

SIMS

Producing the School Workforce Census Spring 2010 Return

Applicable to 7.124 Onwards

Handbook



CAPITA
CHILDREN'S SERVICES

Revision History

Version	Change Description	Date
Spring 2010 - v1.0	Initial Release	23/09/09

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Providing Feedback on Documentation

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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01 | Getting Started with the School Workforce Census Return

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Overview

The Schools Workforce Census Return focuses on staff data for both teachers and support staff with contracts or Service Agreements of one month or greater. The return covers basic staff information, contract information, service agreement information and absence information.

The School Workforce Census Spring 2010 collects the following data items for staff members:

- Staff details
- Contract details
- Service agreement details
- Payment details
- Absence details

School level data items collected are:

- Vacancies
- Occasional teachers
- Third party staff count

This handbook covers the information required by schools to complete the School Workforce Census Spring 2010. This return is due on 21st January 2010.



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.

Where to Find More Information

In addition to this handbook, a preparation guide (which describes how to prepare your data for the School Workforce Census) and an Errors and Resolutions document (which provides suggestions on how to resolve any errors or warnings) are being prepared. These guides, together with any other useful information, can be found on the SupportNet website (<http://support.capitaes.co.uk>) by entering SWC10 in the **Site Search** field on the Home page and clicking the **Go** button.

For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet. Copies can be obtained from SupportNet (<http://support.capitaes.co.uk>) by entering PERMLIST in the **Site Search** field on the Home page.

Carrying Out a Dry Run

Once the SIMS 2009 Autumn Main Release has been installed, 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 the dry run is to produce the **Validation Errors Summary**, which details the corrections that need to be made to your data.

