

# **School Workforce Census**

**Autumn 2011**

**Guidance for  
Northamptonshire  
Primary Schools**

If you have any queries on using your MIS (SIMS) system to complete your Census return, please contact the **Capita .ict** helpdesk on 01604 824999

**IMPORTANT NOTICE**

**From the 1<sup>st</sup> November 2011 Capita** helpdesk number will be 0844 8922406

If you have any queries relating to the data items required, DfE completion notes or using AVCO please contact:

Mark Alland on 01604 366211

or

Lee Hindmarsh on 01604 367334

at

***Northamptonshire County Council***

**Email NCC-HR-**

**SWFC@northamptonshire.gov.uk**

**Academies should contact DSG Helpdesk,  
01325 392626,  
DSG.Helpdesk@education.gsi.gov.ukdirectly**

# **Submitting the Annual School Workforce Census Return.**

## **All Schools other than Secondary**

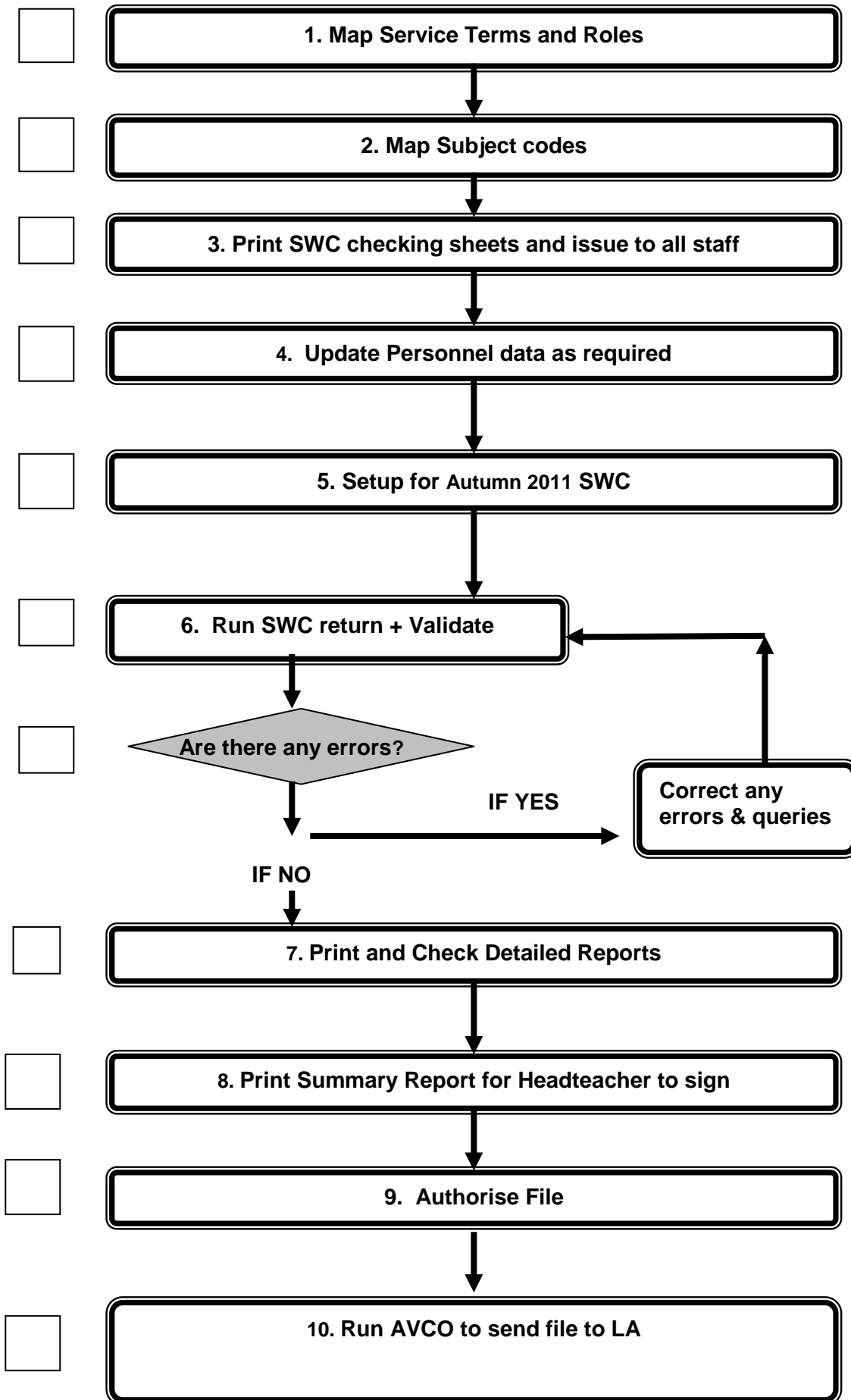
All schools other than Secondaries should send the School Workforce Census Return to Northamptonshire County Council via AVCO. Guidance on this are provided on page 35.

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# School Workforce Census

## STEPS TO CREATE YOUR SCHOOL WORKFORCE CENSUS RETURN



## Changes for the SWC Autumn Return.

For further information refer to the following Preparation and Guidance document:

Preparation and Guidance for school employed staff 2011 v1.0 available from:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0063745/information-for-academies-and-schools>

### Main changes since School Workforce Census 2010

- **Qualification data to be collected for all categories of staff in regular service.** Only NQF level 4 and above (ie post A-level) qualifications are required.
- **Pay and hours information to be collected for all staff.** Pay and hours data consists of; Pay Scale, Regional Spine, Spine Point, Total Pay, Safeguarded Salary, Additional Payment Type, Additional Payment Amount, Hours per Week, FTE Hours and Weeks per Year. Not all data items need to be returned for all staff members, please see notes on individual data items for more detail.
- **Seven new subjects have been added to the codeset for qualification subject.** These new subjects (*Science, Design & Technology, Modern Languages, Citizenship, Applied Science, Manufacturing and Geography*) have been added to cater for cases where it has proved difficult to match a person's qualification to the existing codeset.
- **A set of five SEN qualification areas (*SEN – SENCO, SEN – Sensory impairments, SEN – Severe Learning Difficulties, SEN – Profound and Multiple Learning Difficulties and SEN – other*) has been added to the codeset for qualification subject.** This is so that staff who have qualifications relevant to teaching SEN pupils will be able to record that fact.
- **Addition of “not applicable – change of contract”** to the origin codeset,
- **The definition of Total Pay has been changed** so that it no longer includes additional payments.
- **The definition of additional payments has been changed** to include all payments earned since the previous census reference date, ie all additional payments from 5/11/2010 to 3/11/2011.
- **Contracts/Service Agreement data is now required for all contracts or Service Agreements that ended in the period 1 September of the previous year to census reference day** (ie for 2011 census all contracts/service agreements ending in the period 1/9/2010 to 3 November 2011).

### Highlights:

- Date for SWC return is **Thursday 3rd November 2011** and snapshot data will be collected as of this date.
- Historic data will be collected for the previous academic year 1<sup>st</sup> September 2010 to 31<sup>st</sup> August 2011.
- Staff categorised into 4 types:
  - Teachers employed by school,
  - Supply Teachers employed via Agency/LA (service agreement teachers),
  - Teaching Assistants,
  - Support Staff.

# School Workforce Census

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Different levels of data are required for each of these. If the school decides to record data against a category of staff that is not required for SWC they must be aware it may still be included in the return.

- If a Teacher Number is not available then the field is to be left blank. Secondary Schools will need to put a note against the error/query in COLLECT. All other schools will need to email [NCC-HR-SWFC@northamptonshire.gov.uk](mailto:NCC-HR-SWFC@northamptonshire.gov.uk)
- For Staff with an 'Acting Up Contract' only the Acting up contract details to be submitted not the substantive post. (The software will do this if substantive contract is suspended). Please email Mark Alland or Lee Hindmarsh [NCC-HR-SWFC@northamptonshire.gov.uk](mailto:NCC-HR-SWFC@northamptonshire.gov.uk) with details of staff who are "Acting Up Contract"
- Absence data is being collected for previous Academic Year not Calendar Year.
- Qualifications – schools can record just the overall Subject Code rather than the full JACS code; also if can't match the qualification to a JACS code can leave field blank rather than use best fit see Page 41 (4.5.2) of DfE guidance for more details, pages 59-65 has the list of overall Subject Codes.
- Vacancies - Special Schools can use 'Not Applicable' in the subject code (this would need to set this up see Page 19 of this guidance document). Temporarily filled vacancies are those that are covered by a teacher on a contract of at least one term and no more than three terms.
- Supply Teachers only need a service agreement if they have been employed for a month (28 days) or more during the period 01/09/10 – 03/11/11.

## Schools for which data will need to be submitted in the School Workforce Census

In Autumn 2011 staff employed by the following types of establishments should be included in the School Workforce Census:

- maintained nursery schools
- primary schools
- secondary, including middle deemed secondary schools
- maintained special schools
- CTCs and academies

The maintained sector covers England only, and includes Community, Foundation, Voluntary Aided and Voluntary Controlled schools.

## Which Staff are Included in the School Workforce Census?

### School employed staff to be included

The School Workforce Census covers full- and part-time **teachers, teaching assistants and other support staff** that are employed by schools.

