



P&D
Personnel & Development
School Workforce Census



PRE-FLIGHT CHECKLIST

in
SIMS.Net



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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, we urge you to start work on this complex project as soon as possible to ensure that you are ready to submit good quality data on time and in the correct format.

The SWC will replace 5 current data collection exercise:

- 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 DSCF's preparation, guidance notes, the documents produced by Capita and the document on

how to send the SWC file to . These can all be found on Kent Trust Web: <http://www.kenttrustweb.org.uk/Personnel/swc.cfm>

Technical specifications for the 2010 Census can be found on Teachernet: <http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/>

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>

Further help and contact details can be found at the end of the document.

Pre-Flight Checklist in SIMS.Net Personnel 7

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)
Now	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 Schools E-Bulletin	October 2009 (Dry-Run) January 2010 Live Roll Out

Suggested Timetable for Input of SWC Data:

- [Primary & Special Schools](#)
- [Secondary & Middle \(Deemed Secondary\) Schools](#)

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.

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 June 2009 (for non-pilot schools).

Step 3 – SIMS Readiness:

- Check with the System Administrator/Manager that you have the appropriate Permissions to run the School Workforce Census and record the associated data.
- Make sure that you are running the correct version of SIMS.Net.
- Ensure Subject Codes are mapped to the DCSF codes.
- Ensure that pay scales are correctly set up
- Ensure all the latest pay award information has been downloaded from the EIS Website
- Ensure that all Post Definitions have been set up correctly

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

Pre-Flight Checklist in SIMS.Net Personnel 7

- Prepare School Level information including School Type, Address and Telephone Number.

Before beginning the School Workforce Census return, ensure that all current staff are included in SIMS.net and that the information is current and accurate.

Ensure that:

1. new staff have been added with “Origin” codes^{*};
2. any leavers have been recorded as such with “Destination” codes^{*};
3. any duplicated or unwanted staff records have been amended (uncheck “Eligible for SWC” field on Basic Details Panel);
4. part-time details have been checked/updated for all applicable members of staff;
5. staff ethnicity codes are valid (NB: White is no longer a valid code – this must be changed to “White British”, “White, any other White Background” etc.);
6. that all posts have a valid code in the “SWC Post” (Tools | Staff | Pay Related select each Service Term in turn and click on hyperlink 4 Posts). **NB:** make sure that no posts have “unassigned” as this will cause an error in the Census. Also Caretakers, Cleaners and MMS should be included in the SWC and their posts should be assigned to “Other Education Support” and “Support Staff”.

Basic staff information, contract information and qualification details will be included in the return for all teachers and support staff with contracts of one month or greater on the census day. Headcount will be undertaken for occasional staff.

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		
Ethnicity and Disability	Select from the Ethnicity and Disability lookup values and make sure that they are valid codes (e.g. white is no longer acceptable and needs to be changed)	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	Complete for relevant staff

^{*} For Pilot Schools - must be entered for all new staff and leavers with effect from September 2008 at the latest. For non-pilot schools – must be entered with effect from September 2009 at the very latest but we encourage you to complete this from now on.

Pre-Flight Checklist in SIMS.Net Personnel 7

	selected when a member of staff has HLTA accreditation	
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, Type/Reason and Payroll Absence Category	A full calendar year must be returned in the January census so start recording this information as soon as possible
Employment Details Panel		
Teacher Number	Correctly structured numbers entered	Must be entered for all 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	Implemented by Pay Related Definitions	Need to check valid codes are set in PRD Menu (Tools Staff Pay Related choose Service Term then 4 Posts)
Pay Scale	Implemented by Pay Related Definitions	Ensure up to date pay scales have been uploaded from the EIS website
Allowances	Implemented by Pay Related Definitions	Ensure up to date allowances have been uploaded from the EIS website. NB: if you have added TLR's etc. these will have to be manually

		updated.
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	

Background Checks:

Download the current Payscales from the EIS website (http://www.eiskent.co.uk/sc_members/noticesportal.cfm). Print off and follow the instructions in order to upload salary information into SIMS P7. If you are not using SIMS please update the salary information as appropriate to your system.

