

SIMS

Producing the School Workforce Census Summer Return 2009

Applicable to 7.116 Onwards

Handbook



CAPITA
CHILDREN'S SERVICES

Revision History

| Version | Change Description | Date |
|---------|--------------------|----------|
| 7.116 | Initial release | 27/01/09 |

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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 is a new statutory return which focuses on staff data for both teachers and support staff with contracts or Service Agreements of one month or greater. Minimal information is expected from occasional staff (staff with service of one month or less). The return covers basic staff information and contract information.

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

- Staff details.
- Non-pay items for all contracts/agreements with a start date or end date between 1st January and 30th April in the current year.



NOTE: Where staff levels are stable during the Spring term, it is quite possible for there to be no data included in the census. The DCSF has stated a return must still be made even if it is empty.

This handbook covers the information required by schools to complete the Summer School Workforce Census 2009. This return is due on the 21st May 2009.

Where to Find More Information

In addition to this handbook, we have provided preparation guides outlining how to prepare your data for the School Workforce Census together with an Errors and Resolutions document, which provides suggestions on how to resolve any errors or warnings that may be reported when the census is run. These guides, together with any other useful information can be found on the SupportNet website (<http://support.capitaes.co.uk>) by entering SWCENSUS in the **Site Search** field on the **Home** page and clicking the **Go** button.

Carrying Out a Dry Run

Once the SIMS 2009 March 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 will detail what corrections need to be made to your data.

