

Higher Education in Further Education: Students Survey 2011-12 (HEFCE 2011/26)

Appendix 2

Validation of HEIFES11 data

1. Annex D of the HEIFES11 publication (HEFCE 2011/27) describes the seven tables in the HEIFES11 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 HEIFES11 will be used to determine grant adjustments for 2011-12 and initial grant allocations for 2012-13. As such it is important that the data submitted are accurate and suitable for this purpose.
2. The HEIFES11 workbook contains a series of validation checks which 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 4.
3. A number of validation checks are built into these seven 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 (excluding the ITT (QTS) and INSET (QTS) price groups) must be a whole number (except for Column 4a and Column 5a on Table 3).
5. For each column, the ITT (QTS) and INSET (QTS) cells, where present, must contain whole numbers (except for Column 4a on Table 3).
6. For all cells except cells in Column 3, the value must be ≥ 0 .
7. For all cells, Column 3 must be ≤ 0 .
8. For Tables 1, 2 and 3 – data should only be entered in Column 5 (and in Table 3, Column 5a) by colleges with employer co-funded student numbers for 2011-12. These colleges are:

| | |
|---------|---|
| L106368 | Birmingham Metropolitan College |
| L106374 | Dudley College of Technology |
| L106448 | Warwickshire College |
| L106513 | Plymouth College of Art |
| L106655 | Worcester College of Technology |
| L106689 | Hull College |
| L106706 | North Lindsey College |
| L106915 | Liverpool Community College |
| L106966 | Moulton College |
| L107017 | Dearne Valley College |
| L107096 | City of Sunderland College |
| L107111 | Newcastle College |
| L107121 | South Tyneside College |
| L107552 | Craven College |
| L107575 | York College |
| L107632 | Grimsby Institute of Further and Higher Education |
| L107960 | West Nottinghamshire College |
| L108311 | Bradford College |
| L108345 | Macclesfield College |
| L108458 | Gateshead College |
| L108493 | Rotherham College of Arts and Technology |
| L108521 | Havering College of Further and Higher Education |
| L108661 | New College Durham |
| L109293 | Loughborough College |
| L117454 | Central Sussex College |
| L118778 | Leeds City College |

9. For Tables 1, 2 and 3 – for each cell, Column 5 must be \leq Non-fundable Column 4.
10. For Table 3 – for each cell, Column 5a must be \leq Non-fundable Column 4a.
11. For Table 3 – for each cell, Column 4a must be \leq Column 4.
12. For Table 3 – for each cell, Column 5a must be \leq Column 5.
13. For Table 3 – for each cell, Column 4a \div Column 4 must be \geq 0.03.

14. For Table 3 – for each cell, Column 5a ÷ Column 5 must be ≥ 0.03 .
15. For all cells, the value entered must be to no more than two decimal places.

Validation checks in Table 4

16. For all cells, the value entered must be to no more than two decimal places.
17. For each price group and level, the total should equal the total in Tables 1, 2 or 3 as follows:

| Table 4 | Table 1 |
|--------------------|----------------|
| Column 1 (a)(i) = | Column 1 (a) |
| Column 1 (a)(ii) = | Column 1 (b) |
| Column 2 (a)(i) = | Column 2 (a) |
| Column 2 (a)(ii) = | Column 2 (b) |
| | Table 2 |
| Column 1 (b)(i) = | Column 1 (a) |
| Column 1 (b)(ii) = | Column 1 (b) |
| Column 2 (b)(i) = | Column 2 (a) |
| Column 2 (b)(ii) = | Column 2 (b) |
| | Table 3 |
| Column 1 (c)(i) = | Column 1 (a) |
| Column 1 (c)(ii) = | Column 1 (b) |
| Column 2 (c)(i) = | Column 2 (a) |
| Column 2 (c)(ii) = | Column 2 (b) |

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' 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 EU totals from Columns 1 and 2 of Tables 1, 2 and 3.
20. For Column 1, the totals for 'home' and 'other' added together for FD and PG should be equal to the corresponding home and EU 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. Each cell in Column 3 must be less than or equal to the equivalent cell in Column 1.

Validation checks in Table 6

23. For all cells, the value entered must be a whole number, and ≥ 0 .
24. For Column 1b, the total number of HEFCE-fundable students, for all levels, must be \leq the total number of HEFCE-fundable students in Column 1, Table 1 for all price groups, lengths and levels.
25. For Column 1b, the total number of employer co-funded students, for all levels, must be \leq the total number of non-fundable students in Column 1, Table 1 for all price groups, lengths and levels.
26. For Column 2, the total number of HEFCE-fundable students, for all levels, must be \leq the total number of HEFCE-fundable students in Column 2, Table 1 for all price groups, lengths and levels.
27. For Column 2, the total number of employer co-funded students, for all levels, must be \leq the total number of non-fundable students in Column 2, Table 1 for all price groups, lengths and levels.

Validation checks in Table 7

28. For all cells, the value entered must be ≥ 0 .
29. For all cells, the value entered must be to no more than two decimal places.
30. For each column, the total for each level must be a whole number (except for Column 3a).
31. For each cell, Column 3a must be \leq Column 3.
32. For each cell, Column 3a \div Column 3 must be ≥ 0.03 .
33. Data should only be entered in the 'Employer co-funded' columns by colleges with employer co-funded student numbers for 2011-12. These colleges are listed in paragraph 8 above.

Further information

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