



Preparing for the School Workforce Census

Spring and Autumn Preparation

PFSWC-05-20

Course Booklet – v 2.0



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Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

This booklet is designed for use with SIMS .net software version 7.108

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Preparing for the School Workforce Census

Spring and Autumn Preparation

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01

School Workforce Census Background Information



This section contains:

- An Introduction to the School Workforce Census
 - Schools in Scope
 - Staff in Scope
 - Links Between Personnel 7 and Cover 7
 - SIMS .net Version Required
 - Permissions Required
-

The School Workforce Census is being introduced in January 2010 for all schools. It will collect detailed information about the school workforce from an individual point of view.

Currently, School Census gathers summary information about the numbers of people and their role in schools but no individual data is collected. This and the fact that a far wider range of data than School Census currently provides, is the purpose of the School Workforce Census.

An initial pilot of the process is being carried out in a small number of Local Authorities (LAs) starting in January 2008. This will involve a small selection of schools from within those LAs, selected by the LA to take part. This pilot will be followed in January 2009 by all LAs selecting a sample of schools to contribute to a return, culminating in all schools taking part in January 2010.

Like the School Census, the School Workforce Census is scheduled to take place three times a year in the Spring, Summer and Autumn terms.

Schools will submit their data either directly to the Department for Children, School and Families (DCSF) via the Collect system or via the Local Authority. Guidance on this will be provided by the Local Authorities.

Which Schools are in the Scope of the School Workforce Census?

Extract from SWC Specification -

This covers English schools in the maintained sector and includes Community, Foundation, Voluntary Aided and Voluntary Controlled schools. The requirement for participation is as follows:

- Primary schools, Secondary schools, Maintained Nursery schools, Maintained Special schools, CTCs and Academies
- Not included - Early years settings, independent schools, Non-Maintained Special schools, Sixth Form colleges, FE Establishments and Service Children's Education Authority schools are not included in the scope at this stage. The DCSF are currently reviewing the inclusion of PRUs, Alternate Provision, and miscellaneous establishments. It is envisaged that this will be after 2010.

Which Staff are Included in the School Workforce Census?

Guidance on the School Workforce Census can be found in the DCSF handbook Preparation and Instructions for the 2010 Census and for Piloting in 2009.

This handbook is available from the Teachernet website.

<http://www.teachernet.gov.uk/docbank/index.cfm?id=12001>

or your Local Authority.



NOTE: Should you be in any doubt about inclusion of staff in your School Workforce Census, you must refer the matter to your Local Authority or directly to the DCSF. Please note that Capita Children's Services are unable to provide advice on this matter.

Extract from the DCSF Handbook –

The census covers teachers and support staff employed both full-time and part-time in the maintained sector in England. Part-time staff that are normally present at the school, but work on days of the week other than the census day should be included.

Key Concepts and Definitions

The following key concepts underpin the School Workforce Census.

Regular and Occasional Service

Regular service is any period of continuous service that lasts one calendar month or more.

Occasional service is defined as any service for any period less than one calendar month.

Individual level data are only required for teachers in regular service and support staff who are directly employed by the school or LA and are in regular service. For occasional teachers a simple count of numbers in service on census day, split by categories of Qualified/Unqualified/Not Known, is required in the Spring Census. For support staff employed by a third party (e.g. contract cleaners or caterers) a simple count of staff in service on the Spring Census day, split by their job role, is required.

Please note that regular and occasional services are not the same as full-time and part-time services. Agency or service agreement teachers who are in the post for one month or more are not counted as occasional teachers and they should be entered in the Agency Teachers category.

Regularly

The School Workforce Census collects details of staff in regular service (see the preceding paragraph) and who are in school regularly. In this instance regularly means a minimum of once every four weeks.

Teacher comprises:

- Those paid according to teachers' pay and conditions, whether employed by the school or the LA, and agency staff working within a school in a post that would be paid according to teachers' pay and conditions if filled by a teacher employed by the LA or school.
- Centrally employed teaching staff, such as peripatetic and advisory teachers.

Support staff comprises

- Teaching Assistants: those support staff based in the classroom for learning and pupil/student support staff, e.g. HLTAs, Teaching assistants, Special needs support staff, Minority ethnic pupil/students support staff and Bilingual assistants.
- Other support staff who are not classroom based, e.g. Matrons/nurses/medical staff, Librarians, IT Technicians, Technicians, Administration officers/secretaries, Bursars and other administration/clerical staff, premises and catering staff.

The full code set provided in the Annex identifies all support staff posts for which data is expected.

The preceding support staff categories equate to the counts currently required for the School Census, with the addition of premises and catering staff.

Governors and voluntary staff are not included in the SWC.

School Workforce Census records must be returned by the school or Local Authority or both for all teachers and all support staff, irrespective of who pays the salary. This includes:

- Teachers employed by the school, both with and without Qualified Teacher Status (QTS)
- Support staff employed by the school
- Teachers and support staff working at the school who have been supplied by an Agency, the Local Authority or from elsewhere, including peripatetic teachers and peripatetic teaching assistants
- Teachers and support staff on paid absence, whether long or short term
- Teachers and support staff on unpaid absence, whether long or short term
- Temporary staff present on the census day, regardless of the reason for the appointment, if they have been in continuous service at the school for one month or more
- Teachers on the Graduate Teacher Programme (GTP), the Registered Teacher Programme (RTP), the Overseas Trained Teacher Programme (OTTP) and the Teach First Programme (TFP).

Schools should exclude the following:

- Temporary staff with service of less than one month
- Trainee teachers on teaching practice
- Trainee teachers on a School-Centred Initial Teacher Training (SCITT) programme

For all types of staff in scope, data is required as part of the census if the member of staff:

- Has a current contract with the school on the day of the census (January only), whether they are present or absent
- Has a current service agreement with the school on the day of the census (January only), whether they are present or absent
- Has previously been employed at the school in regular service, and is needed to provide updates of either absence or contract data.

