



Frequently Asked Questions

The following pages are some frequently asked questions that have been posed to the eMandate Service Team. The list will be updated whenever appropriate.

Subject	Question	Answer
General	When I enter my data, it is highlighted in red. What is happening?	If there is an unusually large difference compared with the previous year, the field will be highlighted. This is just a simple check to point out that the data may have been entered incorrectly.
ACL.080 – Areas of Learning	What type of value do we put in Areas of Learning ?	From 2007, for colleges in England this information will be provided by the LSC, based on statutory returns for Guided Learning Hours. For colleges in Scotland and Wales I regret that colleges will be responsible for calculating their own figures. Guidance on which areas of learning should be included in each category is available for download from the eMandate website in a document entitled 'LSC Areas of Learning Guidance'. Regrettably, the categories have changed since 2006, which means that it is difficult to track changes from year to year.
ACL.080 – Areas of Learning	How should the % provision be calculated?	You should include all learning including higher education, 14-16 year olds, day and evening and outreach centres.
DEP – Franchise Arrangements	Where delivery is through a franchise arrangement on partners premises, should they be included in NIA and GIA?	Exclude any space for which you are not responsible for maintenance, but if you are paying a rent of some sort e.g. licence and hire charges, this should be noted under JPC.015.
DEP.005.010 – Sites Residential	Should we include residential sites whose tenants are unrelated to the college i.e. neither students nor staff?	No.

Subject	Question	Answer
DEP.030 – Total Net Internal Area	Why does the error message ' Your total NIA must equal the sum of DEP.035 to DEP.075 (excluding sub-items) ' keep appearing when I have checked the figures and they appear to be correct?	Unfortunately, there is an error in the formula for this validation check. It is meant to ensure that total NIA adds up to the sum of all its component parts. Unfortunately, the formula includes Balance Space (DEP.055), which is not one of its component items. We therefore suggest that you enter the component NIA sub-items first and, provided that they add up correctly to total NIA, they will not trigger the validation flag. After you have done this, we suggest that you enter the balance space figure and simply ignore the flag.
DEP.030 – Total Net Internal Area	Where can I find a definition for Net Internal Area?	The definition of NIA is set out on page 3 of the data Definitions Appendix (available from www.emandate.co.uk)
DEP.025/DEP.030 – Gross/Net Internal Area	Should this only include freehold and over 999 year leasehold i.e. exclude outreach centres?	You should include all sites which you own or maintain, including outreach centres. Please include all rented buildings, even those rented on a monthly basis. However, exclude hourly let buildings.
DEP.037 – NIA of Hall Space	Our sports hall is also used as a classroom e.g. for sports science. How do we allocate the space?	This space should be put under DEP.037.010
IPV.010/IPV.011 & IPV.012 – Fire Insurance Value	Should these include the cost of demolition and professional fees?	Yes.

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JPC.025 – Total Insurance Premium	Should the Total Insurance Premium include insurance premium tax (IPT)?	Yes.
JPC.040 – Energy Consumption	It is unclear whether to enter oil and LPG in litres or kilowatt hours. Which is it?	<p>Please enter all these figures in kWh, the necessary conversion rates are as follows:</p> <ul style="list-style-type: none"> • Litres of Oil x 10.6 = kWh • Litres of LPG x 7 = kWh • Kg of LPG x 13.9 = kWh
JPC.070 – Total Maintenance Costs	How should this be divided between the sub-sections?	The total maintenance cost can be divided into planned, capital and reactive costs, JPC.075/080/085 respectively. It can also be divided into contract and in-house costs, JPC.070.005/010 respectively.
JPC.090	How should we include high level management i.e. staff who spend a proportion of their time involved in the management of the estate?	Please include a proportion of their salaries corresponding to the proportion of time spent involved in the management of the estate.
LSU.010/016 – General Teaching Workspaces DN37/Actual	Where can I find Design Note 37?	The DN37 guidance is available from the home page of the eMandate website www.emandate.co.uk , on the right-hand side. However, we will be making a shorter/clearer definition of a workplace available as soon as possible.

Subject	Question	Answer
OSN.010 – Staff Numbers FTE non- teaching	Does this include cleaning/security staff?	Not if they are externally contracted i.e. not on the payroll.
OSN.020/OSN. 030 – Teaching/Non- teaching staff with offices	Should we include staff who shares offices/desks?	Yes.
PLN – Learner Numbers	Are non-funded learners included in the learner numbers?	Yes.