**Review of HE student destinations and outcomes data:**

**Third working group meeting**

**Monday 22 February 2016, 11.00am**

**Finlaison House, London, EC4A 1AB**

Paper No: 10

**Establishing the current cost base of DLHE**

We aim to create a process that is widely regarded as being more cost-effective than current arrangements for the DLHE survey. In order to achieve this, we require a reliable estimate of the costs of running DLHE in its current configuration in a way that allows reasonable comparisons to be made across the sector. Please assist us in this aim by providing a costing for running DLHE at your HE provider. Please also feel free to comment or advise on how we approach this area of work.

If your implementation of the DLHE methodology involves asking additional questions following the main survey, please tell us how many additional questions you ask.

To enable costs to be compared as directly as possible, please follow the guidance below when producing the costing.

Costs should be those associated with the most recently completed 2013/14 DLHE survey (C13018) only. This includes both the A (April 2014) and B (January 2015) presentations of the survey.

If actual costs are obtainable, please apply an inflationary uplift to indicate what the costs would be on 01/01/2016. If actuals are not obtainable, please base your cost assumptions on the prevailing rates on 01/01/2016.

### PLEASE INCLUDE

* The cost of all staff time attributed to collection, preparation and submission of the DLHE survey data. This should include both staff time directly involved in conducting the survey, including any technical advice or support from other departments, work undertaken in academic departments, *etc*.
* The cost of recruiting and employing any additional staff working on DLHE during the contact period.
* Pensions, Tax and National Insurance costs directly associated with the proportion of staff time spent on DLHE activity.
* Any room or equipment hire, including external charges or equivalent internal budget transfers incurred as a direct result of undertaking DLHE activity. Providers who do not recognise these costs directly, should include an appropriate space and/or equipment overhead charge at their prevailing rate.
* The costs of third party providers of DLHE collection services.
* The costs of any advertising, prizes or other incentive schemes aimed at boosting DLHE response rates.
* Non-pay costs associated with DLHE, including printing, postage, stationery, text messaging and telephone calls.
* The costs of any training required to support DLHE.

### DO NOT INCLUDE

* Staff costs associated with analysing and using the *outputs* of the survey are out of scope.
* General overheads.
* VAT.
* Capital investments in buildings or equipment used for DLHE.