

Appendix 2: Validation checks on HESF20 data

1. The HESF20 workbook contains a series of validation checks which help to ensure that incorrect data is not submitted. This appendix describes these validation checks.
2. Above Table 1 and 2 validation cells return '**Validation: OK**' if the data in the table 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 validation failure will turn red. Below or to the right of the table, errors and inconsistencies will be described in more detail.
3. The 'Information' sheet in the HESF20 workbook contains more specific information as to where validation checks have been failed.
4. These errors **must be corrected** before the final submission of your HESF20 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 recurrentgrant@officeforstudents.org.uk.

Validation checks for Table 1 Forecast

Data checked	Criterion
All values	Must be ≥ 0
Totals automatically calculated for Section 1-2	Must be a whole number
All values	Must be to no more than two decimal places
All values in Section 2	Must be \leq corresponding value in Section 1
All values in Section 2	Must be $\geq 3\%$ of corresponding value in Section 1

Validation checks for Table 2 Location

Data checked	Criterion
All rows	Must not be blank if data is entered in subsequent rows
Location Type	Must be set to either 'Other' or 'Subcontracted out'
UKPRN	Must be a provider and must exist on the UK Register of Learning Providers ¹ or be one of '4002', '4003', or '4004'
UKPRN	Must belong to the provider completing the survey if the location type has been set to 'Other'
UKPRN	Must not belong to the provider completing the survey if the location type has been set to 'Subcontracted out'
Name of Location	Must be provided

¹ See www.ukrlp.co.uk/.

Appendix 2: Validation checks on HESF20 data

Data checked	Criterion
Postcode	Must be provided and must be a valid postcode. 'NA' must be entered if UKPRN is one of '4002', '4003', or '4004'
All values in Sections 1 and 2	Must be given to no more than two decimal places
All values in Sections 1 and 2	Must not be less than zero
Totals automatically calculated in totals row	Must be equal to the totals row calculated in Table 1
All values in Section 1	Must provide at least one non-zero value
All values in Section 2	Must not be zero when corresponding value in Section 1 is not zero
All values in Section 2	Must be less than or equal to corresponding value in Section 1

Further information

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