



P&D
Personnel & Development
School Workforce Census



FIRST STEPS

Preparing for the School Workforce Census



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INTRODUCTION:

The School Workforce Census (SWC) is part of a series of Data Collections required by the Department for Children, Schools and Families. The School Workforce Level is a mandatory data collection which covers all English schools in the maintained sector and includes Academies.

The submission of the census is a statutory requirement on schools and the Local Authorities by virtue of the regulations SI2007/1264 made under Sections 113 and 114 of the Education Act 2005.

The first full return is due January 2010, however, work on this complex project is underway to ensure that we can provide training and support for all schools and make the process as efficient as possible.

The SWC will replace 5 current data collection exercises:

- 618G – the annual survey of teachers in service and teacher vacancies;
- The Annual School Census staffing elements;
- The Secondary Schools' Curriculum & Staffing Survey (SSCSS);
- The Office of Manpower Economics (OME) Survey of Teacher Pay;
- The annual survey of Teacher Resignations and Recruitment (TRR)

The business drivers behind the SWC are consistent with the Department's overall vision which underpins the New Relationship with Schools programme, this includes:

- Collect data once and use many times
- Collection of data should be automatic
- Data collected should be that which a school uses itself or should be justified with a clear business case

All workforce data is owned by the school and consequently it will be the school's responsibility to ensure that the appropriate data is collected and stored in a format which is compatible with the LA's systems so that the data can be easily transferred. The format will be the same as the current pupil and school level data. These notes are designed as a checklist for schools using SIMS.Net (Personnel 7) software.

These notes **must** be read in conjunction with the preparation, guidance notes which can be found on Kent Trust Web:

http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/Adapted_SWC_Guidance_version_6.0.pdf

For schools not using SIMS.Net the Technical Specifications for the 2010 Census can be found on Teachernet:

<http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/technicalspecification/>

If you have any queries please contact:

Ann Lewis (Project Manager) Sessions House, County Hall, Maidstone, Kent ME14 1XQ. Telephone 01622 221721 or e-mail ann.lewis@kent.gov.uk or swc@kent.gov.uk.

TIMETABLE:**All Schools**

Start Date	Detail	Collection Date
ASAP	Input staff personnel information and keep it up to date	October 2009 (Dry-Run)
ASAP	Data Collection sheet given to staff to check their information and fill in any gaps in the information required for the SWC	October 2009 (Dry-Run)
Now	All absence data to be recorded – a full calendar year must be returned in January 2010 so please start to record this information as soon as possible	January 2010 (Live)
ASAP	Record Qualification data	October 2009 (Dry-Run)
Now	Curriculum Data (Secondary Schools only)	October 2009 (Dry-Run)
June/July 2009	Issue Fair Processing Notice to all staff with accompanying letter – this will be sent out via CFE E-Bulletin	October 2009 (Dry-Run) January 2010 Live Roll Out

Step 1 – Data Protection ⁶ :

Make sure that all those involved with the SWC are aware of their obligations under the Data Protection Act. Anyone who processes personal information must comply with eight principles, which make sure that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- **Accurate and up to date**
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection

The second area covered by the Act provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records. Processes need to be in place to ensure this can happen.

⁶ For further information on the Data Protection Act please refer to Kent Trust Web: <http://www.kenttrustweb.org.uk/policy/dpfoi.cfm>

Step 2 – Preparation:

Meet with your Head Teacher and discuss the following:

- Identify the person who will manage the process;
- Identify the people who will be involved in the collection and recording of the data;
- Agree the requirements of the Census;
- Agree any change to processes required to complete the census;
- Discuss arrangements for informing staff about the collection (Fair Processing Notices and letters will be sent out in an E-Bulletin in May 2009 (for non-pilot schools).

Step 3 – Data Collection:

This table highlights key areas in Staff Contracts that should be checked thoroughly to minimise errors.

