

## Appendix 2: Validation checks on HEIFES18 data

1. The HEIFES18 workbook contains a series of validation checks that help to 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 providers check the credibility of their data prior to submission to OfS. The credibility checks are described in Appendix 3.
2. A number of validation checks are built into the Courses table and Tables 1 to 7c of HEIFES18. Validation cells above each table in the workbook return '**Validation: OK**' if the data has passed validation. If an error or inconsistency is detected in a table, '**Validation: Failure**' will appear in red above the column in which it is detected, and values associated with the failure will turn red. Errors and inconsistencies are described in more detail below or to the right of the table.
3. The 'Information' sheet in the HEIFES18 workbook contains more specific information about where validation checks have been failed.
4. These errors **must be corrected** before the final submission of your HEIFES18 workbook. We will not accept workbooks containing validation failures. If an invalid workbook is uploaded to the portal, you will receive error messages, and your upload will not be accepted. However, a results package will be generated, which you may find useful for checking purposes. Please see Appendix 1 for further information regarding the portal and submitting your workbook. For further guidance, please email [heifes@officeforstudents.org.uk](mailto:heifes@officeforstudents.org.uk).

### Validation check for entire workbook

Data checked	Criterion
Date that the workbook has been uploaded to the extranet	Workbook has been uploaded before the census date of 1 November 2018. You will need to review and upload your HEIFES18 workbook on or after the census date in order to make a valid submission.

### Validation checks for Courses table

Data checked	Criterion
Learning aim reference	Must be valid. See the Courses table for information as to which version of the Learning Aims Reference Service database has been used. Must be provided if there are values elsewhere in the row.
Price group proportions	Must be provided if price group is shown.
Price group proportions	Sum of proportions in row must equal 100%.
Price group proportions	Must be a whole percentage.
Level	One of the following values must be entered if a valid code is entered in the learning aim reference field: 'UG'; 'PG (UG fee)'; 'PG (Masters' loan)'; or 'PG (Other)'.

## Appendix 2: Validation checks on HEIFES18 data

Sub-level	One of the following values must be entered if a valid code is entered in the learning aim reference field: 'FHEQ level 4 and 5 apprenticeship'; 'FHEQ level 6+ apprenticeship'; 'All other UG'; 'Apprenticeship'; 'All other PG (UG fee)'; 'All other PGT (Masters' loan)'; 'All other PGT (Other)'.
Length	One of the following values must be entered if a valid code is entered in the learning aim reference field: 'Standard' or 'Long'.
Level, sub-level	If 'UG' level selected then sub-level must be 'FHEQ level 4 and 5 apprenticeship', 'FHEQ level 6+ apprenticeship' or 'All other UG'; If 'PG (UG fee)' level selected then sub-level must be 'Apprenticeship' or 'All other PG (UG fee)'; If 'PG (Masters' loan)' level selected then sub-level must be 'Apprenticeship' or 'All other PG (Masters' loan)'; If 'PG (Other)' level selected then sub-level must be 'Apprenticeship' or 'All other PG (Other)'
Years countable	Must be a whole number.
Years countable	Must be $\geq 0$ .
Years countable	Sum of years countable must be $> 0$ if a valid learning aim reference has been entered.
All rows	Must not be blank if data entered in subsequent rows.

### Validation checks for Table 1 Full-time

Data checked	Criterion
Totals automatically calculated for Columns 2 and 3	Must be a whole number.
All values in Columns 2 and 4	Must be $\geq 0$ .
All values in Column 3	Must be $\leq 0$ .
All values	Must be to no more than two decimal places.

### Validation checks for Table 2 Sandwich year out

Data checked	Criterion
All values	Must be a whole number.
All values in Columns 2 and 4	Must be $\geq 0$ .
All values in Column 3	Must be $\leq 0$ .