**"Teacher"** comprises of:

- those teachers who are employed directly by a school and
- agency / service agreement teachers working within a school in a post that would normally be filled by a teacher employed by the school.

**"Teaching Assistants"** comprises those support staff based in the classroom for learning and pupil support, eg HLTAs, teaching assistants, special needs support staff, nursery officers/assistants, minority ethnic pupil support staff and bilingual assistants.

“**Other support staff**” comprises of those support staff that are not classroom based, eg matrons/nurses/medical staff, librarians, IT technicians, technicians, administrative officers/secretaries, bursars and other administration/clerical staff, premises and catering staff.

The flow diagram on the next page should help schools and LAs decide which school employed staff should be included in the School Workforce Census and the level of data required: individual or headcount. Further details about staff for whom school workforce (individual) and school level (headcount) data are required is given in Sections 1.8 and 1.9.

## **Staff for whom school workforce level data is required**

School workforce level data is required for teachers and support staff that work for schools if they are in **regular service**. Staff are said to be in regular service if they have completed service of one month or more with the school, or are expected to do so, before the end of their contract or service agreement. **For the purposes of the School Workforce Census a month is defined as 28 days.**

Each member of the school workforce for whom school workforce level data is required should be engaged to work within a school under arrangements that must be recordable as either a contract or, for teachers, a service agreement. A contract record represents the situation where the arrangement is directly between the member of the workforce and the school. A service agreement record applies where a teacher is working in a school but their contract is with another organisation, eg an agency or another school. **School workforce level data is not required for support staff, including teaching assistants, who work in schools but their contract is with another organisation. School level data is required for these support staff if they are in the school on Census day.** Should schools choose to record such staff on their systems and return school workforce level data on these staff in the Census, the Department would be happy to receive it. However, there is no requirement to do so.

If supply teachers are provided by a LA acting like a supply agency, and are in regular service at a school, then a service agreement record will be required to reflect the amount of time worked in that school. However, service agreement records are not required for any other teachers centrally employed by the LA that work in schools, eg peripatetic music teachers. Information on these teachers will be provided by the LA.

There is an increasing trend for members of the school workforce to have more than one contract, or to work in a number of schools. There is no limit to the number of simultaneous contract/service agreement records that can be provided as part of the School Workforce Census. (See Section 1.9 of the DfE documentation for further details). Please see details below concerning staff who have a **permanent and a casual contract**.

To be included in the School Workforce Census, there should also be a role identifier code that equates to the job of a particular individual. If such a role cannot be found then schools/LAs may wish to check with the DSG Helpdesk that the individual does not need to be included in the School Workforce Census.

The following, if they are in **regular service**, are examples of those for whom school workforce level data **should** be returned:

- Teachers employed by the school, both with and without QTS.
- Support staff employed directly by the school.
- Teachers working at the school who have been supplied by an agency or an LA if the LA is acting like a supply agency.
- Staff on paid or unpaid absence, whether long or short term.

# School Workforce Census

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- Teachers on the Graduate Teacher Programme (GTP), the Registered Teacher Programme (RTP), the Overseas Trained Teacher Programme (OTTP) and the Teach First programme.

School workforce level data does **not** need to be returned for the following:

- Temporary staff with service of less than one month and who are not expected to complete service of one month or more.
- Casual staff without contracts employed on an ad hoc basis.
- PGCE students on teaching practice.
- Trainee teachers on a School-Centred Initial Teacher Training (SCITT) programme.
- Staff working in extended school service provision, eg breakfast and after school clubs, Surestart and Children's Centres. Note that staff engaged in the normal running of the school, such as cleaners, should be included regardless of when they work, eg before, after, or during the normal school day.
- Staff employed by the LA that provide support to schools eg peripatetic music teachers, advisory teachers, educational psychologists, educational welfare officers (information on these will be submitted by the LA).
- Teachers **only** engaged in the One to One Tuition Programme.
- Governors and voluntary staff.
- Staff for whom there is no role identifier code that equates to the function they carry out, eg clerk to governors, school crossing patrol staff and School Improvement Partners (SIPs).
- Staff whose contracts finished prior to 1 September 2010.
- Staff who has more than one contract one of which is a casual contract (casual contract are not included in the SWC) should still be marked as included in SWC, however it is **important to note that you must email [NCC-HR-SWFC@northamptonshire.gov.uk](mailto:NCC-HR-SWFC@northamptonshire.gov.uk)**
- Staff who have an Acting Up Contract **it is important that you email email [NCC-HR-SWFC@northamptonshire.gov.uk](mailto:NCC-HR-SWFC@northamptonshire.gov.uk)** to advise of these circumstances for NCC Support Staff to action.

If a member of staff works at two establishments, one which is in scope for the School Workforce Census and one which is not, then information should be returned for their activity which falls within scope of the School Workforce Census only. For example, a nursery assistant might work at a Surestart centre and a maintained nursery and school workforce level data would need to be returned for the portion of time they are working in the maintained nursery only.

If schools are unsure about which staff they should include in the School Workforce Census they should check first with Mark Alland on 01604 366211 or Lee Hindmarsh on 01604 367334 at NCC.

The school or the LA, if they are still unsure, should then check with the DSG Helpdesk, 01325 392626, [DSG.Helpdesk@education.gsi.gov.uk](mailto:DSG.Helpdesk@education.gsi.gov.uk). Unless supported by their LA, academies should contact the DSG Helpdesk direct.

## Staff for whom school level data is required

School level (headcount) rather than school workforce (individual) level data is required for the following two groups of staff:

- Supply teachers that have a contract, or are employed under a service agreement, with a school for less than a month (occasional teachers) and are in school on the Census day.

## School Workforce Census

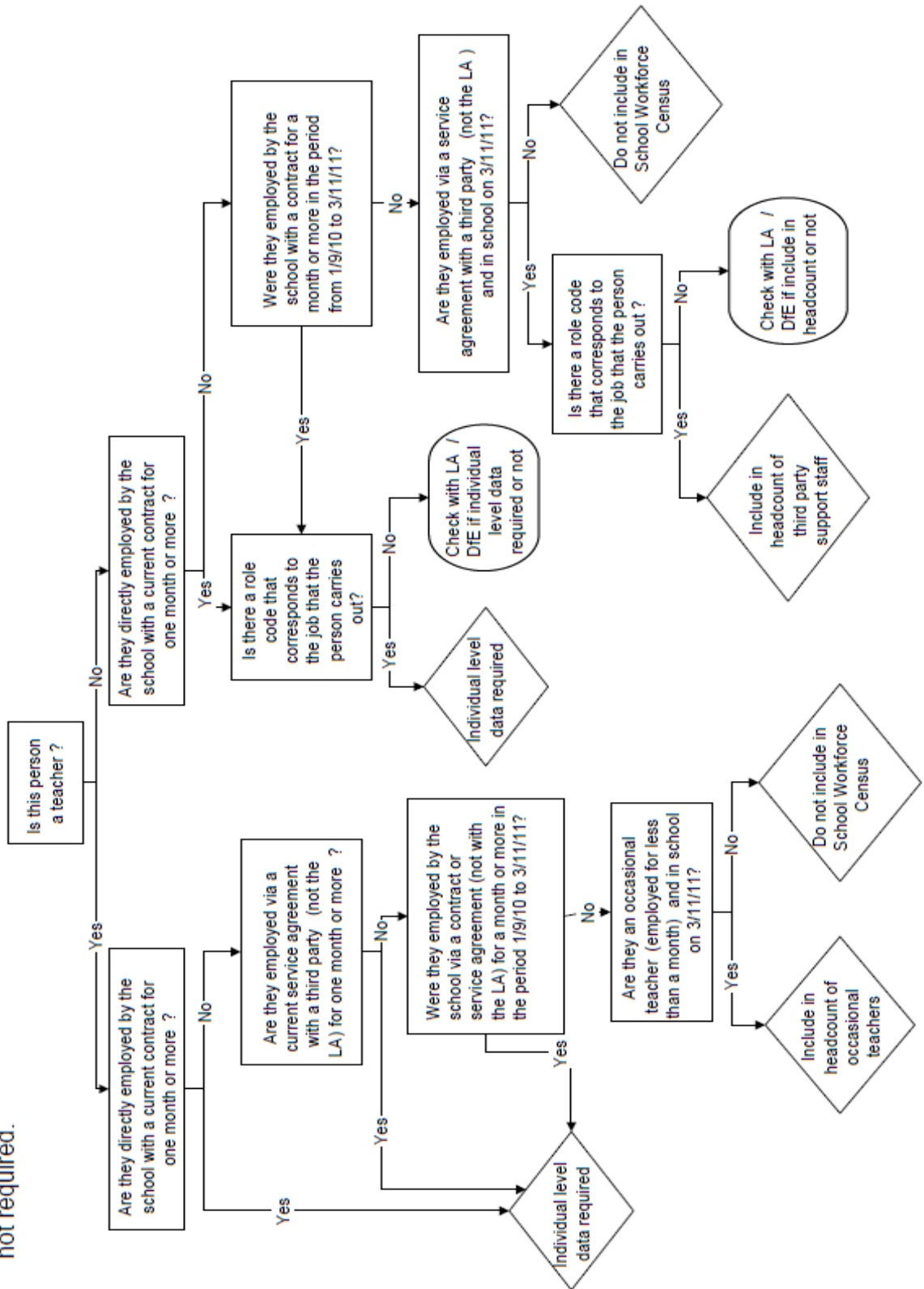
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- Support staff not employed directly by the school or the LA (third party support staff), eg teaching assistants, contract cleaners, nurses employed by the PCT, outsourced IT technicians, and are in school on the Census day.

