Higher Education Students Early Statistics Survey 2010-11 (HEFCE 2010/26)

Appendix 2

Validation of HESES10 data

1.   Annex D of the HESES10 publication (HEFCE 2010/26) describes the seven tables in the HESES10 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 HESES10 will be used to determine grant adjustments for 2010-11 and provisional grant allocations for 2011-12. As such it is important that the data submitted is accurate and suitable for this purpose.

2.   The HESES10 workbook contains a series of validation checks which ensure that incorrect data is 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 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, institutions should e-mail us for advice at 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 ≥ 0.

7.   For all cells, Column 3 must be ≤ 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 2010-11. These institutions are:

H-0001	Open University	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	University of West London
H-0014	University College Plymouth Marjon	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	Durham University
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, University of London
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	UCL
H-0060	University of Hertfordshire	H-0154	Newcastle University
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	Northumbria University	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 row, Column 5 must be $\leq$ Non-fundable Column 4.

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

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

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

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

14. For Table 1b, all columns (clinical medicine + clinical dentistry) must be $\leq$ Columns 1 to 4 (price group A, undergraduate) on Table 1a.

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

Validation checks in Table 4

16. Each cell must contain a whole number.

17. 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)

18.   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)

Validation checks in Table 5

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

Further information

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