

# School Workforce Census 2010 Errors and Resolutions Version 2.0

## Revision history

| Doc. Version | Change Description | Date       |
|--------------|--------------------|------------|
| 2.0          | Initial Release    | 28/06/2010 |

## Introduction

This document has been produced to offer advice and suggestions on how to rectify the various errors/warnings that may be generated when producing the School Workforce Census Return 2010.

We strongly recommend carrying out dry runs in order to ascertain which errors need correcting. You can make use of the direct links from the **Validation Errors Summary** (displayed after validating the School Workforce Census return) which enables you to open the SIMS record that requires correcting/amending.

This document has been produced to help users check and correct School Workforce Census errors and has been provided in addition to our usual user documentation (handbooks and online help). It has not however, been possible to fully check the accuracy of this document within acceptable timescales. To prevent any delay in releasing this document, we have therefore decided to issue it following minimal checking. If you find any errors or inaccuracies in this document, please report them to [publications@capita.co.uk](mailto:publications@capita.co.uk).

## Using the Validation Errors Summary

Having created and validated a School Workforce Census return, the **Validation Errors Summary** is displayed. The Summary lists all the validation errors and warnings generated by the return. Errors must be corrected whilst warnings should be checked and corrected if you feel they are applicable.

Print

**Validation Errors Summary**

Schools Workforce Census Validated - 268 Validation rules failed (Number of Errors - 262 and Number of Warnings - 6)

To resolve error : Double click in row to navigate to relevant screen

ALL Search

| Type | Error Number | Error Message   | Individual Data Item                   | Solution                           |
|------|--------------|---|--|------------------------------------|
| F    | 6540         | At least one staff record in this school's return should show |  | # Check Focus   Person   Staff for |
| F    | 4105         | Teacher Number must be seven digits                           | Teacher Number: 60559162  Name: Blacke | # Go to Focus   Person   Staff and |
| F    | 4220         | Ethnicity is invalid  | Teacher Number: 60559162  Name: Blacke | # Go to Focus   Person   Staff and |
| F    | 4410         | Post is missing   | Teacher Number: 60559162  Name: Blacke | # Go to Focus   Person   Staff and |
| F    | 4220         | Ethnicity is invalid  | Teacher Number: 5995652  Name: Konchal | # Go to Focus   Person   Staff and |
| F    | 4160         | Member of workforce with missing NI Number                    | Teacher Number: 5995652  Name: Konchal | # Go to Focus   Person   Staff and |
| F    | 4410         | Post is missing   | Teacher Number: 5995652  Name: Konchal | # Go to Focus   Person   Staff and |
| F    | 4220         | Ethnicity is invalid  | Teacher Number: 7932786  Name: Brown,  | # Go to Focus   Person   Staff and |
| F    | 4150         | NI Number has invalid format                                  | Teacher Number: 7932786  Name: Brown,  | # Go to Focus   Person   Staff and |
| F    | 4410         | Post is missing   | Teacher Number: 7932786  Name: Brown,  | # Go to Focus   Person   Staff and |
| F    | 4220         | Ethnicity is invalid  | Teacher Number: 8576284  Name: Edward  | # Go to Focus   Person   Staff and |


| Column   | Description  |
|----------|--|
| Type     | Indicates whether the error is a failure (denoted by an <b>F</b> ) which must be corrected, or a warning/query (denoted by a <b>Q</b> ). |
| Sequence | Shows the error number.  |
| Message  | Displays the text of the error message.  |
| Location | Lists the specific record containing the error.  |
| Solution | Provides a suggestion on how the error can be corrected.   |












- Double-click in any row to navigate to the appropriate record (where applicable). This will launch the specific area in SIMS where the record can be amended/corrected.
- Change the order of the summary by clicking on the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.
- Print the summary by clicking the **Print** button noting that a high number of errors will obviously generate a high number of printed pages.













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








## School Workforce Census Errors and Resolutions


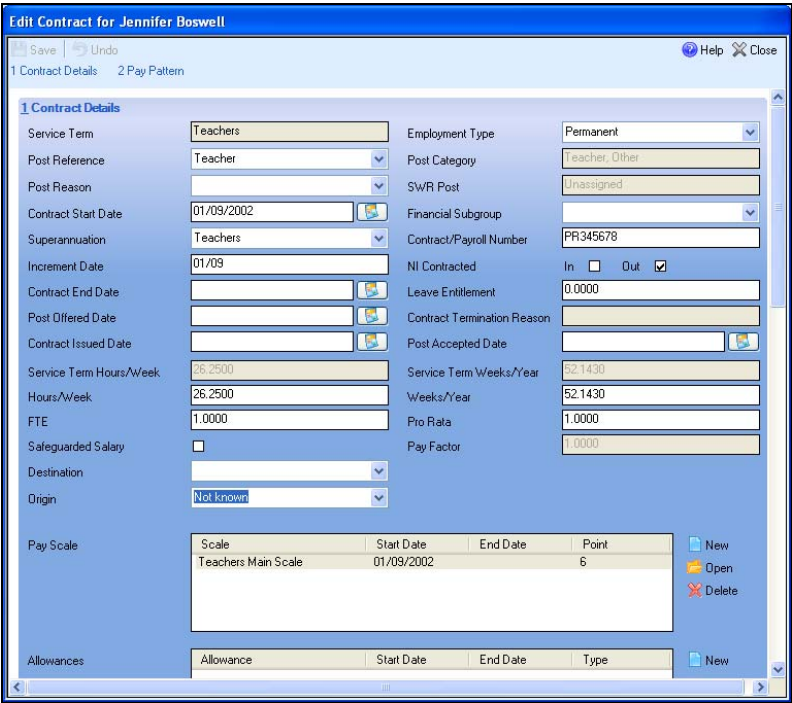



**Key:**  Indicates an error which must be corrected.

 Indicates a warning which should be checked, but may not need to be corrected.