Please note that the data items required vary from one category of staff to another. The following table lists all the data items expected for each category of staff.

It is assumed that the school Management Information System (MIS) may also be used to hold details of any members of the school workforce who are not in scope of the census, for example occasional staff. Data for these staff are not required as part of the census.

	Teachers in regular service	Agency/SA teachers in regular service	Teaching Assistants	Other support staff
1. Staff Details				
Teacher Number	√	√	√	√
Family Name	√	√	√	√
Given Name	√	√	√	√
Former Family Names	√		√	
NI Number	√	√	√	√
Gender	√	√	√	√
Date of birth	√	√	√	√
Ethnic Code	√	√	√	√
QT Status	√	√	√	
HLTA Status	√		√	√
QTS Route	√	√		
Absent on Census Day	(generated by MIS – required for all - editable)			
2. Contract / Agreement				
Contract/Agreement Type	√	√	√	√
Start Date	√	√	√	√
End Date	√	√	√	√
Post	√	√	√	√
Date of Arrival in School	√	√	√	
Pay Scale	√	√	√	
Regional Pay Spine	√	√		
Spine Point	√	√		
Salary Rate	√	√	√	
Safeguarded Salary	√			
Daily Rate		√	√	
Destination	√	√		
Origin	√		√	
LA or School Level	(generated by MIS – required for all)			
Role Identifier	√	√	√	√
Hours worked per	√	√	√	

	Teachers in regular service	Agency/SA teachers in regular service	Teaching Assistants	Other support staff
week				
FTE Hours per week	√	√	√	
Weeks per year	√	√	√	
Category of Additional Payment	√	√	√	
Additional Payment Amount	√	√	√	
3. Absence				
First Day	√	√	√	
Last Day	√	√	√	
Working Days Lost	√	√	√	
Absence Category	√	√	√	
Payroll Absence Category	√	√	√	
4. Curriculum				
Subject Code	√	√	√	
Hours	√	√	√	
NC Year Group	√	√		
5. Qualification				
Qualification code	√	√	√	
Subject Code 1	√	√	√	
Subject Code 2	√	√	√	
Verified	√	√	√	

These preparation notes cover the scenario where the school will be the main provider of data and also holds it for FMS purposes, hence they cover all data which may be gathered by SWC, schools should determine precisely what they are required to provide by contacting their LA representative.

Links Between Personnel 7 Details and SIMS .net Cover (Cover 7)

SWC will be collecting Personnel Absence data, the Personnel Details area of SIMS .net provides the facility for recording and maintaining these records. It should be remembered that an absence can arise from illness or from attendance on training events and both types of record are catered for.

However, absences will also be recorded in the area of SIMS .net for managing classroom cover – Cover 7. It is possible to record absences due to illness and absences due to attendance on training events in Cover 7 to enable the management of classroom cover. The records created in Cover 7 will be written into the individual Personnel Details area removing the need for maintaining records in two areas however it should be noted that absence records created in Cover 7 may need intervention by the Personnel Officer to complete the absence record. Furthermore, absence records made in Employee Details in advance will also appear in Cover 7 to enable the arrangement of classroom cover.

What Version of SIMS .net do I need for the School Workforce Census?

In order to run the School Workforce Census and create the required XML file, you will need to be on the most recent main SIMS .net release. For the Autumn 2008 Census the August 08 or later release is required.

You will also require the Schools Workforce Licence Patch (10740) applied which will enable the return. This will be made available via SOLUS. You can check if this has been applied by selecting the SIMS.net menu **Routines | Statutory Returns** – if it has, there will be an option to run the School Workforce Census. Please contact the SIMS Help Desk if you are in any doubt about this.

If you are unsure which version of SIMS .net you have installed, open SIMS .net and select **Help | About SIMS .net** from the Menu bar.

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.

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

02

SWC Initial Preparation



This section contains:

- Importing Latest CCS_Base_Lookups
 - Mapping Pay Related Definitions to National Codes
 - Running Pay Related Definitions Checking Reports
 - Mapping Subjects to National Codes
-