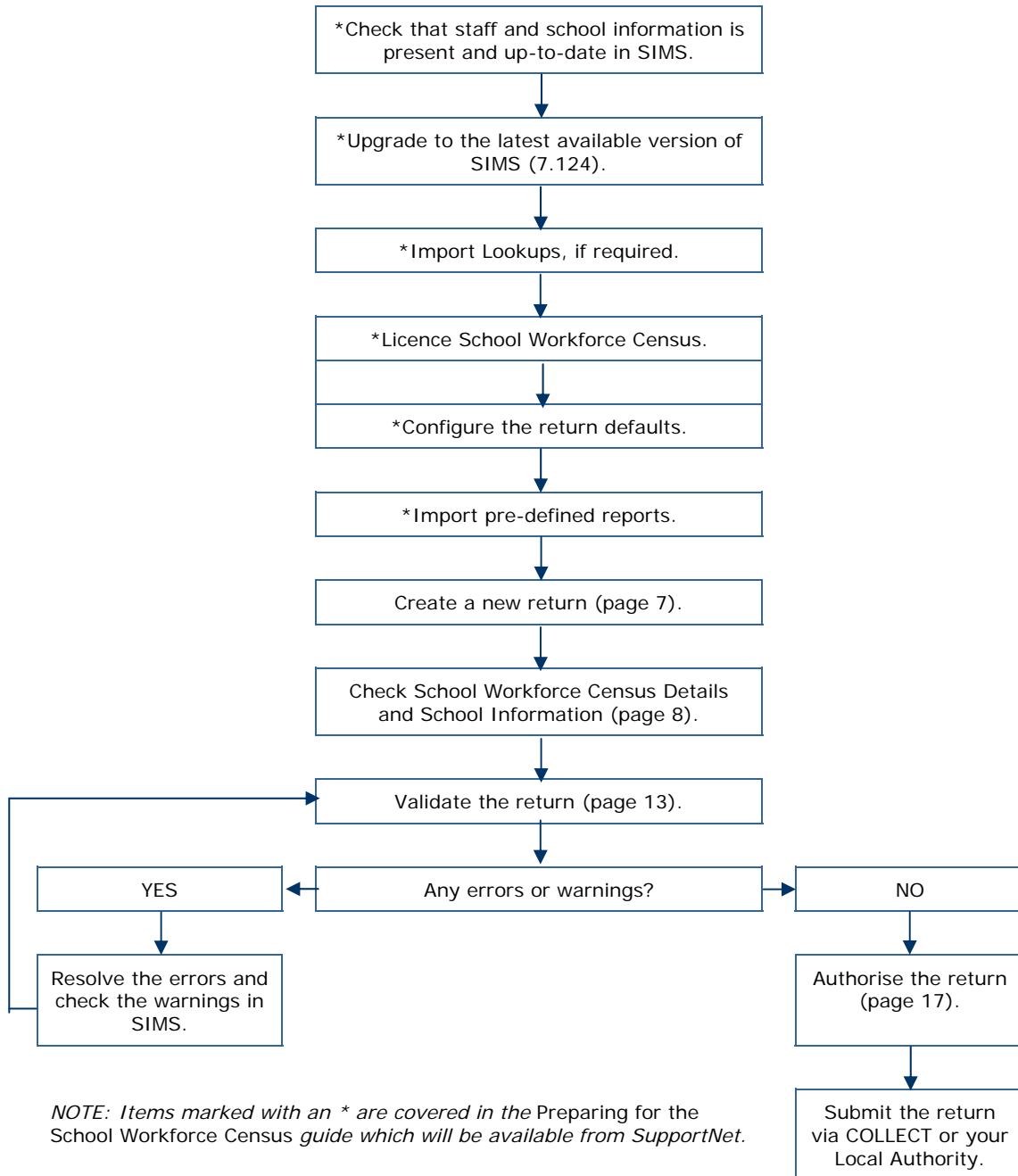
Setting Permissions

Users with Personnel Officer permissions can run and edit the School Workforce Census, providing that the licence has been applied. In addition, they are able to correct failed data for vacancies, staff and any curriculum information that fails validation.

Please contact your System Manager if you are unsure whether you have the required permissions.

For more information, please refer to the *System Manager* handbook.

Steps to Producing the School Workforce Census



02 | Producing the School Workforce Census

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Configuring the School Workforce Census Defaults

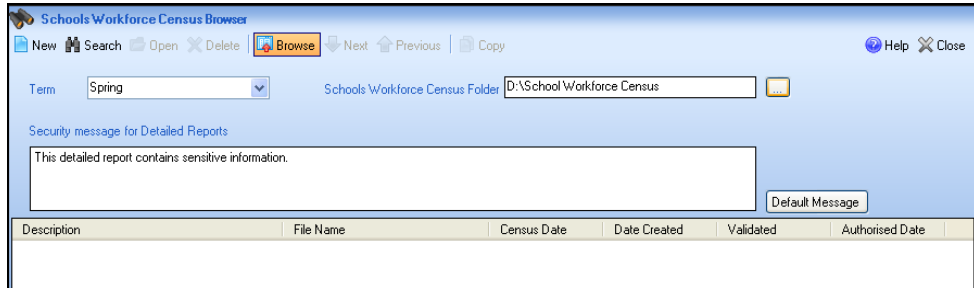
Before creating a School Workforce Census Return, the folder in which the return file is saved must be specified.



IMPORTANT NOTE: Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc.

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.

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



The **Term** field is automatically set to the correct term.

2. Enter the new folder path in the **School Workforce Census Folder** field or click the adjacent **Browse** button to display the Windows® **Browse for Folder** dialog.



Browse button



3. Navigate to the location of the required folder and highlight it. Alternatively, if a suitable folder does not exist, click the **Make New Folder** button and enter a suitable name.
4. Click the **OK** button to select or create a folder, which is displayed in the **Schools Workforce Census Folder** field.



IMPORTANT NOTE: *If you are changing the location of the folder, ensure that authorised personnel only have access to the new folder, as it will contain sensitive data. For more information, please see the important note at the beginning of this section.*

Creating a New School Workforce Census

Before creating a new School Workforce Census return, ensure that all staff and school information is present and up-to-date in SIMS.

