single Point of Contact for all eMandate matters. It is vital that the telephone number and e-mail address for this contact are correct.
BCN.010	Contact Title		The title by which the contact is known.	-	-	-
BCN.015	Contact Forename(s)		The forename(s) of the contact or the name by which the contact prefers to be known.	-	-	-
BCN.020	Contact Last name		The last name(s) of the contact.	-	-	-
BCN.025	Contact Department		The department in the College where the contact works and would normally be expected to be found.	-	-	-
BCN.030	Contact Job Title		The title given to the role that the contact fills within the College as allocated by the College.	-	-	-
BCN.035	Contact Tel No		The full (including area code) direct dial telephone number where an individual can normally be expected to be contacted. (if available).	-	-	If the contact can only be contacted through the College Tel No, the Extension Number for the contact should be given here.
BCN.040	Contact Fax No		The full (including area code) facsimile telephone number where an individual can normally be expected to be contacted. (if available).	-	-	If the contact can only be faxed via a central fax facility - the number may either be repeated or this field left blank.
BCN.045	Contact Mobile No		The mobile telephone number where an individual be normally be expected to be contacted. (if available).	-	-	-
BCN.050	Contact email Address		The full email address for the contact. (if available).	-	-	-
Estate Profile			Data items associated with the land and buildings of the estate	-	-	-
DEP.005	Total Number of Sites		Total number of distinct sites held Freehold, Feuhold, Virtual Freehold, Long Leasehold or in Trust. Should include all leased buildings.	-	Exclude outreach sites used by the College on a hire or licence basis.	See under Tenure for owned / leased definitions. Sites should be physically and functionally distinct, but use practical judgement: you should return what you consider to be a site.
DEP.010	Number of Outreach Sites		The number of sites (locations) used for outreach and franchised activities that are not in the direct ownership or control of the College i.e. not part of the managed estate.	Include for example, small drop-in study centres hired on ad hoc or regular basis.	Exclude buildings owned or managed by the College that form part of the estate.	-
DEP.015	Total Number of Buildings		The number of buildings owned and maintained by the College. A building is any enclosed space which is capable of a functional use without being dependent on any other building.	Include any structure that the College sees as a building. All buildings should be recorded, however temporary, such as prefabricated / portable buildings. Farm, equestrian, horticultural and sports buildings should be included if maintained and operated by the College. Include leased buildings.	Exclude any buildings that are included in DEP.010	Where buildings are joined together, a common sense view should be taken. A separate building should normally be recorded where any or several of the following apply: It is recorded and treated separately in your property information system; It has a different entrance (bearing in mind a building can have more than one entrance); the building is served by different service cores and staircases (although, again, a building may have more than one set of these); it is capable of functioning as' a self-contained unit.
DEP.020	Total Site Area		The total combined site area of the estate, measured in hectares, by the College. All the sites in DEP.005	Include all land and building footprints.	-	Any land included in this total should only feature in one of the sub-items listed below, as any repetition will cause double counting.
DEP.025	Total Gross Internal Area		The gross internal area in sq m.	Temporary or "short life" space should be included in this measure and leased buildings. Atria at base level only.	Exclude outreach sites used by the College on a hire or licence basis. Exclude residential buildings and land based buildings not used for teaching purposes. Voids on upper levels above atria.	See Appendix

DEP.025.005		Academic Buildings	The gross internal area in sq m of all buildings primarily used for teaching and learning activities, or to support teaching and learning.	All college buildings with the exception of those that fall within the categories specifically excluded. Include land based academic (teaching) buildings.	Exclude residential buildings, land based buildings not used for teaching purposes, vacant buildings, conference facilities and buildings used for business purposes not associated with the delivery of provision.	-
DEP.025.015		Vacant	The gross internal area in sq m of buildings that are currently unused but are maintained by the College.	-	Derelict Buildings, residential buildings	-
DEP.025.025		Other	Buildings not included above	Include Conference Facilities, Leisure Facilities and buildings used for business purposes not associated with the delivery of provision.	Exclude residential, Caretakers cottages, boatsheds, aircraft hangers and maintenance sheds.	-
DEP.027	GIA of temporary or "short life" space		Gross internal area of "huttred", prefabricated space or portable structures. Short life space should typically have a theoretical life of less than 10-15 years from today - and sometimes much less.	This will be a subset of total GIA and may include space that falls under any of the DEP.025 (total GIA) sub-categories.	Exclude residential.	
