

Preparing for the School Workforce Census Spring 2010 Return

Version 1.0

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Preparing for the School Workforce Census Spring 2010 Return Check List

Use this check list to tick off each of the preparation tasks when they have been completed.

Description
<input type="checkbox"/> Check with the System Administrator/Manager that you have the appropriate permissions to run the School Workforce Census and record associated data. See <i>Permissions Required</i> on page 5.
<input type="checkbox"/> Upgrade to the SIMS 2009 Autumn Main Release (version 7.124) or later as soon as possible to enable dry runs to be carried out. See <i>What Version of SIMS do I Need to Run the School Workforce Census Spring 2010 Return?</i> on page 5.
<input type="checkbox"/> Apply the School Workforce Census licence, if not applied previously. See <i>Applying the School Workforce Census Licence</i> on page 5.
<input type="checkbox"/> Import the latest CCS_Base_lookups file, if not already imported. See <i>Importing Lookup Files</i> on page 6.
<input type="checkbox"/> Import the Service Term definitions file, if one has been provided by your LA or support team. See <i>Importing Service Term Definitions</i> on page 8.
<input type="checkbox"/> Ensure Service Term definitions are correct and make any required edits. See <i>Reviewing Service Term Definitions</i> on page 9.
<input type="checkbox"/> Review all staff details and ensure that these are correct. See <i>Preparing Staff Level Information</i> on page 12.
<input type="checkbox"/> Import the latest pre-defined report definitions into SIMS. See <i>Importing Pre-Defined Report Definitions</i> on page 15.
<input type="checkbox"/> Prepare School Level information including School Type, Address and Telephone Number. Please see <i>Preparing School Level Information</i> on page 16.

Revision History

Doc. Version	Change Description	Date
1.0	Initial Release	10/11/09

Introduction

This preparation guide has been produced to help with the identification of tasks that need to be carried out before running the School Workforce Census Spring 2010 Return and includes instructions for the most common tasks. This guide covers the preparations required for the School Workforce Census Spring 2010 Return only.

The following documents/resources may also be of interest:

- *Producing the School Workforce Census Spring 2010 Return* handbook.
- *School Workforce Census 2010 Errors and Resolutions* document.

These can be obtained from our SupportNet website (<http://support.capitaes.co.uk>) as soon as they are made available by entering **SWC10** in the **Site Search** field on the **Home** page, then clicking the **Go** button. A list of all available supporting information will be displayed, from which the required resources can be selected. Please check SupportNet on a regular basis as documents will be posted as soon as they become available.

WARNING: *The School Workforce Census Autumn 2009 return must be completed and accepted by the authorising body before upgrading to the SIMS 2009 Autumn Main Release (7.124).*

When the SIMS 2009 Autumn Main Release is applied, the 2008/2009 School Workforce Census menu routes are removed.

Overview of the Process of Producing the School Workforce Census Spring 2010 Return

The following list provides a brief outline of the steps involved in producing the School Workforce Census Spring 2010 Return. For full instructions, please refer to the associated handbook, accessed from the **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the required category and then click the required handbook from the **Handbooks** page.

- Upgrade to the SIMS 2009 Autumn Main Release (7.124) or later as soon as possible and carry out one or more dry runs to identify any errors that may exist in your data.
- Ensure that the relevant workforce and school data exists in SIMS and that it is complete and correct.
- Generate the School Workforce Census return.
- Resolve any errors/warnings and validate the return again until you are satisfied with its content.
- Authorise the return by obtaining the Head Teacher's authorisation.
- Send the return to your Local Authority or to the DCSF.

What Version of SIMS do I Need to Run the School Workforce Census Spring 2010 Return?

In order to run the School Workforce Census Spring 2010 Return, you must be running the SIMS 2009 Autumn Main Release (7.124) or later.

Once upgraded to version 7.124, you can carry out 'dry runs' of the return. This helps to identify any potential data issues that can be corrected ahead of the final return. For more information, please see *Carrying Out a Dry Run* on page 17.

If you are unsure which version of SIMS you have installed, open SIMS and select **Help | About SIMS .net** to display the following dialog:



The version should read 7.124 or above.

Permissions Required

You will need to be a member of the *Personnel Officer* user group in System Manager to produce the School Workforce Census return.

Users with these permissions can run and edit the School Workforce Census. In addition, they can correct failed data for staff.

Please see your System Administrator/Manager if you are not sure whether you have the required permissions.

Applying the School Workforce Census Licence

A patch is available from SOLUS to license the SIMS School Workforce Census functionality.

Patch ID 11118

This patch licenses the School Workforce Census functionality for schools with Personnel 7 in read/write mode.

Importing Revised Files for Validation and Reports

Applicable to System Managers only

The Validation Errors Summary and the Summary Report are derived from files supplied by the Statutory Body. In addition, SIMS provides detailed reports to enable the checking of data used to generate the return. These report files are initially installed automatically during a SIMS upgrade.