# School Workforce Census

The information in the table applies to those staff with current contracts, or employed via a current service agreement, for one month or more on the Census day.

Flow diagram to help schools and local authorities decide which school employed staff should be included in the School Workforce Census. Note that roles or contracts for staff working in extended services or engaged only in the One to One Tuition Programme are not required.



# School Workforce Census

	Teachers	Agency/Service Agreement Teachers	Teaching Assistants	Other support staff
<b>Staff Details module</b>				
Teacher Number	√	√	√ (if applicable)	√ (if applicable)
Family Name	√	√	√	√
Given Name	√	√	√	√
Former Family Name	√	#	√	#
National Insurance Number	√	√	√	√
Gender	√	√	√	√
Date of birth	√	√	√	√
Ethnic Code	√	√	√	√
Disability	√	√	√	√
QT Status	√	√	√	#
HLTA Status	√	#	√	√
QTS Route	√ (for those currently working towards QTS)	√ (for those currently working towards QTS)	#	#
<b>Contract / Service Agreement module</b>				
Contract / Agreement Type	√	√	√	√
Start Date	√	√	√	√
End Date	√	√	√	√
Date of Arrival in School	√ (where known or for those contracts / agreements that started from 1/9/2009)	√ (where known or for those contracts / agreements that started from 1/9/2009)	√ (where known or for those contracts / agreements that started from 1/9/2009)	#
Post	√	√	√	√
Role Identifier	√	√	√	√

# School Workforce Census

	Teachers	Agency/Service Agreement Teachers	Teaching Assistants	Other support staff
Origin	√ (for those contracts / agreements that started from 1/9/2009)	#	√ (for those contracts / agreements that started from 1/9/2009)	#
Destination	√ (for those contracts / agreements that finished from 1/9/2009)	#	√ (for those contracts / agreements that finished from 1/9/2009)	#
Pay Scale	√	√ (not required if Daily Rate is provided)	√	#
Regional Pay Spine	√	√ (not required if Daily Rate is provided)	X	X
Spine Point	√	√ (not required if Daily Rate is provided)	X	X
Category of Additional Payment	√	√ (not required if Daily Rate is provided)	√	√
Additional Payment Amount	√	√ (not required if Daily Rate is provided)	√	√
Total Pay	√ (not required if Pay Scale, Regional Pay Spine and Spine Point are provided)	√ (not required if (a) Pay Scale, Regional Pay Spine and Spine Point or (b) Daily Rate are provided)	√	√
Safeguarded Salary	√	X	X	X
Daily Rate	X	√	X	X
Hours worked per week	√	√ (not required if Daily Rate is provided)	√	√

## School Workforce Census

	Teachers	Agency/Service Agreement Teachers	Teaching Assistants	Other support staff
FTE Hours per week	√	√ (not required if Daily Rate is provided)	√	√
Weeks per year	√	√ (not required if Daily Rate is provided)	√	√
<b>Absence module</b>				
Absence Category	√	#	√	#
First Day	√	#	√	#
Last Day	√	#	√	#
Working Days Lost	√ (for sickness absence only)	#	√ (for sickness absence only)	#
<b>Curriculum module</b>	<i>Secondary, middle deemed secondary and all-through schools only</i>			
Subject Code	√	√	√	X
Hours	√	√	√	X
Year Group	√	√	√	X
<b>Qualification module</b>				
Qualification code	√	√	√	√
Subject Code 1	√	√	√	√
Subject Code 2	√ (if applicable)	√ (if applicable)	√ (if applicable)	√

- √ Mandatory data item for this type of staff  
 # Optional data item for this type of staff  
 X Data item not applicable for this type of staff

# School Workforce Census

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## Permissions Required

You will need to be a member of the Personnel Officer and Returns Manager User Groups in System Manager to produce the School Workforce Census Return.



*NOTE: Please see your System Administrator/Manager if you are not sure whether you have the required permissions.*

## Privacy Notices (Formerly Fair Processing Notices)

For further information contact Mark Alland on 01604 366211 or Lee Hindmarsh on 01604 367334 at NCC.

## What Version of SIMS do I Need for the School Workforce Census 2011?

In order to run the Autumn School Workforce Census 2011, you will need to be on at least the SIMS 2011 Summer Main Release (7.140).

Once you have upgraded to this version and provided the licence patch has been run, you will be able to carry out “dry runs” of the return. This will help to identify any potential data issues which can be corrected ahead of Census Day.

If you are unsure which version of SIMS you have installed, open SIMS .net and select **Help | About SIMS .net** from the Menu Bar to display the SIMS .net version.

## Importing Revised Filesets



**NOTE:** Schools will be advised if a new Fileset needs to be imported before running the SWC Autumn Return. This advice, including when the file will be available to download will be via the Capita ESS website [www.capitaess.co.uk](http://www.capitaess.co.uk) and selecting Northamptonshire (928) from the Local Authority drop-down.

An email will also be sent to schools from the CAPITA Customer Service Manager.

## Importing Revised Files for Validation and Reports

Applicable to System Managers only

The Validation Errors Summary and the Summary Report are derived from files supplied by the Statutory Body. In addition, SIMS provides detailed reports to enable the checking of data used to generate the return. These report files are initially installed automatically during a SIMS upgrade.

Occasionally additions or corrections are made to these files after a SIMS release, and these changes are required for the forthcoming return. The **Import Fileset** functionality is provided to enable these files to be imported into SIMS by the System Manager between SIMS releases.

The fileset is supplied as an .MFS file (encrypted file) and can be downloaded from SupportNet, then imported into the SIMS Document Management Server (DMS) via **Tools | Setups | Import Filesets**.

### Before Importing the Revised Files

To enable the file(s) to be imported successfully, ensure that the DMS is configured correctly. This is achieved via **Tools | Setups | Document Management Server**. Click the **Test server connection** button to check if the specified DMS is available for use and is functioning correctly.

If the connection is unsuccessful, check the following details:

- The **Protocol** field defaults to **http** and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that the server is in use.

Click the **Test server connection** button again. If the DMS is now working correctly, click the **Save** button.

To import the latest School Workforce Centre fileset.

Select **Tools | Setups | Import Filesets**.

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Select the Browse and locate where the fileset has been saved then select **Import Fileset**.

## Importing CCS\_Base\_Lookups

Various fields in SIMS Staff Details are linked to lookup tables. The lookup tables contain a list of options from which a selection is made. Some fields are linked to Statutory Lookup Tables, where the content is defined centrally and cannot be changed. These fields will be providing data for the School Workforce Census. Other fields can have their content altered to suit local needs either within an authority or within the school.

Capita provides a file with a set of lookup definitions to support the SWC. This file is called CCS\_Base\_Lookups.zip and must be imported into SIMS. The Local Authority may also provide an additional file which should be imported.

Select **Tools | Lookups | Import Lookups** to display the **Import Lookups** window.

Select the **Select File** button and browse to the **CCS\_base\_lookups.zip** file. This will be found in X:\SIMS, where X: represents the drive letter where your SIMS folder is located.

The screenshot shows the 'Import Lookups' window with the following sections:

- 1 Select File:** File Name: D:\sims\CCS\_base\_lookups.zip, Select File button.
- 2 Lookups present in the file:** A table listing lookup codes, descriptions, and modes.
- 3 Lookup values present in the file:** A table showing values for the selected 'ABSPAYRATE' lookup.

Lookup Code	Lookup Description	Lookup Mode
ABSPAYRATE	Absence Pay Rate	Standard
ABSENCETYP	Absence Type	Statutory with Category
CHECKTYP	Check	Standard
CLEARLEV	Check - Clearance Level	Standard
EMPLOYMTYP	Contract - Employment type	Statutory with Categor...
CONALWTYPE	Contract Allowance Type	System
POSTREASON	Contract Post Reason	Standard
TERMIREASN	Contract Termination Reason	Standard
EMPETHNIC	Ethnicity	Statutory with Category
ILLNESSCAT	Illness Category	Standard

Code	Description	Active	System	Display Order
F	Full Pay Rate	Yes	Yes	1
H	Half Pay Rate	Yes	No	2
N	Nil Pay Rate	Yes	No	3

The lookup tables are listed in the top part of the display and their contents are listed below. Highlighting a lookup table in the top displays the associated values in the bottom, although this is only for interest.

Select the **Import** button to carry out the import and wait for the import button to grey out. Select the **Close** button to return to the Home Page.

## Running Pay Related Checking Reports

It may be useful to run the following reports to check that all Service Terms have been mapped correctly.

Ensure that the most recent Predefined Reports have been imported.

Select **Reports | Run Report**, open the **Focus** folder and scroll to the **Service Terms** folder. Select the folder to display its contents.

Of the reports listed:

**ST Pay Scale Definitions** will show the mappings of Pay Scales for all Service Terms in use.

**ST Allowances** will show the mappings of allowances for all Service Terms in use.

**ST Post Definitions** will show the mappings of Posts for all Service Terms in use.

Run these reports and check that the mappings are correct.