DEP.090	Total Car Parking Spaces		The total number of car/vehicle parking spaces designated specifically to the college and available on the site only.	Data sub-items	This total should exclude any spaces utilised regularly in public car parking facilities.	-
DEP.090.010		Disabled Car Parking Spaces	Number of spaces reserved for disabled use only.	-	-	-
Environment						
EA	Total Energy Consumption		The combined consumption of all energy sources in the financial year.			For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.001		Electricity	The total annual imported electricity (kWh) used to provide electrical services to a building.	All mains electricity supplied to the building	Electricity provided by on-site renewable generation, communal electricity, owned off-site facility electricity	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.002		Fossil Fuels	The annual energy equivalent (kWh) to a building supplied by fossil fuels (as detailed in EA.002.a to EA.002.e below).	The sum total of EA2a to EA2e below	Other imported energy sources listed under categories EA1, EA3 and EA4	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.002.a		Natural Gas	The annual natural gas (kWh equivalent), as metered, used to provide space and water heating and associated functions to a building.		Excludes: liquefied petroleum gas (EA2c), biogases (EA3a)	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.002.b		Oil	The annual oil use (kWh equivalent), as metered, used to provide space and water heating and associated functions to a building.			For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.002.c		LPG	The annual energy equivalent (kWh) of Liquefied Petroleum Gas (LPG) use.		Excludes: natural gas	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.002.d		Solid Fossil Fuels	The annual energy equivalent (kWh) of solid fossil fuel use.	Includes: coal, anthracite, smokeless fuels		For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.002.e		Other Fossil-derived and Non-Renewable Fuels	The annual energy equivalent (kWh) of other fossil-derived and non-renewable fuel use.	Includes: other fuel uses not covered in EA2a to EA2d above, e.g. coal gas, bitumen.		For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.003		Renewable Fuels	The annual energy equivalent (kWh) of imported renewable fuels.	Includes: the sum total of EA3a, EA3b and EA3c below	Excludes: other imported fuels listed under categories EA1, EA2 and EA4	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk

EA.004		Communal Non-Electrical Energy	The annual non-electrical energy equivalent (kWh) supplied to a building by communal sources. If possible, provide specific data on the type of communal energy imported, as set out in EA.004.a and EA.004.b below.		Excludes: other imported fuels listed under categories EA1, EA2 and EA3	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.005		On-site Renewable Electricity Generation	The annual electrical energy (kWh) generated on-site through renewable sources.	Includes: for example, photovoltaic systems, wind turbines, hydro turbines		For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.006		On-Site Renewable Combustion Fuels	The annual energy equivalent (kWh) generated on-site through renewable combustion fuels.	Includes: for example, on-site harvested biomass		For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.007		On-Site Renewable Heating and Cooling	The annual thermal energy equivalent (kWh) generated on-site through renewable sources.			For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.009		Supplied zero carbon electricity	The annual imported electricity (kWh) that is sourced through a verified renewable 'zero carbon' supply and used in the building.	Includes: supplied electricity that has been verified* as having a zero carbon loading. These can include on-shore and off-shore wind, hydro-electric, tidal, solar, photo-voltaics, geothermal (* For example, in EU countries, energy tariffs backed by a 'Guarantee of Origin' certificate.)	Excludes: all fossil fuel energy generation, all on-site renewable energy generation, communal electricity heating and cooling, green energy 'fund' tariffs and 'carbon offset' tariffs (as EA10 below)	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EA.010		Other renewable energy tariff	The annual imported electricity (kWh) that is sourced using 'renewable energy tariffs' other than EA.009 above.	Includes: 'renewable Energy Fund' tariffs (energy tariffs where the supplier invests a premium into renewable energy or related projects) and 'Carbon Offset' tariffs (energy tariffs where suppliers offer to offset the CO2 emitted by the gas and electricity supplied)	Excludes: verified* zero carbon supplied energy (* For example, in EU countries, energy tariffs backed by a 'Guarantee of Origin' certificate)	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EB	Total Water Consumption					For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EB.001		Mains Water Consumption	The annual volume (m³) of mains supplied water used in a building.	