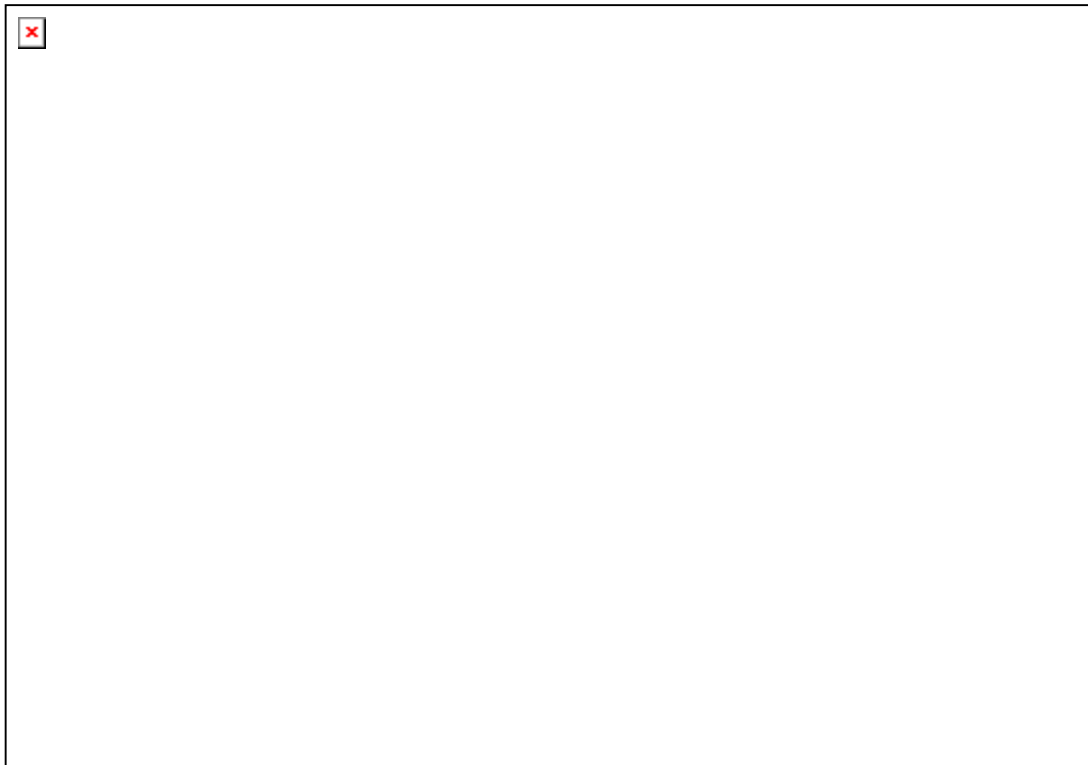


Activity 1 – Import CCS_Base_Lookups

Various fields in SIMS .net Staff Details are linked to lookup tables. The lookup tables contain a list of options from which a selection is made. Some fields are linked to Statutory Lookup Tables where the content is defined centrally and cannot be changed. These fields will be providing data for the School Workforce Census. Other fields can have their content altered to suit local needs either within an authority or within the school.

Capita provides a file with a set of lookup definitions to support the SWC. This file is called CCS_Base_Lookups.zip and must be imported into SIMS .net. The Local Authority may also provide an additional file which should be imported.

1. Select **Tools | Lookups | Import Lookups** to display the **Import Lookups** window.
2. Click the **Select File** button and browse to the **CCS_base_lookups.zip** file. This will be found in X:\SIMS where X: represents the drive letter where your SIMS folder is located.



3. The lookup tables are listed in the top part of the display and their contents are listed below. Highlighting a lookup table in the top displays the associated values in the bottom, although this is only for interest.

4. Click the **Import** button to carry out the import and wait for the mouse pointer to return to the select style. Click the **Close** button to return to the Home Page.

Import any lookup sets that your LA or Support Team may have provided. This is only required if your LA wishes you to comply with a set of common lookup values to be used across all of their schools.

JACS Code Set (Qualifications Subjects)

In addition, the Joint Academic Council Principle Subjects (JACS) code set is available for import, if required.

This is located in the `x:\SIMS` folder (where x is the SIMS drive) and is named **JACSCODES0808.zip**. The previous instructions also apply to importing this file. The lookup tables in the **First Subject (Qualified)** and **Second Subject (Qualified)** fields in the **Add/Edit Qualification** dialog on the individual's record are then populated with this data.



*NOTE: The **JACSCODES0808.zip** file only needs to be imported if you require the full list of qualifications. If you currently have an existing list which fulfils your requirements, it is not necessary to import this file.*



NOTE: The following steps in this section are one-off and will not need to be repeated before each census return.



Activity 2 – Mapping Pay Related Definitions to National Codes

The pay related structures in Personnel 7 can be tailored to an individual school's needs. Most schools will have set up systems which closely mimic national pay and conditions for the various categories of staff they employ. However, for the School Workforce Census it is necessary to map the local structure to the national system, even though some of the links may appear obvious.

Pay Related definitions are found in **Tools | Staff | Pay Related**.

It is Necessary to Map:

- Scales to National Scales
- Pay spines to National Pay Spines
- Allowance payments to National Categories
- Post Definitions to National Post Descriptions

Each of the preceding bullet points are components of a Service Term as defined in SIMS .net Pay Related data. It is necessary to carry out the following steps for every Service Term in use in the school.

1. Select **Tools | Staff | Pay Related** to open the **Find Service Term** browse. Click the **Search** button to populate the browse with the list of Service Terms currently in use.
2. Select a Service Term which will have Scales, Allowances and Posts, e.g. Teachers, from the list and observe the **Scales** list in the **Pay Awards** panel.
3. Select a **Scale** from the list (there may be only one).

On the Pay Awards Panel:

1. For SWC purposes the fields **Pay Scale** and **Regional Pay Spine** must be linked to national definitions. By default they should have been linked to Other and Rest of England respectively.
2. For **Pay Scale**, click the **drop down**; Leadership, Teachers Main, Teachers Upper, Advanced Skills Teachers, Excellent Teacher, Unqualified Teachers, Soulbury, National Joint Council and Other. Select an appropriate option from the list for the selected scale.
3. For **Regional Pay Spine**, click the **drop down**; Rest of England, London Fringe, Outer London, Inner London. Change if required.
4. Click the **OK** button to complete the Scale Mapping. This will enable the DCSF to determine salary levels from the point on the scale indicated on each individual's contract information.
5. Repeat for each scale in the list.
6. If a change has been made the **Save** button will be live and can be clicked.

On the Allowances Panel:

1. Click the [Allowances](#) hyperlink at the top of the window or scroll to the **Allowances** panel, select an allowance.
2. For SWC purposes the **Category of Additional Payment** must be linked to a **National Definition**.
3. For **Category of Additional Payment**, click the **drop down**. This is a list of all allowances the DCSF expects to be in use based on National Pay and Conditions documents. An appropriate definition should be selected. If one does not exist, use **Other**.
4. Click the **OK** button to complete the Allowance Mapping. This will enable the DCSF to determine who receives what category of additional payment from each individual's contract information.
5. Repeat for each allowance in the list.
6. If a change has been made the **Save** button will be live and can be clicked.

On the Posts Panel:

1. Click the [Posts](#) hyperlink at the top of the window or scroll to the **Posts** panel, select a post and observe the fields.
2. For SWC purposes the SWC Post must be linked to a national definition.

Click the **drop down** and observe the options. This is a list of all Posts pertinent for SWC purposes that the DCSF expects to be in use based on National Pay and Conditions documents. An appropriate definition should be selected. If one does not exist, the closest will probably be Support Staff.

3. Click the **OK** button to complete the Post Mapping.
4. Repeat for each Post in the list.
5. If a change has been made the **Save** button will be live and can be clicked.