Check that the Payscale information in SIMS P7 is correct:

Go to Tools| Staff| Pay Related

Search for Service Terms (**NB: Repeat the process for all “live” Service Terms and all “live” pay scales**)

Go to Hyperlink 2. Pay Awards| Scales and select each “live” payscale and click on **Open**

The screenshot shows the SIMS.net interface. The main window is 'Service Term Details for Teachers' with tabs for '1 Service Term', '2 Pay Awards', '3 Allowances', '4 Posts', '5 Superannuation', and '6 Financial Sub-groups'. The '1 Service Term' tab is active, showing fields for Code (TE), Description (Teachers), Spinal Progression (checked), and Increment Month (September). The '2 Pay Awards' tab shows a table of scales:

Code	Description	Minimum Point	Maximum Point
TMS	Teachers Main Scale	1.0	6.0
TPS	Teachers Pay Spine	1.0	9.0

An 'Edit Scale for Teachers' window is open over the 'TMS' scale, showing a dropdown menu for 'PayScale' with 'Teachers Main' selected. A callout box with an arrow pointing to the dropdown says 'Select the appropriate Payscale and click on OK'. The 'Scale Award' table at the bottom shows:

Award Date	Point	Amount
01/09/2007	1	23118
01/09/2006	2	24501
01/09/2005	3	26247
01/04/2005	4	28053

The screenshot shows the SIMS.Net Personnel interface. The main window is 'Service Term Details for Teachers' with tabs for '1 Service Term', '2 Pay Awards', '3 Allowances', '4 Posts', '5 Superannuation', and '6 Financial Sub-groups'. The '1 Service Term' tab is active, showing fields for Code (TE), Description (Teachers), Spinal Progression (checked), and Increment Month (September). The '2 Pay Awards' tab is also visible, showing a table for Scales:

Code	Description	Minimum Point	Maximum Point
TMS	Teachers Main Scale	1.0	6.0
TPS	Teachers Pay Spine	1.0	9.0

An 'Edit Scale for Teachers' window is open over the 'Scales' table. It shows a 'Regional Pay Spine' dropdown menu with the following options: 'Rest of England', 'London Fringe', 'Outer London', and 'Inner London'. A callout box with an arrow points to this dropdown, containing the text: 'Then select "Regional Pay Spine" for most schools this is Rest of England but for those in the Dartford and Swanley Area this would be London Fringe'.

NB: for Kent Scheme this should read "Other" and "Rest of England" for **ALL** Schools

You may have to set up Pay Scales for your Deputy Head and/or your Assistant Head. Follow the steps above and choose the LD Service Term, go to 2. Pay Awards: Scales but instead of clicking on 'Open' Click on New. Add the Code (up to 4 Characters such as DHT or AHT) and add a Description. Leave the "Hidden" box unticked, and put in the minimum and maximum point. Deputy and Assistant Heads have their one 5 point ISR. If you have more than one DHT or AHT with different ISRs, you will need to set up separate pay scales.

Check that Allowances have been set up on your system.

To Add an Allowance Click on Tools | Staff | Pay Related choose the required Service Term and click on 3. Allowances. You must also add an amount for the award in the Allowance Award box. For TLR's this can be set to 0.00 BUT you must remember to add the amount to the individual's record via the 'Allowances' box in the 'Contract' panel via hyperlink 8 Employment Details.

Click on New. The following screen will appear:

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Add the Code and Description
 Then choose a Category from the Drop-Down Menu.
 NB: Other allowances (e.g. SEN and first aid) are added in the same way.
 NB: Make sure that you are adding the allowance to the correct Service Term – for example, do not add a TLR to KS – only to TU and TE.