Includes: mains supplied water for general use, for example, catering, washrooms, cleaning	Excludes: bottled drinking water, on-site extracted water, on-site harvested rain and snow water, recycled 'greywater', water used for production processes (for example heavy industry)	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EB.002		Water Extracted On-site	The annual volume (m3) of water extracted directly on site and used in a building.	Includes: water extracted on-site through boreholes or water courses (for example rivers and streams)	Excludes: all mains-supplied water, harvested rain and snow water	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EB.003		Use of Harvested Rain and Snow Water	The annual volume (m³) of collected rain and snow water and used in a building.	Includes: all rain and snow water that is collected (after falling on the building) and used on site (for example watering grounds or flushing toilets)		For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk

EB.004		Use of Recycled Water	The annual volume (m³) of recycled 'greywater' used in a building.	Includes: waste water produced from baths, sinks, showers, clothes washers, dishwashers and lavatories. This can be recycled and reused if an appropriate system is installed		For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EC	Total Waste		The approximate waste mass (in tonnes) managed by the college.			For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EC.001		Total Non-Recycled Waste	The annual mass (tonnes) of waste arisings from a building sent to landfill and incineration. If possible, please provide specific data on methods of waste disposal as set out in EC.001.a, EC.001.b and EC.001.c below.	Includes: any waste produced on site which is not reused or recycled. Mass weight (tonnes) is the preferred measure but, where mass is not available, it is acceptable to use approximations by volume (see Appendix 4 for advice on converting waste volume data to mass equivalent)	Excludes: all recycled waste and composted waste, construction waste, waste returned to producers (e.g. under EU WEEE Regulations or other national or international regulations) Note: Risk of 'double counting': EC1 = EC1a + EC1b + EC1c.	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EC.001.a		General Waste Sent to Landfill	The annual mass (tonnes) of waste arisings from a building sent to landfill (landfill is defined as a waste disposal site for the deposit of the waste onto or into land).	Includes: internal waste disposal sites (i.e. a landfill where a producer of waste is carrying out its own waste disposal at the place of production)	Excludes: facilities where waste is unloaded in order to permit its preparation for further transport for recovery, treatment or disposal elsewhere; storage of waste prior to recovery or treatment (for a period less than three years as a general rule), or storage of waste prior to disposal (for a period less than one year)	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EC.001.b		Incinerated General Waste with Energy Recovery	<p>The annual mass (tonnes) of waste arisings from a building sent for incineration (with energy recovery).</p> <p>Energy Recovery from waste describes the process in which energy (in the form of heat) is recovered from the incineration of waste, and used to generate electricity which is then fed back into the national electricity 'grid' or network, or to provide both electricity and heat (combined heat and power) to nearby communities or other uses.</p> <p>This is an option for the disposal of high calorific-value wastes such as tyres and plastics.</p>			For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EC.001.c		Incinerated General Waste with No Energy Recovery	<p>The annual mass (tonnes) of waste arisings from a building sent for incineration (with no energy recovery).</p> <p>This is often the most suitable option for hazardous chemicals and clinical waste. For example, the EU Landfill Directive bans certain wastes from being sent to landfill (liquid waste, explosive, corrosive or flammable waste).</p>			For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk

EC.002		Recycled Waste	The annual mass (tonnes) of waste arisings from a building that are recycled.	Includes: many wastes can be recycled, for example paper, cardboard, glass, metal, plastics, batteries, waste electronic equipment, laser printer cartridges, fluorescent tubes, wood (for example, pallets)	Excludes: general waste for incineration or landfill, composted waste, waste returned to producers (e.g. under EU WEEE Regulations or other national or international regulations)	For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
EC.003		Composted Waste	The annual mass (tonnes) of waste arisings from a building that are composted.	Includes: biodegradable waste		For full details, please refer to the IPD Environment Code, a copy of which is found on the eMandate website at www.emandate.co.uk
Tenure			The legal interest held in the College's estate expressed by reference to total gross internal floor area.	-	-	The total gross internal floor area should tally with the figures recorded under Gross Internal Area.
