



Department  
of Health



Department  
for Education

# Social Work Education in the 2017 Academic Year

Information for HEIs and Students

July 2017

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# Social Work Education in the 2017 Academic Year

## Information for HEIs and Students

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# Executive Summary

Improving the quality of social work education, maintaining the supply of social workers and ensuring a return for the taxpayer remain high priorities for the Government and the Chief Social Workers. This publication focusses on the number of social work bursaries (SWB) for the 2017 academic year and the Education Support Grant (ESG) rates for the 2017 academic year. In summary:

- The number of whole-time equivalent (WTE) SWB for postgraduate students starting in the 2017 academic year has been set at 1,500;
- The number of WTE SWB for undergraduate students who started in the 2016 academic year has been set at 2,500;
- The arrangements for students applying for SWB and the inclusion criteria for shortlisting students remains unchanged from 2016;
- The ESG rates and arrangements for applying for ESG the same as 2016.

This document supersedes the Social Work Education in the 2016 Academic Year information packs.

Chapter 1 provides an update on the SWB with Annex 1 and Annex 2 providing the SWB allocations to HEIs and the timetable for application respectively. Annex 3 provides some guidance from NHS BSA on applying the cap to individual circumstances such as maternity and deferrals. Chapter 2 provides an update on the ESG (including the rates) with the timetable for claiming the ESG set out in Annex 4.

# 1. Social Work Bursary

- 1.1. Approximately 1,500 WTE postgraduate SWB are available for students starting in the 2017 academic year and approximately 2,500 WTE undergraduate SWB for students who started in the 2016 academic year. There is, therefore, no guarantee that all students who started courses in 2016 or are about to start in the 2017 academic year will receive a SWB. Under current rules, students who receive a SWB will normally receive it until they graduate or become ineligible through changed circumstances.
- 1.2. The postgraduate SWB is available in both years of full time study and comprises the following elements<sup>1</sup>:

**Table 1: The postgraduate SWB in the 2017 academic year**

Basic bursary (non-income assessed)	Full time students up to	London: £3,762.50 Outside London: £3,362.50
	Part time students up to	Pro rata of full time rate
Tuition Fee Contribution		£4,052
Income Assessed SWB (if student qualifies)	Full time students up to	London: £4,201 Outside London: £2,721
	Part time students up to	Pro rata of full time rate
Income Assessed Allowances (if student qualifies)	Adult Dependants Allowance	£2,757
	Parents Learning Allowance	£1,573
	Childcare (1 child)	weekly £155.24
	Childcare (2 children or more)	weekly £266.15
Disabled Students Allowances (if student qualifies)	Specialist Equipment	Up to £5,212
	Non-Medical Helper's	Up to £20,725
	General Allowance	Up to £1,741
Placement Travel Allowance (PTA) for non-SWB recipients		£862.50

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<sup>1</sup> Or part time equivalent

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- 1.3. The SWB is available in undergraduate years 2 and 3 of full time study when students undertake placements<sup>2</sup>.

**Table 2: The undergraduate SWB in the 2017 academic year**

Undergraduate SWB	London	Outside London
Basic SWB	£5,262.50	£4,862.50
PTA for non-SWB recipients	£862.50	£862.50

- 1.4. Eligibility criteria are set out in the application packs available from the NHS Business Services Authority (NHSBSA) website<sup>3</sup>. In short, the key criteria are residency (based on the Education (Student Support) Regulations which govern mainstream student support) and the policy of not providing additional public funding to students who already receive public funding. There are also rules about the types of retainer that are eligible. Please see the NHSBSA website for full details.
- 1.5. Non-SWB recipients may be eligible (subject to criteria set out in the application form) to receive a PTA. PTA is automatically included in the basic bursary for those students in receipt of a SWB. This is intended to help students meet the costs of travel to and from their home to the placement provider's place of work. It is not intended to replace or supplement placement provider's expenses policy for students travelling to individual assignments. Postgraduate non-SWB recipients will not be eligible for any other allowances listed above.
- 1.6. Postgraduates who are eligible for a PTA only bursary may (subject to eligibility criteria) be eligible for a postgraduate master's loan from 12 June 2017. This change applies to new and continuing students.
- 1.7. Postgraduate master's social work students beginning their course in 2016/17 or later who are not eligible for a SWB may be entitled to apply for a postgraduate master's loan available from Student Finance England of up to £10,000 (£10,280 for new courses starting on or after 1 August 2017). More information can be found on the GOV.UK website at: <https://www.gov.uk/funding-for-postgraduate-study>.