Occasionally additions or corrections are made to these files after a SIMS release, and these changes are required for the forthcoming return. The **Import Fileset** functionality is provided to enable these files to be imported into SIMS by the System Manager between SIMS releases.

The fileset is supplied as an .MFS file (encrypted file) and can be downloaded from SupportNet, then imported into the SIMS Document Management Server (DMS) via **Tools | Setups | Import Filesets**.

Before Importing the Revised Files

To enable the file(s) to be imported successfully, ensure that the DMS is configured correctly. This is achieved via **Tools | Setups | Document Management Server**. Click the **Test server connection** button to check if the specified DMS is available for use and is functioning correctly.

If the connection is unsuccessful, check the following details:

- The **Protocol** field defaults to **http** and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that the server is in use.

Click the **Test server connection** button again. If the DMS is now working correctly, click the **Save** button.

Importing Lookup Files

Lookups that are defined by your LA or support team can be imported into SIMS for use with the staff related functionality. You should import the latest CCS_Base_Lookups file provided by Capita Children's Services before importing any provided by your LA. The following instructions apply to both processes.

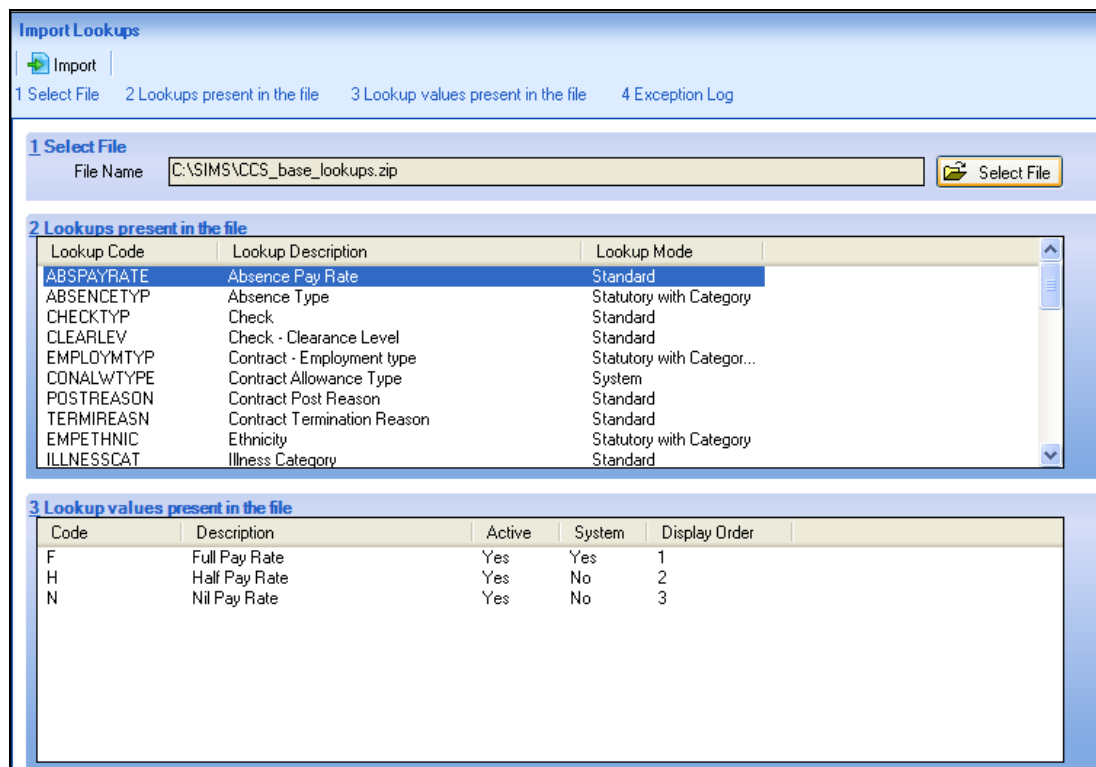
NOTE: The CCS_Base_Lookups file now also contains the JACS codes.

The import mechanism automatically identifies the correct file for your school/region type. There may be more than one file of lookups pertinent to your school/region type in the archive file and all of them must be imported. This may mean that to complete the import process, you have to invoke the import process more than once.

If you are importing the CCS_Base_Lookups file, this can be found in the S:\SIMS folder (where C:\ represents the drive where the SIMS folder is located). If you are importing a file from your LA or support team, save the file and the matching signature file to an appropriate location on your computer before beginning the import process.

NOTE: Both the file and its matching signature file must be saved to the same location.

1. Select **Tools | Lookups | Import Lookups** to display the **Import Lookups** page.



2. Click the **Select File** button to display a standard Windows® **Open** dialog.
3. Navigate to the location of the .ZIP or .XML file, highlight it and click the **Open** button to populate the **Lookups present in the file** panel.
4. To view the lookup values present in the file, highlight the required lookup. The values are then displayed in the **Lookup values present in the file** panel.
5. To import the lookups, click the **Import** button.

