Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5
2	Institution identifier	INSTID	4
3	Grade identifier	INSTGRAD	10
4	Grade name	GRADNAM	60
5	Minimum spine point	MINSPINE	3
6	Spine point of contribution related pay threshold	CONSPINE	3
7	Maximum spine point	MAXSPINE	3
8	Minimum salary at reference date	MINSAL	7
9	Salary at contribution related pay threshold	CONSAL	7
10	Maximum salary at reference date	MAXSAL	7

Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5

STATUS This field must be completed with a valid code.

VALID ENTRIES

11027 Staff Record grade structure table

DESCRIPTION The Record type indicator is for HESA's internal use to identify the type of record being sent.

NOTES The first two digits are the year identifier. The last two digits are the record identifier.

REASON REQUIRED For HESA's operational purposes.

Field Nr.	Field Description	Field Abbrev'n	Field Length
2	Institution identifier	INSTID	4

STATUS This field must be completed with a valid code for all grades.

VALID ENTRIES

0001 The Open University
0002 Cranfield University
0003 Royal College of Art
0007 Bishop Grosseteste University College Lincoln
0009 Buckinghamshire New University
0010 Central School of Speech and Drama
0011 University of Chester
0012 Canterbury Christ Church University
0013 York St John University
0014 University College Plymouth St Mark and St John
0016 Edge Hill University
0017 University College Falmouth
0018 Harper Adams University College
0021 The University of Winchester
0023 Liverpool Hope University
0024 University of the Arts, London
0026 University of Bedfordshire
0027 The University of Northampton
0028 Newman University College
0030 Ravensbourne
0031 Roehampton University
0032 Rose Bruford College
0033 Royal Academy of Music
0034 Royal College of Music
0035 Royal Northern College of Music
0037 Southampton Solent University
0038 University of Cumbria
0039 St Mary's University College, Twickenham
0040 Leeds Trinity University College
0041 Trinity Laban Conservatoire of Music and Dance
0046 The University of Worcester
0047 Anglia Ruskin University
0048 Bath Spa University
0049 The University of Bolton
0050 Bournemouth University
0051 The University of Brighton
0052 Birmingham City University
0053 The University of Central Lancashire
0054 University of Gloucestershire
0056 Coventry University
0057 University of Derby

0058 The University of East London
0059 The University of Greenwich
0060 University of Hertfordshire
0061 The University of Huddersfield
0062 The University of Lincoln
0063 Kingston University
0064 Leeds Metropolitan University
0065 Liverpool John Moores University
0066 The Manchester Metropolitan University
0067 Middlesex University
0068 De Montfort University
0069 The University of Northumbria at Newcastle
0071 The Nottingham Trent University
0072 Oxford Brookes University
0073 The University of Plymouth
0074 The University of Portsmouth
0075 Sheffield Hallam University
0076 London South Bank University
0077 Staffordshire University
0078 The University of Sunderland
0079 Teesside University
0080 The University of West London
0081 University of the West of England, Bristol
0082 The University of Chichester
0083 The University of Westminster
0085 The University of Wolverhampton
0086 The University of Wales, Newport
0087 Glyndwr University
0089 Cardiff Metropolitan University
0090 University of Glamorgan
0091 Swansea Metropolitan University
0095 University of Abertay Dundee
0097 Glasgow School of Art
0100 Queen Margaret University, Edinburgh
0101 Royal Conservatoire of Scotland
0104 The Robert Gordon University
0105 The University of the West of Scotland
0106 Glasgow Caledonian University
0107 Edinburgh Napier University
0108 Aston University
0109 The University of Bath
0110 The University of Birmingham
0111 The University of Bradford
0112 The University of Bristol
0113 Brunel University
0114 The University of Cambridge
0115 The City University
0116 University of Durham

