Appendix 2

Validation and credibility checks

Validation

1. A number of validation checks are built into the Excel workbook. Validation cells above each column in each table in the workbook return **Validation: OK** if the data have passed validation. If data in a table fail validation, a message describing the error will be displayed below the table and the value(s) in the cell(s) causing the error(s) will turn red.

Tables 1a, 1b, 2 and 3

2. For each column, the total for each level (excluding the ITT (QTS) and INSET (QTS) price groups) must be a whole number (except for Column 4a and Column 5a on Table 3).

3. For each column, the ITT (QTS) and INSET (QTS) cells, where present, must contain whole numbers (except for Column 4a on Table 3).

4. For all cells except cells in Column 3, the value ≥ 0.

5. For all cells, Column 3 ≤ 0.

6. For Tables 1a, 2 and 3 – data should only be entered in Column 5 (and in Table 3, Column 5a) by lead institutions of Lifelong Learning Networks following the model 2 route for monitoring 2008-09 additional student numbers. These institutions are:

H-0127 Birkbeck College

H-0200 University College Birmingham

H-0038 University of Cumbria

H-0057 University of Derby

H-0058 University of East London

H-0060 University of Hertfordshire

H-0061 University of Huddersfield

H-0063 Kingston University

H-0066 Manchester Metropolitan University

H-0077 Staffordshire University

H-0080 Thames Valley University

H-0013 York St John University

7. For Tables 1a, 2 and 3 – for each row, Column 5 $\leq$ Non-fundable Column 4.

8. For Table 3 – for each row, Column 4a $\leq$ Column 4.

9. For Table 3 – for each row, Column 5a $\leq$ Column 5.

10.　For Table 3 – for each row, Column 4a ÷ Column 4 ≥ 0.03.

11.　For Table 3 – for each row, Column 5a ÷ Column 5 ≥ 0.03.

12.　For Table 1b, all columns (clinical medicine + clinical dentistry) ≤ Columns 1 to 4 (price group A, undergraduate) on Table 1a.

13.　For all cells, the value entered must be to no more than two decimal places.

Table 4

14.　Each cell must contain a whole number.

15.　For each level, excluding the ITT (QTS) price group, the total should equal the total in Tables 1a, 2 or 3 as follows:

Table 4		**Table 1a**
Column 1 (a)(i)	=	Column 1 (a) + (b)
Column 1 (a)(ii)	=	Column 1 (c)
Column 2 (a)(i)	=	Column 2 (a) + (b)
Column 2 (a)(ii)	=	Column 2 (c)
		Table 2
Column 1 (b)(i)	=	Column 1 (a) + (b)
Column 1 (b)(ii)	=	Column 1 (c)
Column 2 (b)(i)	=	Column 2 (a) + (b)
Column 2 (b)(ii)	=	Column 2 (c)
		Table 3
Column 1 (c)(i)	=	Column 1 (a) + (b)
Column 1 (c)(ii)	=	Column 1 (c)
Column 2 (c)(i)	=	Column 2 (a) + (b)
Column 2 (c)(ii)	=	Column 2 (c)

16.　For each level, for the ITT (QTS) price group, the total should equal the total in Tables 1a or 3 as follows:

Table 4		**Table 1a**
Column 1 (a)(ii)	=	Column 1 (c)
Column 2 (a)(ii)	=	Column 2 (c)

Table 3

Column 1 (c)(ii)	=	Column 1 (c)
Column 2 (c)(ii)	=	Column 2 (c)

Table 5

17.   For all cells, the value entered must be a whole number, and ≥ 0.

18.   For Column 1 the totals for 'home' and 'other' added together for 'HND', 'Sub-degree level (excl. HND)' and 'Other UG' should be equal to the corresponding UG (excl. FD) home and EC totals from Columns 1 and 2 of Tables 1a, 2 and 3.

19.   For Column 1, the totals for 'home' and 'other' added together for FD, PGT and PGR should be equal to the corresponding home and EC totals from Columns 1 and 2 of Tables 1a, 2 and 3.