Make sure that **all** the posts for **all** Service Terms have been checked and that the post 'Category Description' and 'SWC Post' definitions have been set up correctly. You can also follow this route to add additional post such as FLO or Office Manager etc. if they are not already present on your system.

Click on Tools | Staff | Pay Related | and Choose a Service Term

Choose 4. Post

Click on Open

Pre-Flight Checklist in SIMS.Net Personnel 7

SIMS .net: TinTin School

Focus Reports Routines Tools Window Help

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Design Report
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Pupil Details
School Details

Find Service Term

New Search Open Print Browse Next Previous

Links Help Close

Service Term Details for Teachers

Save Undo Print

Links Help Unpin Close

1 Service Term 2 Pay Awards 3 Allowances 4 Posts 5 Superannuation 6 Financial Sub-groups

4 Posts

Code	Description	Category Description	SWC Post
HOD	Head of Department	Teacher, Other	Classroom Teacher
TCH	Teacher	Teacher, Other	Classroom Teacher

New
Open

Edit Post for Teachers

Detail

Post Reference: HOD

Post Description: Head of Department

Post Category: Teacher, Other

SVC Post: Classroom Teacher

Deputy Head
Assistant Head
Advanced Skills Teacher
Excellent Teacher
Support Staff
Advisory Teacher
Educational Psychologist

5 Superannuation

Code	Description
NONE	
TEAC	

Superannuation Schemes

Application Date	Value
01/04/2006	0.00
01/01/1990	0.00

Superannuation Values

6 Financial Sub-groups

Start SIMS .net: TinTin School Edit Post for Teachers USB DISK (F:) e-learning screens.doc - ... 11:28

Select the appropriate post from the drop-down menu.
NB: Cleaners, Caretakers and MMS are included in the SWC

Once you have done our Pre Flight Checks you will be ready to start adding/checking the contractual information in SIMS P7.



INPUTTING DATA

To add a Staff Member to SIMS.Net select Focus | Person| Staff to

open the Staff Details browser.



Click the New button to

display the Basic Details page.

Complete the fields.

NB: Do **NOT** add Bank Details, Passport Details, Medical Notes etc. if you do not have a legitimate business case for recording them. This data is not required for the SWC. See Kent Trust Web for more information.

Teacher Number The 7-digit DCSF Teacher Reference Number. A teacher number is allocated to all teachers with Qualified Teacher Status (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.

Family Name (Surname) The full Family Name (Surname), as the school or LA believes it to be.

Given Name (Forename, Middle Name(s)) The Given Name in full, not shortened or familiar versions. More than one given name can be entered for each staff member.

Former Family Names Please record and provide as many Former Family Names as you are aware of. However, the Census only requires Former Family Names from the LA or School for staff with whom they have a contract. Former Family Names are not required for agency teachers and non-classroom based support staff, but may be returned if held in the MIS, but schools are not expected to enter this data for Other Support Staff if it is not already in the

system.

**NI Number,
Date of Birth**

Date of Birth and NI Number for all staff in regular service. Temporary NI Numbers for any staff will be queried by the Census validation since their temporary nature makes them unsuitable for matching records. The matching of records from different employers is a vital part of the School Workforce Census so every effort should be made to resolve temporary numbers prior to running the Census.

**Gender
(code set)**

Gender of the member of staff in the format 0 (Not Known), 1 (Male), 2 (Female), 9 (not specified). In SIMS.Net the options are Male, Female – the relevant coding is added by the system.

**Ethnic Code
(code set)**

The ethnicity categories to be used are shown at Appendix 4 of the DCSF's Guidance Notes (they are also in the drop down menus in SIMS P7). They are the same as those used in the 2001 Population Census.

NB: "White" is no longer a valid code. In SIMS.Net you will need to check Ethnicity codes for current staff as incorrect or missing codes will return errors on the SWC Report.