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<sup>2</sup> Or part time equivalent

<sup>3</sup> <http://www.nhsbsa.nhs.uk/Students/825.aspx>

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- 1.8. Postgraduate students who started their course and received a SWB from the 2013 academic year will continue to receive a SWB until they graduate or become ineligible for a SWB.
- 1.9. Students who started their course before the 2013 academic year will continue to receive a SWB under the pre-2013 rules (a copy of which is available on NHSBSA's website). Where a student receiving a SWB under pre-2013 rules defers from their course, on their return to study they will be eligible (subject to continuing to meet the criteria) for a continuation of the SWB under the rules introduced in 2013. Any such allocations will be in addition to the HEI's capped number of SWB for 2017.

### The Application Process

- 1.10. The following process applies:
  - HEIs will publish their inclusion criteria;
  - Students will need to be shortlisted by the HEI (using the inclusion criteria below);
  - HEIs will notify NHSBSA of the shortlisted students;
  - Students will apply to NHSBSA for the SWB or PTA. They can apply prior to finding out whether they have been nominated for a SWB; and
  - NHSBSA will assess eligibility for the SWB and pay students appropriately.

#### Table 3: Inclusion Criteria for Postgraduate Students

Students included on the SWB selection list should be prioritised for a SWB based on a ranking during the admissions process. HEIs should consider other factors such as their obligations for widening participation and under the Equalities Act 2010. HEIs should include a long-list of students as SWB left unclaimed or unallocated in the original selection process may be re-allocated to students on the long-list, in line with the prioritisation criteria.

#### Table 4: Inclusion Criteria for Undergraduate Students

Students included on the SWB selection list should be prioritised for a SWB based on a ranking during the admissions process. The ranking can be adjusted during Year 1 based on attendance and passing the "readiness to practice" and Year 1 exams. HEIs should consider other factors such as their obligations for widening participation and under the Equalities Act 2010. HEIs should include a long-list of students as SWB left unclaimed or unallocated in the original selection process may be re-allocated to students on the long-list, in line with the prioritisation criteria.

- 1.11. HEIs will want to assure themselves of the overall fairness and consistency of decision making (including consideration of the public sector equality duty) to shortlist students. It is therefore recommended that HEIs keep a record of why students were shortlisted for the SWB. For each of the students HEIs shortlist, the following details need to be provided to NHSBSA.
  - Name of student ranked in order of eligibility (i.e. the student who most met the criteria would be the first choice, etc. HEIs may decide to apply a scoring system);



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- A list of reserves ranked in order of eligibility;
- Title of course;
- Full Time/Part time
- Proposed duration of study

- 1.12. NHSBSA will supply a spreadsheet for HEIs to complete with the above information.
- 1.13. If a student shortlisted by an HEI is not eligible for a SWB under the eligibility rules applied by NHSBSA, NHSBSA will progress to the next name on the reserve list until the HEI's total number of SWB recipients is used. If a student has queries with the shortlisting process, these should be taken up with their HEI.
- 1.14. Undergraduate students may also be eligible for a loan from the Student Loans Company, subject to the usual criteria<sup>4</sup>.

## Conclusion

- 1.15. 1,500 WTE postgraduate SWB are available for postgraduates who started their course in the 2017 academic year and 2,500 WTE SWB will be available for undergraduates who started their course in the 2016 academic year. Non-SWB recipients will be eligible (subject to criteria) for PTA.