ETE.005	Freehold/ Feuhold/ Virtual Freehold		GIA held in sq m freehold/feuhold or leasehold where the lease is for more than 999 years.	-	-	-
ETE.010	Long Leasehold		GIA held in sq m on a lease with a term of equal to or greater than 25 years.	-	-	-
ETE.015	Short Lease		GIA held in sq m on a lease with a term of less than 25 years.	-	-	-
ETE.020	Trust		GIA held in sq m by a Trust or Diocese that is not owned by the College. i.e. a Designated College.	-	-	-
Date of Construction			Total gross internal area originally constructed in each of the periods.	-	-	Approximate year of construction of the predominant part of the building, by gross internal area. Where buildings have been substantially reconstructed, the date of construction should reflect the year of that reconstruction. i.e. 1850/1995
FDC.005	Space built before 1840		GIA in sq m built before 1840	-	-	These dates tie in with HE EMS dates for comparison purposes.
FDC.010	Space built 1840 -1913		GIA in sq m built between 1840 and 1913	-	-	These dates tie in with HE EMS dates for comparison purposes.
FDC.015	Space built 1914 -1939		GIA in sq m built between 1914 and 1939	-	-	These dates tie in with HE EMS dates for comparison purposes.
FDC.020	Space built 1940-1959		GIA in sq m built between 1940 and 1959	-	-	These dates tie in with HE EMS dates for comparison purposes.
FDC.025	Space built 1960 -1979		GIA in sq m built between 1960 and 1979	-	-	These dates tie in with HE EMS dates for comparison purposes.
FDC.030	Space built 1980 - 1999		GIA in sq m built between 1980 and 1999	-	-	-
FDC.035	Space built since 2000		GIA in sq m built since 2000	-	-	-
FDC.040	GIA of Listed Buildings		GIA in sq m of Grade I or II Listed Buildings	-	-	GIA of listed buildings will have been included in the GIAs given in FDC.005 to FDC.035 above.
Building Condition data			The total gross internal area in sq m which falls under the following A - D classification:	-	-	This information should be based on a Condition Survey (the date of which must be entered into the database). For Scotland see "Atkins" report. The emphasis is upon the overall assessment of the building or parts of the building, rather than of individual elements within the building, such as services or building fabric. This overall assessment may require, or be based upon, elemental analysis, but the return is capturing the overall result of such an assessment. The assessment should also relate to current year condition and state. Thus if the roof is currently assessed as Condition C but you are aware that it will soon change to Condition D, it should still be assessed as Condition C. The assessment of condition can be made at a building level or as a proportionate split between grades for a single building.
GBC.005	Date of Condition Survey		Date of survey/assessment (year only)	-	-	-

GBC.010	A - As new.		GIA of space typically built within the last 5 years, or may have undergone a major refurbishment within this period.	-	-	Maintained / serviced to ensure fabric and building services replicate conditions at installation. No structural, building envelope, building services or statutory compliance issues apparent. No impacts upon operation of the building.
GBC.015	B - Sound		GIA of space operationally safe and exhibiting only minor deterioration.	-	-	Maintenance will have been carried out and only minor deterioration to internal / external finishes. Few structural, building envelope, building services or statutory compliance issues apparent. Likely to have only minor impacts upon the operation of the building.