NOTES: The CCS_ Base_ Lookups file has a number of files that contain lookups for different regions, i.e. England, Wales, Northern Ireland and the Rest of the World. Once you have selected the location of the CCS_ Base_ Lookups file, the import process ensures that lookups that are appropriate for your region only, based on your own settings, are imported.

*This means that there is a short period of time during the import where the following message is displayed in the bottom left-hand corner of the Status Bar: **'File cannot be imported as the selected file is not valid for this school'**.*

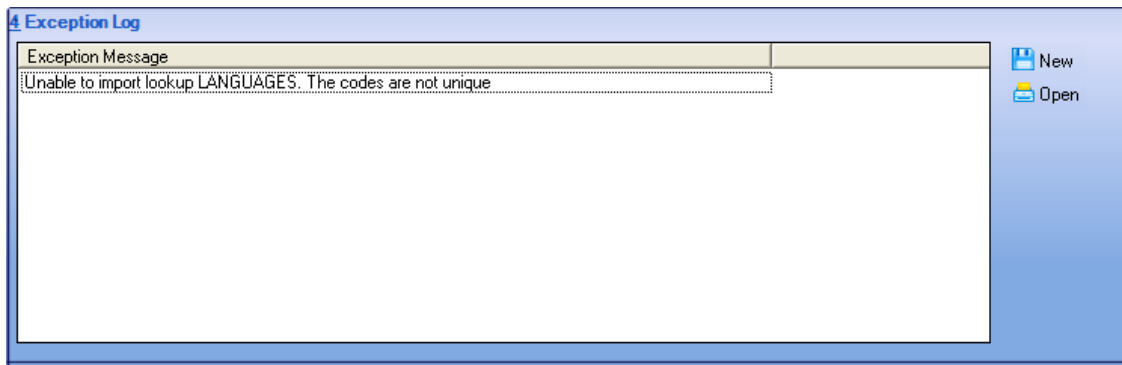
*Once the file(s) are located in the CCS_ Base_ Lookups file for your region, they are displayed on-screen. Click the **Import** button to import the files. If any files are still displayed after the initial import process is complete, click the **Import** button again. Continue this process until all the files are imported.*

If no problems are found, the lookups file will be imported into SIMS. These lookups are available for use once SIMS has been restarted.

NOTE: This applies to all users in SIMS at the time that the lookups are imported.

Any errors in the .ZIP or .XML file that prevent it from being imported successfully are displayed in the **Exception Log** panel.

NOTE: A faulty lookup does not prevent the other lookups from being imported, although other errors may.



6. To save a copy of the Exception Log in TXT format, click the **Save** button to display a standard Windows® **Save** dialog. Select a location, enter the required filename and click the **Save** button.
7. To print a copy of the Exception Log, click the **Print** button.

IMPORTANT NOTE: Any changes made are not visible until all users, including yourself, have restarted SIMS. If users proceed to run the School Workforce Census without restarting SIMS, an error message is displayed.

Overwriting the Existing WorkforceReturnSettings.XML File

This file contains strings of XML code that indicate to the SIMS database, which containers or types of Staff data should be collected when running the School Workforce Census Return. The default file supplied by Capita Children's Services currently specifies that all containers or types of staff data should be collected.

It is possible for LAs to decide which of the Staff data containers should be supplied by the school and to this end, it is possible for LAs only to edit the contents of this file. The edited file should be imported by receiving schools and copied into the C:\Program Files\SIMS\SIMS .net folder to overwrite the existing copy.

Once the amended file has been copied to the C:\Program Files\SIMS\SIMS .net folder and has successfully overwritten the existing version of the file, select **Tools | Setups | Statutory Returns | School Workforce Census Defaults** to check that the data containers with a value of **True** are selected. When the School Workforce Census Return is run, only the staff information in these data containers is collated and incorporated into the return.

Importing Service Term Definitions

If the LA or support team has provided you with Service Term definitions, these should be imported into SIMS. This file includes Superannuation Schemes, National Insurance Rates and Service Terms. These may require editing after import.

1. Save the Service Term Definitions file and the matching signature file sent by the LA or support team to an appropriate location on your computer.
2. Select **Tools | Staff | Pay Related Import** to display the **Import Service Terms** page.
3. Click the **Select File** button to display a standard Windows® **Open** dialog.
4. Navigate to the location of the .XML file, highlight it and click the **Open** button to populate the **Service Terms** and **Superannuation Schemes** panels.