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<sup>4</sup> <https://www.gov.uk/student-finance-register-login>

## 2. Education Support Grant

2.1. This chapter sets out the rates for the 2017 academic year. The ESG rates are unchanged from those were set after the 2013 consultation.

**Table 5: ESG Rates for the 2017 Academic Year**

Item	Rates
Practice Placement Days	£20 per day
Skills Development Days	£10 per day
HEI administration fee	£2 per day
Service user and carer involvement in the development and delivery of the social work degree.	£7,400 per HEI (subject to criteria)

### Claiming ESG

2.2. HEIs will need to use the normal process to claim the funding. ESG funding is only available in support of social work qualifying courses. Details are available on NHSBSA's website and specifically in the publication: Education Support Grant, A university's guide to arrangements for ESG funding 2017/18. There is no difference in either the rates or the claiming process for HEIs that are part of the Teaching Partnerships programme and those HEIs who are not.

### Skills Development Days

2.3. The SDDs should be claimed in the academic year in which they take place. For postgraduate study this is not an issue because the SDDs take place in the same year as the placements. For undergraduates the placements take place in years 2 and 3 and typically the majority of SDDs take place in year 1. It appears that some HEIs have not claimed for SDDs in undergraduate year 1. Information on how to apply for SDD funding is included in NHSBSA publication: Education Support Grant, A university's guide to arrangements for ESG funding 2017/18 available on the NHSBSA website.

### Conclusion

2.4. ESG rates will be paid in line with table 5 set out above.

# Annex 1: Social Work Bursary Allocation for the 2017 Academic Year TBC

1. This annex sets out the methodology and the allocation of the SWB for undergraduates who started in the 2016 academic year and postgraduates starting in the 2017 academic year.

## The SWB Allocation Methodology

2. The total number of SWB available is determined on the basis of available funding with a higher proportion of the budget being used to fund SWB for postgraduate students. Separate figures are provided for both undergraduate and postgraduate students and the two calculations are performed separately. The 2017 SWB allocations have been calculated using the same intake-based methodology that was used in 2016. Course intake data for five academic years was requested from HEIs by the Department in October 2016:

- actual intake for 2014/15, 2015/16 and 2016/17; and
- planned intakes for 2017/18 and 2018/19 academic years.

3. These five intake values are then added together, to get the total intake over five years for each HEI. The sum of these totals gives the expected intake across all HEIs over the five-year period. Each HEI's expected intake over the five years is then expressed as a percentage of the total intake across all HEIs. The HEI will then receive this percentage of the national number of SWB, unless this figure is higher than their current intake. The table below gives an example of how 90 SWB places would be spread across five HEIs. The five HEIs have different intakes following different patterns; for example, HEI D represents a new course starting in 2016.

**Table 6: Worked example of 2016 Undergraduate SWB allocation methodology**

HEI	Actual Intake			Planned Intake		Total	Percentage	Allocation
	2013	2014	2015	2016	2017			
A	24	23	24	26	28	125	16%	14
B	100	90	80	90	90	450	57%	52
C	10	15	15	25	25	90	11%	10
D	0	0	8	35	40	83	10%	8
E	10	8	9	8	10	45	6%	5
<b>Totals</b>	<b>144</b>	<b>136</b>	<b>136</b>	<b>184</b>	<b>193</b>	<b>793</b>	<b>100%</b>	<b>90</b>

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4. Looking at HEI A, we see that the total intake over the five-year period 2014-2018 is 125. The total intake across all HEIs is 793, therefore HEI A receives:  $(125/793) \times 100 = 16\%$  of the 90 nominations = 14 places in total.
5. Under the 2015/16 allocation methodology, HEI D would have received an allocation of 9 undergraduate SWB, even though their intake in 2016 was only 8, as follows:  $(83/793) \times 100 = 10\%$  of the 90 nominations = 9 places in total.
6. However, undergraduate students receive a SWB in year 2 of their course, which would mean that in 2017 the HEI would have a surplus of one SWB. Therefore, a cap was introduced to the 2016 allocation methodology to prevent this scenario occurring, which should help to reduce the number of unused SWB. The cap means that HEI D would receive an allocation of 8 undergraduate SWB in 2016, to reflect their 2016 intake.
7. A similar cap has been applied to the postgraduate allocations, but it is based on 2017 intakes, as postgraduate students receive a SWB in their first year of studies. Wherever this cap has been applied, the surplus SWB have been recycled and allocated across the other HEIs on a pro rata basis.

