

School Workforce Census (SWE) **Wiltshire Council Update**

Volume 5

This bulletin provides feedback from the Autumn Census as well as information for the first statutory census in January 2010. As always, if you need any support with the project please do not hesitate to contact me.

Regards

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🌐 <http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolworkforcecensus.htm>

1. Autumn Returns

I would like to take this opportunity to thank everyone for their hard work they have put into the project over the last few months (some even longer). I hope that come January you will see the benefit.

As off the 4th November we had 94.46% of schools either with returns loaded or approved on COLLECT. This far exceeds all expectations we had set our selves and was way above the average for the whole project country wide. We are now in the process of organising the data we are able to extract from your uploads to located missing information to send you but main gaps in data came in the following areas:

- ♣ Qualifications – All teacher (both class room and office based) qualification are needed for the workforce census. If you were unable to collect this and add to your return this will need to be on your management system by autumn 2010. Having spoken to a lot of schools regarding this some were waiting for the updated qualification subject list which the DCSF are working on however we are still waiting to hear when this list will be ready.
- ♣ Loaded Returns - Due to the delay in files being validated a lot of returns were left in the loaded state on COLLECT. Thank you for all those who found the time to log back into COLLECT to submit your return. This stage is very import as come January if you do not submit your return you will count as not having made a return.
- ♣ Curriculum – **ONLY FOR SECONDARY SCHOOLS**. Next year a full curriculum return will need to be made for all teachers and TAs who are timetabled to be teaching maths or science. If you are unsure as to how to complete this on your system please let me know and I can send you guidance notes. The curriculum section will need to be kept up to date if you add or change a subject.

2. Capita Upgrade

Some schools have contacted me already regarding the Capita upgrade as the documentation states only to upload if you have complete the workforce autumn return. I can confirm all schools can complete this download and would recommend doing it as soon as you can. The upgrade will bring in the census details for January 2010 and once you have this loaded onto your system you will be able to perform dummy runs of the return to work through any errors that may occur. The longer you have to do this the easier you will find the census in January. As yet I haven't seen what the new census screens look like and if there are any major changes

from last years spring collection. It would be great to see this so if you are a local school to me (ie Trowbridge) and have the time for me to come visit once you have completed the upgrade that would be great.

3. New Office Hours

Hopefully you have all seen the email regarding my new working hours at Wiltshire Council, however just to confirm I now will be working Monday and Wednesday afternoons and all day Thursdays. During census collection I will look to increase my hours if needed. The reduction in my hours is due to me working more hours in another job outside of the council. If you feel that the reduction in hours affects the service you receive for the workforce census please let myself or my manager Deborah Griffin (Deborah.griffin@wiltshire.gov.uk) know so changes can be made.

4. January 2010 Spring Collection

As a Reminder the following information is looked at during the spring collection, further guidance will be available on the website

<http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolworkforcecensus/springcensus.htm>):

- ♣ All staffs Basic Details
- ♣ All current staff contracts
- ♣ Absence of all staff from January 2009 to December 2009
- ♣ Vacancy and headcount information on census day