Activity 3 – Running Pay Related Checking Reports

When all mappings have been completed it may be useful to run a report which will display the relevant information

Ensure that the most recent Predefined_Reports have been imported

1. Select **Reports | Run**, open the **Focus** folder and scroll to the **Service Terms** folder. Click the folder to display its contents.
2. Of the reports listed, **ST Pay Scale Definitions** will show the mappings of **Pay Scales** for all **Service Terms** in use, **ST Allowances** will show the mappings of allowances for all Service Terms in use and **ST Post Definitions** will show the mappings of Posts for all Service Terms in use.
3. Run these reports and check that the mappings are correct.



Activity 4 – Mapping Subjects to National Codes

As with Pay Related definitions there has been no imposition of external definitions on the setting up of subject codes in the past. However now that subject related data is required by a statutory return it will be necessary to map the school's subjects to a national code set.

An element of the School Workforce Census is recording vacancies in the school. This information will be entered manually, however, it will use a relationship with the school's list of subjects, usually maintained in Nova but also present in the SIMS .net database and accessible by selecting **Tools | Setups | Subjects**.

For Secondary schools (including Middle deemed secondary) using an integrated timetable software such as Nova, the mapping of subjects is also required for the Curriculum return.

Secondary Schools.

1. Select **Tools | Setups | Subjects** to open the browse of subjects and click the **Search** button to populate the list.
2. Select **Art** and observe the details presented. Much of this is not significant for the School Workforce Census, indeed it mostly relates to setup for Curriculum and Lesson Planner



The significant piece of data is the DCSF Subject Code. Select an appropriate entry by clicking the drop down and scrolling or typing some letters to jump down the list.

All other data is only significant for C&LP and need not be entered at this point.



NOTE: Changes made here do not affect the data held in Nova.

3. Click the **Save** button to complete the process.

If the subject does not exist in the DCSF list select the nearest matching subject.

Primary Schools

It is necessary to set up a generic subject label to record vacancies in Primary schools.

1. Select **Tools | Setups | Subjects** to open the browse of subjects
2. Click the **New** button to add a new subject.
3. Enter a **Code** e.g. Pc and title Primary Curriculum.
4. From the DCSF lookup table select **Primary Curriculum**.
5. Click the **Save** button to complete the process then close the screen.

It will now be possible to select an appropriate DCSF linked subject for any vacancies that are recorded in the SWC.

Other Schools

For other types of school (not using a timetabled curriculum), a subject of School Curriculum linked to the DCSF code – Other (not otherwise specified) will suffice. If you are unsure on this please check with your Local Authority or with DCSF.

03

Reviewing/Editing SWC Key Fields



This section contains:

- Reviewing and Editing the Key Fields Used for SWC Return
-

This section will consider the data which is held for a member of staff and will focus on the fields which are relevant for the School Workforce Census. The SWC fields are listed in the Appendix.

Having made changes to Pay Related definitions the changes made will carry through to individual staff records in the **Employment** panel and for **Contract Details** within that panel.

Individual staff edits will be necessary to ensure the other key SWC fields contain appropriate data otherwise, when the SWC routine is ran it can be expected that validation errors will be generated. A school can take two alternative approaches:

- Carry out a significant amount of checking before running the return and possibly be pleasantly surprised
- Run the return without doing any significant editing anticipating that a large number of validation errors can be expected and then address those errors.

There is currently no Bulk Edit option for staff as there is for pupil/students. It will therefore be necessary to visit each member of staff for individual data edits.



Activity 1 – Running a Report to check Staff data

A report is available in SIMS .net which details the SWC fields for each personnel record.

1. Select **Reports | Run Report**.
2. In the **Report** browse, select **Focus | Staff**.

In the list of reports double-click **SWR Report**. A set of report filters are displayed. Either accept the default values or amend to meet the current requirements.

Effective Date (to determine salary details),

Contract Start Date is before and Contract End Date is after (determines those contracts that terminate in the census period),

Contract Start Date is before (determines those contracts starting before or in the census period and which have not yet terminated).

3. Click the **OK** button to run the report



Activity 2 – Creating a Report to check Staff data

It may be useful to create a quick report to check for missing data.

The following report will be used to locate staff with missing NI Numbers.

1. Select **Reports | Design Report | Create a New Report**.
2. Select **Staff** as the focus and click the **Next** button.
3. Accept the default **Staff, all current**. It may later be appropriate to run this report for leavers during the preceding year as some of their data will be collected as part of the census.
4. From **Basic Details**, select **Legal Forename** and **Legal Surname**.
5. Locate the **NI Number** and select it, either type **NI** in the **Find** box at the top or expand **Personal Information** and locate it manually.
6. Click the **Preview** button at the top and observe the staff with blank NI numbers.
7. Click on the column heading for **NI Number** to sort the list in order of NI Number which will bring the blanks to the top.
8. It is now possible to use the **Staff Details** short cut, locate the individual and make an entry, or use the link to **Staff Details** from the **Report Preview**.
9. Enter the NI number without the dividers and press the **Tab** key to move off the field. The numbers will pad out with the correct dividers and if the format is valid the field will turn white, otherwise it will remain red and a warning message will appear in the Status bar at the bottom of the screen.
10. Try entering **PD456789A**.
11. Try to find a format that is satisfactory
12. Enter **PC456789A** and click the **Save** button.
13. If the NI Number is not known then it can be left blank for later entry, however, a valid number is required for the return.



Activity 3 – Viewing/editing Staff Details

1. Select **Focus | Person | Staff** to open the **Staff** browser or click the **Staff** short cut button.



2. Click the **Search** button to populate the **browse** list and select **John Atkinson** by highlighting and then clicking the **Open** button or double-click **John Atkinson**.
3. Review **John Atkinson's** details.