1 Select File

File Name: C:\temp\pay_related.xml

2 Service Terms

Code	Description
AB	P/T Admin Assistant
AR	Auto Reconciliation
AT	Advanced Skills Teacher
CB	Site Services
CC	Teaching Assistant
CD	Caretaker
DB	Community Worker
EB	Cleaner
EF	Class Assistant
EJ	Instructors

3 Superannuation Schemes

Code	Description
CARE	Caretaker
INST	Instructors
LD	Leaders Superannuation
LGSA	Local Authority Superannuation
NONE	none
SERO	SERPS
SNT	Spec Needs Teachers
TEAC	Teachers Superannuation
TU	Teachers Upper

5. To import the lookups, click the **Import** button.

If no problems are found, the lookups file is imported into SIMS. These lookups are available for use immediately.

Any errors in the .XML file that prevent it from being imported successfully into SIMS are displayed in the **Exception Log** panel.

NOTE: If there is an error within a Service Term, that Service Term is not imported. This does not prevent other Service Terms in the same file from importing.

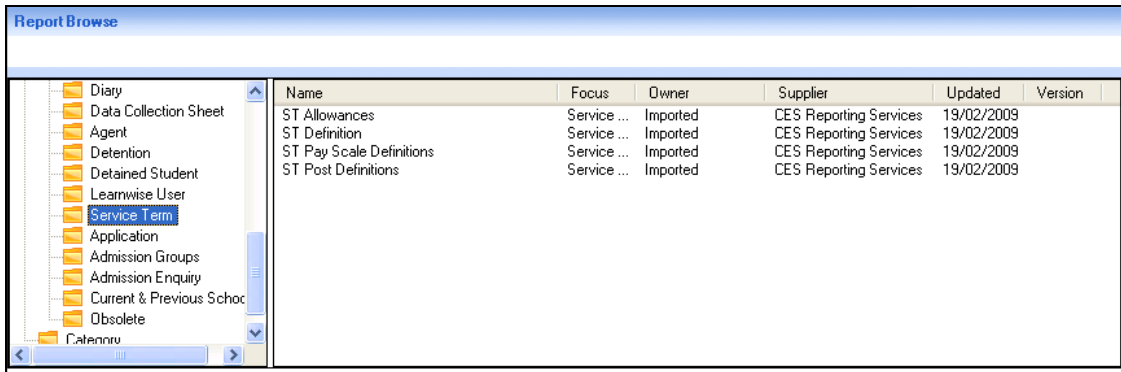
6. To save a copy of the Exception Log in .TXT format, click the **Save** button to display a standard Windows® **Save** dialog. Select a location, enter the required filename and click the **Save** button.
7. To print a copy of the Exception Log, click the **Print** button.

Reviewing Service Term Definitions

A Service Term helps to define a staff contract. It contains generic information including the number of hours worked per week, weeks worked per year, etc. Some Service Terms have scales defined within them, which determine the annual salary or hourly rate payable and allow spinal progression, where an employee's salary increments annually.

Service Term information can be imported from a file provided by your LA or support team as described in the previous section, or it can be entered manually. For more information on adding and editing Service Term information, please refer to the *Defining Superannuation, Service Terms and Training Event Details* chapter in the *Managing Staff in SIMS* handbook, accessed from the **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the required category, then click the required handbook from the **Handbooks** page.

Four reports are available in SIMS to facilitate the preparation for the School Workforce Census. The reports can be found through **Reports | Run Report**.



The report names (including their location in the **Report** browser navigation tree) are:

- **Focus | Service Term | ST Allowances**

Green Abbey School		
Service Term Allowance Definitions		
AT: Advanced Skills Teacher		
Allowance	Allowance	Category
LD: Leadership		
Allowance	Allowance	Category
MW: Manual Staff		
Allowance	Allowance	Category
NJ: NJC - APT & C Staff		
Allowance	Allowance	Category
TE: Teachers		
Allowance	Allowance	Category
MGT1	Management 1	Management Allowances
MGT2	Management 2	Management Allowances
MGT3	Management 3	Management Allowances
MGT4	Management 4	Management Allowances
TL1B	Teacher Learning 1B	Teaching and Learning Responsibility Payments

Select **Tools | Staff | Pay Related**, search for and select the required Service Term and then click the **Allowances** hyperlink. Highlight an **Allowance** and click the **Open** button to allocate **Categories** to **Allowances**. The default **Category** of **Other** is displayed in the report if Categories are not allocated to Allowances.

Focus | Service Term | ST Definition

WATERS EDGE PRIMARY SCHOOL			
AT: Advanced Skills Teacher			
Spinal Progression:	F	Salaried:	T
Increment Mth:	0	Teacher:	T
Hrs / Wk:	27.5000	Term Time Only:	F
Wks / Yr:	52.14300	Hidden:	F
Points, Min:	1.0	Single Pay Spine:	T
Points, Max:	27.0	Interval:	1.0
Superannuation:			
TEAC	Teachers	8.05	
Financial Sub-groups			
LD: Leadership			
Spinal Progression:	F	Salaried:	T
Increment Mth:	0	Teacher:	T
Hrs / Wk:	26.2500	Term Time Only:	F
Wks / Yr:	52.14300	Hidden:	F
Points, Min:	1.0	Single Pay Spine:	T
Points, Max:	43.0	Interval:	1.0
Superannuation:			
TEAC	Teachers	8.05	
Financial Sub-groups			
MW: Manual Staff			
Spinal Progression:	F	Salaried:	F
Increment Mth:		Teacher:	F
Hrs / Wk:	37.5000	Term Time Only:	F
Wks / Yr:	52.14300	Hidden:	F
Points, Min:	1.0	Single Pay Spine:	F
Points, Max:	1.0	Interval:	1.0