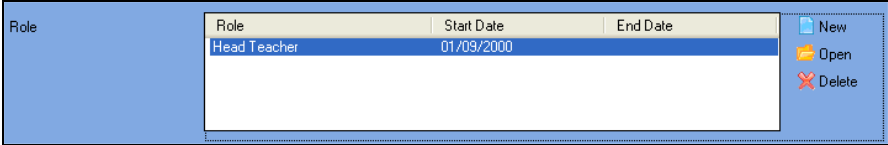
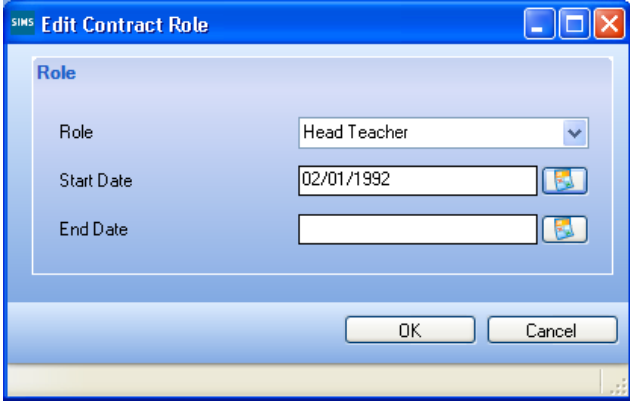
| Type  | Code  | Error Message   | Comment/Resolution   |
|---|-------|---|--|
|    | 10    | Census Name invalid, should be 'School Workforce Census'                                      | This error should not occur. Please contact your Local Support Team.   |
|    | 20    | Term code invalid   | Select <b>Routines   Statutory Returns   Schools Workforce Census</b> and in the browser, select the correct <b>Term</b> .   |
|    | 30    | Year out of range   | This error should not occur. Please contact your Local Support Team.   |
|    | 40    | Reference Date, i.e. Census Date, must be provided.   | This error should not occur. Please contact your Local Support Team.   |
|    | 50    | Census Date and Term do not match.  | Select <b>Routines   Statutory Returns   Schools Workforce Census</b> and correct the <b>Census Date</b> and/or <b>Term</b> .  |
|    | 60    | Source level is invalid   | This error should not occur. Please contact your Local Support Team.   |
|    | 70    | LA number is invalid  | Select <b>Focus   School   School Details</b> . If the LA number is incorrect, please contact your Local Support Unit to request a patch.  |
|  | 80    | School Number is invalid.   | Select <b>Focus   School   School Details</b> . If the Establishment number is incorrect, please contact your Local Support Unit to request a patch.   |
|  | 85    | Estab Number in header is invalid   | Select <b>Focus   School   School Details</b> . If the Establishment number is incorrect, please contact your Local Support Unit to request a patch.   |
|  | 4100Q | Qualified Teacher with Teacher Number missing.  | If the member of staff is a qualified teacher, then enter a valid <b>Teacher Number</b> in the <b>Employment Details</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> .   |
|  | 4105  | Teacher number is incorrectly formatted or the first two digits are not in the correct range. | Correct the <b>Teacher Number</b> in the <b>Employment Details</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> . This should be in the format NN/NNNNN where the first two digits indicate the year in which the person qualified. |

|   |       |  |   |
|---|-------|--|---|
|    | 4110  | Surname is missing or incorrectly formatted.                       | This data is required by default in order to save an employee record. This error should not occur.  |
|    | 4120  | Forename is missing or incorrectly formatted.                      | This data is required by default in order to save an employee record. This error should not occur.  |
|    | 4140  | Former surname has incorrect format.                               | This data is required by default in order to save an employee record. This error should not occur.  |
|    | 4150  | NI Number has invalid Format.                                      | Check, and if necessary, correct the <b>NI Number</b> in the <b>Personal Information</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> . There must be nine characters, where the first two characters must be alpha, the next six characters must be numeric and the final character can be A, B, C, D or space. Also, the first character must not be D, F, I, Q, U or V and the second characters must not be D, F, I, O, Q, U or V. |
|    | 4155Q | Please check: Can temporary or non-standard NI Number be resolved? | Check, and if necessary, correct the <b>NI Number</b> in the <b>Personal Information</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> . The first two characters of the NI Number should not be GB, BG, NK, KN, TN, NT or ZZ.  |
|    | 4160  | Please check: Member of workforce with missing NI Number.          | Check, and if necessary, correct the <b>NI Number</b> in the <b>Personal Information</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> . This should be in the format LL-NN-NN-NN-L where L is a letter and N is a number.  |
|    | 4180  | Gender is missing.   | This data is required by default in order to save an employee record. This error should not occur.  |
|    | 4190  | Date of Birth missing or has invalid format.                       | This data is required by default in order to save an employee record. This error should not occur.  |
|   | 4200  | Age is not within expected range.                                  | Check and if necessary, amend the <b>Date of Birth</b> in the <b>Personal Information</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> . The age must be over 15 and under 100.  |
|  | 4210Q | Please check: Person's age expected to be between 16 and 70 years. | Check, and if necessary, amend the <b>Date of Birth</b> in the <b>Personal Information</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> . The date of birth should be greater than, or equal to 1 <sup>st</sup> January 70 years prior to the first four digits of the date of birth <u>and</u> prior, or equal to 1 <sup>st</sup> January 16 years prior to the first four digits of the date of birth.                               |
|  | 4220  | Ethnicity is invalid.  | Check and if necessary, select the required <b>Ethnicity</b> from the drop-down list in the <b>Personal Information</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> .   |
|  | 4225  | Disability is invalid  | Select <b>Focus   Person   Staff</b> and select the appropriate choice from the <b>Are day to day activities substantially affected by physical or mental impairment</b> drop-down list.  |

|   |      |  |   |
|---|------|--|---|
|  | 4230 | QT Status is invalid.  | Check and if necessary, select the <b>Qualified Teacher Status</b> from the drop-down list in the <b>Employments Details</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> .  |
|  | 4235 | Person cannot be shown as having QT status and be under 21 on 1 <sup>st</sup> January. | Check and if necessary, amend the <b>Date of Birth</b> in the <b>Personal Information</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> . If the employee has QT Status, their date of birth must be prior to the 1 <sup>st</sup> January 21 years prior to the first four digits of their date of birth.   |
|  | 4240 | HLTA Status is invalid.  | Unlikely, as the <b>HLTA Status</b> check box allows for only a yes or no answer.   |
|  | 4245 | Person cannot be shown as having HLTA status and be under 18 on 1st January.           | Check the <b>HLTA Status</b> check box in the <b>Professional</b> panel and the <b>Date of Birth</b> in the <b>Personal Details</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> . If the employee has HLTA Status then their date of birth must be prior to 1 <sup>st</sup> January 18 years prior to the first four digits of their date of birth. |
|  | 4250 | QTS Route is invalid.  | Select the correct <b>QTS Route</b> from the drop-down list in the <b>Professional</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> .  |
|  | 4260 | Absent On Census Day indicator missing.  | This error should not occur. Please contact your Local Support Team.  |
|  | 4280 | LA or School Level indicator missing or invalid.                                       | This error should not occur. Please contact your Local Support Team.  |

