

Data Quality at the University of Sheffield

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What is data quality?

Accurate

Meaningful

Targeted

Auditable

Reproducible

Up to date

Meets objectives

Confidence

How do you achieve data quality?

Checking

Understand

Context

Policy

Double
sourced

Methodical approach

Training

Context

- Planning and Governance Services (PGS) are responsible for the majority of student based external returns e.g. HESES, TDA (but not including HESA).
- We apply project management principles to the management of the returns.
- We have an internal corporate information system and PGS works closely with the IT department and Student Services.

Working towards data quality

- Data quality policy, 2000 and 2011
- Data Assurance Group and senior management involvement
- We have been involved in a number of internal and external audits
- We have established T&F groups where appropriate
- Offer training sessions

HEBCI – a case study

Following a restructure, PGS took over responsibility for the HEBCI return from 2010.

Issues

- Limited procedure notes and project plans available
- Experienced in similar processes but knowledge area new to PGS

Our approach

1. Reviewed HESA definitions in detail
2. Prepared full project management documents and detailed procedure notes
3. Built up a resource of reference data and maintain a full audit trail for all data submitted
4. Brief managers before submission

Lessons learnt

- Next year we aim to start processes earlier to allow more time for checking
- Compare with sector data from HEIDI
- Aim to improve our understanding of the impact of data submitted
- Sharing good practice



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Any Questions?