## 2017 SWB Allocation

8. The table below sets out the allocation of SWB to HEIs. The figures below are in addition to the number of SWB recipients in the 2016 academic year. The total number of SWB payable in the 2017 academic year includes a small number of students (mainly part time) who started their course before the introduction of the cap.

**Table 7: SWB Allocations 2017**

<b>HEI</b>	<b>Undergraduate</b>	<b>Postgraduate</b>
Anglia Ruskin University- Cambridge	70	49
Bath – University of	31	0
Bedfordshire – University of	25	19
Birmingham – University of	43	44
Birmingham City University	70	0
Bournemouth University	29	17
Bradford – University of	29	20
Bradford College	29	0
Brighton – University of	26	17
Bristol	0	41
Brunel University London	0	31
Buckinghamshire New University	39	20
Canterbury Christ Church University College	42	28
Cardiff University	0	2
Central Lancashire – University of	96	62
Chester – University of	21	17
City College Norwich	4	0
Coventry University	54	10
Cumbria – University of	28	12
De Montfort University	34	8
Derby – University of	47	18
Dundee – University of	1	0
Durham – University of	0	25
East Anglia – University of	20	26

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East London – University of	51	30
Edge Hill University	27	5
Edinburgh – University of	3	4
Gloucestershire – University of	45	12
Glyndwr	3	0
Greenwich – University of –	32	33
Havering College	20	0
Heart of Worcestershire College (Previously North East Worcs)	19	0
Hertfordshire – University of	42	40
Huddersfield – University of	43	16
Hull – University of	61	30
Keele University	24	18
Kent – University of	37	18
Kingston University	43	27
Lancaster University	31	27
Leeds – University of	29	14
Leeds Metropolitan University	49	19
Lincoln – university of	22	20
Liverpool Hope University	22	21
Liverpool John Moores	0	40
London – University of – Goldsmith’s College	20	25
London – University of – Royal Holloway College	0	36
London Metropolitan University	38	34
London South Bank University	34	33
Manchester – University of	0	37
Manchester Metropolitan University	57	41

## Annex 1: Social Work Bursary Allocation for the 2017 Academic Year TBC

Middlesex University	43	40
New College Durham	29	0
Northampton – University of	37	10
Northumbria University	73	19
Nottingham – University of	33	22
Nottingham Trent University	24	23
Oxford Brookes University	26	24
Plymouth University	49	29
Portsmouth – University of	47	20
Ruskin College	20	0
Salford – University of	48	57
Sheffield – University of	0	42
Sheffield Hallam University	45	18
Southampton Solent University	61	0
Staffordshire University	52	0
Stirling – University of	1	1
Strathclyde University	0	1
Sunderland – University of	25	14
Sussex – University of	25	20
Teesside – University of	68	15
University Campus of Suffolk	43	0
University of Chichester	36	13
University of Essex	30	0
University of South Wales	2	0
University of Warwick	0	36
University of West London	22	0

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University of Winchester	39	15
University of Worcester	15	0
UWIC - Llandaff (Cardiff Met)	4	0
West of England – University of	39	0
Wiltshire College	8	0
Wolverhampton – University of	46	18
York – University of	20	17
<b>Total</b>	<b>2,500</b>	<b>1,500</b>