It is possible to create more than one return. This enables you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted, providing they have not been authorised.

1. Select **Routines | Statutory Returns | School Workforce Census** to display the **School Workforce Census** browser.
2. Click the **New** button to display the **School Workforce Census Details** page.



NOTE: The remainder of the steps to produce the School Workforce Census are carried out from the **School Workforce Census Details** page. However, you may need to visit other areas of SIMS to correct any errors generated when the return is validated.

Saving Your Work

Save your work at any time by clicking the **Save** button. The information in the School Workforce Census must be saved before the return can be validated.

Checking and Editing School Workforce Census Details

In the **School Workforce Census Details** panel of the **School Workforce Census Details** page, check that the details are correct.

Schools Workforce Census Details			
Census Date	<input type="text" value="21/01/2010"/>	Schools Workforce Census Description	<input type="text" value="School Workforce Census Spring 10"/>
Workforce Return Type	<input type="text" value="Spring 2010"/>		
Absence Start Date	<input type="text" value="01/01/2009"/>	Absence End Date	<input type="text" value="31/12/2009"/>
Continuous Contracts Start Date	<input type="text" value="01/09/2009"/>	Continuous Contracts End Date	<input type="text" value="31/12/2009"/>

The **School Workforce Census Description** displays the default name School Workforce Census Spring 10, which can be edited. This can be particularly useful when attempting to identify dry runs or copies of existing returns.

The **Census Date**, **Workforce Return Type**, **Absence Start Date**, **Absence End Date**, **Continuous Contracts Start Date** and **Continuous Contracts End Date** default to the correct values and cannot be edited.

Checking and Editing School Information

The **School Information** panel of the **School Workforce Census Details** page displays read-only school details recorded in the **School Details** page of SIMS (via **Focus | School | School Details**). The **School Information** should always be checked.

2 School Information

LA Number	820	Establishment Number	2001
School Type	Infant and Junior School 5-11		
School Phase	Primary		
School Name	WATERS EDGE PRIMARY SCHOOL		

School Detail

1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog.

School Detail

School Details - WATERS EDGE PRIMARY SCHOOL

Save | Undo Help

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents

1 Establishment

School Name	WATERS EDGE PRIMARY SCHOOL		
LA	820 Bedfordshire		
Establishment Number	2001		
Unique Reference Number			
School Phase	Primary		
School Type	First School 5-11		
School Governance	Community		
Intake Type	Comprehensive		
Boarding Pupils	<input type="checkbox"/>		
Nursery Class	<input checked="" type="checkbox"/>		
Special Class or Unit	<input type="checkbox"/>		
Head Teacher			
Curriculum Years	N2	6	
Pupil Genders	Coeducational		
NC Year Start Date (dd/mm)	1	/	9
Extended Services	<input type="checkbox"/> Before school childcare and/or activities for school-age children (term-time)		

OK Cancel

2. Add or amend any required information. Click the **Save** button then click the **OK** button to return to the **School Workforce Census Details** page where the updated details are displayed.

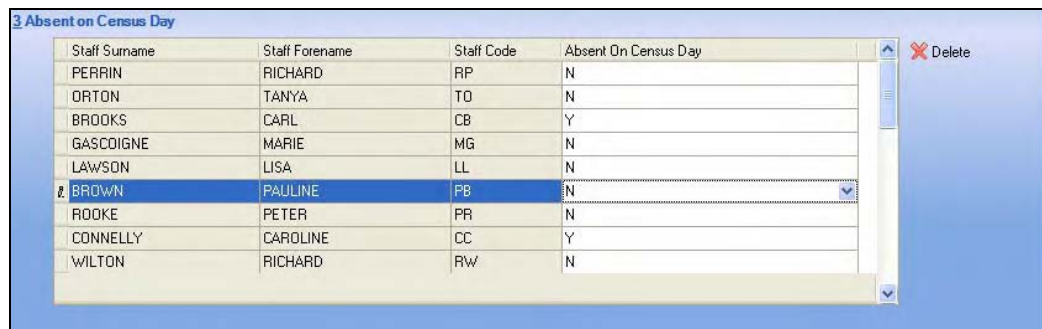
Checking and Editing Absent on Census Day Details

The **Absent on Census Day** panel enables you to check and, where necessary, edit the staff members who are absent on the census date. When the **Calculate All Details** button has been clicked, SIMS populates the list with the current staff members' details.