20.   Each cell in Column 2 must be less than or equal to the equivalent cell in Column 1.

21.   Each cell in Column 3 must be less than or equal to the equivalent cell in Column 1.

Table 6

22.   Data should only be entered in Table 6 by leads of HEFCE-recognised funding consortia. These institutions are:

H-0057   University of Derby

H-0076   London South Bank University

H-0073   University of Plymouth

H-0077   Staffordshire University

H-0021   University of Winchester

23.   The totals in Columns 1 and 2 of Table 6 should be less than or equal to those in Columns 1 and 2 of Tables 1a, 2 and 3.

24.   For all cells, the value must be ≥ 0.

25.   For all cells, the value entered must be to no more than two decimal places.

Credibility

26.   A number of credibility checks are built into the Excel workbook. These checks are intended to warn institutions that they have entered data which may be (but are not necessarily) erroneous. Credibility cells above each column in each table in the workbook return **First stage credibility: OK** if the data have passed first stage credibility. If data in a table satisfy one or more of the conditions set out in paragraphs

29-59 of this appendix, a message describing the warning will be displayed below the table.

27.   Where credibility warnings are shown, institutions should check that the data they have entered are correct and meet the guidance and definitions set out in the relevant section of the HESES publication. Completed workbooks that have first stage credibility warnings may be uploaded to our extranet; **however, institutions should inform their data verification contact at HEFCE of the reason(s) why the data are credible.** Such explanations will inform the subsequent data verification process. Details of your HEFCE data verification contact will be e-mailed to our HESES contact at your institution.

28.   The comparison tables in the workbook (within the COM1 and COM2 worksheets) will inform some (but not all) of our additional credibility checks. See Appendix 3 of the HESES08 publication for details of the comparison tables and the additional credibility checks they inform.

Tables 1a, 2 and 3

Credibility checks on foundation degrees recorded as Long

7.   For Tables 1a and 3 – where Length = Long and Level = FD and Column 1 + Column 2 > 0.

8.   Further guidance on long years of instance and foundation degrees can be found in paragraphs 3-4 of Annex K.

Credibility checks on non-completion rates

9.   For Table 1a – for each level (excluding PGT and PGR) aggregated across all price groups, lengths and fundability statuses, Column 1 + Column 2 $\geq$ 100 and Column 3 $\div$ (Column 1 + Column 2) $\geq$ -0.014.

10.   For Table 2 – for each level (excluding PGT) aggregated across all fundability statuses, Column 1 + Column 2 $\geq$ 200 and Column 3 $\div$ (Column 1 + Column 2) $\geq$ -0.005.

11.   For Table 3 – for each level (excluding PGT and PGR) aggregated across all price groups, lengths and fundability statuses, Column 1 + Column 2 $\geq$ 100 and Column 3 $\div$ (Column 1 + Column 2) $\geq$ -0.02.

12.   For Tables 1a, 2 and 3 – aggregated across all levels, price groups, lengths and fundability statuses, Column 1 + Column 2 $\geq$ 50 and Column 3 = 0.

13.   Further guidance on non-completions and the completion of Column 3 can be found in paragraphs 22-40 of Annex E and paragraph 4 of Annex M respectively.

Credibility checks on part-time load factors

14.   For Table 3 – for each level (except 'UG (excl. FD)') aggregated across all price groups, lengths and fundability statuses, Column 4 $\geq$ 50 and Column 4a $\div$ Column 4 $\geq$ 0.8.

15.   For Table 3 – for 'UG (excl. FD)' aggregated across all price groups, lengths and fundability statuses, Column 4 ≥ 50 and Column 4a ÷ Column 4 ≥ 0.67.

16.   Further guidance on FTE for part-time students and the completion of Column 4a can be found in Annex F and paragraph 6 of Annex M respectively.

Table 4

Credibility checks on non-regulated fees

17.   For full-time undergraduates aggregated across all price groups and fundability statuses, Total Column 1 + Column 2 ≥ 30 and ('Non-regulated' Column 1 + Column 2) ÷ (Total Column 1 + Column 2) ≥ 0.1.