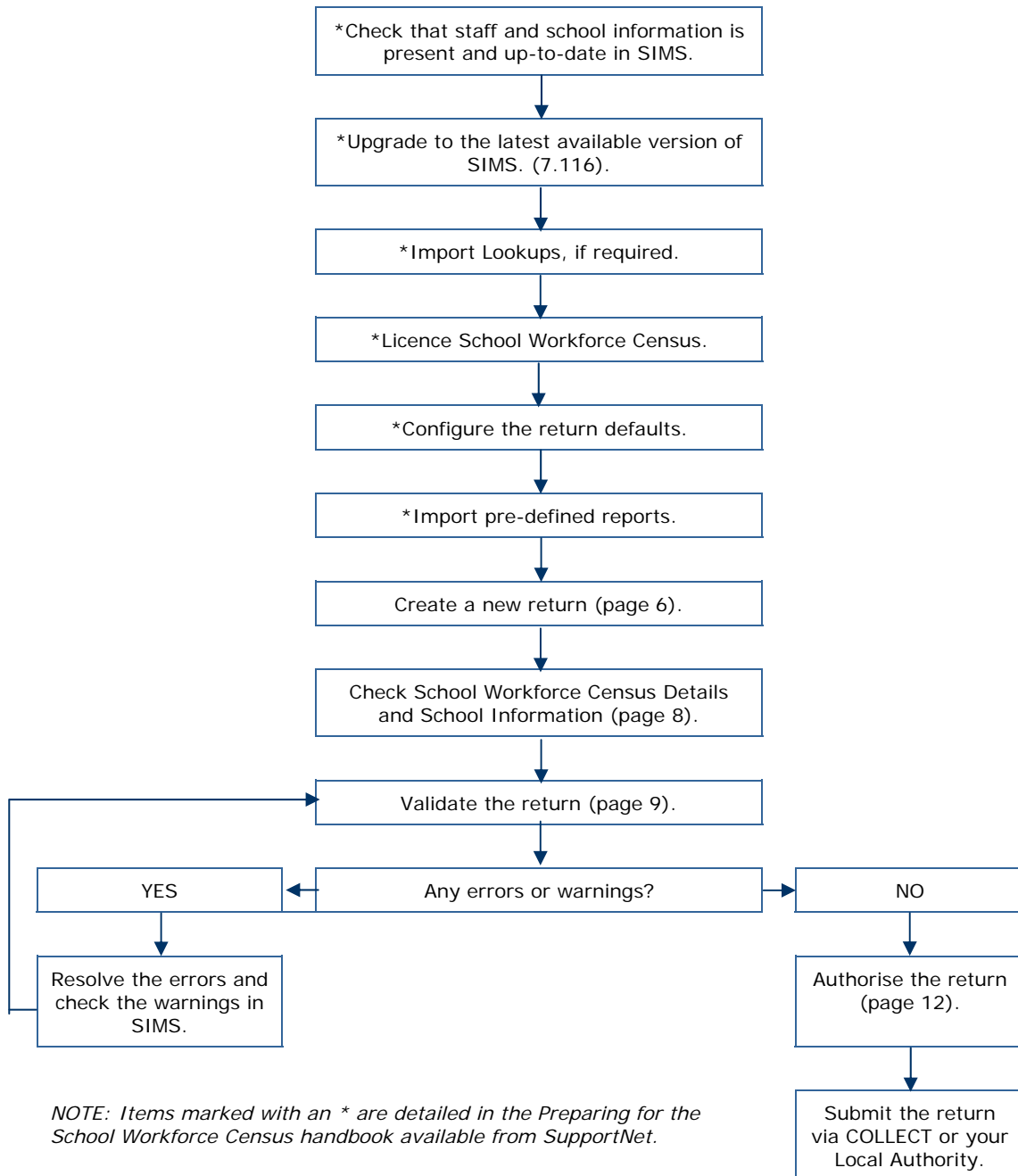
Setting Permissions

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

Steps to Producing the School Workforce Census



02 Producing the School Workforce Census

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Configuring the School Workforce Census Defaults

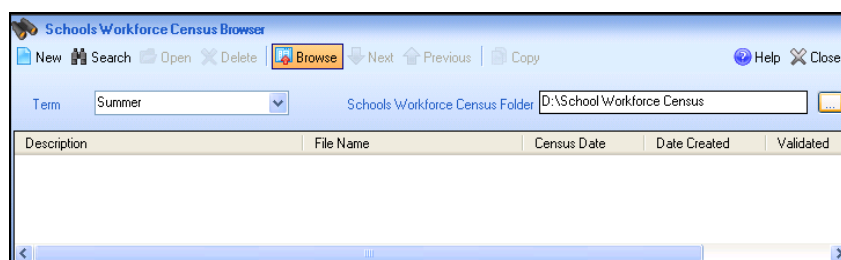
Before creating a School Workforce Census, the folder in which the return file will be saved must be specified.



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.

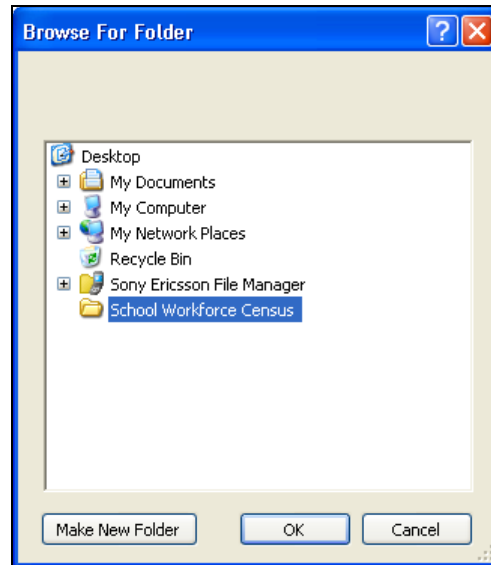
1. Select **Routines | Statutory Returns | School Workforce Census** to display the **School Workforce Census Browser**.



The **Term** field will automatically be set to the current term.

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

 *Browse button*



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

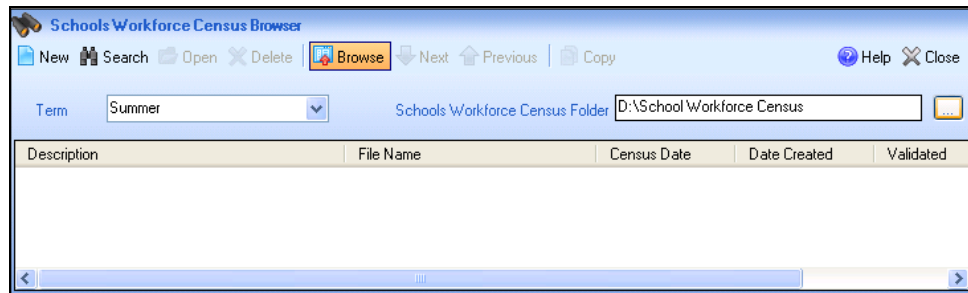
If you are changing the location of the folder, ensure that authorised personnel only have access to the new folder, as it will contain sensitive data.