### Validation checks for Table 3 Part-time

Data checked	Criterion
Totals automatically calculated for Columns 2 and 3	Must be a whole number.
All values in Columns 2, 4 and 4a	Must be $\geq 0$ .
All values in Column 3	Must be $\leq 0$ .
All values	Must be to no more than two decimal places.
All values in Column 4a	Must be $\leq$ corresponding value in Column 4.
All values in Column 4a	Must be $\geq 3\%$ of corresponding value in Column 4.

### Validation checks for Table 4 Year abroad

Data checked	Criterion
All values	Must be a whole number.
All values	Must be $\geq 0$ .
Total automatically calculated for...	Must be...
Column 1(a)(i)	< UG total (Standard + Long) in <b>Table 1</b> , Column 1(a)
Column 1(a)(ii)	< UG total (Standard + Long) in <b>Table 1</b> , Column 1(b)
Column 2(a)(i)	< UG total (Standard + Long) in <b>Table 1</b> , Column 2(a)
Column 2(a)(ii)	< UG total (Standard + Long) in <b>Table 1</b> , Column 2(b)
Column 1(b)(i)	$\leq$ UG value in <b>Table 2</b> , Column 1(a)
Column 1(b)(ii)	$\leq$ UG value in <b>Table 2</b> , Column 1(b)
Column 2(b)(i)	$\leq$ UG value in <b>Table 2</b> , Column 2(a)
Column 2(b)(ii)	$\leq$ UG value in <b>Table 2</b> , Column 2(b).

### Validation checks for Table 5 Planning

Data checked	Criterion
All values	Must be a whole number.
All values	Must be $\geq 0$ .
For each of the following levels, the sum of the values in Section A, <b>Full-time and sandwich year out</b> , in each of Columns 2(a), 2(b) and 2(c):  UG, PG (UG fee), PG (Masters' loan), PG (Other)	Must equal the sum of the corresponding values (Standard and Long) from <b>Tables 1 and 2</b> , in Column 2(a), 2(b) or 2(c) respectively.

## Appendix 2: Validation checks on HEIFES18 data

For each of the following levels, the sum of the values in Section A, <b>Part-time</b> , in each of Columns 2(a), 2(b) and 2(c):  UG, PG (UG fee), PG (Masters' loan), PG (Other)	Must equal the sum of the corresponding values (Standard and Long) from <b>Table 3</b> , in Column 2(a), 2(b) or 2(c) respectively.
All values in Section B	Must be $\leq$ corresponding total of Columns 1 and 2 in Section A.

### Validation checks for Table 6 Subcontractual

Data checked	Criterion
UKPRN	Must exist on the UK Register of Learning Providers <sup>1</sup> . Must be provided if a value is entered elsewhere in the row.
Mode, level, fundability status	An option from the drop down box must be selected if a code is entered in the UKPRN field.
Section A	Must be $> 0$ if a code is entered in the UKPRN field.
Sections A and B	Must be a whole number.
Section B	Must be $\geq 0$ .
Section A totals for each combination of mode, level and fundability status	<b>For full-time and sandwich year out:</b> Must be $\leq$ sum of corresponding totals of Columns 1 and 2 in Table 1 (Standard and Long) plus corresponding values of Columns 1 and 2 in Table 2. <b>For part-time:</b> Must be $\leq$ sum of corresponding totals of Columns 1 and 2 in Table 3 (Standard and Long).
Section B totals for each combination of mode, level and fundability status	Must be $\leq$ sum of corresponding values of Section B in Table 5.
Section B	Must be $\leq$ value in Section A.
All rows	Must not be blank if data entered in subsequent rows.

### Validation checks for Tables 7a, 7b, and 7c Health

Data checked	Criterion
All values in Columns 1-3 for: Nursing – adult; Nursing – children; Nursing – learning disability; Nursing – mental health	Must be a multiple of 0.5.
All values in Columns 1-3 except for: Nursing – adult;	Must be a whole number.

<sup>1</sup> See [www.ukrlp.co.uk](http://www.ukrlp.co.uk).

