

School Workforce Census 2011 Errors and Resolutions Version 1.0

Revision History

Doc. Version	Change Description	Date
1.0	Initial Release	12/07/2011

Introduction

This document has been produced to offer advice and suggestions on how to rectify the various errors/warnings that may be generated when producing the School Workforce Census Return 2011.

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

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

Importing Filesets

Applicable to the Personnel Officer, Returns Manager and System Manager only

Please ensure that you have imported the latest fileset for use with the School Workforce Census Return 2011.

The fileset is available as a .ZIP file, which should be downloaded from SupportNet, unzipped, then imported into the SIMS Document Management Server (DMS) via **Tools | Setups | Import Fileset**. Ensure that the DMS is configured correctly before attempting to import the files.

A Fileset contains the following:

updates to the Validation Errors Summary (derived from files supplied by the Statutory Body)

updates to the Summary report (derived from files supplied by the Statutory Body)

updates to detail reports. SIMS provides detail reports to enable the checking of data used to generate the return. These report files are included as part of SIMS release.

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

Using the Validation Errors Summary

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

Report				
Validation Errors Summary				
Return Validated - 1069 Validation rules failed (Number of Errors - 1043 and Number of Queries - 26)				Validation Search ALL
Validation Fileset ID :80			To resolve error : Click in row to navigate to relevant screen	
Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Cruise, Harry Date of Birth: 1994-11-11, Male UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	1500	UPN missing	Name: Major, John Date of Birth: 1994-10-03, Male UPN:	# Go to Focus Student Student Details and add or issue a UPN.

NOTE: Fileset ID 80 is available for the SIMS 2011 Summer Release. Further filesets may be made available after the release. Please check SupportNet for the latest filesets before running the School Workforce Census as some errors may be the result of not importing the latest fileset.



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











- Double-click in any row to navigate to the appropriate record (where applicable). This will launch the specific area in SIMS where the record can be amended/corrected.












- Change the order of the summary by clicking on the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.
- Print the summary by clicking the **Print** button noting that a high number of errors will obviously generate a high number of printed pages.

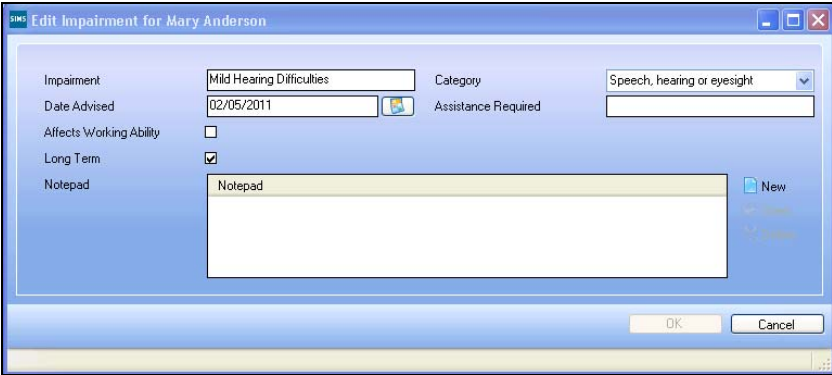
The errors listed will be displayed until they are corrected and the validation routine is run again.

School Workforce Census Errors and Resolutions

- Key:**  Indicates an error which must be corrected.
 Indicates a warning which should be checked, but may not need to be corrected.

Type	Code	Error Message	Comment/Resolution
	10	Census Name invalid, should be 'School Workforce Census'	This error should not occur. Please contact your Local Support Team.
	30	Year out of range	This error should not occur. Please contact your Local Support Team.
	40	Reference Date, i.e. Census Date, must be provided.	This error should not occur. Please contact your Local Support Team.
	50	Census Date and/or year are incorrect	This error should not occur. Please contact your Local Support Team.
	60	Source level is invalid	This error should not occur. Please contact your Local Support Team.
	70	LA number is invalid	Select Focus School School Details . If the LA number is incorrect, please contact your Local Support Unit to request a patch.
	80	School Number is invalid.	Select Focus School School Details . If the Establishment number is incorrect, please contact your Local Support Unit to request a patch.
	85	Estab Number in header is invalid	Select Focus School School Details . If the Establishment number is incorrect, please contact your Local Support Unit to request a patch.
	4100Q	Qualified Teacher with Teacher Number missing.	If the member of staff is a qualified teacher, then enter a valid Teacher Number in the Employment Details panel of the Employee Details page via Focus Person Staff .
	4105	Teacher number is not 7 digits.	Correct the Teacher Number in the Employment Details panel of the Employee Details page via Focus Person Staff . This should be in the format NN/NNNNN where the first two digits indicate the year in which the person qualified.