Focus | Service Term | ST Pay Scale Definitions

Green Abbey School				
Pay Scale Definitions				
AT: Advanced Skills Teacher				
Scale		Points	Region	National Scale
AST	Advanced Skills Teacher	1.0 - 27.0	Rest of England	Advanced Skills Teachers
LD: Leadership				
Scale		Points	Region	National Scale
HTG4	Headteacher Group 4	14.0 - 25.0	Rest of England	Leadership
HTG5	Headteacher Group 5	18.0 - 29.0	Rest of England	Leadership
MW: Manual Staff				
Scale		Points	Region	National Scale
GR 1	Grade 1	1.0 - 1.0	Rest of England	Other
GR 2	Grade 2	1.0 - 1.0	Rest of England	Other
GR 3	Grade 3	1.0 - 1.0	Rest of England	Other
GR 4	Grade 4	1.0 - 1.0	Rest of England	Other
NJ: NJC - APT & C Staff				
Scale		Points	Region	National Scale
SC 2	Scale 2	11.0 - 13.0	Rest of England	National Joint Council (Local Government Services)
SC 3	Scale 3	14.0 - 17.0	Rest of England	National Joint Council (Local Government Services)

▪ **Focus | Service Term | ST Post Definitions**

Green Abbey School			
Service Term Post Definitions			
AT: Advanced Skills Teacher			
Post		Category	SWR Post
AST	ADVANCED SKILLS TEACHER	Teacher, Other	Excellent Teacher
LD: Leadership			
Post		Category	SWR Post
HT	Headteacher	HT Headteacher	Head Teacher
DH	Deputy Head	Teacher, Other	Head Teacher
MW: Manual Staff			
Post		Category	SWR Post
CARE	Caretaker	Not inc on Form 7/PLASC	Support Staff
KITC	Kitchen Staff	Not inc on Form 7/PLASC	Support Staff
MID	Midday Supervisor	Not inc on Form 7/PLASC	Support Staff
ASCK	Assistant Cook	Not inc on Form 7/PLASC	Support Staff
ASCA	Assistant Caretaker	Not inc on Form 7/PLASC	Support Staff
HDCK	Head Cook	Not inc on Form 7/PLASC	Support Staff
CLEA	Cleaner	Not inc on Form 7/PLASC	Support Staff
NJ: NJC - APT & C Staff			
Post		Category	SWR Post
ADMN	Admin Clerk	AC Other Admin/Clerical	Support Staff
LAB	Lab Assistant	TE Laboratory Assistant/Tech	Support Staff
TECH	Technology Technician	TE Laboratory Assistant/Tech	Support Staff

Preparing Staff Level Information

Before beginning the School Workforce Census return, ensure that all current staff are recorded in SIMS and that as far as possible, the information is current and accurate.

Ensure that:

- new staff have been added.
- any leavers have been recorded as such.
- any duplicated or unwanted staff records have been amended (see *Dealing with Unwanted Teacher/Support Staff Records* on page 16).
- part-time details have been checked/updated for all applicable members of staff.
- staff address information is up-to-date and complete.

Basic staff information and contract information is included in the return for all teachers and support staff with contracts of one month or greater on the Census day. Minimal information is collected regarding occasional staff (staff with service of one month or less).

The following table highlights areas in Staff records that should be checked thoroughly to minimise errors.

Panel Name/Location of Field	Notes	Action Required
Basic Details panel		
Family Name		
Given Name		
Former Family Names		
Gender		
Personal Information panel		
Eligible for SWC	Select the checkbox to include staff members in the return. Unselect the checkbox to exclude staff members from the return.	Check for all staff members
Ethnicity	Select from the Ethnicity lookup values	Check for all staff members
NI Number	Correctly structured numbers entered	Check for all staff members
Date of Birth	Required Information	Check for all staff members
Are day activities substantially affected by physical or mental impairment	Required Information	Check for all staff members
Professional panel		
HLTA Status	Selected where applicable	Complete for relevant staff members
HLTA Date	Selected where applicable	Complete for relevant staff members
QTS Route	Qualified Teachers only	Complete for teaching staff, if known
Absence		
First Day	Required Information	Complete for teachers and teaching assistants
Last Day	Required Information	Complete for teachers and teaching assistants
Working Days Lost	For sickness absence	Complete for teachers and teaching assistants
Absence Category	Required Information	Complete for teachers and teaching assistants
Employment Details panel		
Teaching Staff	Select the checkbox if a teacher	Must be entered for all teachers
Teacher Number	Correctly structured numbers entered	Must be entered for all teachers
Teacher Category	Select from the drop-down list	Must be entered for all teachers
Qualified Teacher Status	Mandatory if Teacher Number entered	Must be entered for all teachers
Employment Start Date	Required information	Check for all staff members
Employment Details/Contract panel		
Employment Type	Required information	Check for all staff members
Contract Start Date	Required information	Check for all staff members
Contract End Date	Required if the contract has ended	Check for leavers
Service Term Hours/Week	Required information	Check for teachers and teaching assistants.
FTE Hours/Week	Required information	Check for teachers and teaching