## Annex 2: Social Work Bursary Timeline for the 2017 Academic Year

Activity	September 2017 Starters	January 2018 Starters
HEIs informed of local numbers	July 2017	July 2017
SWB application packs available	1 March 2017	1 March 2017
Student applications to NHSBSA	1 March 2017- 1 November 2017	1 March 2017 – 14 February 2018
HEIs provide short list of undergraduate students	19 August 2017 (once exam results are known)	
HEIs provide short list of new postgraduate students and enrolment data for 2015 to NHSBSA. HEIs will also need to confirm attendance data for continuing postgraduate students	14 October 2017	1 February 2018
NHSBSA confirm to HEIs which students have successfully applied	On-going - until the application period ends to keep HEIs up to date with their allocated numbers	
HEIs confirm to DH: <ul style="list-style-type: none"> <li>• Actual student intake for 2015, '2016 and 2017 academic years</li> <li>• Planned student intake for 2018 and 2019 academic years</li> <li>• Start dates of courses;</li> </ul>	October 2017	October 2017

### Tuition fee invoices:

HEIs should submit invoices to NHSBSA after 1st December 2017 for September starters and 1st March 2018 for January starters.

### Payment Dates for Students:

The SWB is paid in three instalments:

The first instalment will be paid when the application has been assessed as eligible and no later than 10 working days from the date NHSBSA receive confirmation of course enrolment,

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attendance and place on capping list from your HEI, or 10 working days from the date of your SWB notification letter, whichever is the later.

The second instalment will normally be paid by 06 January 2018 (14 April 2018 for winter start courses) as long as the first instalment has been paid.

The third instalment will normally be paid by 14 April 2018 (4 August 2018 for winter start courses), as long as the second instalment has been received and NHSBSA are not waiting for evidence of any estimated income.

### **Placement Travel Allowance:**

If students are not included on the HEI SWB shortlist, the PTA will be paid after the application has been assessed as eligible and no later than 10 working days from the date NHSBSA receive confirmation of course enrolment and attendance, or 10 working days from the date of the notification letter, whichever is the later. If students receive a SWB, the PTA will be included within the three SWB instalments.

### **Childcare Allowance:**

NHSBSA will pay the Childcare Allowance, to students in receipt of a postgraduate SWB, in three instalments: one for each term of the academic year. These will be paid separately to the postgraduate SWB instalments.

The first instalment will be paid no later than 10 working days from the date on the notification of entitlement or no later than 10 working days from the date NHSBSA receive confirmation of course enrolment, attendance and place on the HEI short list, whichever is the later.

NHSBSA will only pay the second and third instalments when NHSBSA has verified the amount paid to the childcare provider for the preceding term. (Please note that NHSBSA will contact the childcare provider directly to confirm these costs).

# Annex 3: Social Work Bursary Capping Guidance for HEIs by NHS BSA

## Overview

Following feedback from a number of our university colleagues, NHS BSA have put together this factsheet to clarify and reinforce the action to take with various scenarios relating to the allocation of capped places to social work bursary students.

The aim of this guidance is to maximise the use of available capped places allocated to each University. It is important to note that when capped places are allocated the funding is set aside by the Department of Health from the two financial years commencing prior to the start of each of the two academic years. This in turn means that whilst you nominate students for capped places the place will normally only 'follow' the student if they complete the course without any interruption, deferment, suspension or withdrawal from the course (i.e. Undergraduate students complete the course within the 'normal period' (3 years) and postgraduates within 2 years (or the appropriate period for part time courses). As detailed below if a student does not complete the course within the 'normal period' they will in most cases lose their entitlement to the capped place if they return to training.

To effectively meet the objective of maximising the use of available capped places under the current arrangements we need support from all Universities. This includes a requirement to provide us with timely information about every change in a student's attendance. This means NHS BSA will require you to download and complete and forward to us the relevant SWB02, SWB03 or SWB04 form from our website as soon as you become aware of such a change. This is especially important at the end and start of each academic year as once a payment has been made to a student with a capped place, who subsequently withdraws within a few days or weeks then the capped place cannot be re-allocated to another student for that academic year.

## Withdrawals

If a student withdraws from training their capped place may be reallocated to another student, as long as the withdrawn student has not received a payment and the place is reallocated prior to the end of the financial year in which the academic year commences. Once a payment has been made the capped place cannot then be reallocated to another student and any further funding, for that capped place, will be lost in that academic year.