Basic Details

SWC fields on this panel are:

Legal Forename, Middle Name, Legal Surname, Gender, plus Legal Surname (family name) from the **Previous Name** panel

Attention is drawn to the **Eligible for SWC** check box which will be used to indicate if an individual should be included in the School Workforce Census. This box is automatically selected when adding a new member of staff. It can be deselected if that person is not to be included in the SWC Personal Information

Personal Information

SWC fields on this panel are:

Date of Birth, NI Number (NINO), Ethnicity

NI Number – although this is not mandatory for SIMS .net purposes, a valid number must be present for the SWC. If it has not been possible to obtain the number in time for the return, the field can be left blank and an explanation provided for the validation error which will result.

Ethnicity – the values for Ethnicity have recently changed and the selected value may be invalid. This is only obvious when the drop down list is displayed.

1. John Atkinson's ethnicity is shown as **White**. Click the **drop down** list and scroll down to find **White**. Note that the text is displayed in red and there is a yellow triangle with an exclamation mark at the end of the line. This indicates that the value is invalid.
2. Select a new value e.g. **White, British**
3. Click the **Save** button to save the record

Professional

The **Professional** panel provides indicators of Higher Level Teaching Assistant Status and Date acquired and the route to Qualified Teacher Status for appropriate staff.

SWC fields in this section are:

HLTA Status and Date and QTS route

(With effect from the August release 7.108 there is also a **TA Status** check box – this is not included in SWC).

HLTA Status should be checked for all staff who have achieved that status, whether or not they are employed in that capacity.

QTS Route is not required for those already with QTS.

Teachers without QTS at the time of the census, who are on an employment based route, excluding School Centred Initial Teacher Training (SCITT), should be allocated to the route or programme they are undertaking by selecting from the drop down list.

Any teacher without QTS who is not on an employment based route, including any teacher from Northern Ireland, Scotland or the EU who has not yet been awarded QTS by the General Teaching Council for England (GTCE), should be treated by employers as an unqualified teacher or instructor until QTS has been awarded. For teachers in this category, leave this item blank (i.e. do not enter a value in this field) and record him or her as an Instructor in their Role Identifier.

Training

The **Training** section provides the opportunity to record multiple records of training events attended. It is used in conjunction with the maintenance routine for training events in **Tools | Staff | Training**.

Details of training events are not required by the SWC however details of absence resulting from attending a training event are required. If training records are not being recorded, it is possible to record training related absence in the normal **Absences** panel.

SWC fields in this section are:

Start Date of Absence, End Date of Absence and Working Days Lost



NOTE: Absence will be returned in the Spring (January) Census which will look at absence during the previous calendar year. For the Spring 2009 return, the DCSF will accept absence records from September 2008 so it is not necessary to add earlier absence records if they have not been recorded.

Qualifications

The **Qualifications** section provides the opportunity to record multiple records relating to the qualifications of the individual (as distinct from the **Qualification Letters** field in the **Personal Information** panel).

The SWC requires Qualification details for Teachers and Teaching Assistants specialising in Maths and Science. You may however record such details for all staff should you require.

SWC fields in this section are:

Qualification Level, First Subject Qualified, Second Subject Qualified (where applicable) and Verified

1. Open the **BA** qualification of **John Atkinson** and click the **drop down** list for **First Subject Qualified (English Studies)**. Note that there is no Qualification Level recorded – this will create a validation error when the census is created and validated. Select an appropriate Level e.g. Other First Degree or equivalent from the drop down list.
2. Click the **OK** button.
3. Click the **Save** button to save the record



***NOTE:** If the **Subject** lists are not in alphabetical order, you do not have the full **JACS code** list (you may also find that certain subjects are not listed. If this is the case, you should import the **JACS code** list. This is explained in the **Initial Preparation** section.*

Absences

The **Absences** panel provides the opportunity to record absences (including training related absence where this is not recorded in the **Training** panel). The SWC does not require Absence Details for all staff but you may maintain complete records as required by the school.



***NOTE:** Absence's will be returned in the Spring (January) Census which will look at absences during the previous calendar year. For the Spring 2009 return, the DCSF will accept absence records from September 2008 so it is not necessary add earlier absence records if they have not been recorded.*

SWC fields in this section are:

Start Date, End Date, Number of Days, Type/Reason

1. Open **John Atkinson's** absence record dated **17/01/08**. Note that there is no figure for **Working Days Lost**. This will create a validation error when the census is created and validated.

It is possible that this record was created in Cover 7.

2. Enter **1** as the **Working Days Lost** and add or edit any other data which you might require.
3. Click the **OK** button.
4. Click the **Save** button to save the record

Addresses, Contact Information and Next of Kin

SWC does not collect any data from these areas.

Employment Details

This is by far the most complex area of data addressed in the personnel record and relies on considerable structural setup elsewhere in SIMS .net, notably **Tools | Staff | Pay Related**, where contract definitions and data related to generic conditions of service are held.

General

SWC fields in this section are (where applicable):

Teacher Number, Teacher Category and Employment Start Date.

1. Open **John Atkinson's Employment Details** panel. Note that there is no **Teacher Number**. This will create a validation error when the census is created and validated.

Note that the **Qualified Teacher Status** field is blank. This is not required for SWC but can be completed as required.

2. Enter a **Teacher Number**.
3. Click the **Save** button to save the record

Check

SWC does not collect any data from this area.

Contract

The **Contract** section provides the facility to record multiple records of contract details. It is possible for staff to hold more than one contract and to have records of previous contracts, future contracts and suspended contracts.

Open **John Atkinson's** contract to view the details

General

SWC fields in this section are:

Employment Type, SWC Post (defined in the Service Term), Contract Start Date, Contract End Date (where appropriate), Service Term Hours/Week, (Individual) Hours/Week, (Individual) Weeks/Year, Destination, Origin and Safeguarded Salary.

Pay Scale

SWC fields from this section are:

Point, Pay Scale and Regional Pay Spine of which only the Point can be edited here.

The others are defined in **Tools | Staff | Pay Related**.

Allowances

The **Allowances** section provides for recording additional payments. The allowance may be locally agreed or may be part of the National Structure. Where part of the national pay structure information is required to relate the local data to the national structure. This is achieved with the Category of Additional Payment.