**NOTE: Since Northamptonshire schools took part in the SWC Pilot the DFE has introduced the following new National Definitions, therefore schools may need to update their service terms:**

**Pay Awards:** Scales - Unqualified Teachers from Sept 08.

**SWC Posts:** Teaching Assistant, Executive Head Teacher.

If any mappings need to be amended, follow the guidance below.

## Mapping Pay Related Definitions to National Codes

For the School Workforce Census it is necessary to map the local structure to the national system, even though some of the links may appear obvious.

Pay Related definitions are found in **Tools | Staff | Pay Related**. It is necessary to map:

- Scales to National Scales .
- Pay Spines to National Pay Spines.
- Allowance Payments to National Categories.
- Post Definitions to National Post Descriptions.
- Each of the following are components of a Service Term as defined in SIMS Pay Related data. It is necessary to carry out the following steps for every Service Term in use in the school, although the SWC only collects Contract and Pay Related data, as indicated in the table showing Data Items Expected for each Category of Staff.

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Select **Tools | Staff | Pay Related** to display the **Find Service Term** browser. Select the **Search** button to populate the browse with the list of Service Terms currently in use.

Select the required Service Term

### Pay Awards panel:

Select the **Scale** from the list.

For SWC purposes the fields **Pay Scale and Regional Pay Spine** must be linked to the appropriate national definitions. By default they were linked to Other and Rest of England respectively.

For **Pay Scale**, select the drop-down, Leadership, Teachers Main, Teachers Upper, Advanced Skills Teachers, Excellent Teacher, Unqualified Teachers, Soulbury, National Joint Council, Other and Unqualified Teachers from Sept 08. Select an appropriate option from the list for the selected scale.

For **Regional Pay Spine**, select the drop-down, Rest of England, London Fringe, Outer London and Inner London. **Rest of England** should be selected.

Select the **OK** button to complete the Scale Mapping. This will enable the DfE to determine salary levels from the point on the scale indicated on each individual's contract information.

Repeat for each scale in the list.

If a change has been made the **Save** button will be active and can be selected.

### Allowances Panel:

Select the **Allowance** from the list.

For SWC purposes the Category of Additional Payment must be linked to a National Definition.

For Category of **Additional Payment**, select the drop-down. This is a list of all allowances the DfE expects to be in use based on National Pay and Conditions documents. An appropriate definition should be selected. If one does not exist, use **Other**.

Select the **OK** button to complete the **Allowance Mapping**. This will enable the DfE to determine who receives what category of additional payment from each individual's contract information.

Repeat for each allowance in the list.

If a change has been made the **Save** button will be live and can be selected.

## Posts Panel:

Select the **Post** from the list.

For SWC purposes the SWC Post must be linked to a national definition.

This is a list of all Posts pertinent for SWC purposes that the DfE expects to be in use based on National Pay and Conditions documents. An appropriate definition should be selected. Select the **OK** button to complete the Post Mapping.

Repeat for each Post in the list.

If a change has been made the **Save** button will be live and can be selected.

## Mapping Subjects to National Codes

As with Pay Related definitions there has been no imposition of external definitions on the setting up of subject codes in the past. However, now that subject related data is required by the SWC, it will be necessary to map the school's subjects to a national code set.

An element of the School Workforce Census is recording vacancies in the school. This information will be entered manually when the return is created, however, it will use a relationship with the school's list of subjects, usually maintained in Nova for Secondary schools, but also present in the SIMS database and accessible by selecting **Tools | Setups | Subjects**. Primary schools will need to have at least one subject created for use when recording vacancies, however, this subject can be a generic subject for example Primary Curriculum. Middle schools which do not use Nova for timetabling will also need a subject for this purpose.

## Primary Schools

It is necessary to set up a generic subject label to record vacancies in Primary schools. A DfE subject 'Primary Curriculum' exists in the list.

Select **Tools | Setups | Subjects** to display the browse of subjects.

Select the **New** button to add a new subject.

Enter a Code of **Pc** and a Title of **Primary Curriculum**.

From the **DfE** lookup table select **Primary Curriculum**.

A Coordinator is also required and can be added by clicking the **Browse** button and clicking the **Search** button to find the most appropriate member of staff. Primary schools should select the Head Teacher.

Select the **Save** button to complete the process, then select the **Close** button to close the screen.

It will now be possible to select an appropriate DfE linked subject for any vacancies that are recorded in the SWC.

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The screenshot shows the 'Subject Detail' form in the SIMS .net application. The form is titled 'Subject Detail' and has a menu bar with 'Save', 'Undo', and 'Print'. Below the menu bar, there are two tabs: '1 Basic Details' and '2 CLP Module Details'. The '1 Basic Details' section contains the following fields: 'Code' (Pc), 'DfE Subject Code' (Primary Curriculum), and 'Title' (Primary Curriculum). The '2 CLP Module Details' section contains the following fields: 'Coordinator' (Mrs Gillian Grosvenor), 'Core to NC' (unchecked), 'Year(s) Taught In' (a list of curriculum years from N2 to 5, all checked), 'Background Colour', 'Foreground Colour', 'Active' (checked), and 'Default For New Plans' (unchecked).

## Special Schools

It is necessary to set up a generic subject label to record vacancies in Special schools. A DfE subject 'Not Applicable' exists in the list.

Select **Tools | Setups | Subjects** to display the browse of subjects.

Select the **New** button to add a new subject.

Enter a Code of **NA** and a Title of **Not Applicable**.

From the **DfE** lookup table select **Not Applicable**.

A Coordinator is also required and can be added by clicking the **Browse** button and clicking the **Search** button to find the most appropriate member of staff. Special schools should select the Head Teacher.

Select the **Save** button to complete the process, then Select the **Close** button to close the screen.

It will now be possible to select an appropriate DfE linked subject for any vacancies that are recorded in the SWC.

## Other Schools

For other types of school (not using a timetabled curriculum), a subject of School Curriculum linked to the DfE code – **Other** (not otherwise specified) will suffice. If you are unsure on this please check with Mark Alland on 01604 366211 or Lee Hindmarsh on 01604 367334 at NCC.

The school or the LA, if they are still unsure, should then check with the DSG Helpdesk, 01325 392626, [DSG.Helpdesk@education.gsi.gov.uk](mailto:DSG.Helpdesk@education.gsi.gov.uk). Unless supported by their LA, academies should contact the DSG Helpdesk direct.

## Running a Report to Check Staff Data

A report is available in SIMS, which details the SWC fields for each personnel record in a format that can be distributed to staff.

To produce the report for all members of staff.

Select **Reports | Run Report.**

In the **Report** browser, select **Focus | Staff.**

In the list of reports double-click **SWC Annual 2011**. A set of report filters are displayed. Accept the default values (these have been set to match the requirements of the Autumn SWC return).

Click the **OK** button to run the report.

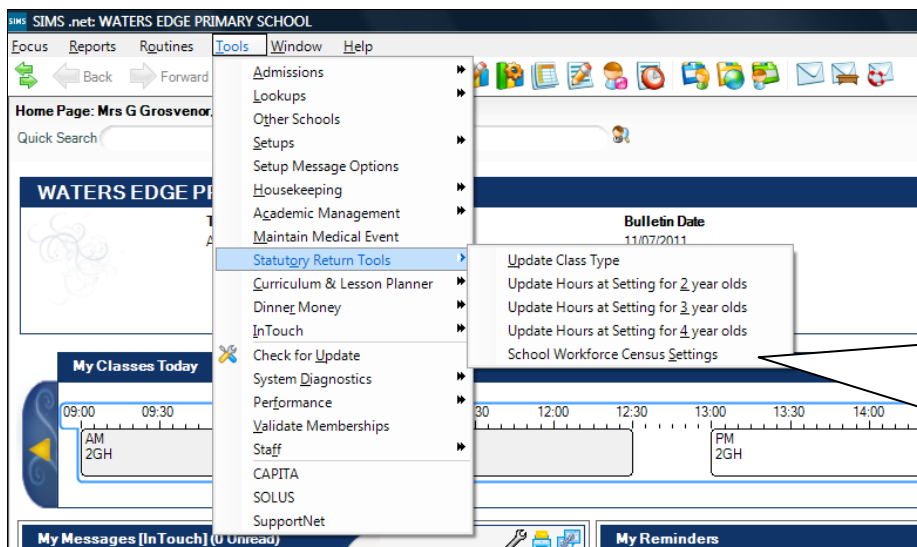
This report will show the information that is being included in the Autumn SWC return, for each member of staff including their absences.

To produce the report for an individual member of staff.

Open the relevant personnel record and select **Employee Reports** from the right hand link. Select **Focus | Staff | SWC Annual 2011** and **OK**. The report will now be produced for the selected member of staff.

