

Appendix 2: Validation checks on HESES21 data

1. The Higher Education Students Early Statistics 2021-22 survey (HESES21) 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 Office for Students (OfS). The credibility checks are described in Appendix 3.
2. Several validation checks are built into the Courses table and Tables 1 to 6c of HESES21. 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 HESES21 workbook contains more specific information about where validation checks have failed.
4. These errors **must be corrected** before the final submission of your HESES21 workbook. We will not accept workbooks containing validation failures. If an invalid workbook is uploaded to the portal, you will receive error messages in the comments section, 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 heses@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. You will need to review and upload your HESES21 workbook on or after the census date to make a valid submission.

5. The census dates for HESES21 are as follows:
 - For further education and sixth form colleges and academies: **1 November 2021**.
 - For all other providers: **1 December 2021**.

Validation checks for Courses table

Data checked	Criterion
Learning aim reference	<p>Must be valid. See the 'HESES21 Courses table information'¹ document for information as to which version of the Learning Aims Reference Service database has been used.</p> <p>Must be provided if there are values elsewhere in the row.</p>

¹ Available at www.officeforstudents.org.uk/data-and-analysis/data-collection/heses/.

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Data checked	Criterion
Learning aim reference	Must not be entered in multiple rows with the same combination of level and length. This does not apply to temporary learning aims.
Price group proportions	Must be provided if price group is shown.
Price group proportions	Sum of proportions in row must equal 100 per cent.
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'; 'PGT (UG fee)'; 'PGT (Masters' loan)'; 'PGT (Other)'; or 'PGR'.
Length	One of the following values must be entered if a valid code is entered in the learning aim reference field: 'Standard' or 'Long'.
Years countable	Must be a whole number.
Years countable	Must be ≥ 0 .
All rows	Must not be blank if data entered in subsequent rows.
Years countable	Sum of years countable must be > 0 if a valid learning aim reference has been entered.
Notes on temporary learning aim	Notes must not exceed 200 characters.

Validation checks for Table 1 Full-time

Data checked	Criterion
Totals automatically calculated for Columns 1, 2 and 3	Must be a whole number.
All values in Column 3	Must be ≤ 0 .
All values	Must be to no more than two decimal places.
All values in Columns 1, 2 and 4	Must be ≥ 0 .

Validation checks for Table 2 Sandwich year out

Data checked	Criterion
All values in Column 3	Must be ≤ 0 .
All values	Must be a whole number.
All values in Columns 1, 2 and 4	Must be ≥ 0 .

Validation checks for Table 3 Part-time

Data checked	Criterion
Totals automatically calculated for Columns 1, 2 and 3	Must be a whole number.
All values in Column 3	Must be ≤ 0 .
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.
All values	Must be to no more than two decimal places.
All values in Columns 1, 2, 4 and 4a	Must be ≥ 0 .

Validation checks for Table 4 Year abroad

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

Validation checks for Table 5 Planning

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

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Data checked	Criterion
<p>For each of the following levels, the sum of the values in Section A, Part-time, in each of Columns 2(a), 2(b) and 2(c):</p> <p>UG, PGT (UG fee), PGT (Masters' loan), PGT (Other), PGR</p>	<p>Must equal the sum of the corresponding values (Standard and Long) from Table 3, in Column 2(a), 2(b) or 2(c) respectively.</p>
<p>All values in Section B</p>	<p>Must be \leq corresponding total of Columns 1 and 2 in Section A.</p>
<p>The following checks do not apply to further education and sixth form colleges and academies because Column 1 in Tables 1, 2, 3 and 5 are pre-filled automatically from the Courses table data:</p>	
<p>For each of the following levels, the sum of the values in Section A, Full-time and sandwich year out, in each of Columns 1(a), 1(b) and 1(c):</p> <p>UG, PGT (UG fee), PGT (Masters' loan), PGT (Other), PGR</p>	<p>Must equal the sum of the corresponding values (Standard and Long) from Tables 1 and 2, in Column 1(a), 1(b) or 1(c) respectively.</p>
<p>For each of the following levels, the sum of the values in Section A, Part-time, in each of Columns 1(a), 1(b) and 1(c):</p> <p>UG, PGT (UG fee), PGT (Masters' loan), PGT (Other), PGR</p>	<p>Must equal the sum of the corresponding values (Standard and Long) from Table 3, in Column 1(a), 1(b) or 1(c) respectively.</p>

Validation checks for Tables 6a, 6b, and 6c Health

Data checked	Criterion
<p>All values in Column 3</p>	<p>Must be ≤ 0.</p>
<p>All values except those in Column 3</p>	<p>Must be ≥ 0.</p>
<p>All values in Columns 1-3 except for: Nursing – adult; Nursing – children; Nursing – learning disability; Nursing – mental health</p>	<p>Must be a whole number.</p>
<p>All values in Columns 1-3 for: Nursing – adult; Nursing – children; Nursing – learning disability; Nursing – mental health</p>	<p>Must be a multiple of 0.5.</p>

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Data checked	Criterion
For Tables 6a, 6b and 6c: Column 1(a) [OfS-fundable] Column 1(b) [non-fundable] Column 2(a) [OfS-fundable] Column 2(b) [non-fundable] Column 3(a) [OfS-fundable] Column 3(b) [non-fundable] Column 4(a) [OfS-fundable] Column 4(b) [non-fundable]	Must be ... \leq corresponding total in Column 1(a) of Table 1, 2 or 3 \leq corresponding total in Column 1(b) of Table 1, 2 or 3 \leq corresponding total in Column 2(a) of Table 1, 2 or 3 \leq corresponding total in Column 2(b) of Table 1, 2 or 3 \geq corresponding total in Column 3(a) of Table 1, 2 or 3 \geq corresponding total in Column 3(b) of Table 1, 2 or 3 \leq corresponding total in Column 4(a) of Table 1, 2 or 3 \leq corresponding total in Column 4(b) of Table 1, 2 or 3.
For Tables 6a and 6c only: Column 1 'Starters in 2021-22 included in (a) and (b)'	Must be ... \leq corresponding absolute total of Columns (a) and (b) of Table 6a or 6c.
For Table 6c only: All values in Column 4a	Must be ... to no more than two decimal places.
For Table 6c only: All values in Column 4a	Must be ... \leq corresponding value in Column 4.
For Table 6c only: Column 4a(a) [OfS-fundable] Column 4a(b) [non-fundable]	Must be ... \leq corresponding total in Column 4a(a) of Table 3 \leq corresponding total in Column 4a(b) of Table 3.
For Table 6c only: All values in Column 4a	Must be ... \geq 3% of corresponding value in Column 4.

Further information

6. Any questions about your data or validation checks should be emailed to heses@officeforstudents.org.uk.