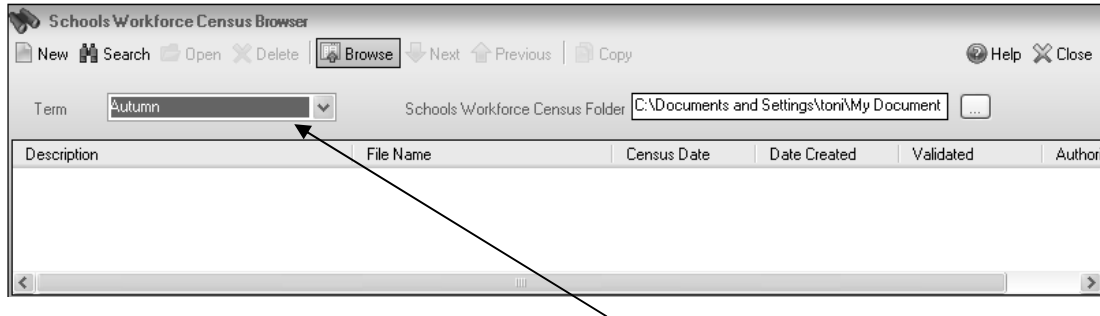


## Producing the Autumn Return

It will not be possible to produce the Autumn 2009 return until the June 2009 Main Release of SIMS.net has been installed.

1. Select **Routines | Statutory Returns | School Workforce Return**.
2. The **SWC** browser will open.

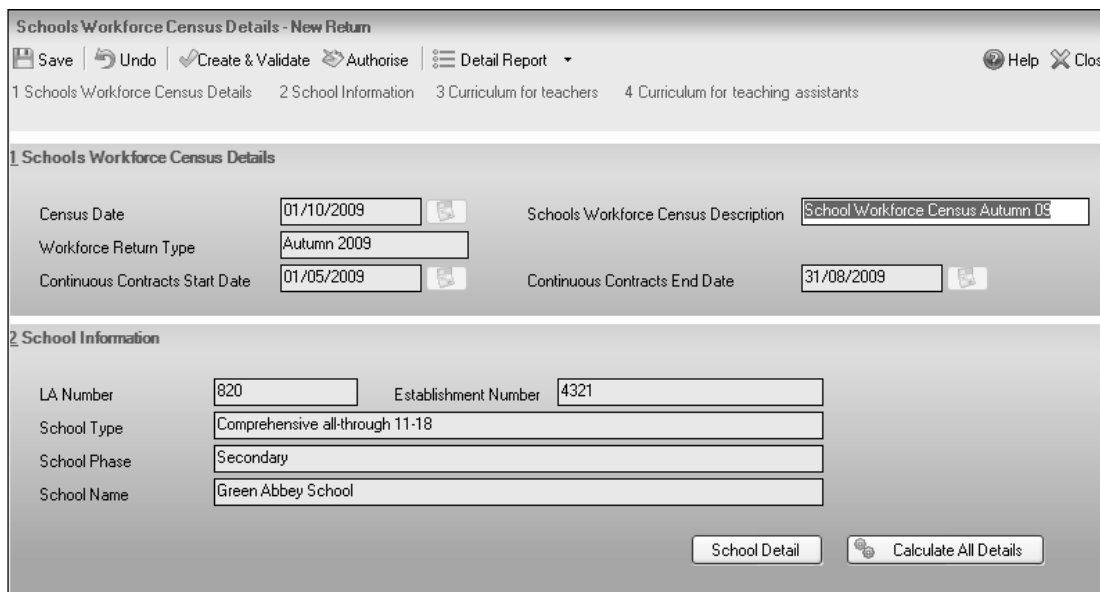


Ensure the **Term** field is showing the **Autumn** term.

The **School Workforce Census** folder can be edited by clicking the **Browse** button to display the **Browse for Folder**.

**IMPORTANT NOTE:** Careful consideration should be given to the location of the return folder, as it will contain 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.

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. Please note that **only Secondary schools will see the two additional panels: Curriculum for Teachers and Curriculum for Teaching Assistants.**



3. Whilst it is possible to alter details in Panel 1, these are standard default settings that 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.
4. 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.
5. **Secondary Schools only** - The remaining panels are **Curriculum for Teachers** and **Curriculum for Teaching Assistants**. Some data in these panels will be populated when the **Calculate All Details** button is used. Further data for the return (such as Qualifications) 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.
6. Click the **Calculate All Details** button and click the **Yes** button on the warning message to confirm which will appear. Some data will populate panels 3 & 4 (**Secondary schools only**).

### Curriculum for Teachers (**Secondary Schools only**)

3 Curriculum for teachers

Staff Name	Staff Code	Subject Code	General Subject	Hours Taught	Year Groups Taught
Burton Fiona	FB	FRE	French	4	Curriculum Year 12
Burton Fiona	FB	FRE	French	4	Curriculum Year 11
Burton Fiona	FB	FRE	French	3	Curriculum Year 10
Foster Jill	JF	BIO	Biology / Botany / Zoology / Ecolo..	3	Curriculum Year 7
Foster Jill	JF	BIO	Biology / Botany / Zoology / Ecolo..	3	Curriculum Year 8
Foster Jill	JF	BIO	Biology / Botany / Zoology / Ecolo..	3	Curriculum Year 9
Foster Jill	JF	BIO	Biology / Botany / Zoology / Ecolo..	3	Curriculum Year 10

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

This panel will be populated automatically from Academic Management area of SIMS.net.

However some teaching may take place outside the normal timetable, e.g. special educational needs, and will not be included here. The Add button can be used to deal with this situation as follows:

Click on the Add button on the right and select the appropriate staff name from the list or type the beginning of the forename into the cell. Staff code will be populated automatically.

Next click on the **General Subject** field and select their teaching subject. Add the number of hours taught per week. Use the calculating method outlined at the bottom of the panel, if your school has a two-week timetable; "Hours Taught is based on the following Hours Taught in cycle/Days in cycle \* 5".

Finally, please enter the Curriculum Year group being taught.

### Curriculum for Teaching Assistants (**Secondary Schools only**)

This panel should be completed in exactly the same way as the Curriculum for Teachers – see section above.

## Validating the School Workforce Census Return

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

1. Click the **Create and 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.

## Resolving Failures and Queries

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

Type	Error Number	Error Message	Individual Data Item	Solution
F	4220	Ethnicity is invalid	Teacher Number: 6055916  Name: Black	# Go to Focus   Person   Staff an
F	4530	Salary Rate is invalid	Teacher Number: 8437269  Name: Simm	# Go to Focus   Person   Staff an
F	4710	Role Identifier is missing	Teacher Number: 8437269  Name: Simm	# Go to Focus   Person   Staff an
F	5000	Absence Category is invalid	Teacher Number: 8622384  Name: Zelins	# Go to Focus   Person   Staff an
F	4105	Teacher Number is incorrectly formatted or the first two di	Teacher Number: 91382795  Name: Burto	# Go to Focus   Person   Staff an
F	4220	Ethnicity is invalid	Teacher Number: 5988625  Name: Hatch	# Go to Focus   Person   Staff an

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 one of the errors: **4220 Ethnicity is invalid** (if you have any).

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

2. Resolve the error by selecting **White, British** or other valid code, as appropriate.
3. Click the **Save** button and click the **Close** button to close the record.
4. Move to the next error in the validation list.

### **Authorising the Return**

The School Workforce Census must be authorised before it can be submitted to the COLLECT website.

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: 8654321\_SW3\_865LL08\_001.XML. If new files are created, the last digit will increase to differentiate the files.