## School Workforce Census Settings

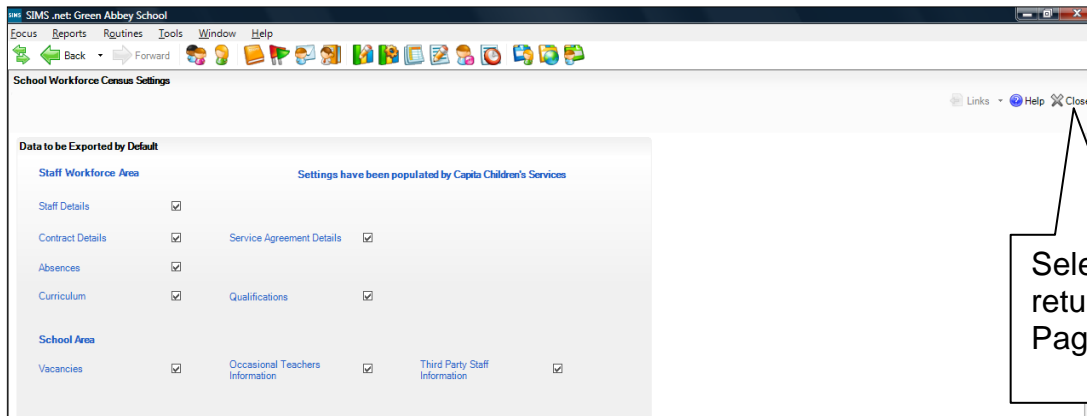
Go to **Tools | Statutory Return Tools | School Workforce Census Settings**



Select the **School Workforce Census Settings** to view the settings for information that will be included in the Return.

# School Workforce Census

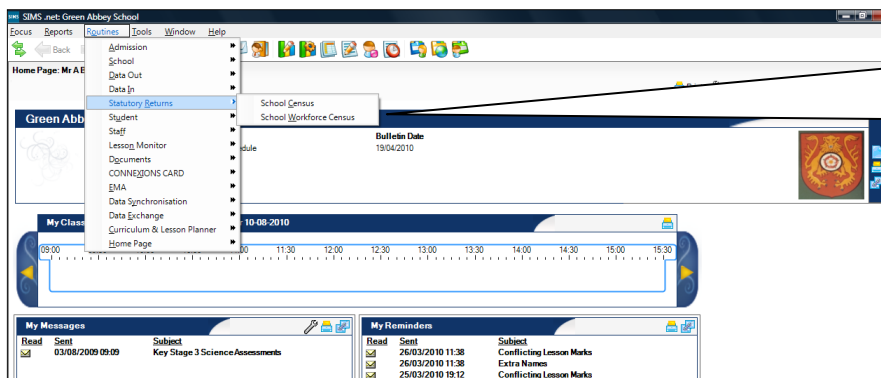
For the SWC Return in Autumn 2011 all fields should be ticked. This is a default set by the software.



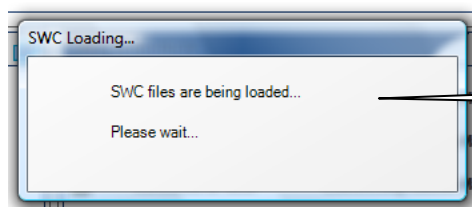
Select **Close** to return to Home Page.

## Creating a folder to save the School Workforce Return

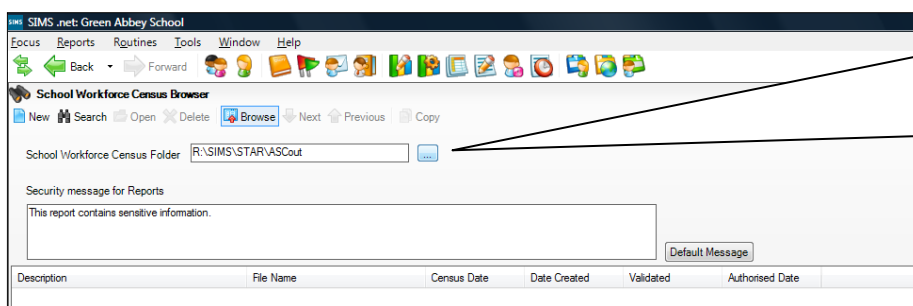
Go to **Routines | Statutory Returns | School Workforce Return**



You will need Personnel Officer / Returns Manager access rights to see this option.

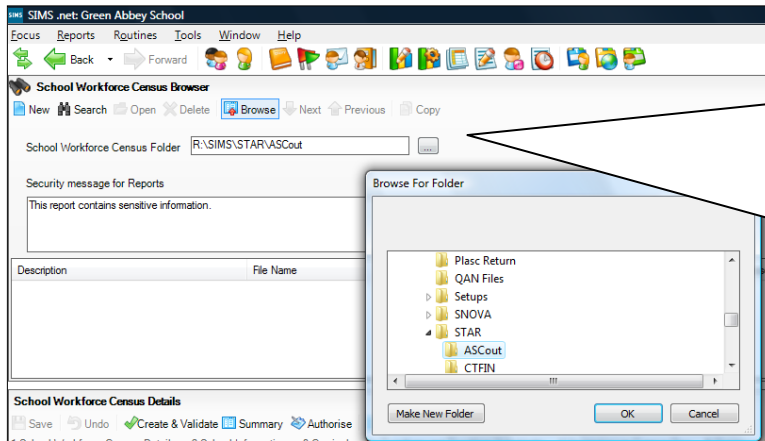


You may see this message.



Check the path is set to:  
**N:\sims\star\ascout**  
*N represents your sims drive (Usually C:\ or S:\).*

# School Workforce Census



If the path is not set correctly. Select the **browse icon** to the right of the School Workforce Return Folder and navigate to:

**N:\sims\star\ascout.**

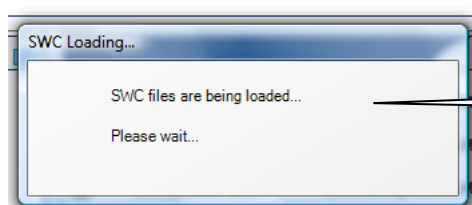
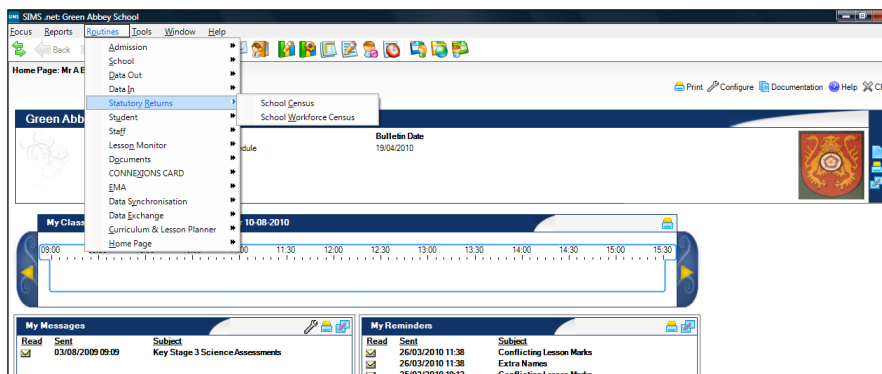
*N represents your sims drive (Usually C:\ or S:\).*

Select **OK**.  
Select **Yes** to the 'You are changing the location for the return' message.

## Producing the School Workforce Census Autumn Return 2011

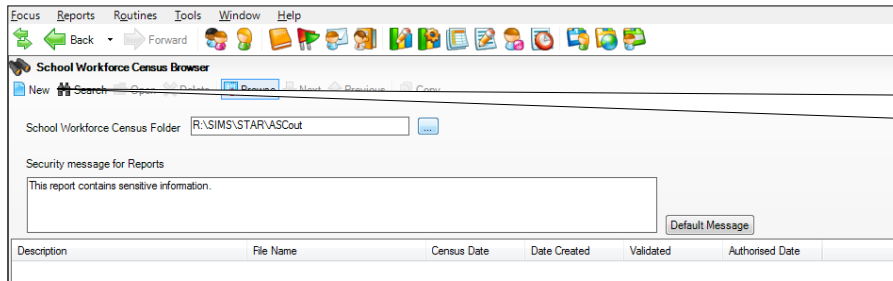
Schools will be able to complete 'dry runs' of the School Workforce Census prior to the actual return day on **Thursday 3<sup>rd</sup> November 2011**. To ensure an accurate return SIMS must be upgraded to the 7.140 release. You can create as many 'dry runs' as you wish. It is possible to delete unwanted returns before authorisation. You will only authorise and submit one return once all the data is correct and all validation errors have been cleared.