GBC.020	C - Operational		GIA of space for which major repair or replacement needed in the short to medium term (within 3-5 years).	-	-	Requiring replacement of building elements or services elements in the short to medium term. Several structural,- building envelope, building services or statutory compliance issues apparent, or one particularly significant issue apparent. Often including identified problems with building envelope (windows / roof etc.), building services (boilers, chillers etc.). Likely to have major impacts upon the operation of the building, but still allow it to be operable.
GBC.025	D - Inoperable		GIA of space of space at serious risk of major failure or breakdown.	-	-	Building is inoperable, or likely to become inoperable, due to statutory compliance issues or condition representing a health and safety risk or breach. May be structural, building envelope, or building services problems coupled with compliance issues. The conditions are expected to curtail operations within the building. Exclude very minor items which can be rectified easily.
Functional Suitability			The suitability for current use as assessed in the Functional Suitability Categories I to IV expressed as a gross internal area in sq m. (Estimated floor space)	-	-	Judgement of Functional Suitability is usually informed in collaboration with curriculum managers. If the space is vacant, the indicator will assume the last or most recent use of that space. If space is temporarily vacant (e.g. due to refurbishment), the same assumption applies.
HFS.005	I - Very Good		The GIA in sq m of space that is very well suited to its purpose.	-	-	The room(s)/building(s) fully support current functions. There are no negative impacts upon the functions taking place in the space.
HFS.010	II - Good		The GIA in sq m of space that is suitable for its purpose despite minor weaknesses.	Regard such matters as aptness, flexibility and convenience of use, security of tenure, convenience of access, disabled access, economy of running and maintenance and location.	-	The room(s)/building(s) provide(s) a good environment for the current function in all or most respects. There may be shortfalls in certain areas, but these have only a minor effect upon current functions.
HFS.015	III - Satisfactory		The GIA in sq m of space that is less than ideal but any disadvantages are judged to be either not serious enough to create real problems or are capable of being remedied using current resources.	-	-	The room(s)/building(s) provide(s) a reasonable environment for current functions in many respects, but has a number of shortfalls. These shortfalls may be causing mismatches between space and function that is having a more significant effect upon current functions than Category II rooms.
HFS.020	IV - Unsatisfactory		The GIA in sq m of space for which the disadvantages are such that use is possible only at excessive cost or with extreme difficulty or is limited in time.	-	-	The room(s)/building(s) fail to support current functions and/or are unsuitable for current use. The operational problems associated with such space are major, and are constraining current functions in the space. Space in this grade may require alternative solutions, rather than straightforward improvements in particular features of the space.

Property Costs			The annual revenue expenditure in respect of land and buildings held by the College.	-	Costs (rental and other) incurred in respect of any occasional land and buildings used by the college should specifically be excluded. Where possible figures related to residential property should be excluded from this group.	-
JPC.005	Leasehold Rent Paid		The leasehold rent paid per annum for the use of space/buildings included in the Tenure Data Item.	Temporary buildings e.g. portacabins should be included within this figure.	Exclude any hired/occasional space.	-
JPC.025	Total Insurance Premium		The annual cost of premiums for insuring the premises, contents and business interruption.	Include insurance premium tax.	Exclude Public and Governors Liability Premiums, travel insurance and host homes insurance. insurance for motor vehicles, public liability, employers liability, etc.	-
JPC.025.005		Premises Insurance Premium	The annual cost of premium for insuring the premises.	Include all building insurance policies also to include liability for excess.		-
JPC.025.010		Contents Insurance Premium	The annual costs of premium contents insurance.	Include all building contents policies also to include liability for excess.	-	-
JPC.025.015		Business Continuation Premium	The annual cost of business interruption/ business continuation premium	The total should include premiums for terrorism, liability under the Health and Safety at Work regulations, flood, burst pipes, subsidence, fire, explosion and insurance premium tax. Exclusions relate to insurance for loss of trade, public liability, damage to or theft of computers.	-	part of Risk Management Planning
