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| Version history – changes to Workforce Questionnaire (WFQ)Version 1.0Released August 2025 |

# Version history - changes made to WFQ

**For 2022 return year:**

1. It is no longer required to report data on staff members who carry out 'academic' or 'research-only' activities for your organisation via a subsidiary or third party.
2. Clarified definition of full-time: A full-time equivalent load, or 1 FTE, is defined as working between 36 and 40 hours per week, across the whole year.
3. Clarified categorisation of staff who work full-time for part of the year: to be entered in the part-time category, with FTE calculated as the proportion of the year worked.
4. Deleted instruction to report undergraduate student tutors as ‘non-academic’ staff.

**For 2021 return year:**

1. Gender label changed from ‘Gender diverse’ to ‘Another gender’.

**For 2020 return year:**

1. Third gender category introduced: ‘Gender diverse’.

**For 2017 return year:**

1. Data on the staff members who carry out 'academic' or 'research-only' activities via subsidiaries and third parties needs to be provided.

**For 2016 return year:**

1. Staff who work full-time for the full year with contracts that exceed one full-time equivalent will only be counted as 1 FTE in the section headed up 'Full-time'.
2. Where a person's role is 50 percent academic and 50 percent non-academic, you may include them in the academic or non-academic part of the questionnnaire.
3. Data for students who teach, are teacher aides or tutors is to be included. Postgraduate students to be reported as 'academic staff' and undergraduate students to be reported as 'non-academic staff'.
4. If supplying data for all your staff (rather than just those that are over 0.1 FTE) is easier to do, then all staff may be included.
5. Suggestion added that staff ages be determined as at 31 December.