Instructions for use of the covering letters relating to the Destinations of Leavers from Higher Education record 2005/06 (C05018)

HESA has provided text for the covering letters to be used with the DHLE questionnaire mailings. These are available in both English and Welsh. It is intended that institutions should use these as they stand, with only a small number of options for tailoring:

In one or more places the text refers to the institution - you will need to substitute the correct descriptor, or the actual name of the institution.

In paragraph 2 you need to indicate, as appropriate, supply of either a pre-paid envelope or label (we are aware of different institutional practice).

In paragraph 1 you may wish to add text to the covering letter in order to address particular groups of students; e.g. for students who have continued to study at the same institution:

We are asking everyone, even those who have continued to study at the institution, what they will be doing on 15 January 2007, so that the information is comparable.

Paragraph 3 is optional; it is needed only if your institution implements the web version of the questionnaire. If it does, you will need to add your web reference to the paragraph and also indicate where the student can find their HUSID.

Paragraph 4 is also optional; if you choose to include this sentence about alternative methods of accessing the survey, please refer to the 'Survey accessibility' section of the DLHE Methodology for guidance.

In the final paragraph we refer to the careers service, if this is not the correct description of this function for your institution you will need to change it. Also, we have left it for institutions to add their own description of services available to graduates, as we know that these are very varied.

The Data Protection Act 1998 requires data subjects to be informed of what happens to their data within a collection notice. Collection notices about the uses of HESA data are included with the covering letters and are available in both English and Welsh. In addition, an institution needs to include its own wording about the use it makes of the data. HESA strongly recommends that you compose the wording for this section to protect your own legal position.