If a staff member is recorded as sick on Census day, they are recorded as Absent on Census Day if Working Days Lost is 0, 1 or more. They are recorded as present if they are not absent for the whole day.

If a staff member has historical data for absence and/or contracts and does not have a current contract (i.e. if they have left the school they are not recorded as absent).

If a staff member is training or on leave on Census day, they are recorded as present.



Staff Surname	Staff Forename	Staff Code	Absent On Census Day
PERRIN	RICHARD	RP	N
ORTON	TANYA	TO	N
BROOKS	CARL	CB	Y
GASCOIGNE	MARIE	MG	N
LAWSON	LISA	LL	N
BROWN	PAULINE	PB	N
ROOKE	PETER	PR	N
CONNELLY	CAROLINE	CC	Y
WILTON	RICHARD	RW	N

1. To indicate that the staff member is absent, click in the **Absent on Census Day** column in the appropriate row and select **Y** from the drop-down list.
2. To remove a staff member's absence, highlight their name and click the **Delete** button. Click the **Yes** button in the confirmation dialog.

Editing the Vacancies Panel

The **Vacancies** panel enables you to add any current job vacancies that exist in your school. This information is not stored in SIMS, so it must be added manually. Each qualified teacher post (QTS) (permanent or a contract of one or more terms) that is vacant or temporarily filled on census day must be recorded. A vacant or temporarily filled post is defined as one that fulfils any of the following criteria:

- The vacant post is not covered.
- The post is covered temporarily by other staff within the school.
- The post is covered by a teacher on a contract of less than one term.
- The post is covered by a teacher on a contract of between one and three terms (except if the incumbent is on recognised long term absence, such as maternity leave).

The following posts should be included:

- Posts the school has tried to fill but were not filled on the census day.
- Posts where an appointment has been made but was not in post on the census day.
- Posts for all types of qualified teachers, from classroom teachers to head teachers.

Posts that are going to become vacant after the census day, e.g. where a teacher has resigned but is serving notice, should not be included.

Post Number	Post	Post Name	Subject Code	General Subject	Tenure	Temporarily Filled	Advertised
1	TCH	Classroom te...	[dropdown]		Full Time	No	Yes

1. Click the **New** button to add a new vacancy.

The **Post Number** is read-only and increments automatically when additional vacancies are added to the list.

2. Click in the **Post** cell and select the required post from the drop-down list.

i *NOTE: Each cell should be completed in turn from left to right, because the selections made influence the options displayed in the drop-down list of the next cell.*

3. Click in the **Post Name**, **Subject Code** and **General Subject** cells and select the required options from the drop-down lists.
4. Indicate the **Tenure** of the vacancy by clicking in the cell and selecting **Full Time** or **Part Time** from the drop-down list.
5. If the vacancy has been **Temporarily Filled**, click in the cell and select **Yes** from the drop-down list. If it has not been temporarily filled, select **No**.
6. If the post has been **Advertised**, click in the cell and select **Yes** from the drop-down list. If it has not been advertised, select **No**.

i *NOTE: The page can be saved only if all of the columns have been completed.*

Vacancies can be deleted by highlighting them and clicking the **Delete** button.