|   |      |   |  |
|---|------|---|--|
|    | 4310 | Contract Type is invalid.                             | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed.</p>  <p>Select the correct <b>Employment Type</b> from the drop-down list.</p>   |
|  | 4350 | Start Date is missing.                                | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Enter the <b>Contract Start Date</b>. See 4310 for a graphic.</p>   |
|  | 4355 | Contract Start Date cannot be in the future.          | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Check the <b>Contract Start Date</b> which must be less than or equal to the date of the return. See 4310 for a graphic.</p> <p>If this contract is a future contract and is showing in the return, please contact your Local Support Team.</p> |
|  | 4357 | Contract/Agreement Start Date more than 50 years ago. | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Check the <b>Contract End Date</b> which must be on or later than the 1<sup>st</sup> January 50 years prior to the first four digits of the survey date.</p>  |

|   |       |   |   |
|---|-------|---|---|
|    | 4360  | Contract has invalid dates for this Census.   | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Check the contract dates which must have either a <b>Contract Start Date</b> or <b>Contract End Date</b> between 1<sup>st</sup> September and 31<sup>st</sup> December of the previous year OR the end date must be empty or a date after the census date. See 4310 for a graphic.</p> <p>If you believe that this contract should not be showing in the return, please contact your Local Support Team.</p> |
|    | 4361  | Only Contracts with dates between 1 <sup>st</sup> January and 30 <sup>th</sup> April inclusive are required.                                      | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Check the contract dates - either the <b>Contract Start Date</b> or <b>Contract End Date</b> must be between 1<sup>st</sup> January and 30<sup>th</sup> April (inclusive) of the current year.</p> <p>If you believe that this contract should not be showing in the return, please contact your Local Support Team.</p>   |
|    | 4362  | Only Contracts with dates between 1 <sup>st</sup> May and 31 <sup>st</sup> August inclusive are required.   | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Check the contract dates - either the <b>Contract Start Date</b> or <b>Contract End Date</b> must be between 1<sup>st</sup> May and 31<sup>st</sup> August (inclusive) of the current year.</p> <p>If you believe that this contract should not be showing in the return, please contact your Local Support Team.</p>  |
|    | 4370  | Contract End is invalid.  | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Check the <b>Contract End Date</b>.</p>  |
|    | 4375  | Contract/Agreement end date must be at least a month after the start date, and on or prior to Census Day, for this type of contract or agreement. | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Check the <b>Contract End Date</b>. If the contract is not a Fixed Term then the end date must not be prior or equal to the survey date <u>and</u> it must be at least one calendar month after the <b>Contract Start Date</b> of the same contract or service.</p>  |
|    | 4380  | Contract/Agreement Type is Fixed Term therefore Contract End Date must be specified.  | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. For all fixed term contracts, a <b>Contract End Date</b> must be supplied.</p>   |
|  | 4385  | Destination code must be provided for completed contracts.  | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Where the contract is a regular service teacher contract or agency/SA teacher in regular service contract and a <b>Contract End Date</b> is supplied, you must also select a <b>Contract Termination Reason</b> from the drop-down list.</p>   |
|  | 4390Q | Please check: Destination code has been provided therefore Contract End Date must be specified.   | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. If you have selected a value from the <b>Contract Termination Reason</b> drop-down list then you should also specify a <b>Contract End Date</b>.</p>   |
|  | 4400  | Contract End Date cannot be before Contract Start Date.   | <p>This error should not occur as SIMS will not allow you to save a <b>Contract End Date</b> that precedes a <b>Contract Start Date</b>.</p>  |

|  | 4410       | Post is missing.  | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Check that a <b>Post Reference</b> has been selected from the drop-down list. It may be necessary to add an applicable Service Term if it does not already exist.</p>  |      |            |          |              |            |  |
|---|------------|---|---|------|------------|----------|--------------|------------|--|
|  | 4414       | <p>Post shown as Head Teacher. One of the associated Roles must also be Head Teacher.</p> | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract Role</b> dialog is displayed. Scroll down to the <b>Role</b> table as shown in the following graphic:</p> <div data-bbox="994 389 1879 533" data-label="Table">  <table border="1"> <thead> <tr> <th>Role</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Head Teacher</td> <td>01/09/2000</td> <td></td> </tr> </tbody> </table> </div> <p>Ensure that one of the associated roles is <b>Head Teacher</b> by clicking the <b>Open</b> button to amend an existing role, or clicking the <b>New</b> button to create a new role.</p> <div data-bbox="1122 624 1749 1026" data-label="Form">  </div> <p>Select <b>Head Teacher</b> from the <b>Role</b> drop-down list.</p> | Role | Start Date | End Date | Head Teacher | 01/09/2000 |  |
| Role  | Start Date | End Date  |   |      |            |          |              |            |  |
| Head Teacher  | 01/09/2000 |   |   |      |            |          |              |            |  |



4415

Post shown as Deputy Head. One of the associated Roles must also be Deputy Head.

Check the details of the contract. Select the required employee via **Focus | Person | Staff** then open the applicable contract from the **Employment Details** panel. The **Edit Contract Role** dialog is displayed. Scroll down to the **Role** table as shown in the following graphic:

| Role        | Start Date | End Date |  |
|-------------|------------|----------|--|
| Deputy Head | 01/09/2000 |          | <input type="button" value="New"/><br><input type="button" value="Open"/><br><input type="button" value="Delete"/> |

Ensure that one of the associated roles is **Deputy Head** by clicking the **Open** button to amend an existing role, or clicking the **New** button to create a new role.

Select **Deputy Head** from the **Role** drop-down list.



4416






Post shown as Assistant Head Teacher. One of the associated Roles must also be Assistant Head.

Check the details of the contract. Select the required employee via **Focus | Person | Staff** then open the applicable contract from the **Employment Details** panel. The **Edit Contract Role** dialog is displayed. Scroll down to the **Role** table as shown in the following graphic:

| Role           | Start Date | End Date |  |
|----------------|------------|----------|--|
| Assistant Head | 01/09/2000 |          | <input type="button" value="New"/><br><input type="button" value="Open"/><br><input type="button" value="Delete"/> |

Ensure that one of the associated roles is **Assistant Head** by clicking the **Open** button to amend an existing role, or clicking the **New** button to create a new role.

