

# UUK/GuildHE Higher Education Licence 2019-2024

## Non-Credit-Bearing ('NCB') Courses Guidance

### About NCB courses

NCB courses are those courses or modules delivered by your HEI that:

- do not lead to a recognised qualification – for example, Continuing Professional Development (CPD);
- are not included in your annual return to HESA for credit-bearing students (in either the Student Record or Aggregate Offshore Return).

Both staff and registered students of your HEI may be enrolled on NCB courses.

### Reporting NCB FTES to CLA

- To calculate your NCB FTES, please refer to your total number of NCB 'Contact Hours' and then divide this figure by 300.
- By 'Contact Hours', we mean the sum total of contact hours that reflect the participation of each student or staff member in each NCB course being delivered – even those students that might be enrolled on both a credit-bearing and NCB course. Where an individual student (or staff member) is enrolled on more than one NCB course, the sum total of their contact hours should reflect participation on each course.
- Please supply a two-year backdated figure, or, if you prefer, a one-year backdated figure.
- You can either supply us with your actual NCB FTES figure (in which case the main £7.51 rate will apply for each NCBS FTES), or select the most appropriate of the following bands, which selection we will accept on a 'good faith' basis.

Band	No. of NCBS FTES	Total price
0	0	£0.00
1	1-200	£650
2	201-600	£2,500
3	601-1,200	£6,000
4	1,201-3,500	£14,000