		assistants.
Weeks/Year	Required information	Check for teachers and teaching assistants.
Origin	Select from the drop-down list	Check for teachers and teaching assistants.
Safeguarded Salary	Selected where applicable	Check for teachers only
Destination	Required information	Check for teacher leavers
SWC Post	Implemented by Pay Related Definitions	No action required
Role	Required information	Check for all staff members
Pay Scale	Required information	Check for teachers and teaching assistants
Regional Pay Spine	Required information	Check for teachers only
Spine Point	Required information	Check for teachers only
Category of Additional Payment	Required information	Check for teachers and teaching assistants
Additional Payment Amount	Required information	Check for teachers and teaching assistants
Employment Details/Service Agreement panel		
Service Type	Select from the drop-down list	Check for all staff members
Service Start Date	Required information	Check for all staff members
Service End Date	Required if service agreement has ended	Check for leavers
SWC Post	Implemented by Pay Related Definitions. Select from the drop-down list	No action required
Agreement Hours/Week	Required information	Check for teachers and teaching assistants
FTE Hours/Week	Required information	Check for teachers and teaching assistants
Weeks/Year	Required information	Check for teachers and teaching assistants
Daily Rate	Selected where applicable	Check for teachers and teaching assistants
Role	Complete for all staff	Check for all staff members

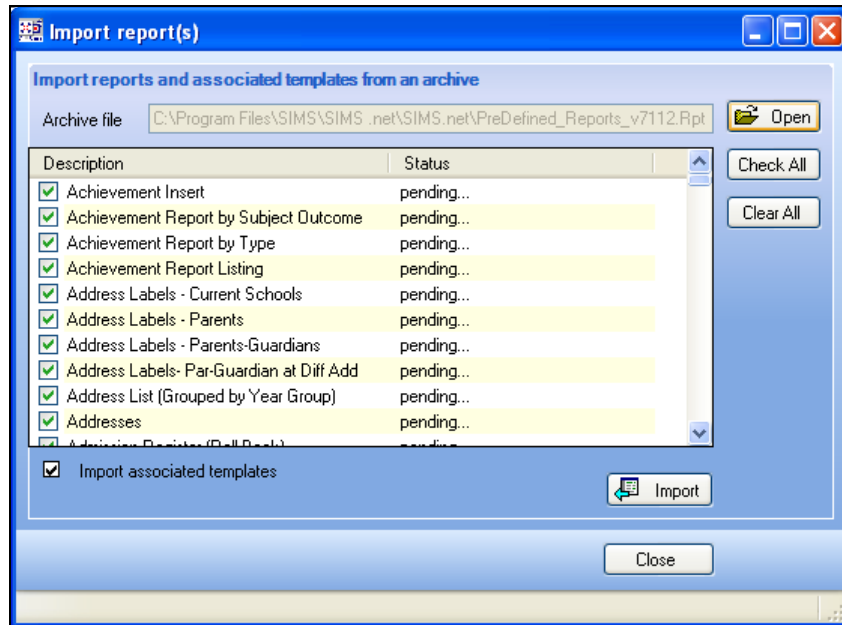
NOTE: Schools may find that a Teacher Number of eight digits is truncated to seven digits and this may adversely affect the teacher's record. Schools should ensure that Teacher Numbers are obtained from the GTC to guarantee validity.

The SWC Spring report has been provided as a pre-defined report. This enables the checking of staff contracts. The report can be printed and given to individual staff members so that they can check their own details are recorded correctly.

NOTE: The current RptDef file must have been imported after upgrading to the latest version of SIMS. This file contains all the up-to-date user-defined report definitions provided by Capita Children's Services. Please see the following section for further information.

Importing Pre-Defined Report Definitions

1. Select **Reports | Import** to display the **Import report(s)** dialog.
2. Click the **Open** button to display the **Select report file to import** dialog.
3. Navigate to the application folder, typically `C:\Program Files\SIMS\SIMS .net` and highlight the `Predefined_Reports_v7124.RptDef` file. The version number of the file name increments with each release of SIMS.



4. Highlight the report definition file and click the **Open** button to display the **Import report(s)** dialog. The file name and location are displayed in the **Archive file** field.