JPC.030	Net Service Charge		The annual payments to an external landlord for the delivery of services under the terms of a lease.	Items included in the service charge vary according to lease terms but may include cleaning, heating, repairs, etc. Include PFI charges other than rent.	-	-
JPC.035	Energy cost		The combined costs of supply of all energy sources in a financial year.	Make sure to include standing charges and tariff costs.	Exclude energy management system upkeep costs. These should be included under total maintenance/repair costs. Exclude costs of energy supplies to any space that does not fall within the total floor space figures as well as any maintenance or improvement expenditure etc.	-

JPC.045	Water & Sewerage Cost		The costs of supplying and treating water and sewage in a financial year.	Include metered water supply, sewerage charge, trade effluent charge and water rates.	-	-
JPC.055	Cleaning cost		Actual revenue costs of all regular and routine cleaning of internal and external spaces	Include staff costs (salary, national insurance, pension contributions, and the value of other perquisites as presented to Inland Revenue). Staff time associated with the direct supervision of cleaning but exclude the costs of "top level" management time.	Exclude the costs of refuse and general waste disposal and water sewerage or trade effluent. Exclude any costs included under the heading of estate management costs and the costs of cleaning catering installations, mechanical and electrical services, items included elsewhere (e.g. grounds maintenance), vending machine support.	-
JPC.060	Security		Annual cost of securing the site and premises.	Include costs of security contractors and employed staff as well as the regular costs associated with the maintenance of security specific systems (usually in the form of a maintenance contract). Include any access control systems, swipe card readers, access gates/huts, vehicular access control, CCTV maintenance costs, uniforms and loudspeaker equipment.	-	-
JPC.065	Waste Disposal and Processing		The total annual costs of refuse processing, collection and disposal of confidential, sanitary and toxic waste.	Include land fill tax (if paid by the college), the full costs of employment, equipment, materials and associated costs as well as contractor costs.	Exclude any associated repair and improvement costs.	-
JPC.070	Total Maintenance Costs		The sum of planned and reactive maintenance.	Costs of in-house staff and any contractor costs.	-	-
JPC.075	Planned Maintenance		Planned maintenance is any work done with forethought and control to a predetermined plan, even on a day-to-day basis.	Include Grounds maintenance and any budgeted/planned expenditure on M and E equipment, internal, external maintenance.	Exclude any items under Capital Project Maintenance below.	See Appendix
JPC.080	Reactive Maintenance		Reactive maintenance is any work carried out in response to unplanned breakdowns and emergencies.	Include the costs of any repair (including vandalism) after any insurance settlement. To also include any unplanned or reactive expenditure on M and E equipment, internal, external maintenance.	Exclude any items covered under Capital Project Maintenance below.	See Appendix

JPC.090	Internal Estate Management Costs		In-house costs associated with College estates management staff, landlord and tenant matters and the costs of high level management.	<p>Staff costs (salary, national insurance, pension contributions, and the value of other on-costs as presented to the Inland Revenue). These costs should relate to the staff salaries and overheads for staff appearing in OSN.040.005</p> <p>Include the staffing costs of those outside the estates department (but within the college) who do work associated with the management of the estate where staff are allocated part-time to estates management (as defined), allocate on a pro rata basis.</p> <p>Direct office running costs including rent, rates, service charges, expenses, communications and consumables.</p>	<p>Exclude the costs required to plan for and justify capital projects (including capital bids) and the costs of designing or project managing the work.</p> <p>Exclude staff working in other facilities management and associated support services (e.g. residences, security, porter age, and communications), even if these staff are employed within the "Estates" Department.</p> <p>Exclude any contracted-out staff working in an estates capacity.</p>	These costs should relate to the staff salaries and overheads for staff appearing in OSN.040.005
JPC.095	External Adviser Estate Management Costs		The costs of external consultants and contractors associated with estates strategy and planning.	Landlord and tenant matters, fees associated with legal work, and the costs of any high level management provided by external consultants.	Exclude the costs required to plan for and justify capital projects (including capital bids) and the costs of designing or project managing the work.	-
