

Appendix 2: Validation checks on HESES18 data

1. The HESES18 workbook contains a series of validation checks which 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 Tables 1 to 8 of HESES18. 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 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 HESES18 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 HESES18 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 extranet 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 of 1 December 2018. You will need to review and upload your HESES18 workbook on or after the census date in order to make a valid submission

Validation checks for Table 1 Full-time

Data checked	Criterion
Totals automatically calculated for Columns 1-3	Must be a whole number
All values in Columns 1, 2 and 4	Must be ≥ 0
All values in Column 3	Must be ≤ 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 1, 2 and 4	Must be ≥ 0
All values in Column 3	Must be ≤ 0

Validation checks for Table 3 Part-time

Data checked	Criterion
Totals automatically calculated for Columns 1-3	Must be a whole number
All values in Columns 1, 2, 4 and 4a	Must be ≥ 0
All values in Column 3	Must be ≤ 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 ≥ 0
Total automatically calculated for:	Must be:
Column 1(a)(i)	< UG total (Standard + Long) in Table 1 , Column 1(a)
Column 1(a)(ii)	< UG total (Standard + Long) in Table 1 , Column 1(b)
Column 2(a)(i)	< UG total (Standard + Long) in Table 1 , Column 2(a)
Column 2(a)(ii)	< 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

Data checked	Criterion
For each of the following levels, sum of the values in Section A, Full-time and sandwich year out , in each of Columns 1(a), 1(b), 1(c), 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 1(a), 1(b), 1(c), 2(a), 2(b) or 2(c) respectively
For each of the following levels, sum of the values in Section A, Part-time , in each of Columns 1(a), 1(b), 1(c), 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 Table 3 , in Column 1(a), 1(b), 1(c), 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 ¹ or be one of '4002', '4003', or '4004' Must be provided if a value is entered elsewhere in the row
Name of unregistered provider	Must not be blank if UKPRN = '4002', '4003', '4004'
Name of unregistered provider	Must be blank if UKPRN \neq '4002', '4003', '4004'
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 ≥ 0
Section A totals for each combination of mode, level and fundability status	For full-time and sandwich year out: 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 For part-time: 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
Sections A and B	Must not be > 0 if level = 'PGR' and fundability status = 'Home and EU, OfS-fundable'

¹ See www.ukrlp.co.uk/.

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; Nursing – children; Nursing – learning disability; Nursing – mental health	Must be a whole number
All values except those in Column 3	Must be ≥ 0
All values in Column 3	Must be ≤ 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

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Data checked	Criterion
For Table 7b only, sum for all professions for each level:	Must be:
Column 1(a)(i) + Column 1(b)(i) [OfS-fundable]	≤ corresponding value in Column 1(a) of Table 2
Column 1(a)(ii) + Column 1(b)(ii) [non-fundable]	≤ corresponding value in Column 1(b) of Table 2
Column 2(a)(i) + Column 2(b)(i) [OfS-fundable]	≤ corresponding value in Column 2(a) of Table 2
Column 2(a)(ii) + Column 2(b)(ii) [non-fundable]	≤ corresponding value in Column 2(b) of Table 2
Column 3(a)(i) + Column 3(b)(i) [OfS-fundable]	≥ corresponding value in Column 3(a) of Table 2
Column 3(a)(ii) + Column 3(b)(ii) [non-fundable]	≥ corresponding value in Column 3(b) of Table 2
Column 4(a)(i) + Column 4(b)(i) [OfS-fundable]	≤ corresponding value in Column 4(a) of Table 2
Column 4(a)(ii) + Column 4(b)(ii) [non-fundable]	≤ corresponding value in Column 4(b) of Table 2

Validation checks for Table 8 Location (applicable to only HESES18B)

Data checked	Criterion
All rows	Must not be blank if data is entered in subsequent rows
Location type	Must be either 'Other' or 'Subcontracted out'
UKPRN	Must be provided and must exist on the UK Register of Learning Providers ² , 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'
UKPRN	Must appear in Table 6 with fundability status 'Home and EU, OfS-fundable' if it appears in Table 8
UKPRN	Must appear in Table 8 if it appears in Table 6 with fundability status 'Home and EU, OfS-fundable'
Name of location	Must be provided
Postcode	Must be provided and must be a valid postcode. 'NA' must be entered if UKPRN = '4002'

² See www.ukrlp.co.uk.

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Data checked	Criterion
All values in Sections 1 and 2	Must not be less than zero
All values in Sections 1 and 2	Must be given to no more than two decimal places
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
Total for each price group in Section 1	Must be equal to the sum of the corresponding estimated 'Home and EU, OfS-fundable' completed years in Tables 1, 2 and 3
Total for each price group in Section 2	Must be equal to the sum of the corresponding estimated 'Home and EU, OfS-fundable' FTEs from Tables 1, 2 and 3

Further information

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