Dear

Each January we ask all those who have recently completed a course here to take part in a survey to find out what happens to them after they leave *university/college*. We are interested in any work and/or further study you would have been doing on 15 January 2007. We have not yet heard from you.

Another questionnaire is enclosed. It should only take a few minutes to complete - most of the questions just require you to tick a box with your answer. You can send it back to us *in the envelope/using the label* provided and you will not need a stamp.

You can also fill in the questionnaire on-line at any time *from now until 16 March* at ..... (You will need your student reference number, which is *on the top of this letter/on the label on the questionnaire/ …….).* Remember that 15 January is the date we are interested in so that we can compare everyone's information.

If you need assistance in completing the questionnaire, or need access to the form in an alternative format, please contact us at ……..

We've included some more details about how the survey works and what will happen to the information you provide *below/on the attached sheet/ on the back/…….*

Although you have now completed your course, the *careers service* is still available to help you with any career-related issues you have. If you would like any help with your career plans, please get in touch with us at……..…….

Yours...

About the survey

The survey we are asking you to take part in is a national survey of everyone who has recently qualified from any university or HE college in the UK. The information you provide will also be very useful to us at *university/college* to advise our current students about the opportunities that might be available to them. Below are details about what happens to your information after it is sent to us.

Of those who obtained qualifications across the UK in 2003/04, 79% responded to the survey. Of these, 65.6% reported that they were working and a further 10.5% were working and studying. 13.3% were undertaking further study only. 5.3% of leavers were assumed to be unemployed. More results can be found at http://www.hesa.ac.uk/press/sfr89/sfr89.htm.

If we haven't heard from you soon, we will contact you again, by phone, so please let us know if you change your address or phone number. If we can't get in touch with you at all, we may try to get information about what you were doing from someone else, either at the *university/college* or someone we can reach using the contact information you have previously provided. If you don't want us to do this, or you don't want to give us any information at all, please tell us.

A follow-up survey is planned for two or three years time so that we can get even more information about the early careers of those with HE qualifications. You might be asked to take part in this follow-up survey as well, which will be carried out by a different organisation. The current survey may also be audited - that is, checked to make sure it has been carried out correctly. If you don't want to take part in the follow-up survey, or to be contacted during an audit, please let us know.

What happens to your information

<Please insert your own institution's collection notice here and then follow with the HESA collection notice as set out below>

We will send coded information from this form to the Higher Education Statistics Agency (HESA). By returning this form, you are accepting that this will be linked to other information held about you as a student, including similar coded information you gave when you enrolled, and details of the qualification you gained. HESA will pass your record, or parts of it, to the following organisations that need the information to carry out their statutory functions connected with funding higher education.

- Department for Education and Skills (DfES)
- National Assembly for Wales (NAW)
- Scottish Executive Enterprise, Transport and Lifelong Learning Department (SEETLLD)
- Department for Employment and Learning, Northern Ireland (DEL(NI))
- Higher Education Funding Council for England (HEFCE)
- Higher Education Funding Council for Wales (HEFCW)
- Scottish Further and Higher Education Funding Council (SFC)
- Training and Development Agency for Schools (TDA)
- Department of Health (DH)
- Research Councils (RCs)

HESA and the organisations listed above will use the information in your record mainly to produce statistics. This may result in information being published and released to other approved users, including academic researchers and commercial organisations. Your record will not be used in a way that could affect you personally. HESA and the organisations listed above will take precautions to reduce the risk of you being identified from the information once it is published and released.

Under the Data Protection Act 1998, you have the right to a copy of the information HESA holds about you. You will have to pay a small fee for this. If you have any concerns about your information being used for these purposes, please contact HESA.

HESA

95 Promenade
Cheltenham
GL50 1HZ

Website: www.hesa.ac.uk