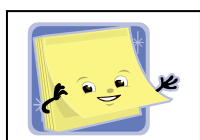
Panel Name/Location of Field	Notes	Action Required
Personal Information Panel		
Full Name		
Ethnicity and Disability	Select from the lookup values and make sure that they are valid codes	Check for all staff members
NI Number	Correctly structured numbers entered	Check for all staff
Professional Panel		
HLTA Status	Selected where applicable. NB: this should only be selected when a member of staff has HLTA accreditation	Complete for relevant staff
HLTA Date	Selected where applicable	Complete for relevant staff
QTS Route	This is only to be returned for staff that are currently in schools en route to achieving QTS Status. It does not have to be backfilled for staff that already have QTS	Complete for staff where appropriate
Qualifications	Level, First Subject and Verified	Complete for all relevant staff
Absence Panel		
Absences	Dates, Working Days Lost and Type/Reason	A full calendar year must be returned in the January 2010 census so start recording this information as soon as possible
Employment Details Panel		
Teacher Number	Correctly structured	Must be entered for all

	numbers entered	teachers
Teacher Category	Select from drop-down list	Must be entered for all teachers
Qualified Teacher Status	Mandatory if Teacher Number entered	Must be entered for all teachers
Employment Start Date	Required information	Check for all staff
Employment Details/Contract Panel		
Employment Type	Required information	Check for all staff
Contract Start Date	Required information	Check for all staff
Service Term Hours/Week	Required information	Check for all staff
Hours/Week	Required information	Check for all staff
Weeks/Year	Required information	Check for all staff
Origin	Current staff should default to 'Not Known', required information for new staff	Enter for new staff and existing staff where this information is known
SWC Post		Need to check valid codes
Pay Scale		Ensure up to date pay scales have been uploaded from EIS website
Allowances		Ensure up to date allowances have been uploaded from the EIS website
Role	Complete for staff	Check for all staff
Service Agreement Panel	New fields	Complete for relevant staff members
For Past Contracts		
Employment End Date	Required information	
Contract End Date	Required information	
Destination	Required information	

SWC QUICK REFERENCE SHEET (DCSF Requirements)
 (References quoted refer to the School Workforce Census Preparation & Instructions :
http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/Adapted_SWC_Guidance_version_6.0.pdf)