Schools and LAs should be aware of the guidance published by the Employers' Organisation (now Local Government Employers) on "[Creating a Diverse Workforce in Schools](#)"¹. This guidance is included as part of a toolkit (on Teachernet) designed to help LAs fulfil their responsibilities under the Race Relations (Amendment) Act 2000. It addresses data collection issues, including the need for data on ethnicity to be handled with appropriate sensitivity. The key point is that ethnicity data should be supplied by the subject themselves.

Disability Code

The code set will be 'yes, no, information not yet obtained, refused'. In SIMS.Net Disability Codes are set in the field "Are day to day activities substantially affected by physical or mental impairment". The options are Not Disabled; Disabled; Not known; Declined to specify – the relevant SWC coding is added by SIMS.Net.

It is for schools to decide how best to collect this information, and for staff themselves to decide whether they want to declare they have a disability. It will be important to assure and convince staff that the information they disclose will be handled sensitively and confidentially and used to improve opportunities and outcomes for them.

Further advice is available in the DCSF guidance '[Promoting Disability Equality in Schools](#)'. The guidance materials explain how the Disability Equality Duty (DED) can be implemented by schools and provide useful advice on the gathering of information concerning disability and on what actions would best improve opportunities and outcomes for disabled staff.

¹ See <http://www.lge.gov.uk/lge/core/page.do?pagelId=50549>

QT Status This item has a value of “Yes” or “No”. This data item is required for all teachers (including agency teachers) and for teaching assistants. In SIMS.Net this is picked up from the Qualified Teacher Status Field on the Employment Details panel – the relevant coding is added by the system. The Teaching Staff box should be ticked and the Teacher Category (a mandatory field) should be set to Qualified Teacher.

The fact that a person has a Teacher Number does not necessarily mean that they have QTS, since teachers without QTS can be members of the Teachers Pension Scheme, for example those who did not successfully complete a teacher training course. Any queries over a person’s QTS should be checked with the GTC

HLTA Status This item has a value of “Yes” or “No”. This data item is required for all non-agency staff. i.e. for teachers, teaching assistants and non-classroom based support staff. It is not required for Agency Teachers.

In SIMS.Net this is set in the Professional Panel by checking the HLTA Status box and setting to “True” – the relevant SWC coding is added by the system.

NB: For someone to be classed as an HLTA they must be qualified and have HLTA accreditation. Senior TA’s are not HLTA’s unless they have been assessed as fulfilling all the HLTA competencies. They should be marked as HLTA even if they are not employed as such.

QTS Route (code set) 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 below:

- Overseas Trained Teacher Programme
- Registered Teacher programme
- Graduate Teacher Programme
- Teach First programme
- Flexible Routes

Any teacher without QTS who is not on an employment based route, including any teacher from Northern Ireland, Scotland or the EU who has not yet been awarded QTS by the GTCE, should be treated by employers as an unqualified teacher/instructor until QTS has been awarded. For teachers in this category, leave this item blank (i.e. do not enter a value in this field) and record him / her as an Instructor in their ‘Role Identifier’.

Records for student teachers on teaching practice or who are participating in School Centred Initial Teacher Training (SCITT) are not required in the Census.

In SIMS.Net this information is recorded in the Professional Panel under the QTS Route Field. The relevant SWC coding is added by SIMS.Net.

Adding Staff Employment and Contract Details to SIMS.Net

Teachers:

In the **Employment Details** panel select the **Teaching Staff** check box. Select the relevant option from the **Teacher Category**. Add the **Teacher Number** (issued by the DCSF) where appropriate and choose the relevant option from the drop-down lists for **Qualified Teacher Status**.

Enter the Start Date. It is recommended that you use the **Employment Start** field for date the employee is appointed to the post. The **Local Authority Start Date** field for the date that the employee started with the LA or the Employer if VA/Foundation School. The **Continuous Service Start** field is for the date that the employee started their continuous service (where known).

NB: Only the **Employment Start** date is mandatory.