Go to **Routines | Statutory Returns | School Workforce Census**

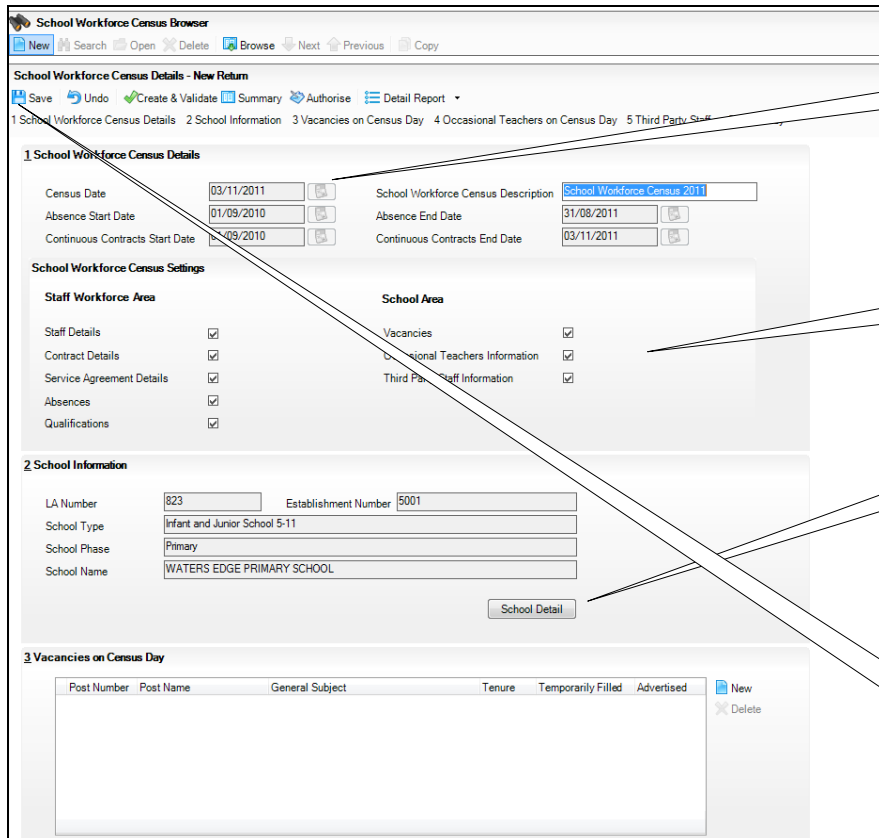


You may see this message.

# School Workforce Census



Select **New**.



Census Date must be set to **03/11/2011**.

You can amend the description.

The settings are picked up from those in School Workforce Settings.

Check School Information is correct, if not select **School Detail** and amend as required.

You can select **Save** at any time to save your work to date.

## Vacancies on Census Day (*All schools*)

Post Number	Post Name	General Subject	Tenure	Temporarily Filled	Advertised
-------------	-----------	-----------------	--------	--------------------	------------

New  
Delete

There is currently no facility within SIMS for recording vacancies; hence this data must be entered manually for SWC.

Only teaching vacancies are required for the return.

Data entered will require a Subject Code which has been associated with a DfE subject, referred to earlier.

To create vacancies Select the **New** button.

Select a **Post Name** from the drop-down list, you can then select the associated **DfE Post**.

Select a **General Subject** description from the drop-down list, you can then select the associated **DfE Subject Code**.

Select the **Tenure** either **Full Time** or **Part Time**.

Select **Temporarily Filled** either **Yes** or **No**. (*Temporarily filled vacancies are those that are covered by a teacher on a contract of at least one term and no more than three terms*).

Select **Advertised** either **Yes** or **No**.

Select the **Save** button to save the return.

Post Number	Post	Post Name	Subject Code	General Subject	Tenure	Temporarily Filled	Advertised
I 1	TCH	Classroom te.	PRI	Primary Curriculum	Full Time	No	Yes

New  
Delete

# School Workforce Census

## Occasional Teachers on Census Day (*All schools*)

Category Description	Count
Number of Occasional Teachers With QTS	0
Number of Occasional Teachers Without QTS	0
Number of Occasional Teachers Where QTS Not Known	0

Number of Occasional Teachers (Total) 0

Occasional teachers are those teachers who are in school on census day, but are not deemed to be in regular service, i.e. their contract or service agreement is for less than one month. Such staff are recorded under one of the following categories:

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

The count of Occasional Teachers in each category should be amended manually and the total will be calculated.

Select the **Save** button to save the return.

Category Description	Count
Number of Occasional Teachers With QTS	1
Number of Occasional Teachers Without QTS	0
Number of Occasional Teachers Where QTS Not Known	0

Number of Occasional Teachers (Total) 0

## Third Party Staff on Census Day (*All schools*)

Role	Count
------	-------

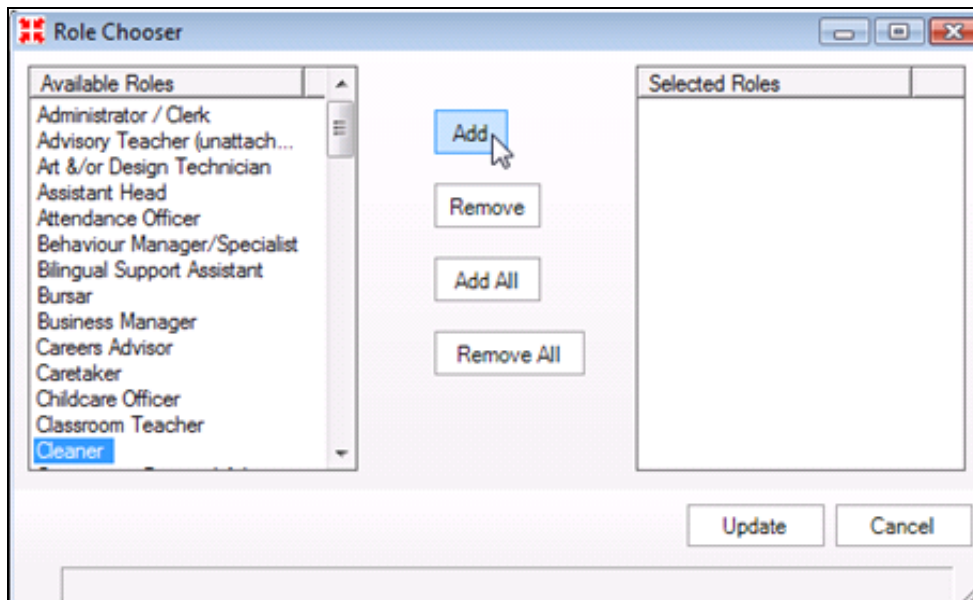
Number of Third Party Staff (Total) 0

New  
Delete

The **Third Party Staff Count** panel provides the opportunity to record the numbers of staff, who are not employed by the school via a contract or employed by the LA. They may be provided by a third party organisation to fulfil particular roles in the school, e.g. cleaners, catering staff etc.

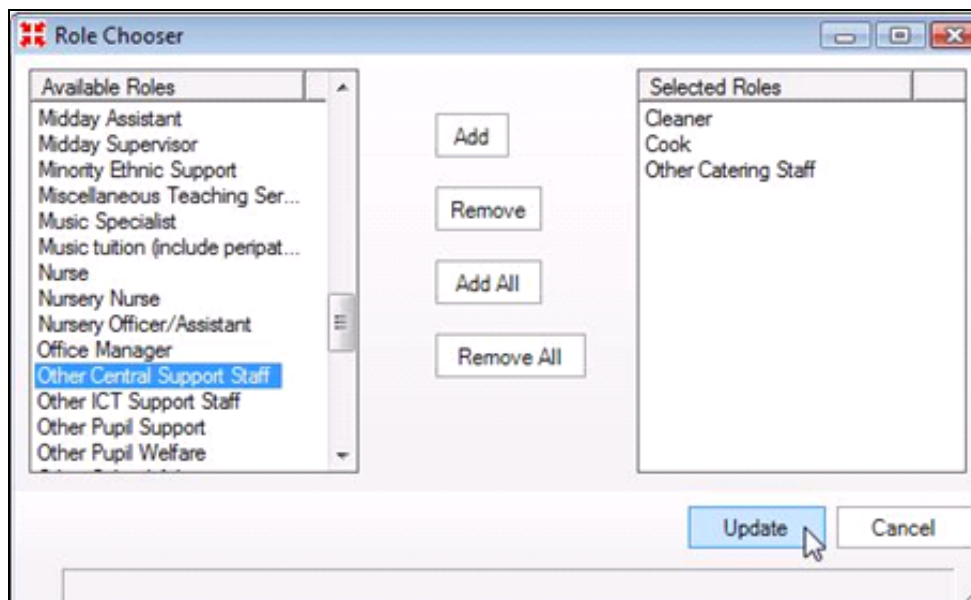
To add Third Party Staff – select the **New** button.

# School Workforce Census



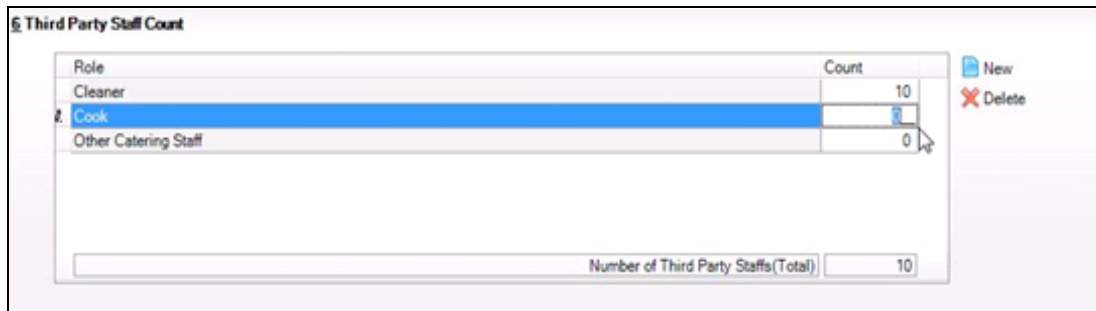
Appropriate Roles are selected from the list of available roles on the left. Roles are added to the **Selected Roles** list on the right. Only roles appropriate for the third party head count should be selected.