Checking and Editing Occasional Teachers Information

The **Occasional Teachers Information** panel displays fields for you to enter the number of occasional teachers in the following categories:

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

Category Description	Count
Number of Occasional Teachers With QTS	4
Number of Occasional Teachers Without QTS	0
▶ Number of Occasional Teachers Where QTS Not Known	1
Number of Occasional Teachers(Total)	
	5

The **Number of Occasional Teachers (Total)** cannot be edited.

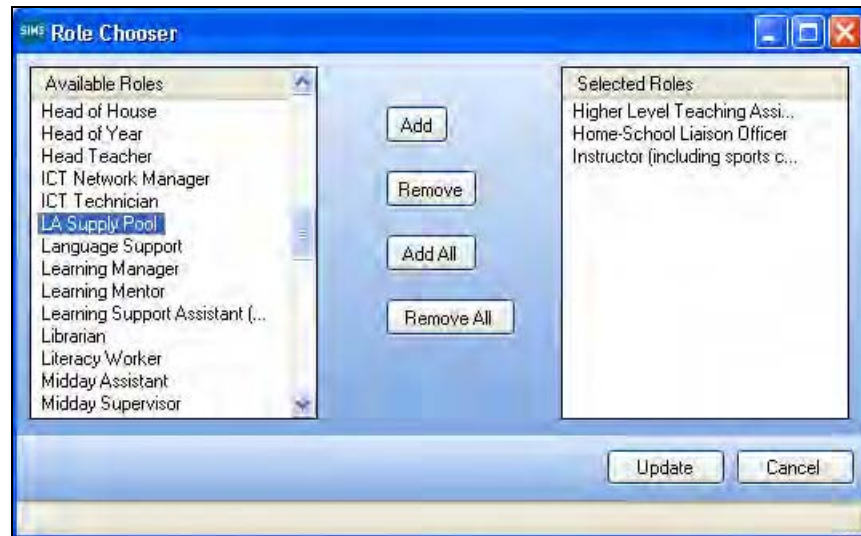
Recording the Third Party Staff Count

Schools are required to provide a total figure of how many occasional support staff or third party staff they employ. These staff are likely to be employed through a third party firm, for example food services staff working for a catering company or occasional staff who work for an agency.

The **Third Party Staff Count** panel enables you to record information relating to any positions in your school that are filled by third party staff.

Role	Count
Higher Level Teaching Assistant	4
Home-School Liaison Officer	1
▶ Instructor (including sports coach)	1
Number of Third Party Staffs(Total)	
	6

1. Click the **New** button to display the **Role Chooser** dialog.



2. Highlight the relevant positions in the **Available Roles** column and click the **Add** button to move them into the **Selected Roles** column.

Alternatively, click the **Add All** button to move all the **Available Roles** into the **Selected Roles** column. Click the **Remove All** button to clear the **Selected Roles** column and make your selections again.

3. Click the **Update** button when you have selected all the required roles. The **Roles** are displayed in the **Third Party Staff Count** panel.
4. Enter the number of these positions that are filled by third party staff in the **Count** column.

The **Number of Third Party Staffs(Total)** figure updates automatically as the **Count** column is completed.

Calculating Details

The process of calculating details extracts the required information from SIMS and displays the results in the various panels on the **School Workforce Census Details** page.

You must calculate all details at least once to populate the return.



IMPORTANT NOTE: If you subsequently need to calculate all details again, any manual amendments that you have made on the **School Workforce Census Details** page are overwritten and will need to be re-entered if required.

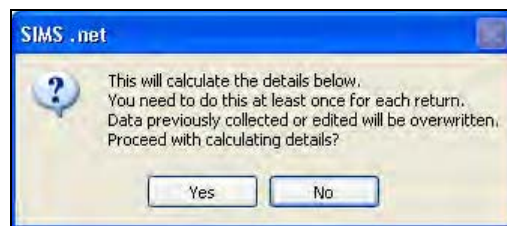
1. Click the **Calculate All Details** button in the **School Information** panel.

