

# Higher Education Students Early Statistics Survey 2011-12 (HEFCE 2011/27)

## Appendix 2

### Validation of HESES11 data

1. Annex D of the HESES11 publication (HEFCE 2011/27) describes the eight tables in the HESES11 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 HESES11 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 HESES11 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 institutions 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 eight 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, institutions should e-mail us for advice at [heses@hefce.ac.uk](mailto:heses@hefce.ac.uk).

#### Validation checks in Tables 1a, 1b, 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  $\geq 0$ .
7. For all cells, Column 3 must be  $\leq 0$ .
8. For Tables 1a, 2 and 3 – data should only be entered in Column 5 (and in Table 3, Column 5a) by institutions with employer co-funded student numbers for 2011-12. These institutions are:

		H-0076	London South Bank University
H-0011	University of Chester	H-0077	Staffordshire University
H-0012	Canterbury Christ Church University	H-0079	Teesside University
H-0013	York St John University	H-0080	The University of West London
H-0014	University College Plymouth St Mark & St John	H-0081	University of the West of England, Bristol
H-0016	Edge Hill University	H-0082	University of Chichester
H-0017	University College Falmouth	H-0083	University of Westminster
H-0018	Harper Adams University College	H-0085	University of Wolverhampton
H-0021	University of Winchester	H-0108	Aston University
H-0024	University of the Arts London	H-0109	University of Bath
H-0026	University of Bedfordshire	H-0110	University of Birmingham
H-0027	University of Northampton	H-0111	University of Bradford
H-0030	Ravensbourne	H-0114	University of Cambridge
H-0037	Southampton Solent University	H-0116	University of Durham
H-0038	University of Cumbria	H-0117	University of East Anglia
H-0046	University of Worcester	H-0118	University of Essex
H-0047	Anglia Ruskin University	H-0119	University of Exeter
H-0048	Bath Spa University	H-0120	University of Hull
H-0049	University of Bolton	H-0122	University of Kent
H-0050	Bournemouth University	H-0123	Lancaster University
H-0051	University of Brighton	H-0124	University of Leeds
H-0052	Birmingham City University	H-0125	University of Leicester
H-0053	University of Central Lancashire	H-0126	University of Liverpool
H-0054	University of Gloucestershire	H-0131	Goldsmiths' College
H-0056	Coventry University	H-0133	Institute of Education
H-0057	University of Derby	H-0134	King's College London
H-0058	University of East London	H-0141	Royal Holloway, University of London
H-0059	University of Greenwich	H-0149	University College London
H-0060	University of Hertfordshire	H-0154	University of Newcastle upon Tyne
H-0061	University of Huddersfield	H-0155	University of Nottingham
H-0062	University of Lincoln	H-0156	University of Oxford

H-0063	Kingston University	H-0157	University of Reading
H-0064	Leeds Metropolitan University	H-0158	University of Salford
H-0065	Liverpool John Moores University	H-0159	University of Sheffield
H-0066	Manchester Metropolitan University	H-0160	University of Southampton
H-0067	Middlesex University	H-0161	University of Surrey
H-0068	De Montfort University	H-0162	University of Sussex
H-0069	University of Northumbria at Newcastle	H-0164	University of York
H-0071	Nottingham Trent University	H-0200	University College Birmingham
H-0072	Oxford Brookes University	H-0202	London Metropolitan University
H-0073	University of Plymouth	H-0204	University of Manchester
H-0075	Sheffield Hallam University		

9. For Tables 1a, 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  $\div$  Column 5 must be  $\geq$  0.03.
15. For Table 1b, the absolute value for each column (clinical medicine + clinical dentistry) and each fundability status must be  $\leq$  absolute value in Columns 1 to 4 (price group A, undergraduate) on Table 1a.
16. For all cells, the value entered must be to no more than two decimal places.

**Validation checks in Table 4**

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

<b>Table 4</b>	=	<b>Table 1a</b>
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**

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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**

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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**

19. For all cells, the value entered must be a whole number, and  $\geq 0$ .
20. 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 1a, 2 and 3.
21. For Column 1, the totals for 'home' and 'other' added together for FD, PGT and PGR should be equal to the corresponding home and EU totals from Columns 1 and 2 of Tables 1a, 2 and 3.
22. Each cell in Column 2 must be less than or equal to the equivalent cell in Column 1.
23. Each cell in Column 3 must be less than or equal to the equivalent cell in Column 1.

**Validation checks in Table 6**

24. For all cells, the value entered must be a whole number, and  $\geq 0$ .
25. 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 1a for all price groups, lengths and levels.
26. 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 1a for all price groups, lengths and levels.
27. 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 1a for all price groups, lengths and levels.

28. 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 1a for all price groups, lengths and levels.

#### **Validation checks in Table 7**

29. For all cells, the value entered must be  $\geq 0$ .

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

31. For each column, the total for each level must be a whole number (except for Column 3a).

32. For each cell, Column 3a must be  $\leq$  Column 3.

33. For each cell, Column 3a  $\div$  Column 3 must be  $\geq 0.03$ .

34. Data should only be entered in the 'Employer co-funded' columns by institutions with employer co-funded student numbers for 2011-12. These institutions are listed in paragraph 8 above.

#### **Further information**

35. Any questions about your data or validation checks should be e-mailed to [heses@hefce.ac.uk](mailto:heses@hefce.ac.uk).