SWC fields from this section are:

Amount and Category of Additional Payment – values for these fields will be entered in the Service Term definition and cannot be edited here.

Role

An individual may fulfil one or more designated roles as part or all of their contract. The available options are prescribed by national definitions and linked to the Service Term in **Tools | Staff | Pay Related**.

SWC fields from this section are Role, Start Date and End Date

The August 2007 upgrade set the default values for the **Role** field as follows:

Teacher Service Terms – Classroom Teacher –

Other Service Terms – Do Not Include in Statutory Returns – this will require individual edits for all such staff.



NOTE: Additional roles should be added as appropriate. In particular where the post is Head Teacher or Deputy Head Teacher, there must be a corresponding role. Where this is not the case, a validation error will be generated.

Suspensions Section

No SWC data is collected here.

The Notepad Section

No SWC data is collected here.

Service Agreement

The **Service Agreement** section provides the option of recording employment where there is no contract e.g. supply teachers or other agency staff

The data held is similar to that for contracts involving start and end dates, hours/week, roles etc but without the provision of any monetary information other than a check box to indicate daily rate.

SWC fields from this section are:

SWC Post, Daily Rate (check box), Agreement Hours/Week, FTE Hours/Week and Weeks/Year

04

Producing the Return



This section contains:

- Producing the School Workforce Census Return
 - Validation
 - Detailed Reports
 - Authorisation
-

Data is gathered from the database using a Calculation process. Validation checks are ran with the possible generation of validation errors which may be failures or queries. The errors can be addressed directly and the return re-validated or the return can be saved (this is automatic with each validation) and revisited later.

The editing of data covered in the previous section may have resulted in few validation errors. Alternatively it is not unreasonable to run the School Workforce Census routine to determine how many errors need attention.

Eventually, when the return is complete it is authorised after which it will be transferred to the Local Authority.

It should be remembered that different authorities may require their schools to return different data. The LA may provide the school with a file, within which are the indicators for the data to be gathered. The process is not secret, the school will be fully aware of which data is being gathered and controls the transfer to the LA.

The situation in consideration here is where all data held is to be gathered and returned.

The menu route is **Routines | Statutory Returns | School Workforce Return**.

The menu route is only available after applying the licence patch no. 10740 which will be issued via SOLUS as required by the LAs.



Activity 1 – Producing the Spring School Workforce Census Return



NOTE: This activity will concentrate on producing the Spring Census Return. The Autumn Return will be considered at the end of the section.

In this activity a Spring School Workforce Return will be generated.

1. Select **Routines | Statutory Returns | School Workforce Return**.



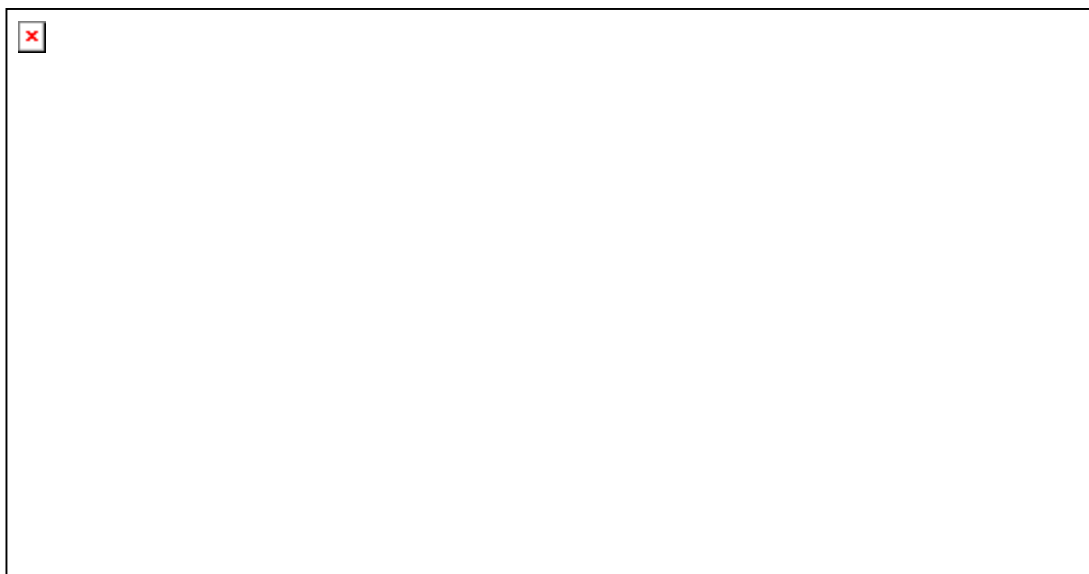
2. The **SWC** browser will open.



The **Term** field will default to the current term.

The **School Workforce Census** folder can be edited by clicking the **Browse** button to display the **Browse for Folder**. Careful consideration must be given to the location of this folder in view of the sensitive nature of the data held in the Census file which will be created.

3. Click the **New** button to begin a new return, the **Return** screen will be displayed and data will populate the first two panels. The other panels requiring either manual data entry or data gathered from within SIMS .net are listed across the top of the window.



4. Whilst it is possible to alter details in Panel 1, these are standard default settings which will be correct for each return to be produced. The description can be changed if different versions of the return are created for internal purposes.
5. The **School Information** panel draws its data from the school's database. The **School Detail** button will give access to the editing screens for this data should any changes be necessary, however, as this data will have been used in other returns, this is unlikely.
6. The remaining panels are **Absent on Census Day**, **Vacancies** and **Occasional Teacher Information**. Some data in these panels will be populated when the **Calculate All Details** button is used. Further data for the return is also gathered although it is not displayed on the screen. All data can be viewed using the **Summary and Detailed** reports in due course.
7. Click the **Calculate All Details** button and click the **Yes** button on the warning message to confirm which will appear. Some data will populate the three panels.