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 adding or updating. 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.



- 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 that may be 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** page, check that the details are correct.

| Schools Workforce Census Details | | | |
|----------------------------------|-------------|--------------------------------------|----------------------------|
| Census Date | 21/05/2009 | Schools Workforce Census Description | Summer Workforce Return 09 |
| Workforce Return Type | Summer 2009 | | |
| Continuous Contracts Start Date | 01/01/2009 | Continuous Contracts End Date | 30/04/2009 |

The **School Workforce Census Description** displays a default name, which can be edited. This can be particularly useful when creating dry runs, or copies of existing returns.

The **Census Date**, **Workforce Return Type**, **Continuous Contracts Start Date** and **Continuous Contracts End Date** fields 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 information that has been recorded in the **School Details** page of SIMS. The **School Information** should always be checked.

2 School Information

| | | | |
|--------------|----------------------------|----------------------|------|
| LA Number | 820 | Establishment Number | 2001 |
| School Type | First School 5-10 | | |
| 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

SchoolDetails - WATERS EDGE PRIMARY SCHOOL

Save | Undo

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 5-10 | |
| 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 Details** page where the updated details are displayed.

Validating the School Workforce Census

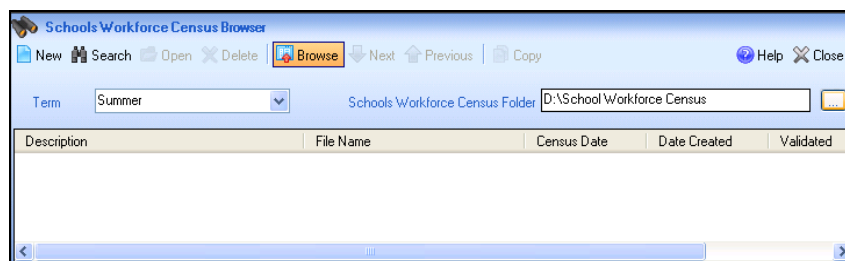
A School Workforce Census must be validated and authorised before it can be sent to your Local Authority.

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

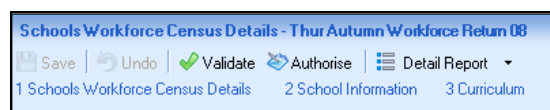
An error is caused by either missing or inaccurate data, whilst a warning highlights data which is unusual or not as expected, e.g. a member of staff's age falling outside the expected range.

Once the return has been validated, detailed reports can be produced which can be used as an aid to resolving any issues. Please see *Producing Detail Reports* on page 11 for more information.

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



2. Search for and then double-click the required return to select it.
3. Click the **Validate** button to begin the process (which may take some time depending on the number of staff members).



Resolving School Workforce Census Failures and Queries

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

Print

Validation Errors Summary
 Schools Workforce Census Validated - 138 Validation rules failed (Number of Errors - 135 and Number of Warnings - 3)
 To resolve error : Double click in row to navigate to relevant screen

ALL Search

| Type | Error Number | Error Message | Individual Data Item | Solution |
|------|--------------|---|---|----------------------------|
| F | 4730 | Hours worked per week is invalid | Teacher Number: Name: Details, Basic le | # Go to Focus Person S |
| F | 4750 | FTE Hours per week is invalid | Teacher Number: Name: Details, Basic le | # Go to Focus Person S |
| F | 4770 | Weeks per year is invalid | Teacher Number: Name: Details, Basic le | # Go to Focus Person S |
| F | 4720 | Post is inconsistent with Role Identifier | Teacher Number: Name: Details, Basic le | # Go to Focus Person S |
| F | 4100 | Qualified Teacher with Teacher Number missing | Teacher Number: Name: Hunt, Julie Date | # Go to Focus Person S |
| F | 4160 | Member of workforce with missing NI Number | Teacher Number: Name: Hunt, Julie Date | # Go to Focus Person S |
| F | 4430 | Date of Arrival In School must be supplied | Teacher Number: Name: Hunt, Julie Date | # Go to Focus Person S |
| F | 4730 | Hours worked per week is invalid | Teacher Number: Name: Hunt, Julie Date | # Go to Focus Person S |
| F | 4750 | FTE Hours per week is invalid | Teacher Number: Name: Hunt, Julie Date | # Go to Focus Person S |
| F | 4770 | Weeks per year is invalid | Teacher Number: Name: Hunt, Julie Date | # Go to Focus Person S |
| Q | 4945Q | Please check: Last Day of absence should not be after the | Teacher Number: Name: Moore, Richard J | # Go to Focus Person S |
| Q | 7080Q | Please check: No vacant posts have been recorded | | Add Vacancies in Vacanc |

