Higher Education Students Early Statistics Survey 2014-15 (HEFCE 2014/23)

Appendix 1

Validation of HESES14 data

1.   Annex D of the HESES14 publication (HEFCE 2014/23) describes the six tables in the HESES14 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 HESES14 will be used to determine grant adjustments and adjusted 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 HESES14 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 institutions 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, institutions should e-mail us for advice at heses@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 institutions 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 institutions on the following list:

10007848	University of Chester
10001143	Canterbury Christ Church University
10007713	York St John University
10037449	University College Plymouth St Mark & St John
10007823	Edge Hill University
10040812	Harper Adams University College
10003614	University of Winchester
10007162	University of the Arts London
10007152	University of Bedfordshire
10005389	Ravensbourne
10006022	Southampton Solent University
10007842	University of Cumbria
10007139	University of Worcester
10000291	Anglia Ruskin University
10000571	Bath Spa University
10006841	University of Bolton
10000824	Bournemouth University
10000886	University of Brighton
10007140	Birmingham City University
10007141	University of Central Lancashire
10007145	University of Gloucestershire
10001726	Coventry University
10007851	University of Derby
10007144	University of East London
10007146	University of Greenwich
10007147	University of Hertfordshire
10007151	University of Lincoln
10003678	Kingston University
10003861	Leeds Metropolitan University
10003957	Liverpool John Moores University
10004180	Manchester Metropolitan University

10004351	Middlesex University
10001883	De Montfort University
10001282	University of Northumbria at Newcastle
10004797	Nottingham Trent University
10004930	Oxford Brookes University
10007801	University of Plymouth
10005790	Sheffield Hallam University
10004078	London South Bank University
10006299	Staffordshire University
10007161	Teesside University
10006566	The University of West London
10007164	University of the West of England, Bristol
10007137	University of Chichester
10007166	University of Wolverhampton
10007759	Aston University
10007850	University of Bath
10006840	University of Birmingham
10007785	University of Bradford
10007788	University of Cambridge
10007143	University of Durham
10007789	University of East Anglia
10007791	University of Essex
10007792	University of Exeter
10007149	University of Hull
10007150	University of Kent
10007768	Lancaster University
10007795	University of Leeds
10007796	University of Leicester
10006842	University of Liverpool
10002718	Goldsmiths' College
10003645	King's College London
10005553	Royal Holloway, University of London

10007784	University College London
10007799	University of Newcastle upon Tyne
10007154	University of Nottingham
10007774	University of Oxford
10005127	Plymouth College of Art
10007802	University of Reading
10007156	University of Salford
10007157	University of Sheffield
10007160	University of Surrey
10007806	University of Sussex
10007167	University of York
10000712	University College Birmingham
10007798	University of Manchester

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 $\geq$ 0.03.

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

Validation checks in Table 4

16.   For all cells, the value entered must be a whole number, and $\geq$ 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) $\leq$ Column 2 (a) + Column 2 (b)

Column 2 (b)(ii) $\leq$ 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 'PGT' and 'PGR' 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 heses@hefce.ac.uk.