It should be remembered that the list of available roles is all those available for SWC, some of which will be collected as contracted staff by SWC and reported elsewhere.



When the selection of Third Party roles is complete, Select the **Update** button to return to the **Third Party Count** panel. Additional roles can be added or adjustments can be made later.

# School Workforce Census



Numbers representing the head count for each role can now be entered manually.

Select the **Save** button to save the return.

Once the return has been calculated and the additional panels populated manually, it will need to be Validated to check for any errors or queries.

## Validating the School Workforce Census Return

Select **Create & Validate**

The following message will appear.

Validation Process  
Data is being collected  
Please wait...

A list of errors and queries will be generated and displayed in the **Validation Errors Summary** panel.

Report		Validation Search		
Validation Errors Summary				
School Workforce Census Return Validated - 18 Validation rules failed (Number of Errors - 12 and Number of Queries - 6)				
Validation Fileset ID : 80		To resolve error : Click in row to navigate to relevant screen		
Type	Error Number	Error Message	Individual Data Item	Solution
F	85	Estab Number in header is invalid		Please contact software supplier.
F	6200	Qualification Code is invalid	Teacher Number: 8886710  NI Number: YK529810B  Name: Lorr	# Go to Focus   Person   Staff and correct Qualification Code
F	6210	Qualification Code is missing	Teacher Number: 8886710  NI Number: YK529810B  Name: Lorr	# Go to Focus   Person   Staff and add Qualification Code
F	6220	Subject Code is invalid	Teacher Number: 8886710  NI Number: YK529810B  Name: Lorr	# Go to Focus   Person   Staff and correct Subject Code 1
F	6240	Second qualification Subject Code 2 is invalid.	Teacher Number: 8886710  NI Number: YK529810B  Name: Lorr	# Go to Focus   Person   Staff and correct Subject Code 2
F	4470	Pay Scale type inconsistent with Qualified Teacher Status	Teacher Number: 9998444  NI Number: ST210632A  Name: Cha	# Go to Focus   Person   Staff and correct Pay Scale
F	4218	Ethnicity is missing	Teacher Number: 9290003  NI Number: NB121235B  Name: Ste	# Go to Focus   Person   Staff and add Ethnicity
F	4218	Ethnicity is missing	Teacher Number:   NI Number: AB346523A  Name: James, Mary	# Go to Focus   Person   Staff and add Ethnicity
F	4220	Ethnicity is invalid	Teacher Number: 9773452  NI Number: NB945544D  Name: Bo	# Go to Focus   Person   Staff and correct Ethnicity
F	4220	Ethnicity is invalid	Teacher Number: 9443009  NI Number: NB124455C  Name: Bat	# Go to Focus   Person   Staff and correct Ethnicity
F	4515	No Payment information has been provided	Teacher Number: 8412345  NI Number: NB616090C  Name: Vh	# Go to Focus   Person   Staff and add payment information
F	4218	Ethnicity is missing	Teacher Number:   NI Number:   Name: Adams, Paul   Date of Bi	# Go to Focus   Person   Staff and add Ethnicity
Q	4440Q	Please check: Date of Arrival In School should not be later than	Teacher Number: 8777071  NI Number: YG369212A  Name: Per	# Go to Focus   Person   Staff and correct Employment Start
Q	4155Q	Please check: Appears to be a temporary or non-standard NI Nu	Teacher Number:   NI Number: NT101648C  Name: Finch, Trace	# Go to Focus   Person   Staff and correct NI Number
Q	4160Q	Member of workforce with missing NI Number	Teacher Number:   NI Number:   Name: Hirani, Deepa   Date of	# Go to Focus   Person   Staff and provide NI Number
Q	4100Q	Please check: Qualified Teacher with Teacher Number missing	Teacher Number:   NI Number:   Name: Lester, Sabina   Date of	# Go to Focus   Person   Staff and add Teacher Number
Q	4160Q	Member of workforce with missing NI Number	Teacher Number:   NI Number:   Name: Lester, Sabina   Date of	# Go to Focus   Person   Staff and provide NI Number
Q	4160Q	Member of workforce with missing NI Number	Teacher Number:   NI Number:   Name: Adams, Paul   Date of Bi	# Go to Focus   Person   Staff and provide NI Number

The **Type** column indicates whether the error is a failure (F) or a query (Q).

1. The **Error Number** and **Error Message** columns display the actual error or query encountered
2. The Individual Data Item indicates the specific record containing the error
3. 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

The return will generate Validation Errors and Queries for any data that does not meet the SWC specification.

F = Failure these will show in Red and must be resolved before authorising and sending the return.

Q = Queries these will show in Black. The return can be authorised and sent with these queries provided the school can offer a suitable explanation for them.

You can order the way that you view the errors by clicking in the header of any column or selecting the Validation Search box to display one error code at a time.

You can print a list of the errors by selecting the **Report** icon.

# School Workforce Census

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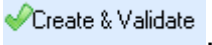
## Resolving Validation Errors

Double-click an error for example (**4220 Ethnicity is invalid**).

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

Resolve the error by selecting an appropriate value, the invalid value is displayed in red with a yellow warning triangle. Select an appropriate entry.

Select the **Save** button and select the **Close** button to close the record.

To clear the errors from the return select .

The validation routine will run again and only outstanding errors and queries will appear.

Select **Save** to save the changes to the return.

Resolve as many failures and queries as possible and then revalidate the Census Details.

Continue to resolve failures and revalidate the return again, as many times as necessary.

All failures must be resolved and all queries must be investigated.



**NOTE:** If you have any difficulties in clearing errors or understanding the reason for a query please contact Capita Helpdesk on 01604

824999 for assistance. **IMPORTANT NOTICE**

**From the 1<sup>st</sup> November 2011 Capita helpdesk number will be 0844 8922406**



**NOTE:** You must inform Mark Alland on 01604 366211 or Lee Hindmarsh on 01604 367334 at NCC of the reason for any acceptable queries.

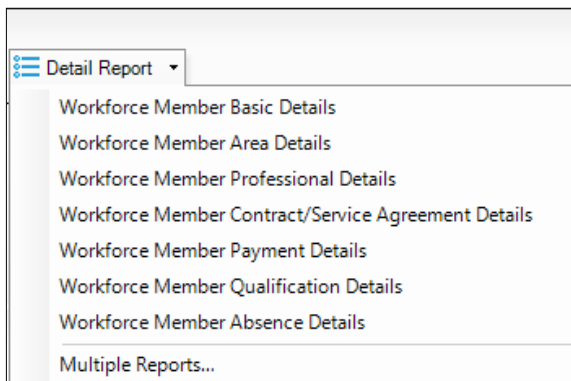
## Producing Detail Reports and Summary

Detail Reports provide a list of information that relates to the specific sections of the School Workforce Census. For example, the Basic Details Report provides a list of the basic details recorded against each member of staff, e.g. Teacher Number, Surname, Forename etc.

Reports can be run individually or by choosing the Multiple Reports option a selection of the reports can be produced at the same time.

### To Run a Detail Report

From the **School Workforce Census Return Details** panel, select 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.

It can be exported to Excel, right click in the report and select **Export to Microsoft Excel**.

### To Print a Detail Report

Select **File | Print** or select the **Print** button to display the **Print** dialog.

In the **Print** dialog, the paper selection, number of copies and print quality can be edited before selecting the **Print** button.

### To Close the Detail Report

Select 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.

# School Workforce Census

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## Summary Report

There is now the facility to produce a Summary Report in the same way as for the School Census. It is recommended that this report is signed by the Headteacher to show that they are aware of the data being included in the SWC return and have authorised it to be submitted.

### To Run the Summary Report

From the **School Workforce Census Return Details** panel, select the **Summary icon**, the report will be displayed in your internet browser.

### To Print the Summary Report

Select **File | Print** or select the **Print** button to display the **Print** dialog.

In the **Print** dialog, the paper selection, number of copies and print quality can be edited before selecting the **Print** button.

### To Close the Summary Report

Select 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.

## Authorising the SWC Return

Once all the errors have been resolved, the detailed reports have been checked any anomalies cleared, and the Headteacher approved the return it is necessary to authorise the return before it can be sent.

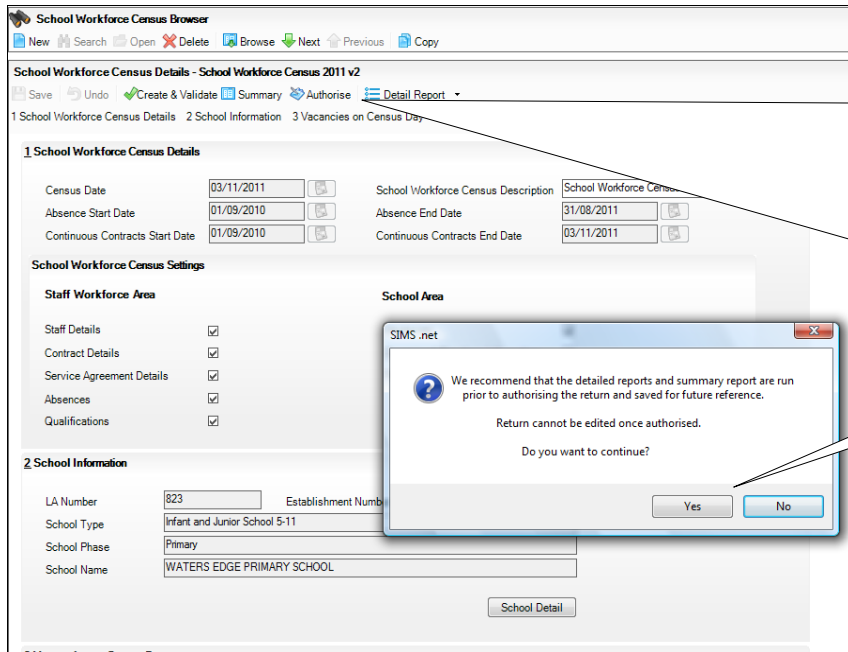
Once a return has been authorised, it will no longer be possible to edit any of the information in the **School Workforce Census Details** page.