The errors summary displays the following information:

| Column | Description |
|----------------------|--|
| Type | Indicates whether the error is a failure (denoted by an F) which must be corrected, or a warning/query (denoted by a Q). |
| Error Number | Shows the error number. |
| Error Message | Displays the text of the error message. |
| Individual Data Item | Lists the specific record containing the error. |
| Solution | Provides a suggestion on 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 and click the **Search** button. The panel will then display only the selected error number.
- Use the scroll bars to see all the errors/warnings. By default, failures are displayed first in the list.
- 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. 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 **Print** button. A high number of errors will generate a high number of printed pages.

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

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.

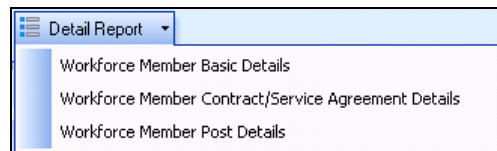
Producing Detail Reports

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 Contract/Service Agreement Details
- Workforce Member Post Details

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 as shown in the following example:

Schools Workforce Census Autumn - 2009 (Workforce Member Staff Basic Details)

Filename: 8204321_SW2_820LL09_001.UNA

| Teacher Number | Forename | Surname | Former Surname | NI Number | Gender | DOB | Ethnicity | QT Status | HLTA Status | QTS Route |
|----------------|----------|----------|----------------|-----------|--------|------------|-----------|-----------|-------------|-----------|
| 8482693 | Anita | Abell | - | BC172692B | F | 11-02-1963 | | Yes | No | - |
| 7132865 | Selina | Andrews | - | WE340235A | F | 13-12-1955 | | Yes | No | - |
| - | Dawn | Asher | - | MW365527B | F | 12-02-1968 | | - | No | - |
| - | John | Atkinson | - | WL300085D | M | 01-08-1969 | | Yes | No | - |
| - | Andrea | Batchley | - | NJ652736A | F | 21-03-1965 | | - | No | - |
| 60559162 | Adrian | Blacker | - | ZN248685D | M | 24-02-1944 | | Yes | No | - |
| 7932786 | James | Brown | - | PN802417N | M | 09-11-1957 | | Yes | No | - |
| 9778333 | Paul | Brown | - | - | M | 28-08-1970 | | Yes | No | - |
| 9656332 | Katie | Burrows | - | HG095368A | F | 19-08-1973 | | Yes | No | - |
| 91382795 | Fiona | Burton | - | FC919705N | F | 21-01-1968 | | Yes | No | - |
| - | Abigail | Buxton | - | MW337654B | F | 17-03-1965 | | - | No | - |
| 8226539 | Lynn | Chase | - | TS240238N | F | 28-05-1963 | | Yes | No | - |
| - | Jane | Coombes | - | MW273351B | F | 06-02-1950 | | - | No | - |
| 9271231 | Jane | Darby | - | - | F | 16-11-1960 | | Yes | No | - |
| 9023888 | Richard | Davidson | - | - | M | 23-05-1958 | | Yes | No | - |

Copying a Detail Report to a Spreadsheet

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

1. Drag the mouse across the area of the report to be copied.
2. Press **Ctrl+C** to copy the selection.
3. Switch to your spreadsheet application and press **Ctrl+V** to paste the selection.

Printing a Detail Report

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



Print button

2. In the **Print** dialog, 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

Deleting Temporary Web Browser Files

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data (i.e. data stored on the PC itself, which enables high-speed access to previously viewed data) is removed.