Appendix 2: Validation checks on HEIFES18 data

Nursing – children; Nursing – learning disability; Nursing – mental health	
All values except those in Column 3	Must be $\geq 0$ .
All values in Column 3	Must be $\leq 0$ .
For Tables 7a and 7c, sum for all professions for each relevant price group and level:	Must be...
Column 1(a)(i) + Column 1(b)(i) + Column 1(c)(i) [OfS-fundable]	$\leq$ corresponding total in Column 1(a) of Table 1 or 3.
Column 1(a)(ii) + Column 1(b)(ii) + Column 1(c)(ii) [non-fundable]	$\leq$ corresponding total in Column 1(b) of Table 1 or 3.
Column 2(a)(i) + Column 2(b)(i) + Column 2(c)(i) [OfS-fundable]	$\leq$ corresponding total in Column 2(a) of Table 1 or 3.
Column 2(a)(ii) + Column 2(b)(ii) + Column 2(c)(ii) [non-fundable]	$\leq$ corresponding total in Column 2(b) of Table 1 or 3.
Column 3(a)(i) + Column 3(b)(i) + Column 3(c)(i) [OfS-fundable]	$\geq$ corresponding total in Column 3(a) of Table 1 or 3.
Column 3(a)(ii) + Column 3(b)(ii) + Column 3(c)(ii) [non-fundable]	$\geq$ corresponding total in Column 3(b) of Table 1 or 3.
Column 4(a)(i) + Column 4(b)(i) + Column 4(c)(i) [OfS-fundable]	$\leq$ corresponding total in Column 4(a) of Table 1 or 3.
Column 4(a)(ii) + Column 4(b)(ii) + Column 4(c)(ii) [non-fundable]	$\leq$ corresponding total in Column 4(b) of Table 1 or 3.
For Table 7c only, the sum for all professions for each relevant price group and level:	Must be...
Column 4a(a)(i) + Column 4a(b)(i) + Column 4a(c)(i) [OfS-fundable]	$\leq$ corresponding total in Column 4a(a) of Table 3.
Column 4a(a)(ii) + Column 4a(b)(ii) + Column 4a(c)(ii) [non-fundable]	$\leq$ corresponding total in Column 4a(b) of Table 3.
For Table 7c only, all values in Column 4a	Must be to no more than two decimal places.
For Table 7c only, all values in Column 4a	Must be $\leq$ corresponding value in Column 4.
For Table 7c only, all values in Column 4a	Must be $\geq 3\%$ of corresponding value in Column 4.
For Table 7b only, sum for all professions for each level:	Must be...
Column 1(a)(i) + Column 1(b)(i) [OfS-fundable]	$\leq$ corresponding value in Column 1(a) of Table 2.
Column 1(a)(ii) + Column 1(b)(ii) [non-fundable]	$\leq$ corresponding value in Column 1(b) of Table 2.
Column 2(a)(i) + Column 2(b)(i) [OfS-fundable]	$\leq$ corresponding value in Column 2(a) of Table 2.
Column 2(a)(ii) + Column 2(b)(ii) [non-fundable]	$\leq$ corresponding value in Column 2(b) of Table 2.

## Appendix 2: Validation checks on HEIFES18 data

Column 3(a)(i) + Column 3(b)(i) [OfS-fundable]	[OfS- fundable]	$\geq$ corresponding value in Column 3(a) of Table 2.
Column 3(a)(ii) + Column 3(b)(ii) [non-fundable]	[non- fundable]	$\geq$ corresponding value in Column 3(b) of Table 2.
Column 4(a)(i) + Column 4(b)(i) [OfS-fundable]	[OfS- fundable]	$\leq$ corresponding value in Column 4(a) of Table 2.
Column 4(a)(ii) + Column 4(b)(ii) [non-fundable]	[non- fundable]	$\leq$ corresponding value in Column 4(b) of Table 2.

### Further information

- Any questions about your data or validation checks should be emailed to [heifes@officeforstudents.org.uk](mailto:heifes@officeforstudents.org.uk).