## Postgraduate Student Deferrals

If a postgraduate student has been allocated a capped place but informs HEIs that they wish to defer starting their course until a later academic year, their place can be reallocated to another student. Again they must not have received a bursary payment, or the place is lost. If the place is not reallocated to another student, the place will also be lost. A new capped place will then need to be allocated to the deferred student, when they commence training, from the allocation

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of capped places for the academic year they are joining. They cannot retain a previous academic year's capped place even if the place was not reallocated to another student.

### Resuming Postgraduate Students

Students who attended in their first academic year and were nominated for a capped place, but had a period of non-attendance for a full academic year and are now resuming training, will have lost the capped place initially allocated to them. These capped places cannot be retained if a student withdraws from training for any reason, even if the place is not reallocated to another student.

If HEIs wish to allocate a capped place to a postgraduate returning student, this can only be done if there are exceptional circumstances that instigated the deferral and the student's capped place must either:

- be allocated from the postgraduate year cohort the student is returning to (this could only happen if someone else had withdrawn from the course without receiving any payments for the academic year)
- be taken from your total allocation of students for the new academic year. In this case the next year of funding for the capped place would also be lost and could not separately be allocated to another student the following year.

### Undergraduate Student Deferrals

If an undergraduate student has been allocated a capped place but informs you that they wish to defer starting the second or third year until a later academic year, their place can be reallocated to another student. They must not have received a bursary payment, or the capped place is lost. If the place is not reallocated to another student, the place will also be lost.

### Resuming Undergraduate Students

Students who attended in their first academic year and were nominated for a capped place, but had a period of non-attendance and are now resuming training, will have lost the capped place initially allocated to them for the rest of the duration of the course.

Undergraduate students who withdraw or defer and resume training at any point during the course including the first year may not occupy a capped place when they resume training.

### Maternity leave – all social work students

Universities must follow the process outlined below for all students who are taking a period of maternity leave regardless of when they commence their maternity leave (including if it is during a 'holiday period') and regardless of whether or not they are enrolled on a capped place.

Undergraduate and postgraduate students who are nominated for a capped place may continue to receive bursary payments for up to a maximum of 12 months from the agreed date of the

### Annex 3: Social Work Bursary Capping Guidance for HEIs by NHS BSA

start of the maternity leave period or from the day after the date of birth. Students must provide the university with medical evidence of the pregnancy prior to commencing maternity leave (usually form MATB1). The start date of the maternity leave must be agreed with the university prior to commencement of the leave. Universities must forward a form SWB02 to Student Services annotated to confirm the student has provided relevant evidence including the expected date of confinement, the last date of attendance and the date of return if the student is expected to return to complete the course.

Undergraduate and postgraduate students who resume training after a period of maternity leave will retain their capped place for the duration of the course. Universities cannot reallocate or transfer a capped place from a student on maternity leave to another student.

In addition students who have taken a period of maternity leave may receive an extension of funding for up to a maximum of 12 months in order to complete the course (this may be extended in exceptional circumstances if the student also has to repeat part of the course). Universities must forward a form SWB03 to student services annotated to confirm the student has returned to training including the date they returned, the cohort they have joined, the new expected 'end date' of the course and any other information that will help clarify the student's personal circumstances.

Students who are not nominated for a capped place (those in receipt of the Placement Travel Allowance (PTA) only, or EU Fees only postgraduate students) are not eligible to receive the PTA or payment of fees during a period of maternity leave. They may be eligible to receive the PTA (and payment of fees if relevant) when they resume training.

## Annex 4: Education Support Grant Timeline for the 2017 Academic Year

Activity	Timescales
NHSBSA requests initial estimates from HEIs	October 2017
HEIs provide initial estimates to NHSBSA	By 30 November 2017
NHSBSA pay first ESG instalment to HEIs	January 2018
NHSBSA request revised estimates from HEIs	April 2018
HEIs return revised estimates to NHSBSA	By 31 May 2018
NHSBSA pay second ESG instalment to HEIs including any relevant adjustments	June 2018
HEIs submit tracking data as per NHSBSA requirements	August to November 2018