0117 The University of East Anglia
0118 The University of Essex
0119 The University of Exeter
0120 The University of Hull
0121 The University of Keele
0122 The University of Kent
0123 The University of Lancaster
0124 The University of Leeds
0125 The University of Leicester
0126 The University of Liverpool
0127 Birkbeck College
0131 Goldsmiths College
0132 Imperial College of Science, Technology and Medicine
0133 Institute of Education
0134 King's College London
0135 London Business School
0137 London School of Economics and Political Science
0138 London School of Hygiene and Tropical Medicine
0139 Queen Mary and Westfield College
0141 Royal Holloway and Bedford New College
0143 The Royal Veterinary College
0145 St George's Hospital Medical School
0146 The School of Oriental and African Studies
0147 The School of Pharmacy
0149 University College London
0151 University of London (Institutes and activities)
0152 Loughborough University
0154 The University of Newcastle-upon-Tyne
0155 The University of Nottingham
0156 The University of Oxford
0157 The University of Reading
0158 The University of Salford
0159 The University of Sheffield
0160 The University of Southampton
0161 The University of Surrey
0162 The University of Sussex
0163 The University of Warwick
0164 The University of York
0167 The University of Edinburgh
0168 The University of Glasgow
0169 The University of Strathclyde
0170 The University of Aberdeen
0171 Heriot-Watt University
0172 The University of Dundee
0173 The University of St Andrews
0174 The University of Stirling
0175 Scottish Agricultural College
0176 University of Wales Trinity Saint David

0177 Aberystwyth University
0178 Bangor University
0179 Cardiff University
0180 Swansea University
0184 The Queen's University of Belfast
0185 University of Ulster
0186 The University of Wales (central functions)
0188 The Institute of Cancer Research
0189 Writtle College
0190 Norwich University College of the Arts
0193 Stranmillis University College
0194 St Mary's University College
0195 Royal Agricultural College
0196 University of the Highlands and Islands
0197 The Arts University College at Bournemouth
0199 Conservatoire for Dance and Drama
0200 University College Birmingham
0201 Courtauld Institute of Art
0202 London Metropolitan University
0203 The University of Buckingham
0204 The University of Manchester
0205 Heythrop College
0206 University for the Creative Arts
0208 Guildhall School of Music and Drama
0209 The Liverpool Institute for Performing Arts
0210 University Campus Suffolk
0211 Leeds College of Art

DESCRIPTION The institution identifier of the reporting institution.

EXAMPLE 0053 The University of Central Lancashire.

REASON REQUIRED To provide separate data for each institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length
3	Grade identifier	INSTGRAD	10

STATUS This field must be completed with a valid code for all grades.

VALID ENTRIES

Up to a 10 character code.

DESCRIPTION The institution's identifier for the grade. Grade identifiers will be allocated by the institution and should be unique for each grade.

NOTES This field is used to provide a link between the Grade and the Contract tables. INSTGRAD may contain codes (10 alphanumeric characters) not used in the Grade identifier GRADID (field 33 in the Contract table), but must not contain the GRADID valid entry codes 400-430 or 500-520 or 900.

REASON REQUIRED To provide a link to the Contract table.

Field Nr.	Field Description	Field Abbrev'n	Field Length
4	Grade name	GRADNAM	60

STATUS This field must be completed with a valid code for all grades.

VALID ENTRIES

Up to 60 textual characters.

DESCRIPTION The institution's own nomenclature for grade name.

NOTES This field should record the name given to the grade in the institution.

REASON REQUIRED To allow understanding of the patterns and uses of grade names in institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
5	Minimum spine point	MINSPINE	3

STATUS This field must be completed with a valid code for all grades.

VALID ENTRIES

A 3 character code showing a spine point from the Framework Salary Spine, preceded by F. Valid codes range from F01-F51. Or if the grade is not linked to the Framework Salary Spine code as 'XXX'.

DESCRIPTION A spine point is a representation of the salary within the national pay arrangements. This field records the minimum spine point for the grade identified in INSTGRAD and named in GRADNAM.

NOTES Any single digit spine points should be prefixed with a zero, for example F04.

REASON REQUIRED To define the position of the grade on the Framework Salary Spine.