Select **Assistant Head** from the **Role** drop-down list.

|   |       |   |  |
|---|-------|---|--|
|  | 4417  | If Role is HLTA then HLTA Status must be 'Yes'.   | Select <b>Focus   Person   Staff</b> and edit the staff member's <b>HLTA Status</b> or <b>Role</b> .   |
|  | 4420  | Date of Arrival in School is invalid.   | Check and if necessary, edit the <b>Employment Start</b> date in the <b>Employment Details</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> .   |
|  | 4425Q | Please check: Date of Arrival in School is more than 50 years ago.                      | Check and if necessary, edit the <b>Employment Start</b> date in the <b>Employment Details</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> . If provided, the date should be on or later than the 1 <sup>st</sup> January 50 years prior to the first four digits of survey date.  |
|  | 4430  | Date of Arrival in School must be supplied.   | Check and if necessary, edit the <b>Employment Start</b> date in the <b>Employment Details</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> . Where the contract is a regular service teacher or agency/SA in regular service contract or teaching assistant contract, the <b>Employment Start</b> date must be supplied.   |
|  | 4440  | Date of Arrival in School cannot be later than 1 month after the start of the contract. | Check and if necessary, edit the <b>Employment Start</b> date in the <b>Employment Details</b> panel of the <b>Employee Details</b> page via <b>Focus   Person   Staff</b> . Where the contract is a regular service teacher or agency/SA in regular service contract or teaching assistant contract, the <b>Employment Start</b> date must be earlier than 1 month after the <b>Contract Start Date</b> . |



4460

Pay Scale is invalid.

Check the details of the contract. Select the required employee via **Focus | Person | Staff** then open the applicable contract from the **Employment Details** panel. The **Edit Contract** dialog is displayed. Scroll down to the **Pay Scale** table as shown in the following graphic:

| Scale               | Start Date | End Date | Point |
|---------------------|------------|----------|-------|
| Teachers Main Scale | 01/09/2002 |          | 6     |

Check the pay scale(s) by highlighting the required scale and clicking the **Open** button to display the **Edit Contract Scale** dialog.

**SIMS Edit Contract Scale**

**Contract Scale Details**

Scale: Grade 1

Start Date: 01/09/1992

End Date:

Minimum Scale Point: 1.0

Maximum Scale Point: 1.0

Point: 1.0

Superannuation:






NI Status:

Pay Scale: National Joint Council (Local Governm)

Regional Pay Spine: Rest of England

OK Cancel

Check the pay scale **End Date**, this should be either null or a date after the Census day. Alternatively, a new scale should be added. It may be necessary to amend the applicable Service Term (Pay Related).

|   |      |  |   |
|---|------|--|---|
|  | 4470 | Pay scale type inconsistent with Qualified Teacher Status. | Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract Scale</b> dialog is displayed. Scroll down to the <b>Pay Scale</b> table. Check that the correct value has been selected from the <b>Scale</b> drop-down list. It may be necessary to amend the applicable Service Term (Pay Related). |
|  | 4480 | Pay scale is invalid for the given Post.                   |   |
|  | 4490 | Pay scale is invalid for the given Post.                   |   |
|  | 4500 | Pay scale is invalid for the given Post.                   |   |
|  | 4505 | Pay scale is invalid for the given Post.                   |   |



4510

Region Spine is invalid.

Select the required Service Term from the **Find Service Term** browser via **Tools | Staff | Pay Related**. From the **Pay Awards** panel, highlight the required scale, then click the **Open** button.

**2 Pay Awards**

Single Pay Spine

Minimum Point: 1.0

Maximum Point: 43.0 Interval: 1.0

| Code | Description         | Minimum Point | Maximum Point |
|------|---------------------|---------------|---------------|
| HTG2 | Headteacher Group 2 | 8.0           | 19.0          |

Single Pay Spine applies to all scales

| Award Date | Point | Amount |
|------------|-------|--------|
| 01/09/2007 | 1     | 34938  |
| 01/09/2006 | 2     | 35814  |
| 01/09/2005 | 3     | 36708  |
| 01/04/2004 | 4     | 37623  |
| 01/04/2003 | 5     | 38559  |

From the **Edit Scale for Leadership** dialog select the required value from the **Regional Pay Spine** drop-down list.

**SIMS Edit Scale for Leadership**

**Detail**

Code: HTG1

Description: Headteacher Group 1

Hidden:

Minimum Point: 6.0

Maximum Point: 16.0

PayScale: Leadership

Regional Pay Spine: Rest of England


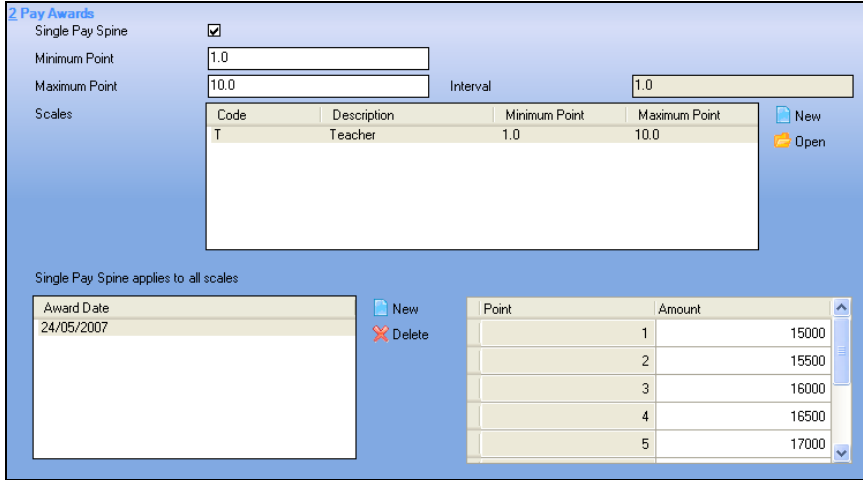






OK Cancel

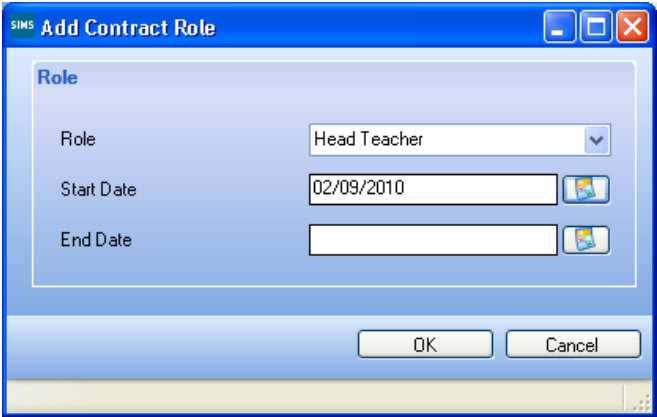













4520






Spine Point is invalid.

