Appendix 3: Credibility checks on HEIFES18 data

1. The HEIFES18 workbook includes a series of credibility checks on input tables. These are intended to help providers check data prior to submission by identifying values that are unusual or unexpected. As well as querying any values identified by these checks, we may also query other inconsistencies.

2. The results from the credibility checks are summarised on the 'Information' worksheet. Where a submitted workbook has 'First-stage credibility: Warnings' displayed above an input table, providers must explain why the associated data is credible. Such explanations are part of the submission process and should be emailed to dataverification@officeforstudents.org.uk by noon on the date of the submission deadline to inform the subsequent data verification process.

3. Once the submission deadline has passed, the results from the credibility checks and any explanations given by the provider will be used by OfS staff to assess whether the data is reasonable. Providers may be asked to provide additional information, or to correct data, in response to this assessment during the data verification period. Part 1 of the HEIFES18 guidance provides more information on the data verification process.

4. The HEIFES18 workbook also includes a series of validation checks which help to ensure that incorrect data is not submitted. The validation checks are described in Appendix 2.

5. This appendix describes in detail the credibility checks that are carried out on data entered into the HEIFES18 workbook. If potentially erroneous data is detected in an input table, an orange message reading 'First-stage credibility: Warnings' will appear above the column containing it. Below or to the right of the table, the warning will be described in more detail. If the cause of a first-stage credibility warning cannot be identified, providers should email us for guidance at heifes@officeforstudents.org.uk.

6. The tables below describe how we check the credibility of the data you enter into each of the tables in the HEIFES18 workbook.

Courses table

Data checked	Criteria
Learning aim reference	The same course has been entered on more than one row.
Level	Does not match the level of the course on the Learning Aims Reference Service.
Price group proportion	Equals 0% where there is more than one price group.

Table 1: Full-time

Data checked	Criteria
Individual values in Column 3	Column 1 + Column 2 ≥ 50 and Column 3 = 0.
Individual values in Column 3	Column 1 + Column 2 = - Column 3.

Table 2: Sandwich year out

There are no first-stage credibility checks for Table 2: Sandwich year out.

Table 3: Part-time

Data checked	Criteria
Individual values in Column 3	Column 1 + Column 2 ≥ 50 and Column 3 = 0.
Individual values in Column 3	Column 1 + Column 2 = - Column 3.
Totals in Column 4a (all residential and fundability statuses, all lengths), where level is UG or PG (UG fee)	Total Column 4 ≥ 50 and (Total Column 4a ÷ Total Column 4) ≥ 67 per cent.
Totals in Column 4a (all residential and fundability statuses, all lengths), where level is PG (Masters' loan) or PG (Other)	Total Column 4 ≥ 50 and (Total Column 4a ÷ Total Column 4) ≥ 80 per cent.

Table 4: Year abroad

There are no first-stage credibility checks for Table 4: Year abroad.

Table 5: Planning

Data checked	Criteria
Total for Section B	Total Section B = 0 and Total Section A (Column 1 + Column 2) > 0.
Total for Section B	Total Section B = Total Section A (Column 1 + Column 2).
Apprenticeship years in Section A	Sum of apprenticeship years in Section A (Column 1 + Column 2) > 0 and sum of all other years in Section A (Column 1 + Column 2) = 0.
Sum of 'Home and EU; full-time and sandwich year out; UG' new entrants in Section B	(Section B ÷ Section A) ≥ 70 per cent and Section A (Column 1 + Column 2) ≥ 100.
Sum of 'Home and EU; full-time and sandwich year out; UG' new entrants in Section B	(Section B ÷ Section A) ≤ 25 per cent and Section A (Column 1 + Column 2) ≥ 100.
Sum of 'Home and EU; full-time and sandwich year out; PG (all levels)' new entrants in Section B	(Section B ÷ Section A) ≤ 50 per cent and Section A (Column 1 + Column 2) ≥ 100.
Sum of 'Home and EU; part-time; UG' new entrants in Section B	(Section B ÷ Section A) ≥ 70 per cent and Section A (Column 1 + Column 2) ≥ 100.

Sum of 'Home and EU; part-time; UG' new entrants in Section B	(Section B ÷ Section A) ≤ 15 per cent and Section A (Column 1 + Column 2) ≥ 100.
Sum of 'Home and EU; part-time; PG (all levels)' new entrants in Section B	(Section B ÷ Section A) ≥ 70 per cent and Section A (Column 1 + Column 2) ≥ 100.
Sum of 'Home and EU; part-time; PG (all levels)' new entrants in Section B	(Section B ÷ Section A) ≤ 25 per cent and Section A (Column 1 + Column 2) ≥ 100.
Sum of 'Island and overseas; all modes; UG and PG (all levels)' new entrants in Section B	(Section B ÷ Section A) ≥ 70 per cent and Section A (Column 1 + Column 2) ≥ 100.
Sum of 'Island and overseas; all modes; UG and PG (all levels)' new entrants in Section B	(Section B ÷ Section A) ≤ 25 per cent and Section A (Column 1 + Column 2) ≥ 100.

Table 6: Subcontractual

Data checked	Criteria
Total for Section B	Total Section B = 0 and Total Section A > 0.
Total for Section B	Total Section B = Total Section A and Total Section A > 0.

Tables 7a, 7b and 7c: Health

Data checked	Criteria
Individual values in Column 3	Column 1 + Column 2 > 50 and Column 3 = 0.
Individual values in Column 3	Column 1 + Column 2 = - Column 3.
Individual values in Columns 1 and 2 where profession is 'Nursing – unclassified'	Value > 0.
Individual values in Columns 1 and 2 where length is long (Tables 7a and 7c only)	Value > 0.
Individual values in Column 4 (Table 7b only)	Value > 0.
Individual values in Column 4a (Table 7c only)	Column 4 ≠ 0 and (Column 4a ÷ Column 4) < 25 per cent.