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

Select the **Search** button.

Highlight the required return and double click to open it.

# School Workforce Census



**School Workforce Census Browser**

School Workforce Census Details - School Workforce Census 2011 v2

1 School Workforce Census Details 2 School Information 3 Vacancies on Census Day

**1 School Workforce Census Details**

Census Date: 03/11/2011  
Absence Start Date: 01/09/2010  
Continuous Contracts Start Date: 01/09/2010  
School Workforce Census Description: School Workforce Census  
Absence End Date: 31/08/2011  
Continuous Contracts End Date: 03/11/2011

**School Workforce Census Settings**

**Staff Workforce Area**

Staff Details   
Contract Details   
Service Agreement Details   
Absences   
Qualifications

**2 School Information**

LA Number: 823 Establishment Number: [blank]  
School Type: Infant and Junior School 5-11  
School Phase: Primary  
School Name: WATERS EDGE PRIMARY SCHOOL

**SIMS .net**

We recommend that the detailed reports and summary report are run prior to authorising the return and saved for future reference.

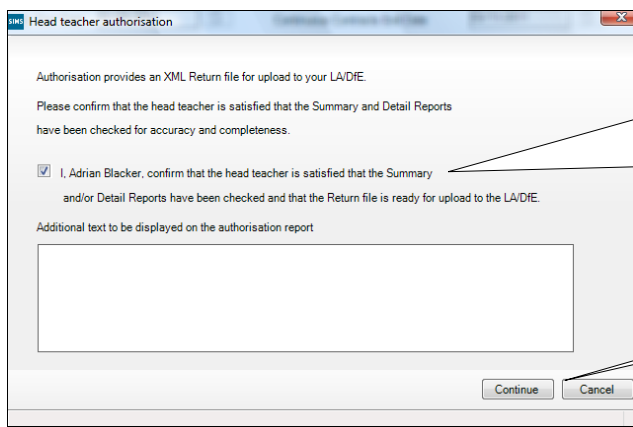
Return cannot be edited once authorised.

Do you want to continue?

Yes No

Select the **Authorise** button.

A warning message will appear select **Yes**.



**SIMS Head teacher authorisation**

Authorisation provides an XML Return file for upload to your LA/DfE.

Please confirm that the head teacher is satisfied that the Summary and Detail Reports have been checked for accuracy and completeness.

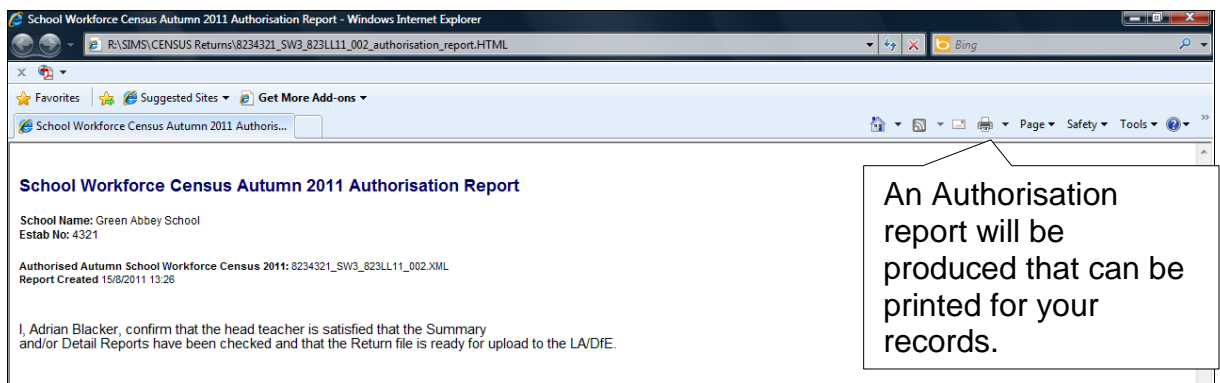
I, Adrian Blacker, confirm that the head teacher is satisfied that the Summary and/or Detail Reports have been checked and that the Return file is ready for upload to the LA/DfE.

Additional text to be displayed on the authorisation report

Continue Cancel

Tick to confirm that Headteacher has authorised the return.

Select **Continue** to authorise the return.



**School Workforce Census Autumn 2011 Authorisation Report**

School Name: Green Abbey School  
Estab No: 4321

Authorised Autumn School Workforce Census 2011: 8234321\_SW3\_823LL11\_002.XML  
Report Created 15/8/2011 13:26

I, Adrian Blacker, confirm that the head teacher is satisfied that the Summary and/or Detail Reports have been checked and that the Return file is ready for upload to the LA/DfE.

An Authorisation report will be produced that can be printed for your records.

A 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: **8234321\_SW3\_823LL11\_001.XML**. If new files are created, the last digit will increase to differentiate the files.

This is the file which will be submitted to the Local Authority.



**NOTE:** 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.

# School Workforce Census

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## To Create a Copy of a Return

If the return needs amending after Authorisation it will have to be re-created from a copy of the original one.

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

Select the **Search** button.

Highlight the required file and select 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.

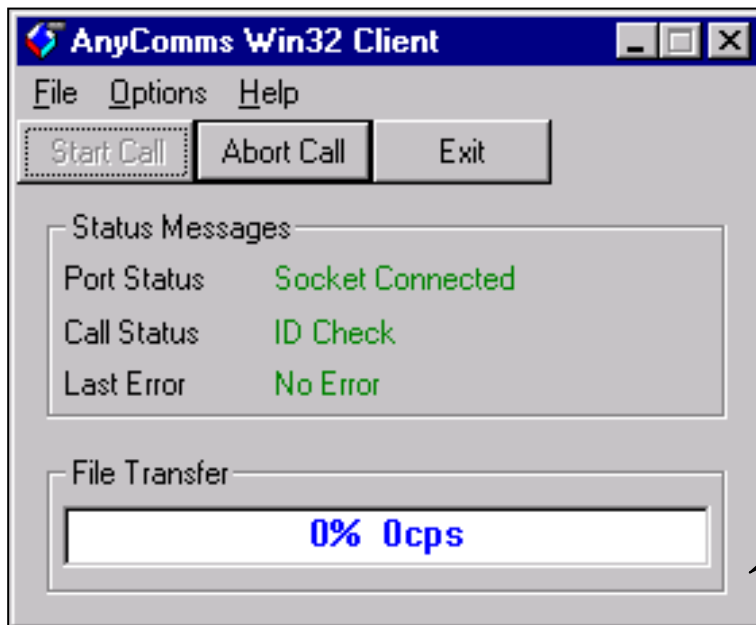
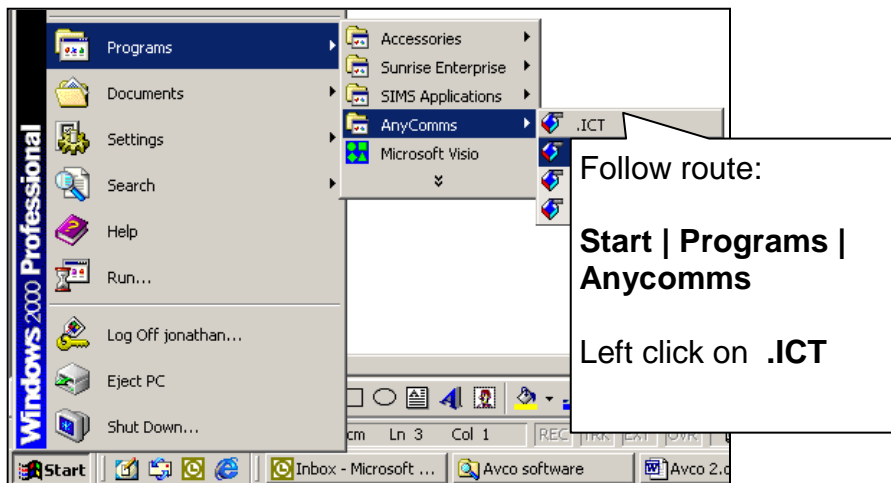
A copy will be made and displayed in the **School Workforce Census** browser as **Copy of <name of selected file>**.

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

**Once all changes have been made you must 'Create and Validate' then 'Authorise' the new return before re-submitting to the LA.**

## Sending files to the LA via AVCO Secure File Transfer

All other schools will need to send the SWC file to the LA via AVCO.



The School Workforce Census file will automatically be sent to the Local Authority.

For security reasons once the file has been sent via AVCO it will be automatically deleted from the ascout box.