All pre-defined reports contained in the selected file are displayed in the dialog. However, you have the option to import selected reports only. If you do not wish to import a report, deselect its associated check box.

If you do not wish to import the associated templates, deselect the **Import associated templates** check box.

5. Click the **Import** button. The status of the selected report(s) changes to **Imported**.
6. Click the **OK** button to complete the process and close the dialog.

All reports are stored on the Document Management Server. Imported reports are automatically stored in the appropriate `\Focus` folder (e.g. Student, Staff, Class, etc.) but can be copied to other folders if required (provided you have sufficient permissions).

Pre-defined reports cannot be edited. However, users with appropriate permissions can delete reports.

Running the SWC Spring 2010 Report

1. Select **Reports | Run Report** to display the **Report** browser.
2. In the report navigation tree, select **Focus | Staff | SWC Spring 2010**.
3. Double-click the report name to collate the report.

This report captures all of the contracts that are valid for some or all of the period specified.

Green Abbey School									
Mrs Anita Abell									
Given Name: Anita		Date of Birth: 11 Feb 1963		QTS: Qualified Teacher					
Family Name: Abell		Ethnicity: White, British		QTS Route: Annual College Exit - Post graduate course					
Gender: F		Emp. Start: 01 Sep 1988		HLTA: F					
NINO: BC172692B		Disability:							
Teacher No: 84/82693									
Previous name History									
Previous Surname					Date Changed				
Contracts Basic									
S. Term	Start	End	Origin	Destination	SWR Post	Emp. Type	FTE Hrs/Wk	Hrs/Wk	Wks/Yr
Service Agreements									
Start Date	End Date	QTS Status	Reason	SWR Post	Type	FTE Hrs/Wk	Hrs/Wk	Wks/Yr	

Dealing with Unwanted Teacher/Support Staff Records

If there are teachers or support staff who have been entered in error (such as duplicates), it is recommended that you carry out the following action in the records that are not required. This ensures the duplicate records are not included in the School Workforce Census return.

- In **Focus | Person | Staff** (to display the **Employee Details** page), ensure the **Eligible for SWR** check box in the **Basic Details** panel is deselected.

Preparing School Level Information

Some additional school level data items are required for the School Workforce Census Spring 2010 Return, which should be checked in the school details area of SIMS via **Focus | School | School Details**. These include:

- School Type
- School Telephone Number

What Next?

If required, monitor any changes and update SIMS.

Carrying Out a Dry Run

Once you have upgraded to the SIMS 2009 Autumn Main Release, you can carry out one or more dry runs of the School Workforce Census. It is advisable to do this as early as possible, even if you know that your data has not yet been fully prepared or checked. The purpose of a dry run is to produce the **Validation Errors Summary**, which details the corrections that need to be made to your data.

1. To carry out a dry run, select **Routines | Statutory Returns | Schools Workforce Census** to display the **Schools Workforce Census** browser.

2. Select an existing folder or specify a new location in which the School Workforce Census files are stored in the **Schools Workforce Census Folder** field. You may wish to make this a temporary folder for the purposes of producing a dry run.

IMPORTANT NOTE: Careful consideration should be given to the location of the return folder, as it contains sensitive information. You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a Server. The DCSF recommends ISO27001 as the standard for information security, a copy of which can be found at <http://www.itgovernance.co.uk/bs7799.aspx>. If you are in any doubt, you should consult with your IT Security Officer before proceeding.

3. Click the **New** button to create a new return on the **Schools Workforce Census Details** page.

4. Enter a name for the dry run return in the **School Workforce Census Description** field, such as **Test** (or any name that clearly distinguishes this dry run from actual returns that will be generated later).
5. Click the **Create & Validate** button to validate the data.

When finished, the **Validation Errors Summary** panel displays the number of errors, together with the **Type, Error Number, Error Message, Individual Data Item** and **Solution** for each error.

Type	Error Number	Error Message	Individual Data Item	Solution
F	4220	Ethnicity is invalid	Teacher Number: 9290003 NI Number: NB121235B N	# Go to Focus Person Staff and correct Ethnicity
F	4220	Ethnicity is invalid	Teacher Number: 9773452 NI Number: NB945544D N	# Go to Focus Person Staff and correct Ethnicity
F	4220	Ethnicity is invalid	Teacher Number: 9443009 NI Number: NB124455C N	# Go to Focus Person Staff and correct Ethnicity
F	4160	Member of workforce with missing NI Number	Teacher Number: NI Number: Name: Lester, Sabina.	# Go to Focus Person Staff and provide NI Numb
F	4100	Qualified Teacher with Teacher Number missing	Teacher Number: NI Number: Name: Lester, Sabina.	# Go to Focus Person Staff and add Teacher Nu

- Use the scroll bars to see all of the errors/warnings.
- Double-click any row to navigate to the appropriate record (where applicable). This launches the specific area in SIMS where the record can be amended/corrected.
- Change the order of the summary by clicking the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.
- Filter on the Error Number by clicking the drop-down arrow and selecting the required number from the list and then clicking the **Search** button.
- Print the summary by clicking the **Print** button, noting that a high number of errors generates a high number of printed pages.