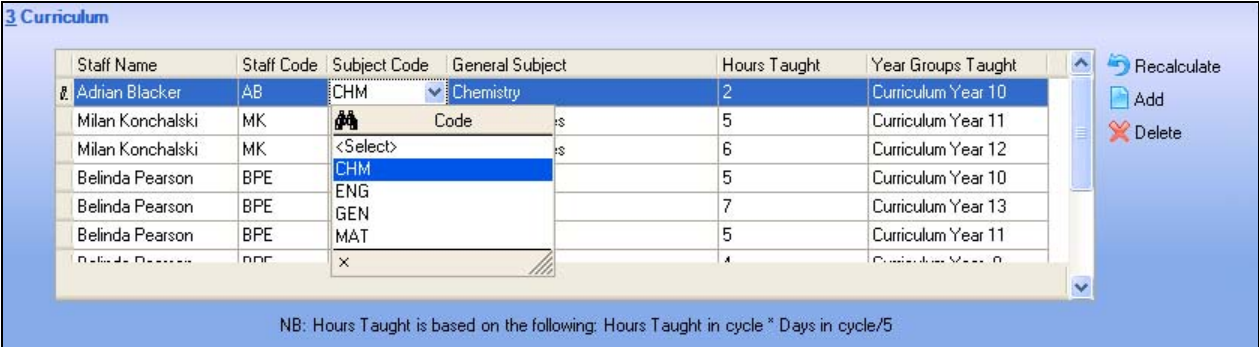
**Spring Census only**  
Check, and if necessary, correct the spine points as described in 4510.


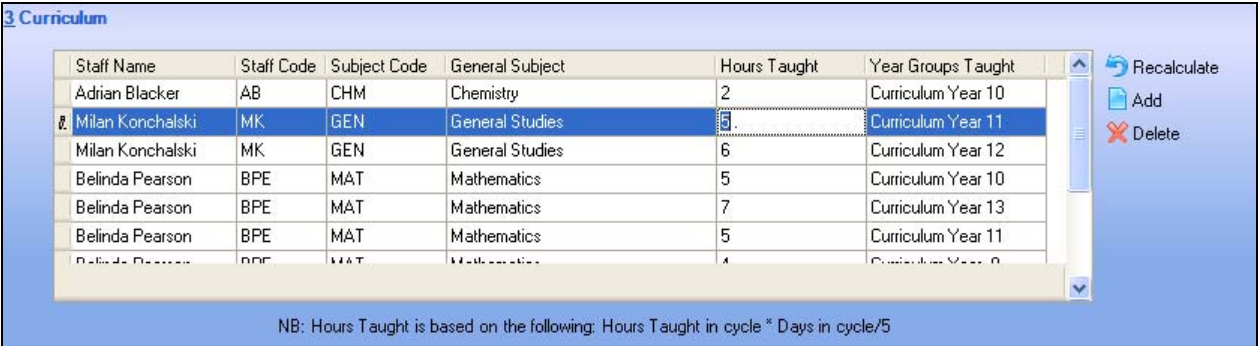


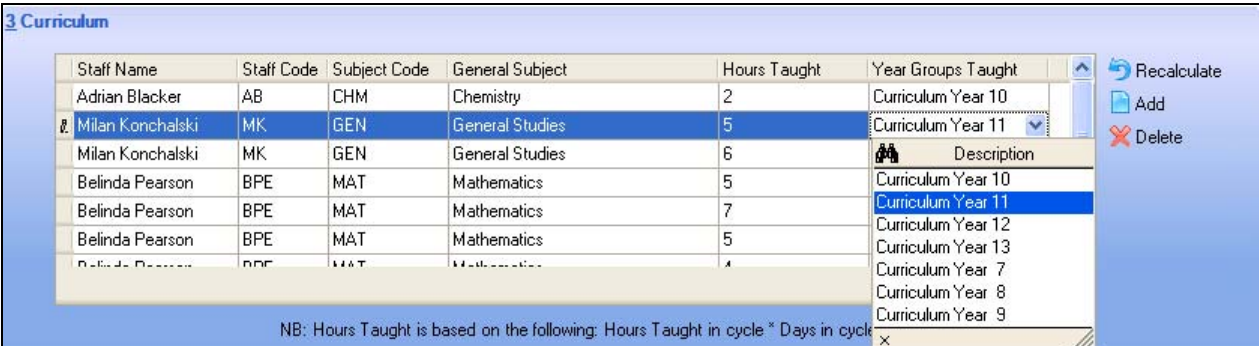

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|    | 4530 | Salary Amount is invalid.  | <p>Select the required Service Term from the <b>Find Service Term</b> browser via <b>Tools   Staff   Pay Related</b>. From the <b>Pay Awards</b> panel, highlight the required scale then edit the incorrect salary amount adjacent to the appropriate scale point.</p>               |
|    | 4535 | Salary Amount provided is lower than expected for Spine Point and Region.                        | <p>Select the required Service Term from the <b>Find Service Term</b> browser via <b>Tools   Staff   Pay Related</b>. From the <b>Pay Awards</b> panel, highlight the required scale then edit the incorrect salary amount adjacent to the appropriate scale point.</p>  |
|    | 4540 | Salary Amount must be provided where Daily Rate is false.  | <p>Select the required Service Term from the <b>Find Service Term</b> browser via <b>Tools   Staff   Pay Related</b>. Where the <b>Salaried</b> check box is selected in the <b>Service Term</b> panel, salary details must be entered in the <b>Pay Award</b> panel.</p>  |
|   | 4550 | Salary Amount must not be provided where Daily Rate is true.                                     | <p>Select the required Service Term from the <b>Find Service Term</b> browser via <b>Tools   Staff   Pay Related</b>. Where the <b>Salaried</b> check box is selected in the <b>Service Term</b> panel, salary details must be entered in the <b>Pay Award</b> panel. Delete these details in the record by highlighting them and clicking the <b>Delete</b> button.</p> |
|  | 4555 | Salary Rate must not be provided for both Post and Role for the same Contract/Service Agreement. | <p>This error should not occur. Please contact your Local Support Team.</p>  |
|  | 4560 | Safeguarded Salary is invalid.   | <p>This error should not occur. Please contact your Local Support Team.</p>  |
|  | 4565 | Payment details are present in two incompatible sections of the return.                          | <p>This error should not occur. Please contact your Local Support Team.</p>  |