Add the **Employee/Payroll No** and **Staff Code** if required. A Staff Code is needed if you use the Timetabling module.

Previous Employer can be added if required/known.

NB: When the member of staff leaves you **must** add a destination code and a **Contract Termination Reason** or this will cause future errors in the School Workforce Census return.

Contract Information:

Click the **New** button adjacent to the Contract panel. Select a **Service Term**. These should have been pre-populated on conversion to P7. If you think anything is missing or incorrect please contact the EIS Helpdesk. (You must add an Origin code for new staff from Sept 2008 – if you do not know this for current staff that you are adding you can choose “Not Known”).

Add an **Employment Type** from the drop-down list. SIMS.Net will add the relevant coding for the SWC Census.

Select a **Post Reference** from the drop-down list. This will populate the **Post Category** and **SWC Post** fields. The **Post Reference** field is a user defined field which is set up in the **Pay Related** menu (Tools| Staff| Pay Related| Posts). You can add any post reference you require but it must be mapped to a relevant Post Category and SWC post.

Select a **Post Reason**.

Select a **Financial Sub-Group**. This is not mandatory and is only used if you are linking P7 to FMS6.

Add a **Contract Start Date**.

Enter the **Contract/Payroll Number** if required.

Select the appropriate **Superannuation** scheme.

Leave Entitlement should be left as 0.0000 for Teachers and Term Time Only Staff.

The **Post Offered Date**, **Post Accepted Date** and **Contract Issued Date** are not mandatory fields but can be added if required.

The **Service Term Hours/Week** and the **Service Term Weeks/Year** fields are automatically populated from the information set up against the selected Service Term in the Pay Related menu.

Enter the **Hours/Week** the member of staff works.

Enter the **Weeks/Year** the member of staff works. For teachers this is 52.143 weeks. For Term Time Only staff this should be the weeks worked **plus** their holiday entitlement. (i.e. $39 + 5 = 43$ and 43 weeks is what is entered – see matrix on Kent Trust Web:

http://www.kenttrustweb.org.uk/Personnel/pd_pay_grading_c1.cfm)

The system will calculate the **FTE** and **Pro Rata** fields. Alternatively, you can enter the **FTE** or **Pro Rata** values and the system will calculate the other fields. *Due to mathematical rounding there may be variations depending on which way the figures are entered.*

NB: if you receive an Establishment Print from  the FTE relates to the 'Pay Factor' field in SIMS P7.

Adding Pay Scales:

Click the **New** button adjacent to the **Pay Scale** panel to open the **Add/Edit Contract Scale** dialogue.

Select the appropriate **Scale** from the drop down list. These should have been pre-populated on conversion to P7. If you think anything is missing or incorrect please contact the EIS Helpdesk.

Select the **Start** and **End Date** for the pay scale. *NB: A scale will be terminated automatically when you apply a new scale, enter a contract, or enter a date of leaving.*

The **Minimum** and **Maximum Scale Point** will be automatically populated according to the Service Term selected.

Enter the staff member's scale point in the **Point** field and click on **OK** to save the details.

Adding an Allowance:

Click the **New** button adjacent to the **Allowance** panel.

Select the required **Allowance**. These should have been pre-populated on conversion to P7. If you think anything is missing or incorrect please contact the EIS Helpdesk.

Select a **Start** and **End Date**. *NB: An allowance will be terminated automatically when you apply a new scale, enter a contract, or enter a date of leaving.*

Enter the full time equivalent in the **FTE** field. If the contract is part time this will show the FTE of the contract but can be over-typed.

Select a **Type** from the drop-down list, such as Permanent.

If required add an **Amount** and/or **Reason** for the allowance.

NB: This is only required if the Amount set in the Service Term was zero.

Select the **Superannuation**, **NI Status** and **Benefit in Kind** boxes as appropriate. *NB: These check boxes are not taken into account by FMS.*

Click **OK** to save the information.