Absent on Census Day



Schools are required to record all staff absences on census day. Note that this does not include staff who do not normally work on census day.

Where an absence due to illness or an absence due to attendance on a course has been recorded in the **Absence** panel or the **Professional** panel for any member of staff, which spans census day, they will have a **Y** in the **Absent On Census Day** column.

It may be that a member of staff is absent on census day and, to date, no record has been made of this absence elsewhere in SIMS .net. It is now necessary to manually enter a **Y** against their name in the **Absent on Census Day** column. This entry is solely for census and will not automatically write back to other areas of the software.

Click into a cell and select **Y** from the list of options or type **Y** into the cell.

The return should be saved following any entries.

Vacancies



There is currently no facility within SIMS .net for recording vacancies, hence this data must be entered manually.

Only teaching vacancies are required for the return.

Data entered will require a **Subject** code which has been associated with a DCSF subject, referred to earlier.

1. Click the **New** button to add a vacancy and enter appropriate data by selecting from the available drop down lists.



2. Make an entry for an Art teacher vacancy by selecting :


Post = TCH

Subject Code = ART

Note that as you click into other fields, the **Post Name** and general **Subject** fields will be populated based on the selections. It is possible to select the **Post Name** and **General Subject** fields and the **Post** and **Subject** code will be populated automatically

3. Select entries in Tenure; Full Time/Part Time, Temporarily Filled; Yes/No, and Advertised; Yes/No.
4. Entries in all fields are required before the Census can be saved.

Occasional Teachers Information



Occasional teachers are those teachers who are in school on census day but are not deemed to be in regular service, i.e. their contract or service agreement is for less than one month. Such staff are recorded under one of the following categories:

- Number of Occasional Teachers With QTS
- Number of Occasional Teachers Without QTS
- Number of Occasional Teachers Where QTS Not Known

There is a **Recalculate** button on the panel which implies that the data can be gathered from elsewhere in SIMS .net but this assumes it has been entered there already.

The count of Occasional Teachers in each Category should be entered manually and the total will be calculated.

Make an appropriate entry and click the **Save** button to save the return



Activity 3 – Opening an Existing School Workforce Census

Once the return has been validated (or saved) it can be closed and reopened at a later time for further editing.

1. Select **Routines | Statutory Returns | School Workforce Return** to display the **School Workforce Return** browser.
2. Select the appropriate term
3. Click the **Search** button.
4. Double-click the required file in the **School Workforce Return** browser to reopen the return in the **School Workforce Return Details** page.



Activity 4 – Validating the School Workforce Census Return

Having made appropriate entries in the manual entry panels the return can be validated.

1. Click the **Validate** button.

A list of errors will be generated and displayed in the **Validation Errors Summary** panel.

Failures are red, Queries are black.

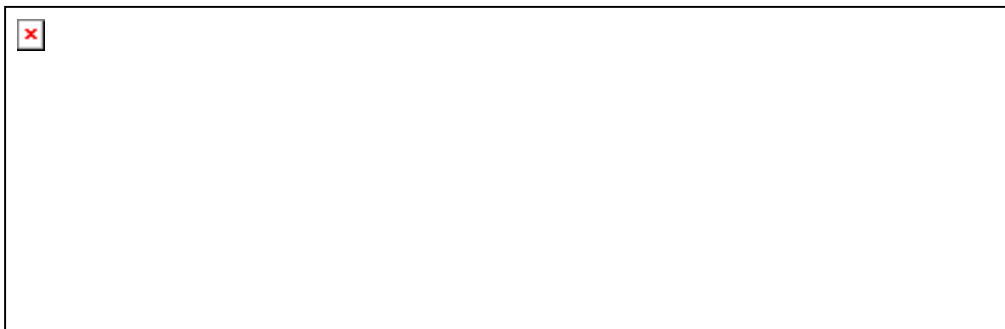
Where a failure is displayed, this indicates that there is an inaccuracy in or an omission from the return. A query highlights an unusual feature of the data that suggests an inaccuracy or omission (e.g. that there are no vacancies). A query does not prove that there is any error, it is simply something that should be reviewed.

One error often leads to other errors so resolving one error may clear several issues.



Activity 5– Resolving Failures and Queries

The **Validation Errors Summary** panel lists the number of errors and queries found:



The **Type** column indicates whether the error is a failure (**F**) or a query (**Q**).

- The **Error Number** and **Error Message** columns display the actual error or query encountered.
- The **Individual Data Item** indicates the specific record containing the error.
- The **Solutions** column shows which page or panel to open to fix the failure or query. If the failure or query is preceded by a hash (#) symbol, double-click the row to access the specified destination.

1. Double-click on the error (**4220 Ethnicity is invalid – Adrian Blacker**)

The required **Employee Details** screen is opened at the field in error (in this case **Ethnicity**).

2. Resolve the error by selecting **White, British**.

3. Click the **Save** button and click the **Close** button to close the record.
4. Click the **Validate** button on the **School Workforce** screen.

The errors will be redisplayed but without the error which has been resolved.

If the failure or query needs to be fixed in a panel on the **School Workforce Return Details** page, the required panel will be displayed at the top of the page.

If the failure or query needs to be fixed in another SIMS .net page, clicking the link will display the required SIMS .net page.

The **Validation Errors Summary** list can be sorted by clicking the required column heading. For example, clicking the **Type** column heading will sort the list to display all the failures (F) together and all the queries (Q) together.

1. Click the **Error Number Heading** to sort the errors by number

Resolve as many failures and queries as possible and then revalidate the Census Details.

Continue to revalidate the return, resolve failures and revalidate the return again, as many times as necessary.

When you are satisfied with the return, proceed to authorising the return file. All failures must be resolved and all queries must be investigated.



