Dear

Every year 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 were interested in any work and/or further study you would have been doing on 10 January 2011. 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 11 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 10 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.

Of those who obtained qualifications across the UK in 2007/08, 75.1% responded to the survey. Of these, 63.0% reported that they were working and a further 9.4% were working and studying. 13.4% were undertaking further study only. 6.3% of leavers were assumed to be unemployed. More results can be found at www.hesa.ac.uk/sfr137.

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. Below are details about what happens to your information after it is sent to us.

A follow-up survey is planned for 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. You can also let us know that you do not want to take part in the follow-up survey by ticking the box at the end of the questionnaire.

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 information from this form to the Higher Education Statistics Agency (HESA). This data will be linked to other information held about you as a student, including similar information you gave when you enrolled, and details of the qualification you gained. **Your HESA record will not be used in any way that affects you personally.**

The HESA DLHE Record is used for three broad purposes:

1. Statutory functions

The HESA record is used by the organisations listed below, or agents acting on their behalf, to carry out their public functions connected with education in the UK.

- Department for Business, Innovation and Skills
- Welsh Assembly Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- Training and Development Agency for Schools
- Research Councils
- Department for Education
- General Social Care Council

The HESA record may also be used by the Office for National Statistics and the National Audit Office to fulfil their statutory functions of measuring population levels and monitoring public expenditure.

2. HESA publications

HESA use the HESA record to produce anonymised data in annual statistical publications. These include some National Statistics publications and online management information services.

3. Research, equal opportunity, journalism, other legitimate interest/public function

HESA will also supply anonymised data to third parties for the following purposes:

- Equal opportunities monitoring - Your HESA record may contain details of your ethnic group and any disabilities you have. This data is only used where it is needed to promote or maintain equality of opportunity or treatment between persons of different racial or ethnic origins, religious beliefs or different states of physical or mental conditions
- Research. This may be academic research, commercial research or other statistical research into higher education where this is of benefit to public interest.
- Journalism, where the relevant publication would be in the public interest e.g. league tables

Anonymised data for the above purposes is supplied by HESA to the following types of user:

- Local, regional and national government bodies who have an interest in higher education
- Higher education sector bodies
- Higher education institutions
- Academic researchers and students
- Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)

- Unions
- Non-governmental organisations and charities
- Journalists

HESA will take precautions to ensure that individuals are not identified from the anonymised data which they process.

Your rights

Under the Data Protection Act 1998, you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information about the HESA record please see www.hesa.ac.uk/dataprot