Finance			Data items associated with the finances of the College	-	-	-
NFN.005	Total Income		Total gross consolidated income of the College from all sources.	Include endowment and investment income	-	England - Finance Record Table 1 (6) Wales - Financial Data Record Request Table A (A.7) Scotland - Annual Accounts: I&E Sheet, Line 12
NFN.010	Endowment/ Investment Income		The income received from endowment and investments	Endowment income, interest receivable, gain on sales of assets	-	England - Finance Record Table 1 (5) Wales - Financial Data Record Request Table A (A.6). Gain / loss from sale of assets is obtained from Table A.10. Scotland - Annual Accounts: I&E Sheet, Line 10
NFN.015	Total Operating Income		The operating income of the College.	-	-	Total Income less Endowment/Investment Income. Calculated item. Scotland - Annual Accounts: I&E Sheet, Line 12 minus Line 10
NFN.020	Total College Expenditure		Total gross consolidated expenditure of the College	-	-	The sum of the Expenditure - Pay and the Expenditure - Non-Pay. England - Finance Record Table 1 (11) Wales - Table A8 or Table B2.15 Scotland - Annual Accounts: I&E Sheet, Line 23

NFN.025	Expenditure - Pay		The total College expenditure on staff costs.	-	-	England - Finance Record Table 1 (7) Wales - Financial Data Record Request Table B2.13 Scotland - Annual Accounts: I&E Sheet, Sum of Lines 16 & 17
NFN.030	Expenditure - Non-Pay		The total College expenditure on non-staff costs.	-	-	England - Finance Record Table 1 (11 minus 7) or Schedule 1e (16). Wales - Financial Data Record Request Table B1 (B1.16) or B2.14. Scotland - Annual Accounts: I&E Sheet, Sum of Lines 18 - 21
NFN.035	Total Premises Expenditure		Total premises expenditure as provided in financial returns to funding council including both pay and non-pay items	-	-	England - Finance Record, Sum of Schedule 1d (6a and 6b) and Schedule 1e (6a to 6c). Wales - Financial Data Record Request, Sum of Table B1 (B1.6) and Table B2 (B2.6) Scotland - Annual Accounts: Expenditure Sheet, Sum of Lines 11 & 30
NFN.040	Premises Related Capital Expenditure		Expenditure capitalised during the year in relation to the acquisition or refurbishment of freehold, long leasehold and trust-held land and buildings (see Tenure definitions).	-	Exclude expenditure on any equipment (as well as IT capital expenditure) which is used only for the purposes of teaching, and is otherwise not required for premises to operate.	Capitalised Expenditure is either that incurred in the purchase of fixed assets or that which adds to the value of fixed assets (Balance Sheet items). There may be inconsistencies in the treatment of capital expenditure in Colleges' accounts but the pattern of expenditure over a time period will be a valid measure of achievement in allocating capital to the improvement of the estate. England - Financial Plan Schedule 2a line 1c. Scotland - Annual Accounts: Balance Sheet, Line 77
NFN.045	Net Book Value of Land and Buildings		The net book value of land and buildings as in the College Accounts	-	-	England - Finance Record Table 2 (1a) Wales - Financial Data Record Request, Table C (C.1a) Scotland - Annual Accounts: Balance Sheet, Line 7
Staff Numbers			Data items associated with the number of staff, both teaching, management and support.	-	-	-
OSN.005	Staff numbers FTE teaching.		Staff numbers FTE teaching.	-	-	England - Finance Record Schedule 4 (1b) Wales - Financial Data Record Request, Table B2 (B2.1a) (divide by average staff salary) Scotland - Staffing Return Data: Table 2
OSN.010	Staff numbers FTE non-teaching.		Staff numbers FTE non-teaching.	-	-	England - Finance Record Schedule 4 (1i minus 1b) Wales - Financial Data Record Request, Table B2 (B2.1b) (divide by average staff salary) Scotland - Staffing Return Data: Table 2
OSN.015	Total staff		The total full time equivalent teaching, management and support staff.	Total staff including all academic, support, administrative and technical staff. Include, where appropriate contract staff, also on FTE basis.	-	The categories above represent a subset of the total and should sum to this total. England - Finance Record Schedule 4 (1i) Scotland - Staffing Return Data: Table 1

OSN.020	Teaching Staff with offices		The total number of teaching staff on an FTE basis in offices.	Include, where appropriate contract staff, also on FTE basis	-	-
OSN.030	Non-teaching staff with offices.		The total number of non-teaching staff on an FTE basis in offices.	Include, where appropriate contract staff, also on FTE basis	-	-
OSN.040	Total Internal Premises & Estates Staff		Total number of staff on FTE basis on college payroll involved in the management and delivery of premises and estates activities at the college.	-	-	The total premises and estates staff numbers should also be included in the non-teaching staff figures.