The screenshot shows a 'School Information' panel with the following data:

LA Number	820	Establishment Number	4321
School Type	Comprehensive all-through 11-18		
School Phase	Secondary		
School Name	Green Abbey School		

Buttons: School Detail, Calculate All Details

A dialog displays a message warning that any existing data shown in the **School Workforce Census Details** page is overwritten.



2. Click the **Yes** button to calculate the details, noting that any manual amendments are overwritten.

Progress is reported on the status bar at the bottom of the screen. Once complete, the panels on the **School Workforce Census Details** page are populated with the data extracted from SIMS.

3. The return can be saved at any point by clicking the **Save** button.

Validating the School Workforce Census

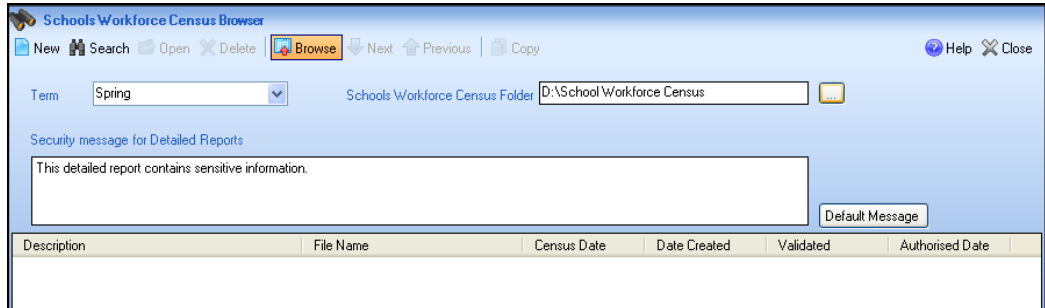
A School Workforce Census Return must be validated and authorised before it can be sent to your Local Authority.

Validating the return creates an unauthorised School Workforce Census return file, which is then run through a set of DCSF rules. Once the validation is complete, a list of errors and warnings is displayed.

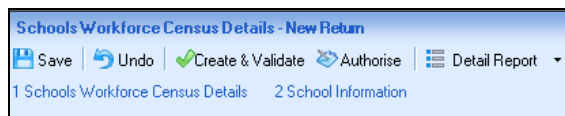
An error is caused by either missing or inaccurate data, whilst a warning highlights data that is unusual or not as expected, e.g. a member of staff's age falling outside the expected range.

Once the return has been validated, detailed reports can be produced that can be used as an aid to resolving any issues. Please see *Producing Detail Reports* on page 15 for more information.

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



2. Search for then double-click the required return to open it.
3. Click the **Create & Validate** button to begin the validation process, which may take some time depending on the number of staff.



Resolving School Workforce Census Failures and Queries

After creating and validating the School Workforce Census file, a list of any failures and queries is displayed in the **Validation Errors Summary** panel at the bottom of the **School Workforce Census Details** page.

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

The errors summary displays the following information:

Column	Description
Type	Indicates whether the error is a failure (indicated by an F) which must be corrected, or a warning/query (indicated by a Q).
Error Number	Displays the error number.
Error Message	Displays the text of the error message.
Individual Data Item	Displays the specific record containing the error.
Solution	Suggests how the error can be corrected.

- To view a particular error number, select the error number from the drop-down list at the top of the panel. The panel displays records relating to the selected error number.
- Use the scroll bars to view all the errors/warnings.
- 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. The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.
- The summary can be printed by clicking the **Report** button. A high number of errors generates a high number of printed pages.

The errors listed 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, which contains a list of the errors/queries that can be generated. This document also includes explanations and information on how to resolve the error or if the error can be ignored. In addition, the document helps to identify the order in which errors should be corrected.