This prevents the information, e.g. copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are unsecure because they can still be accessed.

To delete the cache in Windows® Internet Explorer® 7:

1. Click the **Tools** button located on the far right-hand side of the toolbar.
2. Select **Delete Browsing History...** from the drop-down list to display the **Delete Browsing History** dialog.
3. Click the **Temporary Internet Files Delete files...** button to display the following message:

Are you sure you want to delete all
temporary Internet Explorer Files?

4. Click the **Yes** button to delete all the files held in the local cache on the PC.

If a different web browser is in use, please refer to the help file available with that software package.

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 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. 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.

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.



The file extension will change 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 will be located in the folder previously specified in the **School Workforce Census** browser, e.g. S:\SWCENSUS.

i *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, rename it and work on the copy.*

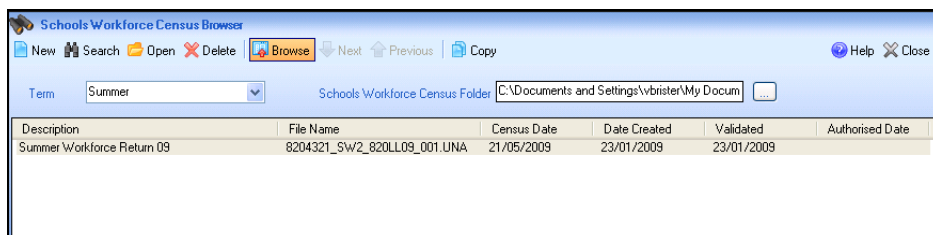
Copying a School Workforce Census

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 providing 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 re-submitted. Make the necessary corrections to the data and then create, validate and authorise the copied return.

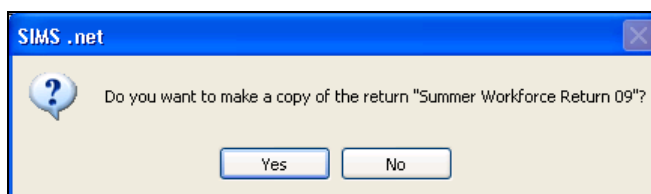
i *NOTE: It will not be possible to copy a School Workforce Census if a return is already open in the **School Workforce Census Details** page.*

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.

A message dialog will be displayed.



- Click the **Yes** button to confirm that a copy of the selected return should be created.

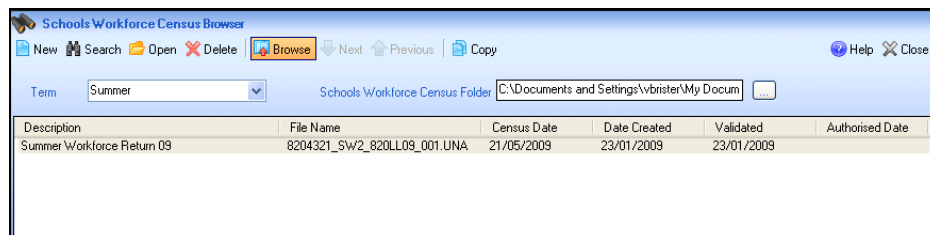
A copy will be made and displayed in the **School Workforce Census Browser** as Copy of <name of selected file>.

The **Description** of the copied file can be changed in the **School Workforce Census Details** panel when you open the return in the **School Workforce Census Details** page.

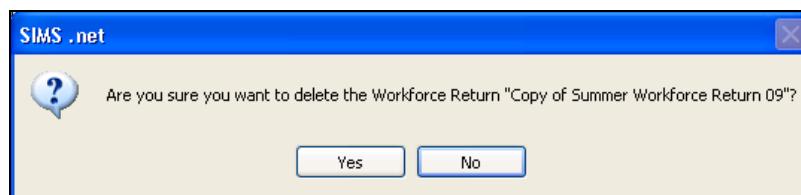
Deleting a School Workforce Census

During the process of producing a School Workforce Census, a number of copies of the return may have been made, for example to save progress. Once a return has been authorised successfully, 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.

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



- Highlight the required census and click the **Delete** button.
- A message dialog will be displayed.



- 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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