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| ✘ | 4570  | Daily Rate is invalid.   | This error should not occur. Please contact your Local Support Team.  |
| ✘ | 4580  | Destination Code is invalid.   | Unlikely, as default values are supplied in SIMS. Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Check the value in the <b>Contract Termination Reason</b> drop-down list.   |
| ⚠ | 4590Q | Please check: If the Contract End Date is before the census date then the Destination code should be supplied. | Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Where the contract is a regular service teacher contract or agency/SA teacher in regular service contract, and a <b>Contract End Date</b> is supplied, you must also select a <b>Contract Termination Reason</b> from the drop-down list.   |
| ✘ | 4600  | Origin is invalid.   | Unlikely, as default values are supplied in SIMS. Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Check the value selected in the <b>Origin</b> drop-down list.   |
| ⚠ | 4610Q | Please check: Origin should be provided.   | Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Select a value from the <b>Origin</b> drop-down list.   |
| ✘ | 4700  | No Role details have been supplied.  | <p>Check the details of the contract. Select the required employee via <b>Focus   Person   Staff</b> then open the applicable contract from the <b>Employment Details</b> panel. The <b>Edit Contract</b> dialog is displayed. Click the <b>New</b> button adjacent to the <b>Role</b> area to display the <b>Add Contract Role</b> dialog and add the role details. If a role already exists, check the role <b>End Date</b>.</p>  |
| ✘ | 4710  | Role Identifier is missing.  | Please refer to error code 4700.  |
| ✘ | 4720  | Post is inconsistent with Post Identifier.   | Open the required record via <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the required contract and edit the post details. Alternatively, the post details may be incorrect in the service term. To edit, open the required service term via <b>Tools   Staff   Pay Related</b> and edit the information in the <b>Posts</b> panel.  |

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|    | 4725 | Post is inconsistent with Role Identifier.   | Open the required record via <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the required contract and edit the role details. Alternatively, the role details may be incorrect in the service term. To edit, open the required service term via <b>Tools   Staff   Pay Related</b> and edit the information in the <b>Posts</b> panel. |
|    | 4730 | Hours per week is invalid.   | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the contract and edit the Hours/Week. It may also be necessary to edit the hours on the service term. Select <b>Tools   Staff   Pay Related</b> and edit the <b>Hour Worked/Week</b> field.  |
|    | 4735 | Hours worked per week must not be provided for both Post and Role for the same Contract/Service Agreement. | This error should not occur. Please contact your Local Support Team.   |
|    | 4740 | Hours per week is missing.   | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the contract and enter the Hours/Week.   |
|    | 4750 | FTE Hours is invalid.  | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the contract and edit the <b>FTE</b> field. It may also be necessary to edit the hours on the service term. Select <b>Tools   Staff   Pay Related</b> and edit the <b>Hours Worked/Week</b> field.   |
|    | 4760 | FTE Hours is missing.  | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the contract and enter the <b>FTE</b> in the field. It may also be necessary to edit the hours on the service term. Select <b>Tools   Staff   Pay Related</b> and edit the <b>Hours Worked/Week</b> field.   |
|    | 4770 | Weeks per year is invalid.   | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the contract and edit the <b>Weeks/Year</b> field. It may also be necessary to edit the weeks on the service term. Select <b>Tools   Staff   Pay Related</b> and edit the <b>Weeks Worked/Year</b> field.  |
|   | 4780 | Weeks per year is missing.   | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the contract and enter the <b>Weeks/Year</b> . It may also be necessary to edit the weeks on the service term. Select <b>Tools   Staff   Pay Related</b> and edit the <b>Weeks Worked/Year</b> field.  |
|  | 4785 | Contract/Service Hours are present in two incompatible sections of the return.                             | This error should not occur. Please contact your Local Support Team.   |
|  | 4800 | Payment Type is invalid.   | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the <b>Contract</b> and then open the required <b>Allowance</b> . Select the correct <b>Category of Additional Payment</b> .   |
|  | 4810 | Where additional payment amount is provided the additional payment type must also be provided.             | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the <b>Contract</b> and then open the required <b>Allowance</b> . Select the correct <b>Category of Additional Payment</b> .   |

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|    | 4820  | Additional Payment Amount is invalid.  | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the <b>Contract</b> and then open the required <b>Allowance</b> . Enter the correct <b>Amount</b> .  |
|    | 4830  | Where additional payment type is provided the additional payment amount must also be provided. | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the <b>Contract</b> and then open the required <b>Allowance</b> . Enter the correct <b>Amount</b> .  |
|    | 4900  | First Day Of Absence is invalid.   | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and select an alternative <b>Type/Reason</b> from the drop-down list. Alternatively, enter the correct <b>Start Date</b> .                      |
|    | 4910  | First Day of Absence is missing.   | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and enter the <b>Start Date</b> . This is mandatory if the Absence End Date, Working Days Lost or Payroll Absence Category have been completed. |
|    | 4920  | First Day of Absence cannot be in the future.  | This error should not occur. Please contact your Local Support Team.   |
|    | 4930  | Last Day Of Absence is invalid.  | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and select an alternative <b>Type/Reason</b> from the drop-down list. Alternatively, enter the correct <b>End Date</b> .                        |
|    | 4935Q | Where last day of absence is missing please check absence is ongoing.                          | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and check the <b>End Date</b> .   |
|    | 4936  | Last Day of Absence must be in the current or preceding calendar year.                         | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and check the <b>End Date</b> .   |
|  | 4940  | Last Day of Absence cannot be before First Day of Absence.                                     | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and select an alternative <b>Type/Reason</b> from the drop-down list. Alternatively, enter the correct <b>End Date</b> .                        |
|  | 4945Q | Please check: Last Day of Absence should not be after the Census Day.                          | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and check the <b>End Date</b> of the absence.   |
|  | 4950Q | Please check - more than one Absence Record without an end date.                               | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and check the <b>End Date</b> of the absences. There should not be more than one absence record where the <b>End Date</b> is not completed.     |
|  | 4960Q | Please check: more than one Sickness Absence Record covering the same date(s).                 | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and correct as necessary.   |