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Spine point of contribution related pay threshold	CONSPINE	3

STATUS This field must be completed with a valid code for all grades.

VALID ENTRIES

A 3 character code showing a spine point from the Framework Salary Spine, preceded by F. Valid codes range from F01-F51 and F99. Or if the grade is not linked to the Framework Salary Spine code as 'XXX'.

DESCRIPTION A spine point is a representation of the salary within the national pay arrangements. This field records the spine point of the contribution related pay threshold for the grade identified in INSTGRAD and named in GRADNAM, ie the highest point it is possible to reach without being awarded contribution related pay.

NOTES Any single digit spine points should be prefixed with a zero, for example F04.

The single point identified should be the highest point on the pay scale for the grade that can be reached without reference to contribution.

Where a maximum salary for the grade exceeds the value of the highest point on the spine, this field should be coded F99 and the monetary value recorded in CONSAL.

REASON REQUIRED To define the position of the grade on Framework Salary Spine.

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Maximum spine point	MAXSPINE	3

STATUS The field must be completed with a valid code for all grades.

VALID ENTRIES

A 3 character code showing a spine point from Framework Salary Spine, preceded by F. Valid codes range from F01-F51 and F99. Or if the grade is not linked to the Framework Salary Spine code as 'XXX'.
XXX If grade is not linked to the Framework Salary Spine

DESCRIPTION A spine point is a representation of the salary within the national pay arrangements. This field records the maximum spine point for the grade identified in GRADID and named in GRADNAM.

NOTES This field must be completed with a valid spine point if MINSPINE is completed with a code other than 'XXX'.

Any single digit spine points should be prefixed with a zero, for example F04.

Where a maximum salary for the grade exceeds the value of the highest point on the spine, this field should be coded F99 and the monetary value recorded in MAXSAL.

REASON REQUIRED To define the position of the grade on the Framework Salary Spine.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	Minimum salary at reference date	MINSAL	7

STATUS This field must be completed with a valid code for all grades.

VALID ENTRIES

A value in pounds sterling, or if minimum is a Framework spine point code 'XXXXXXX'.

DESCRIPTION This field records the minimum salary for the grade identified in INSTGRAD and named in GRADNAM.

NOTES Any salaries returned to HESA should be rounded to the nearest £1. Leading zeros should be returned. Comma delimiters should be excluded e.g. £24,999.80 should be returned as '0025000'.

REASON REQUIRED To define the minimum salary of the grade.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	Salary at contribution related pay threshold		CONSAL 7

STATUS This field must be completed with a valid code for all grades.

VALID ENTRIES

A value in pounds sterling, or If contribution pay threshold is a Framework spine point code 'XXXXXXX'.

DESCRIPTION This field records the salary at the contribution pay threshold for the grade identified in INSTGRAD and named in GRADNAM, ie the highest point it is possible to reach without being awarded contribution related pay as at the reference date (31/07/YY).

NOTES Any salaries returned to HESA should be rounded to the nearest £1. Leading zeros should be returned. Comma delimiters should be excluded e.g. £24,999.80 should be returned as '0025000'.

The salary point should be the highest point it is possible to reach without being awarded contribution related pay.

REASON REQUIRED To define the contribution threshold for the grade.

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Maximum salary at reference date	MAXSAL	7

STATUS The field must be completed with a valid code for all grades.

VALID ENTRIES

A value in pounds sterling, or if maximum is a Framework spine point code 'XXXXXXX'.

DESCRIPTION This field records the maximum salary for the grade identified in INSTGRAD and named in GRADNAM.

NOTES Any salaries returned to HESA should be rounded to the nearest £1. Leading zeros should be returned. Comma delimiters should be excluded e.g. £24,999.80 should be returned as '0025000'.

Where institutions are using the JNCHES national pay spine but making local adjustments, (for example to consolidate London weighting) then BOTH spine point and monetary value information are required.

This field should be completed with a valid code other than 'XXXXXXX' if a code other than 'XXXXXXX' was completed in MINSAL.

REASON REQUIRED To define the maximum salary for the grade.