Contract / Service Agreement	Staff Details
<p>Contract / Agreement Type (All staff). Values are Permanent, Fixed Term or Temporary / open-ended.</p> <p>Start Date (All staff). Start Date should be provided for all records entered.</p> <p>End Date (All staff). End Date is usually entered after the contract has been concluded. However, for Fixed Term contracts an End Date must be entered when the contract is set up.</p> <p>Post (All staff). Support staff should be recorded just as 'Support Staff'. Values for Teaching staff are – Headteacher, Deputy Head, Assistant Head, Classroom Teacher, Advanced Skills Teacher, Excellent Teacher or Advisory Teacher.</p> <p>Date of Arrival in School Date the person began their current period of continuous service at your school.</p> <p>Pay Scale (Not for support staff). Items available for Teachers are - Leadership, Teachers Main, Teachers Upper, Advanced Skills Teachers, Excellent Teacher, Unqualified Teachers, Soulbury, National Joint Council (Local Government Services), Other. For teaching assistants, please use either National Joint Council (NJC) or Other (Kent Scheme = Other)</p> <p>Regional Pay Spine (Teachers, inc agency). Should usually be 'Rest of England & Wales'.</p> <p>Spine Point (Teachers, inc agency). Where the Pay Scale is Leadership, Teachers Main, Teachers Upper, Advanced Skills Teachers or Unqualified Teachers, this item should show which point of the scale a teacher is paid on, for example "Main Scale, point 1". The entry should be one of the values shown in the guidance.</p> <p>Salary Rate (Not for support staff). This should be the annual Salary Rate, including the scale rate and any additional payments. If any elements of the salary are safeguarded these should also be reflected in the Salary Rate. All allowances should be included as the actual amount of the payment made, so if two people shared an allowance equally then the amount to be included for each would be half of the allowance, i.e. what they actually received. Benefits in kind are not included in this figure. Out of School Learning Activity payments should be treated as any other additional payment amounts, i.e. include if the associated contract is active on the census date and the payment was made during the previous calendar year (NB: KCC are currently discussion this requirement with the DCSF)</p> <p>Safeguarded Salary (Non- agency Teachers only). Value of "True" or "False". This item indicates if any element of the person's Salary is subject to safeguarding.</p> <p>Daily Rate (Agency Teachers and Teaching Assistants only). This indicator shows if the school or LA is paying a daily rate to another party, such as a Supply Agency, for a member of staff. If set to "Y" (for yes) then there is no need to provide the Salary Rate and other details. However if set to "N" (for no) then the Salary details should be provided.</p>	<p>Teacher Number (All tstaff). 7-digit Reference Number that is allocated to all teachers with QTS, people who enter their final or only year of teacher training but who do not qualify, people working towards QTS on employment based training schemes, and also those without QTS who participate in the Teachers' Pension Scheme.</p> <p>Family Name (All staff). The full Family Name (Surname) of the staff member.</p> <p>Given Name (All staff). The Given Name in full, not shortened or familiar versions (Forename, Middle Name). More than one given name can be entered for each staff member.</p> <p>Former Family Names (Non-agency Teachers / Teaching Assistants). More than one can be entered, if known.</p> <p>Gender (All staff). Values are - 0 (Not Known), 1 (Male), 2 (Female), 9 (not specified).</p> <p>Date of Birth & NI Number (All staff). Every effort should be made to resolve temporary NI numbers prior to running the Census as they will be queried by the validation.</p> <p>Ethnic Code and Disability Code (All staff). The categories to be used are shown on in the guidance. (NB White is no longer valid and must be changed).</p> <p>QT Status (All teachers, inc agency and teaching assistants). Value of "Yes" or "No".</p> <p>HLTA Status (All non-agency staff). Value of "Yes" or "No".</p> <p>QTS Route (All teachers, inc agency). Not required for those with QTS (∴ do not backfill for existing staff). Teachers without QTS at the time of the census who are on an employment based route, excluding School Centred Initial Teacher Training (SCITT), should be allocated to the route or programme they are undertaking using the list in the guidance.</p>
	Absence
	<p>First Day (Not for support staff). Please note that although this should normally be the first working day of the absence, it is permissible for this to be recorded as a non-working day. For example if someone who works only Wednesday through Friday informed the school on Monday that they would not be in work on the Wednesday, the school could record Monday as the first day of absence. However, it is important that the Working Days Lost accurately records the number of working sessions missed as a result of the absence.</p> <p>Last Day (Not for support staff). As with the First Day this may or may not be a normal working day for the staff member. For example, someone who works Monday through Wednesday and has been absent sick could inform the school on Friday that they are well enough to return to work on the following Monday, the school may record Friday as the last day of absence. The Last Day will be the same day as the First Day for a single day's absence. Where a sick note is provided the last day is the final day</p>