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| ✘ | 4980 | Working Days Lost is invalid.  | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and correct the <b>Working Days Lost</b> field.   |
| ✘ | 4990 | Where last day of a sickness absence is provided then the number of working days lost must also be provided. | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and add the <b>Working Days Lost</b> .  |
| ✘ | 5000 | Absence Category is invalid.   | Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Absences</b> panel. Open the absence record and select the appropriate <b>Absence Category</b> from the drop-down list.   |
| ✘ | 6000 | Subject is invalid   | <p>Select the correct <b>Subject Code</b> in the <b>Curriculum</b> panel on the <b>Schools Workforce Census Details</b> page. Alternatively, map the DfE subject codes via <b>Tools   Setups   Subjects</b>.</p>  <p>NB: Hours Taught is based on the following: Hours Taught in cycle * Days in cycle/5</p> |
| ✘ | 6100 | Subject Identifier is missing.   | Select the correct <b>Subject Code</b> in the <b>Curriculum</b> panel on the <b>Schools Workforce Census Details</b> page. Alternatively, map the DfE subject codes via <b>Tools   Setups   Subjects</b> .   |

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|    | 6110 | Subject Hours is invalid               | <p>Amend the <b>Hours Taught</b> in the <b>Curriculum</b> panel on the <b>Schools Workforce Census Details</b> page. The number entered must be between 0.01 and 40.00. Alternatively, map the DfE subject codes via <b>Tools   Setups   Subjects</b>.</p>  <p>NB: Hours Taught is based on the following: Hours Taught in cycle * Days in cycle/5</p> |
|    | 6120 | Subject Hours is missing               | <p>Add the <b>Hours Taught</b> in the <b>Curriculum</b> panel on the <b>Schools Workforce Census Details</b> page. The number entered must be between 0.01 and 40.00. Alternatively, map the DfE subject codes via <b>Tools   Setups   Subjects</b>.</p>   |
|    | 6130 | Year Group (NC Year Group) is invalid. | <p>In the <b>Curriculum</b> panel on the <b>School Workforce Census Details</b> page, select the correct curriculum year from the <b>Year Groups Taught</b> column.</p>  <p>NB: Hours Taught is based on the following: Hours Taught in cycle * Days in cycle/5</p>   |
|  | 6140 | Teaching Group Identifier is missing.  | <p>In the <b>Curriculum</b> panel on the <b>School Workforce Census Details</b> page, select the correct curriculum year from the <b>Year Groups Taught</b> column.</p>  |






6200







Qualification is invalid.

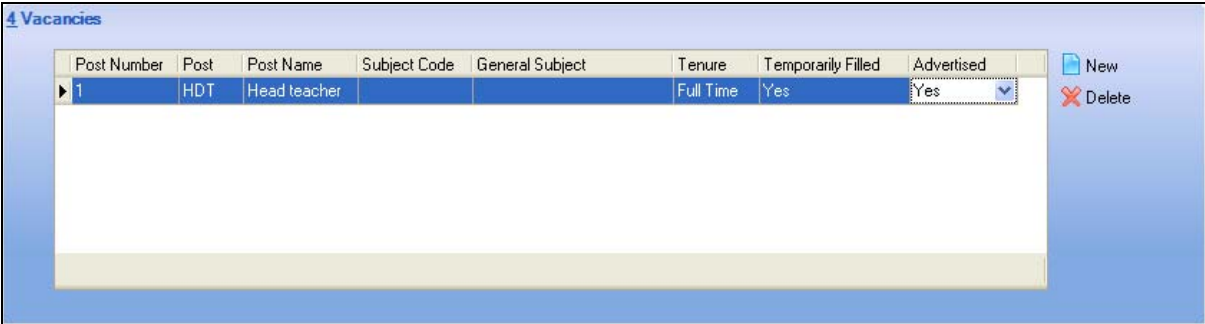
Open the record through **Focus | Person | Staff** and navigate to the **Professional** panel. Select and open the qualification record to display the **Edit Qualification** dialog.











|                           |                                     |
|---------------------------|-------------------------------------|
| LA Classification         | Unknown                             |
| Qualification             | Bachelor of Science                 |
| Title                     | BSC                                 |
| Date Awarded              |                                     |
| Qualification Level       | Other First Degree or equivalent    |
| Class Of Degree           | First class honours                 |
| Comments                  |                                     |
| First Subject, Qualified  | Others in Physical Sciences         |
| Second Subject, Qualified |                                     |
| Country Of Origin         | British                             |
| Verified                  | <input checked="" type="checkbox"/> |





Select the correct **Qualification Level** from the drop-down list.

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|    | 6210  | Qualification Code is missing. | <p>Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Professional</b> panel. Select and open the qualification record to display the <b>Edit Qualification</b> dialog.</p> <div data-bbox="1099 240 1771 954" data-label="Image"> </div> <p>Select the correct <b>Qualification Level</b> from the drop-down list.</p>   |
|  | 6220  | Subject Code 1 is invalid.     | <p>Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Professional</b> panel. Select and open the qualification record to display the <b>Edit Qualification</b> dialog. Select the correct <b>First Subject, Qualified</b> from the drop-down list.</p> <p><i>NOTE: The Joint Academic Council Principle Subjects (JACS) code set is available for import, if required. Please refer to the Preparing for the Autumn School Workforce Census for details.</i></p> |
|  | 6230Q | Subject Code 1 is missing.     | <p>Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Professional</b> panel. Select and open the qualification record to display the <b>Edit Qualification</b> dialog. Select the correct <b>First Subject, Qualified</b> from the drop-down list.</p> <p><i>NOTE: The Joint Academic Council Principle Subjects (JACS) code set is available for import, if required. Please refer to the Preparing for the Autumn School Workforce Census for details.</i></p> |