OSN.040.005		Estates Management	Total number of staff on FTE basis on college payroll involved in the management and administration of premises and estates activities at the college	This figure should tally with staff appearing in JPC.090	Exclude external contractors.	This figure should tally with staff appearing in JPC.090
OSN.040.010		DLO	Total number of staff on FTE basis on college payroll involved in delivery of premises and estates activities at the college (Direct Labour Organisation).	-	Exclude external contractors.	This figure should tally with staff appearing in JPC.090
Learner Numbers			Data items associated with the number of Learners.	-	-	-
PLN.005	Learner head -count		The number of learners recorded for each Funding Council in the year in question.	Include figures for full time and part time learners (include any learners on HE courses and any attending franchised/partnered courses).	-	In England, these numbers should be from the 2006/07 ILRF04 return. In Wales, the Further Education Student Statistics data should be used. In Scotland, the annual figure submitted to the SFC should be used.
PLN.005.005		Under 16 year olds	Under 16 year old learners	-	-	-
PLN.005.010		16 - 18 year olds	16 - 18 year old learners	-	-	-
PLN.005.015		19+ (Adults)	19+ (Adults) learners	-	-	-
PLN.010	Learner FTE		The total number of full time equivalent learners recorded for the year in question. The calculation of Full Time Equivalents takes into consideration the Status of Learner for Inclusion in Analysis. If a learner's Expected Current Year Guided Learning Hours) is greater than 450, then they are regarded as being full time and have a Full Time Equivalent of 1. If their Mode of Attendance is Full-time Full-year then they are regarded as being full time and have a Full Time Equivalent of 1. If they are neither of these then the Full Time Equivalent is the ratio of their Expected Current Year Guided Learning Hours to 450 (i.e. L_EXP_B/450). Full Time Equivalent is capped at 1, so any values greater than 1 are reassigned the value of 1.	Include figures for full time and any part time learners (include any learners on HE courses and any attending franchised /partnered courses).	-	-
PLN.010.005		Under 16 year olds	Under 16 year old learners	-	-	-
PLN.010.010		16 - 18 year olds	16 - 18 year old learners	-	-	-
PLN.010.015		19+ (Adults)	19+ (Adults) learners	-	-	-
PLN.015	Guided Learning Hours (GLH)		This is the unit used in England and is calculated by reference to a formulae familiar to colleges.	-	-	England only, total disk return from 2005/06 ILRF04.
PLN.020	Funding (£)		The total funding received by the College from the LSC in respect of learner provision	Field T1_1 of college finance record (England)	-	England only. Field T1_1 of college finance record (England)
PLN.025	SUM		Student Unit of Measurement. This is the unit used in Scotland and is based on 40 contact hours with an assumed allowance for private study etc.	-	-	Scotland only - FES2 Sum Fields 24 and 25.
PLN.030	Learning units		This is the unit used in Wales and a Learning Unit is equal to 30 notional teaching hours which represent direct teaching contact time.	-	-	Wales only.