<p>Destination (Teachers, inc agency teachers). Destination can be captured only once the person has concluded their contract. Arrangements should be made via normal procedures, such as an exit interview, to obtain this information. There may be cases where this information cannot be obtained and codes exist to cater for such circumstances. If there is a change of post within the same school, there is an entry within the code set of "Not Applicable - Change of Contract". Information should be sought from September 2008 onwards.</p> <p>Origin (Non-agency Teachers and Teaching Assistants). Origin should show where the person was employed, or in some cases what the person was doing, immediately prior to taking up post. This can be entered at the same time as the contract details are entered. Information should be sought for new starters or any change of post from September 2008 onwards.</p> <p>Role Identifier (All staff). The census allows multiple Roles to be shown per Contact / Service Agreement, and at least one must be provided. See see guidance notes for a full list of roles. For teachers, any of the Roles listed in the guidance may be used for all or part of his/her contract. However teaching roles will normally be from the roles given in the guidance notes.</p> <p>Hours worked per week (Not for support staff). The number of hours worked in a normal week is required for each role, for staff whether full-time or part-time, excluding occasional and support teachers. See the guidance notes for further explanation.</p> <p>FTE Hours per week (Not for support staff). The number of hours per week that the person will work if they are full-time. For Teachers this will normally be 32.5 hours. See the guidance notes for further explanation.</p> <p>Weeks per year (Not for support staff). For the Census this will be rounded to the nearest number of whole weeks. Regular teachers are normally contracted for 52 weeks per year, however both teachers and support staff may be contracted for a different number of weeks. 'Weeks per year' is the number of weeks for which the staff member is paid, including any paid holiday, but where payment for contracted hours is spread over the whole year, it is the contracted hours that need to be entered. For example, if someone is on a term-time only contract for 37 (plus their holiday entitlement) weeks per year but receives their pay in 12 equal monthly instalments, it is 43 weeks (for example) not 52 that should be entered.</p> <p>Category of Additional Payment (Not for support staff). Record all additional payments that a person receives as part of their contract. Allowance types are detailed in the guidance notes.</p> <p>Additional Payment Amount (Not for support staff). Annual amount of the payment. One-off payments should show the amount in full.</p>	<p>the sick note is valid for.</p> <p>Working Days Lost (Not for support staff). This is reported in days and should be to the nearest half day. This data item must be supplied for sickness absence only for both full- and part-time teachers. In some circumstances a full-time member of staff may be absent for part of the working day or working week only. In such cases Working Days Lost can be given to the nearest half day. Please see the guidance notes for more information.</p> <p>Absence Category (Not for support staff). Absence should be recorded against one of the following categories: Maternity /Paternity leave, Sickness, Unauthorised absence, Unpaid authorised absence, Secondment, Acting up (if change approved), Paid absence for public duties, Other paid authorised absence, e.g. compassionate leave. Examples of activities or circumstances that are not counted as absence are: taking part in activities such as field trips or days that are non-working days under a person's contract</p> <p>Curriculum (for Secondary Schools)</p> <p>Subject Code (Not for support staff). This should be one of the standard subject codes (e.g. MAT = Mathematics). A full list of subject codes is shown in the guidance. These subject codes should be in the timetabling software, but a timetable coordinator may need to map entries on the timetable to these codes. Please see guidance notes for a further explanation.</p> <p>Hours (Not for support staff). The number of hours in a typical week that the teacher/teaching assistant is timetabled to teach the Subject to the stated NC Year Group.</p> <p>NC Year Group (Not for support staff). This should refer to the National Curriculum Year Group to whom the lesson would normally be taught rather than the age of pupils. For example, if a group of year 10 pupils are on an accelerated GCSE course and timetabled for study that is final year GCSE, this lesson should be shown as year 11. Similarly Year 12 should refer to pupils studying AS levels and Year 13 to pupils studying for A2s</p> <p>Qualification (NVQ 4 or higher)</p> <p>Qualification Code (Not for support staff). Please use one of the values given in the guidance notes.</p> <p>Subject Code 1 (leave blank if no match found)/ Subject Code 2 (optional) (Not for support staff). See the Guidance Notes for more information.</p> <p>Verified (Not for support staff). This item should be checked, or set to true, for each qualification if one of the following applies - the original of the degree or qualification certificate has been seen by school management or the LA or the qualification information has been directly received from the GTC. Otherwise this item should be unchecked or set to false.</p>
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NB: Although the SWC does not require all the information for all staff, KCC are encouraging schools to record as much information as possible to ensure that their school records are complete. The software has been designed to extract the appropriate information for the Census.

Where 2 LOOK

The following table shows which data items are required for the School Workforce Census and gives some pointers as to where this information could be found.