	4110	Family name is missing or has two or more consecutive spaces.	Check, and if necessary, add or edit the Previous Name field in the Basic Details panel of the Employee Details page via Focus Person Staff .
	4120	Given name is missing or has two or more consecutive spaces.	Check, and if necessary, add or edit the Legal Forename in the Basic Details panel of the Employee Details page via Focus Person Staff .
	4140	Former surname has incorrect format.	Check, and if necessary, correct the Preferred Surname in the Basic Details panel of the Employee Details page via Focus Person Staff .
	4150	NI Number has invalid Format.	Check, and if necessary, correct the NI Number in the Personal Information panel of the Employee Details page via Focus Person Staff . There must be nine characters, where the first two characters must be alpha, the next six characters must be numeric and the final character can be A, B, C, D or space. Also, the first character must not be D, F, I, Q, U or V and the second characters must not be D, F, I, O, Q, U or V.
	4155Q	Please check: Appears to be a temporary or non-standard NI number. This should be resolved or removed.	Check, and if necessary, correct the NI Number in the Personal Information panel of the Employee Details page via Focus Person Staff . The first two characters of the NI Number should not be GB, BG, NK, KN, TN, NT or ZZ.
	4160Q	Member of workforce with missing NI Number.	Check, and if necessary, correct the NI Number in the Personal Information panel of the Employee Details page via Focus Person Staff . This should be in the format LL-NN-NN-NN-L where L is a letter and N is a number.
	4180	Gender is missing.	Check, and if necessary, add the Gender in the Basic Details panel of the Employee Details page via Focus Person Staff .
	4190	Date of Birth missing or has invalid format. Format should be CCYY-MM-DD	Check, and if necessary, add or edit the Date of Birth in the Personal Information panel of the Employee Details page via Focus Person Staff .
	4200	Person's age must be between 15 and 100	Check and if necessary, amend the Date of Birth in the Personal Information panel of the Employee Details page via Focus Person Staff . The age must be over 15 and under 100.
	4218	Ethnicity is missing	Check and if necessary, select the required Ethnicity from the drop-down list in the Personal Information panel of the Employee Details page via Focus Person Staff .
	4220	Ethnicity is invalid.	Check and if necessary, add the required Ethnicity from the drop-down list in the Personal Information panel of the Employee Details page via Focus Person Staff .

✘	4223	Disability is missing	<p>Check and if necessary, add the required disability by selecting the New button from the Impairments table in the Personal Information panel of the Employee Details page via Focus Person Staff.</p> 
✘	4225	Disability is invalid	<p>Check and if necessary, edit the required disability by selecting it from the Impairments table in the Personal Information panel of the Employee Details page via Focus Person Staff.</p>
✘	4228	QT Status is missing for a teacher	<p>Check and if necessary, add the Teacher Category from the drop-down list in the Employment Details panel of the Employee Details page via Focus Person Staff.</p>
✘	4230	QT Status is invalid.	<p>Check and if necessary, select the Teacher Category from the drop-down list in the Employments Details panel of the Employee Details page via Focus Person Staff.</p>
✘	4235	Person is not expected to have QT status and be under 21 years of age on <ReferenceDate>	<p>Check and if necessary, amend the Date of Birth in the Personal Information panel of the Employee Details page via Focus Person Staff. If the employee has a Teacher Category, their date of birth must be prior to the 1st January 21 years prior to the first four digits of their date of birth.</p>
✘	4238	HLTA Status is missing for a Teaching Assistant.	<p>Check and if necessary, correct the HLTA Status checkbox in the Professional panel of the Employee Details page via Focus Person Staff.</p>
✘	4240	HLTA Status is invalid.	<p>Check and if necessary, correct the HLTA Status checkbox in the Professional panel of the Employee Details page via Focus Person Staff.</p>
✘	4245	Person cannot be shown as having HLTA status and be under 18 on <ReferenceDate>	<p>Check the HLTA Status check box in the Professional panel and the Date of Birth in the Personal Details panel of the Employee Details page via Focus Person Staff. If the employee has HLTA Status then their date of birth must be prior to 1st January 18 years prior to the first four digits of their date of birth.</p>
✘	4250	QTS Route is invalid.	<p>Select the correct QTS Route from the drop-down list in the Professional panel of the Employee Details page via Focus Person Staff.</p>



4280

LA or School Level indicator missing or invalid.

This error should not occur. Please contact your Local Support Team.



4308

Contract/Service Agreement Type is missing

Check the details of the contract and/or service agreement. Select the required employee via **Focus | Person | Staff** then open the applicable contract and/or service agreement from the **Employment Details** panel. The **Edit Contract** dialog is displayed. Select the correct **Employment Type** from the drop-down list.