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

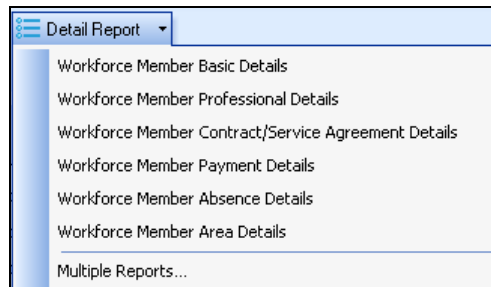
Producing Detail Reports

Detail Reports can be used to check the data that is used to generate the School Workforce Census return. They can be produced as soon as the return has been validated.

The following reports are currently available:

- Workforce Member Basic Details
- Workforce Member Professional Details
- Workforce Member Contract/Service Agreement Details
- Workforce Member Payment Details
- Workforce Member Absence Details
- Workforce Member Area Details.

From the **School Workforce Census Details** panel, select the required report from the **Detail Report** drop-down menu.



The required report is displayed in your Internet 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: 10-08-2009 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	
Batchley	Andrea	-	NJ652736A	-	F	21-03-1965	White, British	Information not yet obtained	N	
Blacker	Adrian	-	ZN248685D	-	M	24-02-1944	UNK	Information not yet obtained	N	
Brown	James	-	PN802417A	-	M	09-11-1957	White, British	Information not yet obtained	N	
Brown	Paul	Simon	YZ464646A	-	M	28-08-1970	White, British	Information not yet obtained	N	
Burrows	Katie	-	HG095368A	-	F	19-08-1973	White, British	Information not yet obtained	N	
Burton	Fiona	-	YZ919705A	-	F	21-01-1968	White, British	Information not yet obtained	N	

Copying a Detail Report to a Spreadsheet

Copying the detail report to a spreadsheet application enables you to make use of additional functionality, such as column sorting, etc.

Drag the mouse across the area of the report you wish to copy, right-click and select **Export to Microsoft Excel** from the drop-down list.

Printing a Detail Report

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



Print button

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

Closing the Detail Report

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.



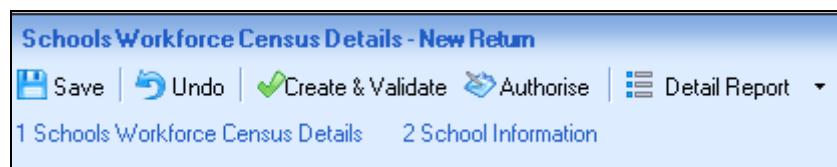
Close button

Authorising the School Workforce Census

A 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 on the **School Workforce Census Details** page is correct and does not require further editing.

Once a return has been authorised, it is no longer possible to edit any of the information on the **School Workforce Census Details** page. If you authorise a return and subsequently need to make amendments, you should either make a copy of the return and work on the copy, or create a new return.

1. Select **Routines | Statutory Returns | School Workforce Census** to display the **School Workforce Census** browser.
2. Click the **Search** button.
3. Highlight a return that has been validated but not authorised and click the **Authorise** button at the top of the **Schools Workforce Census Details** page.



The file extension changes from .UNA to .XML.

Submitting the Return to the Local Authority

Once the School Workforce Census Return has been completed and authorised, it can then be submitted via COLLECT or your LA.

The authorised School Workforce Census return file is located in the folder previously specified in the **School Workforce Census** browser, e.g. S:\SWCENSUS.



NOTE: An authorised file cannot be edited. If you need to make changes to an authorised file, you must make a copy of the original file and work on the copy.

Copying a School Workforce Census

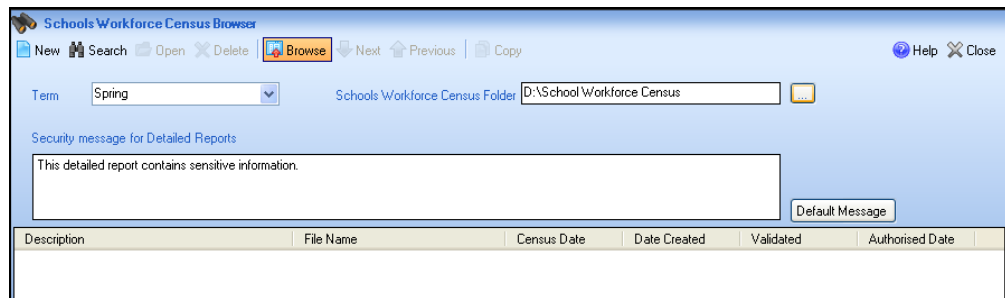
An existing School Workforce Census can be copied and saved as a new return whenever required. This enables a 'snapshot' of a return to be taken at any time and provides a backup of any manual changes that have been made to the return, for example, after recalculating details.

