

Appendix 2

Validation of HESES data

1. The annexes of the HESES09 publication (HEFCE 2009/36) describe the six tables in the HESES09 workbooks into which data can be entered. The data submitted in HESES09 will be used to determine grant adjustments for 2009-10 and provisional grant allocations for 2010-11. As such it is important that the data submitted is accurate and suitable for this purpose.
2. The HESES09 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 and the data verification process are described in Appendix 4.
3. The HESES09 workbook contains six tables for completion:

Name of worksheet	HESES09 tables
FTS	Table 1a – Full-time counts of years of instance
MED	Table 1b – Counts of years of instance for first registrable medical and dental qualifications (included in Table 1a)
OUT	Table 2 – Sandwich year-out counts of years of instance
PT	Table 3 – Part-time counts of years of instance and full-time equivalents (FTE)
FEE	Table 4 – Home and EC fees
HEC	Table 5 – Counts of years of instance split between home and others entitled to pay home and EC fees

4. 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 data in a table fail validation then these cells return **Validation: Failure (see below table)**, a message describing the error will be displayed below the table and the value(s) in the cell(s) causing the error(s) will turn red. **Workbooks containing any validation failures will not be accepted by HEFCE.**

Validation checks in Tables 1a, 1b, 2 and 3

5. 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).
6. For each column, the ITT (QTS) and INSET (QTS) cells, where present, must contain whole numbers (except for Column 4a on Table 3).

7. For all cells except cells in Column 3, the value must be ≥ 0 .
8. For all cells, Column 3 must be ≤ 0 .
9. For Tables 1a, 2 and 3 – data should only be entered in Column 5 (and in Table 3, Column 5a) by lead institutions of Lifelong Learning Networks following the model 2 route for monitoring 2009-10 additional student numbers. These institutions are:

H-0200 University College Birmingham
H-0053 University of Central Lancashire
H-0038 University of Cumbria
H-0061 University of Huddersfield

10. For Tables 1a, 2 and 3 – for each row, Column 5 must be \leq Non-fundable Column 4.
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 ≥ 0.03 .
14. For Table 3 – for each cell, Column 5a \div Column 5 must be ≥ 0.03 .
15. For Table 1b, all columns (clinical medicine + clinical dentistry) must be \leq 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. Each cell must contain a whole number.
18. Each cell in Column 3 must be less than or equal to the sum of the equivalent cells in Columns 1 and 2.
19. 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)

26. Each cell in Column 3 must be less than or equal to the equivalent cell in Column 1.

Further information

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