18.   For full-time undergraduates aggregated across all price groups and fundability statuses, Total Column 1 + Column 2 ≥ 5 and Total Column 1 + Column 2 < 30 and ('Non-regulated' Column 1 + Column 2) ÷ (Total Column 1 + Column 2) ≥ 0.25.

19.   Further guidance on what can be returned under the 'Non-regulated' category can be found in paragraph 11 of Annex M.

Credibility checks on Regulated £0 fees

20.   For HEFCE-fundable students aggregated across all modes and columns, (difference between HESES07 'Regulated £0' total and HESES08 'Regulated £0' total > 100) or (HESES07 'Regulated £0' total = 0 and HESES08 'Regulated £0' total ≠ 0) or (HESES07 'Regulated £0' total ≠ 0 and HESES08 'Regulated £0' total = 0).

21.   Where price group = ITT(QTS), 'Regulated £0' total > 0.

22.   Further guidance on what can be returned under the 'Regulated £0' category can be found in paragraph 10c of Annex M.

Credibility checks on regulated half fees

23.   For full-time students aggregated across all price groups (excluding ITT(QTS)), levels and fundability statuses, Total Column 1 + Column 2 ≥ 30 and ('Regulated half fee' Column 1 + Column 2) ÷ (Total Column 1 + Column 2) ≥ 0.05.

24.   For full-time students aggregated across all price groups (excluding ITT(QTS)), levels and fundability statuses, Total Column 1 + Column 2 ≥ 5 and Total Column 1 + Column 2 < 30 and ('Regulated half fee' Column 1 + Column 2) ÷ (Total Column 1 + Column 2) ≥ 0.25.

25.   Further guidance on what can be returned under the 'Regulated half fee' category can be found in paragraph 10b of Annex M.

Credibility checks on regulated full fees

26.   For part-time students aggregated across all price groups, levels and fundability statuses, Total Column 1 + Column 2 ≥ 30 and ('Regulated full fee' Column 1 + Column 2) ÷ (Total Column 1 + Column 2) ≥ 0.05.

27.　For part-time students aggregated across all price groups, levels and fundability statuses, Total Column 1 + Column 2 ≥ 5 and Total Column 1 + Column 2 < 30 ('Regulated full fee' Column 1 + Column 2) ÷ (Total Column 1 + Column 2) ≥ 0.25.

28.　Further guidance on what can be returned under the 'Regulated full fee' category can be found in paragraph 10a of Annex M, and further guidance on which part-time students can be recorded as being subject to regulated fees can be found in paragraphs 12-13 of Annex M.

Table 5

Credibility checks on new entrants

29.　For all full-time and sandwich year-out students aggregated across all fundability statuses where Level = 'HND', 'FD', 'Other UG degree' or 'PGR' and Column 1 ≥ 30 and Column 2 ÷ Column 1 ≥ 0.8.

30.　For all full-time and sandwich year-out students aggregated across all fundability statuses where Level = 'HND', 'Sub-degree (excl. HND)', 'FD' or 'PGT' and Column 1 ≥ 50 and Column 2 ÷ Column 1 ≤ 0.33.

31.　For all full-time and sandwich year-out students aggregated across all levels and fundability statuses, Column 1 ≥ 30 and Column 2 ÷ Column 1 ≤ 0.2.

32.　For all full-time and sandwich year-out students aggregated across all fundability statuses where Level = 'Sub-degree (excl. HND)' and Column 1 ≥ 50 and Column 1 = Column 2.

33.　For all part-time students aggregated across all fundability statuses where Level = 'HND', 'FD', 'Other UG degree' or' PGR' and Column 1 ≥ 30 and Column 2 ÷ Column 1 ≥ 0.7.

34.　For all part-time students aggregated across all levels and fundability statuses, Column 1 ≥ 30 and Column 2 ÷ Column 1 ≤ 0.1.

35.　For all students aggregated across all modes, levels and fundability statuses, Total Column 2 = 0.

36.　For all students aggregated across all modes, levels and fundability statuses, Total Column 1 = Total Column 2.

37.　The definition of 'new entrant' can be found in paragraph 41 of Annex E.