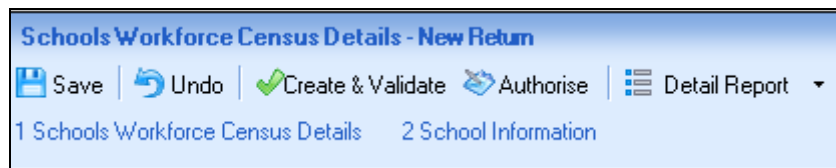
The errors are displayed until they are corrected and the validation routine is run again.

In addition to the **Validation Errors Summary**, a document has been produced that contains a list of the errors/queries that can be generated, including explanations and information on how to resolve the error (or in fact, whether the error can be ignored). In addition, the document helps to identify the order in which errors should be corrected.

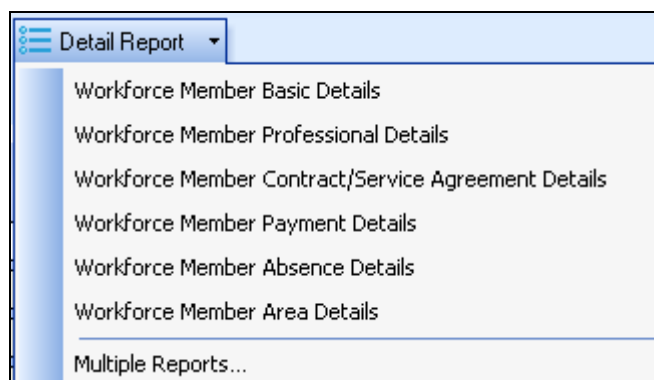
The *School Workforce Census 2010 Errors and Resolutions* document is available on SupportNet. Enter **SWC10** in the **Site Search** field on the **Home** page and then click the **Go** button to find the latest version.

Producing a Detail Report

It is now possible to produce a detail report that shows basic staff data. These reports enable the checking of the data used to generate the School Workforce Census return and can be produced once the return has been validated.



- From the **Schools Workforce Census Details** page, select the required report from the **Detail Report** drop-down menu, e.g. **Workforce Member Basic Details**.



- The required report is displayed in your web browser, as shown in the following graphic:

School Workforce Census Spring - 2010 (Workforce Member Staff Basic Details)									
Report Criteria: Members of staff included in the return									
Total number of staff = 86									
Filename: 8204321_SW1_820LL10_002.UNA					Report Created Date: 10-05-2009 08:00:03				
Surname	Forename	Middle Name (s)	NI Number	Former Surname	Gender	DOB	Ethnicity	Disability	Absent on Census Day
Abell	Anita	-	BC172692B	-	F	11-02-1963	White, British	Information not yet obtained	N
Anderson	Mary	Elizabeth	YY223344A	-	F	11-03-1966	White, British	Information not yet obtained	N
Andrews	Selina	-	WE340235A	Andrews	F	13-12-1955	White, British	Information not yet obtained	N
Asher	Dawn	-	MW365527B	-	F	12-02-1968	White, British	Information not yet obtained	N
Atkinson	John	Henry	WL300044D	-	M	01-08-1969	UNK	Information not yet obtained	N

TIP: If required, the information can be copied and pasted into Excel for further manipulation, e.g. column sorting, etc.

Producing the School Workforce Census Spring 2010 Return

If required, monitor any changes and update SIMS.

You should now be ready to produce the final School Workforce Census return. For specific instructions, please refer to the *Producing the School Workforce Census Spring 2010 Return* handbook which can be accessed from the **Documentation Centre** which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the required category, then click the required handbook from the **Handbooks** page. A comprehensive online help system is available within SIMS. To access the help, click the **Help** button whilst in the Census area.

Where Can I Get More Information?

- A variety of documentation is being provided to assist you with the production of the School Workforce Census Spring 2010 Return (including user handbooks, online help, etc.). If necessary, these documents will be updated as required and new documents added. Therefore, it is recommended that you regularly check SupportNet for any new or updated documents by entering **SWC10** in the **Site Search** field on the SupportNet **Home** page and then clicking the **Go** button.
- The Service Desk provides a dedicated website that lists all the available documentation, together with all related solutions and any other useful resources. The website can be accessed at the following address:

<http://support.capitaes.co.uk/hottopics>

Once open, select the required topic from the list.

- The Teachernet website also contains preparation and guidance documentation that may be of interest and can be found at the following address:

<http://www.teachernet.gov.uk/management/ims/datacollections/>

*NOTE: Please check SupportNet on a regular basis for any further documentation (by entering **SWC10** in the **Site Search** field on the **Home** page), especially leading up to the School Workforce Census return date.*
