

Appendix 2

Validation checks

1. A number of validation checks are built into the Excel workbook. Validation cells above each column in each table in the workbook return **Validation: OK** if the data have passed validation. If data in a table fail validation, a message describing the error will be displayed below the table and the value(s) in the cell(s) causing the error(s) will turn red.

Tables 1, 2 and 3

2. For each column, the total for each level – excluding students in the ITT (QTS) and INSET (QTS) price groups – must be a whole number (except for Column 4a on Table 3).
3. For each column, the ITT (QTS) and INSET (QTS) cells, where present, must contain whole numbers (except for Column 4a on Table 3).
4. For all cells except cells in Column 3, the value ≥ 0 .
5. For all cells, Column 3 ≤ 0 .
6. For Table 3 only – for each row, Column 4a \leq Column 4.
7. For Table 3 only – for each row, Column 4a \div Column 4 ≥ 0.03 .
8. For all cells, the value entered must be to no more than two decimal places.

Table 4

9. For each cell, the value entered must be a whole number.
10. For each level, excluding the ITT (QTS) price group, the total should equal the total in Tables 1, 2 or 3 as follows:

Table 4	=	Table 1
Column 1 (a)(i)	=	Column 1 (a) + (b)
Column 1 (a)(ii)	=	Column 1 (c)
Column 2 (a)(i)	=	Column 2 (a) + (b)
Column 2 (a)(ii)	=	Column 2 (c)
Table 2		
Column 1 (b)(i)	=	Column 1 (a) + (b)
Column 1 (b)(ii)	=	Column 1 (c)
Column 2 (b)(i)	=	Column 2 (a) + (b)
Column 2 (b)(ii)	=	Column 2 (c)
Table 3		
Column 1 (c)(i)	=	Column 1 (a) + (b)
Column 1 (c)(ii)	=	Column 1 (c)
Column 2 (c)(i)	=	Column 2 (a) + (b)
Column 2 (c)(ii)	=	Column 2 (c)

11. For each level, for the ITT (QTS) price group, the total should equal the total in Tables 1 or 3 as follows:

Table 4		Table 1
Column 1 (a)(ii)	=	Column 1 (c)
Column 2 (a)(ii)	=	Column 2 (c)

		Table 3
Column 1 (c)(ii)	=	Column 1 (c)
Column 2 (c)(ii)	=	Column 2 (c)

Table 5

12. For all cells, the value entered must be a whole number, and ≥ 0 .

13. For Column 1 the totals for 'home' and 'other' added together for 'HND', 'Sub-degree level (excl. HND)', 'Other UG' should be equal to the corresponding UG (excl. FD) home and EC totals from Columns 1 and 2 of Tables 1, 2 and 3.

14. For Column 1, the totals for 'home' and 'other' together for FD, PGT and PGR should be equal to the corresponding home and EC totals from Columns 1, 2 and 5 of Tables 1, 2 and 3.

15. Each cell in Column 2 must be less than or equal to the equivalent cell in Column 1.

16. Each cell in Column 3 must be less than or equal to the equivalent cell in Column 1.

Table 6

17. Data should only be entered in Table 6 by leads of HEFCE-recognised funding consortia. These colleges are:

L106689 Hull College
L108345 Macclesfield College
L108505 North East Surrey College of Technology

18. The totals in Columns 1 and 2 of Table 6 should be less than those in Columns 1 and 2 of Tables 1, 2 and 3.

18. For all cells, the value ≥ 0 .

19. For all cells, the value entered must be to no more than two decimal places.