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|  | 6240  | Second Qualification Subject Code 2 is invalid.  | <p>Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Professional</b> panel. Select and open the qualification record to display the <b>Edit Qualification</b> dialog. Select the correct <b>Second Subject, Qualified</b> from the drop-down list.</p> <p><i>NOTE: The Joint Academic Council Principle Subjects (JACS) code set is available for import, if required. Please refer to the Preparing for the Autumn School Workforce Census for details.</i></p>   |
|  | 6245  | Qualification Subject Code 1 and Subject Code 2 cannot be the same.  | <p>Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Professional</b> panel. Select and open the qualification record to display the <b>Edit Qualification</b> dialog. Select the correct <b>First Subject, Qualified</b> or <b>Second Subject, Qualified</b> from the drop-down list.</p> <p><i>NOTE: The Joint Academic Council Principle Subjects (JACS) code set is available for import, if required. Please refer to the Preparing for the School Workforce Census handbook, also available from SupportNet, for details.</i></p>   |
|  | 6250  | Qualification Verified is invalid.   | <p>Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Professional</b> panel. Select and open the qualification record to display the <b>Edit Qualification</b> dialog. Check that the <b>Qualification Verified</b> check box has been correctly selected.</p>  |
|  | 6260  | Qualification Verified is missing.   | <p>Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Professional</b> panel. Select and open the qualification record to display the <b>Edit Qualification</b> dialog. Check that the <b>Qualification Verified</b> check box has been selected.</p>  |
|  | 6500  | There is more than one record with the same Teacher Number.  | <p>Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Ensure that the correct teacher number is entered in the <b>Teacher Number</b> field. This should have the format NN/NNNNN.</p>  |
|  | 6510Q | Please Check: There is more than one record with the same National Insurance Number.                                 | <p>Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Professional</b> panel. Edit the <b>NI Number</b>.</p>   |
|  | 6520Q | Please Check: The same person has a total Full Time Equivalent ratio greater than 1.2 and less than or equal to 1.5. | <p>Open the record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the required contract and edit the value in the <b>FTE</b> field.</p> <p>Where a person has a single role, the FTE ratio for the role (where the FTE ratio is calculated by dividing the Hours Per Week by FTE Hours) should not be greater than 1.2 and should be less than or equal to 1.5.</p> <p>Where the same person has more than one role, either because there is more than one concurrent Contract, or because one or more concurrent contract contains multiple roles, then the total FTE ratio for all Roles (where total FTE ratio for all Roles is calculated by accumulating the FTE ratio for each role, and the FTE ratio for each role is calculated by dividing the Hours Per Week by FTE Hours) should not be greater than 1.2 and should be less than or equal to 1.5.</p> |

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| ✘ | 6530  | The same person has a total Full Time Equivalent ratio greater than 1.5.              | <p>Open the record through <b>Focus   Person   Staff</b> and go to the <b>Employment Details</b> panel. Open the contract and review the value in the <b>FTE field</b>. It is unlikely that a FTE over 1.5 is correct.</p> <p>Where a person has a single role, the FTE ratio for the role (where the FTE ratio is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5.</p> <p>Where the same person has more than one role, either because there is more than one concurrent Contract, or because one or more concurrent contract contains multiple roles, then the total FTE ratio for all roles (where total FTE ratio for all roles is calculated by accumulating the FTE ratio for each role, and the FTE ratio for each role is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5.</p> |
| ⚠ | 6540Q | At least one staff record in this school's return should show a role of Head Teacher. | Open the Head Teacher's record through <b>Focus   Person   Staff</b> and navigate to the <b>Employment Details</b> panel. Open the required contract and add a new <b>Role</b> of Head Teacher.  |
| ✘ | 6999  | Estab Number in Vacancies and Staff Information module is invalid.                    | Select <b>Focus   School   School Details</b> . If the Establishment number is incorrect, please contact your Local Support Unit to request a patch.   |
| ✘ | 7000  | Vacancy Post is invalid.  | This error should not occur. Please contact your Local Support Team.   |
| ✘ | 7010  | Subject not required for this Vacancy Post.   | <p>For some vacancies, subjects are not required, e.g. Head Teacher. Navigate to the <b>Vacancies</b> panel in the <b>School Workforce Census Return Details</b> page. Open the applicable vacancy by double clicking it and delete the subject.</p>    |
| ✘ | 7020  | Subject required for this Vacancy Post.   | It is not possible to save a vacancy without a subject. Please contact your Local Support Team if this error occurs.   |
| ✘ | 7030  | Subject is invalid.   | Subjects are selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team.   |

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|    | 7040  | Tenure is invalid.   | Tenures are selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team.    |
|    | 7050  | Vacancy Temporarily Filled is invalid.   | The vacancy is selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team. |
|    | 7060  | Vacancy Advertised is invalid.   | The vacancy is selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team. |
|    | 7070  | Vacancy Tenure, Vacancy Temporarily Filled and/or Vacancy Advertised is missing.   | It is not possible to save a vacancy without this information. Please contact your Local Support Team if this error occurs.      |
|    | 7080Q | Please check: no vacant posts have been recorded.  | If required, add vacancies in the <b>Vacancies</b> panel in the <b>School Workforce Census Details</b> page.                     |
|    | 7100  | Some Occasionals Count details are missing or invalid.   | This error should not occur. Please contact your Local Support Team if this error occurs.  |
|    | 7110  | Number of Qualified Occasional Teachers present on census day must be a numeric value.                                       | This error should not occur. Please contact your Local Support Team if this error occurs.  |
|    | 7112  | Number of Occasional Teachers where not known if qualified or not and who are present on census day must be a numeric value. | This error should not occur. Please contact your Local Support Team if this error occurs.  |
|   | 7120Q | Please check: Number of Qualified Occasional Teachers present on census day should be less than 40.                          | Check the <b>Number of Occasional Teachers (Total)</b> field in <b>Occasional Teachers Information</b> panel.                    |
|  | 7121Q | Please check: Number of Unqualified Occasional Teachers present on census day should be less than 10.                        | Check the <b>Number of Occasional Teachers (Total)</b> field in <b>Occasional Teachers Information</b> panel.                    |

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|  | 7122Q | Please check: Number of Teachers where not known if qualified or not and who are present on census day should be less than 10. | Check the <b>Number of Occasional Teachers (Total)</b> field in <b>Occasional Teachers Information</b> panel.                |
|  | 7200Q | Please check: No Agency/Third Party Support Count details have been recorded.  | For the current return, edit the Third Party Staff Count. Ignore this warning if there are no Third Party service providers. |
|  | 7210  | Number of Agency/Third Party support staff present on census day must be a numeric value.                                      | Please contact your Local Support Team if this error occurs.   |
|  | 7220Q | Please check: Number of Agency/Third Party support staff present on census day should be less than 50.                         | For the current return, edit the Third Party Staff Count. Ignore this warning if there are no Third Party service providers. |