Adding/Editing Staff Qualifications

This area is provided for you to record the qualifications held by each staff member.

1. Click the **Professional** hyperlink to display the **Professional** panel.
2. Click the **New** button or highlight an existing qualification and click the **Open** button adjacent to the **Qualifications** field to display the **Add/Edit Qualifications** dialog.

The screenshot shows a dialog box titled "Add New Qualification for Belinda Bates". It contains the following fields and values:

- LA Classification: English
- Qualification: Bachelor of Arts
- Title: BA
- Date Awarded: 20/06/1988
- Qualification Level: BEd or other first degree combined
- Class Of Degree: Upper second class honours
- Comments: (empty)
- First Subject, Qualified: English studies
- Second Subject, Qualified: Sociology
- Country Of Origin: British
- Verified:

Callout boxes provide additional information:

- A box pointing to the LA Classification field states: "Default value is 'Unknown' (see 3 below)".
- A box pointing to the subject fields states: "NB: If there is no match leave blank. 2nd Subject is optional".

(3 – LA Classification is only applicable if using B2B – this is not set up in KCC schools – Unknown must be entered)

4. Enter a description of the **Qualification**.
5. Enter the **Title** of the qualification.
6. Select the date the qualification was awarded by clicking on the **Calendar** button adjacent to the **Date Awarded** field and selecting the date.

Alternatively, enter the date in dd/mm/yy format.  *Calendar button*

7. Select the **Qualification Level** from the drop-down list, e.g. **BEd or other first degree combined with Teacher qualifications**.
8. Select the **Class Of Degree** from the drop-down list, e.g. **Upper second class honours**.
9. Add any additional notes in the **Comments** field.
10. Select the **First Subject** for which the qualification was awarded from the dropdown list.
11. Repeat the process for the **Second Subject**, if appropriate.
12. Indicate the **Country Of Origin** of the qualification by clicking on the

Browser button to display the **Nations** browser.  *Browser button*


13. Search for the country by entering its name or the first few letters and clicking the **Search** button.

14. Highlight the required country from the list and click the **OK** button to populate the **Country of Origin** field.

15. If the qualification has been verified, e.g. the paper certificate has been checked, select the **Verified** check box.

16. Click the **OK** button. Additional qualifications can be added as required. Qualifications can be edited or deleted by highlighting the qualification in the table and clicking on the **Open** or **Delete** button.

HELP

Please note that throughout SIMS P7 there are Help buttons  **Help** which will give you guidance on how to enter this information. There are also Handbooks you can access from Documentation centre in SIMS.Net.

Quick Reference Guides for P7 (Adding Staff in SIMS.Net and Periodical Activities in Personnel 7) via the EIS website:

http://www.eiskent.co.uk/sc_members/supportportal.cfm?snid=141

Dry-Runs

Carry out one or more dry-runs to identify any errors that may exist in your data – In order to do this you must have done the November (2008) upgrade.

Resolve all errors/warnings. Please note that KCC will not accept any files where the errors have not been resolved unless prior agreement has been sought.

Validate the return as many times as necessary until you are satisfied with its content.

Once the SWC is complete you will need to send it to Personnel and Development in the same way you do with the Annual School Census for Pupils – except you must chose the “SWC” inbox.

Send the return to the Local Authority by Secure File Transfer via .

Please see “Preparing for the Spring School Workforce Census 2009” document produced by Capita on Kent Trust Web.

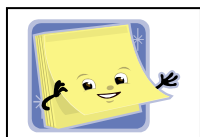
Information on the Secure File Transfer procedure will be placed on Kent Trust Web in due course.

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>
Curriculum (for Secondary Schools)	
Subject Code	
<p>(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>	
Hours	
<p>(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>	
NC Year Group	
<p>(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>	
Qualification (NVQ 4 or higher)	
Qualification Code	
<p>(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>	
Verified	
<p>(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>	



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.



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



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>.




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

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



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