*NOTE: In addition to the **Validation Errors Summary**, a document has been produced containing 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 orders should be corrected.*

*The School Workforce Census Errors and Resolutions document is available on Supportnet. Enter SWCENSUS in the **Site Search** field on the Home Page and click the **Go** button to find the latest version.*



Activity 6– Producing Detail Reports

Detail reports provide a list of information that relates to the specific sections of the School Workforce Census. For example, the **Basic Details** report provides a list of the basic details recorded against each member of staff, e.g. Teacher Number, Surname, Forename, etc.

The following four reports are provided:

- Basic Details
- Contract/Service Agreement Details
- Payment Details
- Absence Details.

To Run a Report

1. From the **Census Return Details** panel, click the **Detail Report** down-arrow and select the required report from the drop-down menu, e.g. Workforce Member Basic Details

The required report will be displayed in your Internet browser

To Print a Detail Report

1. Select **File | Print** or click the **Print** button to display the **Print** dialog.

In the **Print** dialog, the paper selection, number of copies and print quality can be edited before clicking the **Print** button.

To Close the Detail Report

1. Click the **Close** button at the top-right hand corner of the page to close the report and return to the **School Workforce Census Details** page.



Activity 7– Authorising the Return

The School Workforce Census must be authorised before it can be sent to your LA.

Before authorising the return, you should ensure that all the information displayed in the **School Workforce Census Details** page is correct and does not require further editing.

Once a return has been authorised, it will no longer be possible to edit any of the information in the **School Workforce Census Details** page.

1. Select **Routines | Statutory Returns | School Workforce Census** to display the **School Workforce Census** browser.
2. Click the **Search** button.
3. Highlight the required return and click the **Authorise** button at the top of the **Schools Workforce Census Details** page.

An XML file will be created in the folder which you specified in the **Browser** window. The full file name is also displayed in the browser. It will be similar to this example: 8204321_SW1_820LL08_001.XML. If new files are created, the last digit will increase to differentiate the files.

This is the file which will be submitted to the DCSF or Local Authority.



NOTE: If you authorise a return and subsequently need to make amendments, you will either need to make a copy of the return and work on the copy, or create a new return.

To Create a Copy of a Return:

1. Select **Routines | Statutory Returns | School Workforce Census** to display the **School Workforce Census** browser.

2. Click the **Search** button.
3. Highlight the required file and click the **Copy** button.

A message dialog will be displayed.

4. Click the **Yes** button to confirm that a copy of the selected return should be created.
5. A copy will be made and displayed in the **School Workforce Census** browser as **Copy of <name of selected file>**.
6. The Description of the copied file can be changed in the **School Workforce Census Details** panel when you open the return in the **School Workforce Census Details** page.

Producing the Autumn School Workforce Census Return



Activity 1 – Producing the Autumn School Workforce Census Return

The procedure for creating the Autumn Return is the same as for the Spring Return only the Autumn Term must be selected in the **browser** window.

When the **New** button is clicked, the **Census Details** and **School Information** panels are displayed (as with the Spring Return) together with a further panel **Curriculum**.

Staff Name	Staff Code	Subject Code	General Subject	Hours Taught	Year Groups Taught
Adrian Blacker	AB	CHM	Chemistry	2	Curriculum Year 10
Milan Konchalski	MK	GEN	General Studies	5	Curriculum Year 11
Milan Konchalski	MK	GEN	General Studies	6	Curriculum Year 12
Belinda Pearson	BPE	MAT	Mathematics	5	Curriculum Year 10
Belinda Pearson	BPE	MAT	Mathematics	7	Curriculum Year 13
Belinda Pearson	BPE	MAT	Mathematics	5	Curriculum Year 11
Belinda Pearson	BPE	MAT	Mathematics	4	Curriculum Year 10

NB: Hours Taught is based on the following: Hours Taught in cycle * Days in cycle/5



NOTE: The **Curriculum** panel will only be populated if the timetable has been transferred from Nova-T into the relevant academic year in SIMS .net and if the subject codes have been mapped to DCSF subjects.

Records can be added manually, for example, if staff teach outside of the normal timetable. Note that any manually edited entries will be replaced if the **Recalculate** button is clicked.

There is no panel for Qualifications although this information is collected by this return and will be validated which may result in validation errors. The information gathered for Qualifications can be viewed by running the **Workforce Member Qualifications Detail** report as previously described. Another report is provided for **Curriculum Details**.

A

Appendix - SWC Fields



This section contains:

- The list of fields used in the School Workforce Census under panel headings in the order they appear in Employee Details view as well as the fields in Pay Related Definitions which are mapped to national codes.

School Workforce Return – Key Fields

Panel	Field Description	Note
Focus Person Staff		
Basic Details	Legal Forename	
	Middle Name	
	Legal Surname	
	Gender	
	Eligible for SWC	
Basic Previous Name	Legal Surname	
Personal Information	Date of Birth	
	NI Number	
	Ethnicity	
Professional General	HLTA Status	
	QTS Route	
Professional Training	Start Date of Absence	
	End Date of Absence	
	Number of Days	
Professional Qualifications	Qualification Level	
	First Subject, Qualified	
	Second Subject, Qualified	
	Verified	
Absences	Start Date	
	End Date	
	Number of Days	
	Type/Reason	

Employment Details	Teacher Number	
	Teacher Category	
	Employment Start	
Contract General	Employment Type	
	Contract Start Date	
	Contract End Date	
	Service Term Hours/Week	
	Hours/Week	
	Weeks/Year	
	Destination	
	Origin	
	Safeguarded Salary	
	SWC Post	
Contract Scale	Point	
	Pay Scale	
	Regional Pay Spine	
Contract Scale Allowance	Amount	
	Category of Additional Payment	
Contract Scale Role	Role	
	Service Start Date	
	Service End Date	
Contract Service Agreement	SWC Post	
	Daily Rate	
	Agreement Hours/Week	
	FTE Hours/Week	
	Weeks/Year	
	Service Type	
	QTS Status	
Contract Service Agreement Role	Role	
Tools Staff Pay Related		
Pay Awards	Pay Scale	
	Regional Pay Spine	
Allowances	Category of Additional Payment	
Post	SWC Post	