1. Staff Details	
Teacher Number	Application Form
Family Name	Application Form
Given Name	Application Form
Former Family Names	Application Form
NI Number	Application Form
Gender	Application Form
Date of birth	Application Form
Ethnicity	Application Form
Disability	Application Form
QT Status	Application Form or GTC Registration
HLTA Status	Training Certificate
QTS Route (where applicable)	Application Form
Absent on Census Day	School Records
2. Contract / Agreement	
Contract/Agreement Type	Headteacher/Governing Body
Start Date	Headteacher/Governing Body
End Date	Headteacher/Governing Body
Post	Headteacher/Governing Body
Date of Arrival in School	School Records
Pay Scale	Headteacher/Governing Body, Finance Spreadsheet or payroll printout
Pay Spine	Headteacher/Governing Body, Finance Spreadsheet or payroll printout
Spine Point	Headteacher/Governing Body, Finance Spreadsheet or payroll printout
Salary Rate	Headteacher/Governing Body, Finance Spreadsheet or payroll printout
Safeguarded Salary	Headteacher/Governing Body, Finance Spreadsheet or payroll printout
Daily Rate	Headteacher/Governing Body, Finance Spreadsheet or payroll printout
Destination	Resignation Letter
Origin	Application Form
LA or School Level	Headteacher/Governing Body
Role Identifier	Headteacher/Governing Body
Hours worked per week	Headteacher/Governing Body, Finance Spreadsheet or payroll printout
FTE Hours per week	Headteacher/Governing Body, Finance Spreadsheet or payroll printout
Weeks per year	Headteacher/Governing Body, Finance Spreadsheet or payroll printout
Category of Additional Payment	Headteacher/Governing Body, Finance Spreadsheet or payroll printout

Additional Payment Amount	Headteacher/Governing Body, Finance Spreadsheet or payroll printout
3. Absence	
First Day	Sick Certificate or Self Certification form
Last Day	Sick Certificate or Self Certification form
Working Days Lost	Manual calculation from data received
Absence Category	Sick Certificate or Self Certification form
Payroll Absence Category	Absent only option unless running own payroll
4. Curriculum	
Subject Code	Timetable Manager
Hours	Timetable Manager
NC Year Group	Timetable Manager
5. Qualification	
Qualification code	For DCSF Guidance or SIMS P7 Drop Down List
Class of first degree	Application Form and Certificate or GTC
Country of origin	Application Form and Certificate or GTC
Subject Code 1	Application Form and Certificate or GTC
Subject Code 2	Application Form and Certificate or GTC
Date of Award	Application Form and Certificate or GTC
Verified	You must see the original certificate

WHERE TO FIND MORE INFORMATION:



A SWC page has been set up on Kent Trust Web where additional information can be found: <http://www.kenttrustweb.org.uk/Personnel/swc.cfm> .

An adapted version of the DCSF Guidance Notes with notes from KCC is on Kent Trust Web: http://www.kenttrustweb.org.uk/Personnel/swc_guidance.cfm




Full details, preparation, guidance notes and technical specifications for the 2010 Census can be found on:

<http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/>

Information for Schools using SIMS can be found on Kent Trust Web: http://www.kenttrustweb.org.uk/Personnel/swc_info_SIMS.cfm This includes

[Preparing for the Spring School Workforce Census 2009](#) (Capita)

[Producing the School Workforce Census Spring Return 2009](#) (Capita)

Information on Secure File Transfer in  (will be placed on Kent Trust Web in due course)

There is also information on the EIS website:

<http://www.eiskent.co.uk/default.cfm>

A list of all the pilot schools can be found on Kent Trust Web:

http://www.kenttrustweb.org.uk/Personnel/swc_pilot_list.cfm

For information on Teachers Qualifications contact the General Teaching Council Employer Access team:

General Teaching Council for England

Victoria Square House

Victoria Square

Birmingham

B2 4AJ

Telephone: 0870 0014 823

Email: employeraccess@gtce.org.uk


Fax: 0845 456 0718



Ann Lewis (Project Manager) Sessions House, County Hall, Maidstone, Kent ME14 1XQ. ☎ 01622 221721 ✉ ann.lewis@kent.gov.uk or swc@kent.gov.uk.



For Technical Queries on SIMS P7 Contact the EIS Helpdesk:
Telephone: 01622 672779; Faxback: 01622 673441;
Email: eis.support@kent.gov.uk

EIS have set up a  button on their website (www.eiskent.co.uk). They will put information here about known technical problems and errors so please check this from time to time:



For General Personnel Queries Contact the SPS Helpdesk:
Brook House: 01227 598780 or 01227 598781
Kings Hill: 01732 525258 or 01732 525256 or 01732 525251