Higher Education in Further Education: Students Survey 2014-15 (HEFCE 2014/24)

Appendix 1
Validation of HEIFES13 data

1.   Annex D of the HEIFES14 publication (HEFCE 2014/24) describes the six tables in the HEIFES14 workbooks into which data can be entered, and Annex E describes what you should do when the tables have been completed. The data submitted in HEIFES14 will be used to determine grant adjustments and adjusted grant allocations for 2014-15 and grant allocations for 2015-16. As such it is important that the data submitted are accurate and suitable for this purpose.

2.   The HEIFES14 workbook contains a series of validation checks which help to ensure that incorrect data are not submitted. This appendix describes these validation checks. In addition the workbook contains a series of credibility checks which will help colleges check the credibility of their data prior to submission to HEFCE. The credibility checks are described in Appendix 2.

3.   A number of validation checks are built into these six tables. Validation cells above each column in each table in the workbook return **Validation: OK** if the data have passed validation. If an error or inconsistency is detected in a completed worksheet, a message reading **Validation: Failure (see below table)** will appear above the column in the table in which there is a validation failure, and the values in the cells which are causing the error will turn red. Below the table, the error will be described in more detail. These errors **must be corrected** before submitting the completed workbook: we will not accept workbooks containing validation failures. If the source of the error cannot be identified, colleges should e-mail us for advice at heifes@hefce.ac.uk.

Validation checks in Tables 1, 2 and 3

4.   For each column, the total for each level must be a whole number (except for Column 4a and Column 5a on Table 3).

5.   For all cells except cells in Column 3, the value must be ≥ 0.

6.   For all cells, Column 3 must be ≤ 0.

7.   For Tables 1 and 3, for each cell, the value entered must be to no more than two decimal places.

8.   For Table 2, all cells must contain whole numbers.

9.   Data should only be entered in Column 5 (and in Table 3, Column 5a) by colleges which were previously awarded employer co-funded student numbers, and have students that are aiming for the same qualification at the same institution on instances that prior to 2014-15 counted towards the delivery of funding or student number targets relating to student numbers co-funded with employers. We would only expect to see data entered in these columns by colleges on the following list:

10006442	Birmingham Metropolitan College
10007859	Warwickshire College
10003200	Hull College
10004695	North Lindsey College
10003955	The City of Liverpool College
10004599	Newcastle College
10005999	South Tyneside College
10001743	Craven College
10007709	York College
10007938	Grimsby Institute of Further and Higher Education
10002638	Gateshead College
10002935	Havering College of Further and Higher Education
10024962	Leeds City College

10. For each cell, Column 5 must be $\leq$ Non-fundable Column 4.

11. For Table 3 only, for each cell, Column 5a must be $\leq$ Non-fundable Column 4a.

12. For Table 3 only, for each cell, Column 4a must be $\leq$ Column 4.

13. For Table 3 only, for each cell, Column 5a must be $\leq$ Column 5.

14. For Table 3 only, for each cell, Column 4a $\div$ Column 4 must be ≥ 0.03.

15. For Table 3 only, for each cell, Column 5a $\div$ Column 5 must be ≥ 0.03.

Validation checks in Table 4

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

17. For each column, the total should be $<$, or $\leq$, the total in Tables 1 or 2 as follows:

Table 4		Table 1
Column 1 (a)(i)	<	Column 1 (a) + Column 1 (b)
Column 1 (a)(ii)	<	Column 1 (c)
Column 2 (a)(i)	<	Column 2 (a) + Column 2 (b)
Column 2 (a)(ii)	<	Column 2 (c)
		Table 2
Column 1 (b)(i)	$\leq$	Column 1 (a) + Column 1 (b)
Column 1 (b)(ii)	$\leq$	Column 1 (c)

Column 2 (b)(i) ≤ Column 2 (a) + Column 2 (b)

Column 2 (b)(ii) ≤ Column 2 (c)

Validation checks in Table 5

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

19. For Column 1 the totals for 'Home', 'other EU' and 'Island and Overseas' added together for 'HND', 'Sub-degree level (excl. HND)', 'FD' and 'Other UG' should be equal to the corresponding UG totals from Columns 1 and 2 of Tables 1, 2 and 3.

20. For Column 1, the totals for 'Home', 'other EU' and 'Island and Overseas' added together for 'PG' should be equal to the corresponding totals from Columns 1 and 2 of Tables 1, 2 and 3.

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

22. The totals for each row in Column 3(a), and for Column 3(b), must be less than or equal to the equivalent row totals in Columns 1(a) and 1(b) respectively.

Validation checks in Table 6

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

Further information

24. Any questions about your data or validation checks should be e-mailed to heifes@hefce.ac.uk.