This functionality can also be used to make a copy of an authorised return to work on, e.g. if the LA requires the return to be resubmitted. Make the necessary corrections to the data and then create, validate and authorise the copied return.

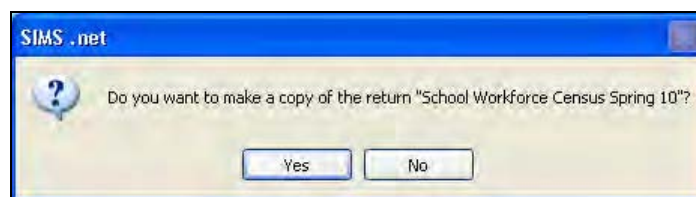


NOTE: It is not possible to copy a School Workforce Census if a return is already open in the **School Workforce Census Details** page.

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



2. Click the **Search** button.
3. Highlight the required file and click the **Copy** button to display the following message:



4. Click the **Yes** button to confirm the action.

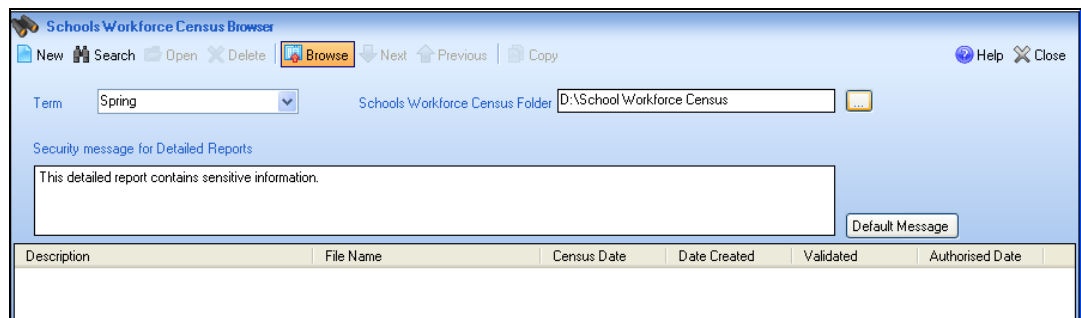
A copy is made and displayed in the **School Workforce Census** browser as Copy of <name of selected file>.

The **Description** of the copied file can be changed in the **School Workforce Census Details** panel on the **School Workforce Census Details** page.

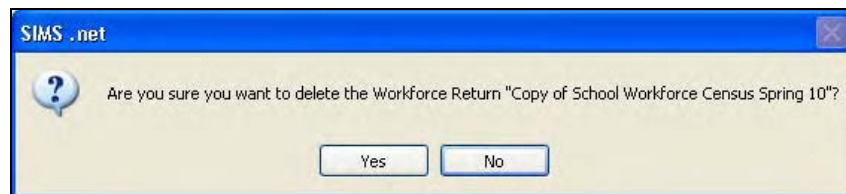
Deleting a School Workforce Census

During the process of producing a School Workforce Census Return, a number of copies of the return may have been made, for example to save progress. Once a return has been authorised, it is advisable to delete any files that are no longer required, to keep the number of files listed in the **School Workforce Census** browser to a minimum.


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



2. Highlight the required census and click the **Delete** button to display the following message:



3. Click the **Yes** button to delete the selected return.

 **NOTE:** *School Workforce Census files that have already been authorised cannot be deleted.*

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