Appendix 2: Validation checks on HESES24 data

1. The Higher Education Students Early Statistics 2024-25 (HESES24) survey 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 HESES24. 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 HESES24 workbook shows where validation checks have failed.

4. These errors must be corrected before the final submission of your HESES24 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

Check	Data checked	Criterion
1	Date that the workbook has been uploaded to the extranet	The workbook has been uploaded before the census date. You will need to review and upload your HESES24 workbook on or after the census date to make a valid submission.
2	The difference in total funding on A_Summary	If one or more representations have been made, the difference in total funding is either less than £100,000 or less than 10 per cent of the originally calculated total.

5. The census dates for HESES24 are as follows:

- For further education and sixth form colleges and academies: **1 November 2024**.

- For all other providers: **1 December 2024**.

Validation checks for Courses table

Check	Data checked	Criterion
1	Learning aim reference	Must be valid. See the 'HESES24 Courses table information'[1] document for information as to which version of the Learning Aims Reference Service database has been used.

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

Check	Data checked	Criterion
		Must be provided if there are values elsewhere in the row.
2	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.
3	Price group proportions	Must be provided if multiple price groups are shown.
4	Price group proportions	Sum of proportions in row must equal 100 per cent.
5	Price group proportions	Must be a whole percentage.
6	Level	One of the following values must be entered if a valid code is entered in the learning aim reference field: 'UG (Level 4 and 5)'; 'UG (Other)'; 'PGT (UG fee)'; 'PGT (Masters' loan)'; 'PGT (Other)'; or 'PGR'.
7	Length	One of the following values must be entered if a valid code is entered in the learning aim reference field: 'Standard' or 'Long'.
8	Countable years	Must be a whole number.
9	Countable years	Must be ≥ 0.
10	All rows	Must not be blank if data entered in subsequent rows.
11	Countable years	Sum of countable years must be > 0 if a valid learning aim reference has been entered.
12	Notes on temporary learning aim	Notes must not exceed 200 characters.

Validation checks for Table 1 Full-time

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

Validation checks for Table 2 Sandwich year out

Check	Data checked	Criterion
1	All values	Must be a whole number.
2	All values	Must be ≥ 0.

Validation checks for Table 3 Part-time

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

Validation checks for Table 4 Year abroad

Check	Data checked	Criterion
1	All values	Must be a whole number.
2	All values	Must be ≥ 0.
3	Total automatically calculated for: Column 1**(a)**(i) Column 1**(a)**(ii) Column 2**(a)**(i) Column 2**(a)**(ii) Column 1**(b)**(i) Column 1**(b)**(ii) Column 2**(b)**(i) Column 2**(b)**(ii)	Must be: ≤ The sum of UG (Level 4 and 5) and UG (Other) totals (Standard + Long) in **Table 1**, Column 1(a) ≤ The sum of UG (Level 4 and 5) and UG (Other) totals (Standard + Long) in **Table 1**, Column 1(b) ≤ The sum of UG (Level 4 and 5) and UG (Other) totals (Standard + Long) in **Table 1**, Column 2(a) ≤ The sum of UG (Level 4 and 5) and UG (Other) totals (Standard + Long) in **Table 1**, Column 2(b) ≤ The sum of UG (Level 4 and 5) and UG (Other) in **Table 2**, Column 1(a) ≤ The sum of UG (Level 4 and 5) and UG (Other) in **Table 2**, Column 1(b) ≤ The sum of UG (Level 4 and 5) and UG (Other) in **Table 2**, Column 2(a) ≤ The sum of UG (Level 4 and 5) and UG (Other) in **Table 2**, Column 2(b).

Validation checks for Table 5 Planning

Check	Data checked	Criterion
1	All values	Must be a whole number.
2	All values	Must be ≥ 0.

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Check	Data checked	Criterion
3	The checks for Column 1 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 their Courses table data.	Must be equal to the sum of:
	For each level, 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).	The corresponding values (Standard and Long) from **Tables 1 and 2**, in Column 1(a), 1(b) or 1(c) respectively.
		The corresponding values (Standard and Long) from **Table 3**, in Column 1(a), 1(b) or 1(c) respectively.
	For each level, the sum of the values in Section A, **Part-time**, in each of Columns 1(a), 1(b) and 1(c).	The corresponding values (Standard and Long) from **Tables 1 and 2**, in Column 2(a), 2(b) or 2(c) respectively.
	For each level, 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).	The corresponding values (Standard and Long) from **Table 3**, in Column 2(a), 2(b) or 2(c) respectively.
	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).	
4	All values in Section B	Must be ≤ corresponding total of Columns 1 and 2 in Section A.
5	All values in Section C	Must be ≤ corresponding total of Columns 1 and 2 in Section A.

Validation checks for Tables 6a and 6c Health

Check	Data checked	Criterion
1	All values	Must be ≥ 0.
2	All values except for: Nursing – adult; Nursing – children; Nursing – learning disability; Nursing – mental health	Must be a whole number.
3	All values for: Nursing – adult; Nursing – children; Nursing – learning disability; Nursing – mental health	Must be a multiple of 0.5.

Check	Data checked	Criterion
4	Values in: Column 1(a) [OfS-fundable] Column 2(a) [OfS-fundable]	Must be: ≤ corresponding total in Column 1(a) of Table 1 (for Table 6a) or 3 (for Table 6c) ≤ corresponding total in Column 2(a) of Table 1 (for Table 6a) or 3 (for Table 6c)
5	Values in: Column 1(b) [non-fundable] Column 2(b) [non-fundable]	Must be: ≤ corresponding total in Column 1(b) of Table 1 (for Table 6a) or 3 (for Table 6c) ≤ corresponding total in Column 2(b) of Table 1 (for Table 6a) or 3 (for Table 6c)
6	'Starters in 2024-25 included in (a) and (b)'	Must be ≤ corresponding absolute total of (a) and (b).

Validation checks for FTE Tables 1, 2, 3, 6a and 6c

Check	Data checked	Criterion
1	Representation multiplication factor	Must be between 0 and 1, inclusive, and to no more than two decimal places.
2	Representation multiplication factor	Must be: ≥ 0.02 difference between the 'Representation multiplication factor' and the 'Multiplication factor' for price group A ≥ 0.05 difference between the 'Representation multiplication factor' and the 'Multiplication factor' for all other price groups.
3	Explanation	'Explanation' must not exceed the 2000 character limit.
4	Representation multiplication factor and Explanation	Must be: A value for Representation multiplication factor if there is a value for Explanation in the same row, and A value for Explanation if there is a value for Representation multiplication factor in the same row.
5	Representation multiplication factor and Explanation	Sum of countable years must be > 0 if a Representation Multiplication Factor or Explanation has been entered.

Further information

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