Edit Contract for Mary Anderson

Save Undo Help Close

1 Contract Details 2 Pay Pattern

1 Contract Details

Service Term	Leadership	Employment Type	Permanent
Post Reference	Assistant Head	Post Category	Teacher, Other
Post Reason	Establishment Requirement	SWC Post	Assistant Head
Contract Start Date	01/09/2007	Financial Subgroup	
Superannuation	Teachers	Contract/Payroll Number	PR987687
Increment Date		NI Contracted	In <input type="checkbox"/> Out <input checked="" type="checkbox"/>
Contract End Date		Leave Entitlement	0.0000
Post Offered Date	16/05/2007	Contract Termination Reason	
Contract Issued Date	23/05/2007	Post Accepted Date	16/05/2007
Service Term Hours/Week	32.5000	Service Term Weeks/Year	52.1430
Hours/Week	32.5000	Weeks/Year	52.1430
FTE	1.0000	Pro Rata	1.0000
Safeguarded Salary	<input type="checkbox"/>	Pay Factor	1.0000
Destination			
Origin	Teaching post within the LA sector		

Scale	Start Date	End Date	Point
Headteacher Group 5	01/09/2007		18

New
Open
Delete

To check the details of the service agreement, double-click the applicable **Service Agreement** in the **Employment Details** panel.

Service Agreement Details

Service Start Date: 01/09/2010 | Service End Date: [] | Offered Date: [] | Accepted Date: []











QTS Status: With QTS | Reason: Supply | Sourced By: [] | Service Type: [] | FTE Hours/Week: [] | Weeks/Year: [] | SWC Total Pay (annual salary equivalent): []



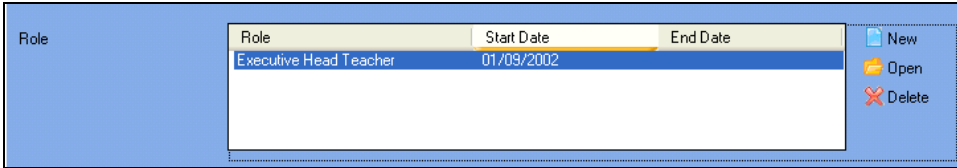

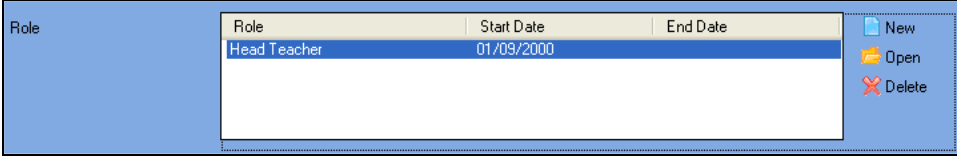

SWC Post: Assistant Head | Source Name: [] | Agreement Hours/Week: [] | Daily Rate:

Role	Start Date	End Date
Assistant Head	01/09/2010	

Notepad: Notes []

✘	4310	Contract /Service Agreement Type is invalid.	<p>Check the details of the contract and/or service agreement. Select the required employee via Focus Person Staff then open the applicable contract and/or service agreement from the Employment Details panel. The Edit Contract dialog is displayed.</p> <p>Select the correct Employment Type from the drop-down list.</p>
✘	4350	Contract/Service Agreement Start Date is missing.	<p>Check the details of the contract/service agreement. Select the required employee via Focus Person Staff then open the applicable contract/service agreement from the Employment Details panel. The Edit Contract dialog is displayed. Enter the Contract Start Date. See 4310 for a graphic.</p>
✘	4355	Contract/Service Agreement Start Date cannot be in the future.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the Contract Start Date which must be less than or equal to the date of the return. See 4310 for a graphic.</p> <p>If this contract is a future contract and is showing in the return, please contact your Local Support Team.</p>

	4357	Contract/Service Agreement Start Date more than 50 years ago.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the Contract End Date which must be on or later than the 1 st January 50 years prior to the first four digits of the survey date.
	4360	Contract has invalid dates for this Census.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the contract dates which must have either a Contract Start Date or Contract End Date between 1 st September and 31 st December of the previous year OR the end date must be empty or a date after the census date. See 4308 for a graphic. If you believe that this contract should not be showing in the return, please contact your Local Support Team.
	4370	Contract End Date is invalid.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the Contract End Date .
	4375	Contract/Service Agreement end date must be at least 27 days after the start date for this type of contract or agreement.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the Contract End Date . If the contract is not a Fixed Term then the end date must not be prior or equal to the survey date <u>and</u> it must be at least 27 days after the Contract Start Date of the same contract or service.
	4376	Contract/Service Agreement has not lasted 28 days.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Enter the Contract End Date .
	4377Q	Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Edit the Contract End Date .
	4380	Contract/Service Agreement Type is Fixed Term therefore Contract End Date must be specified.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. For all fixed term contracts, a Contract End Date must be supplied.
	4385	Destination code must be provided for completed contracts.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Where a Contract End Date (for teachers only) is supplied, you must also select a Contract Termination Reason from the drop-down list.
	4390Q	Please check: Destination code has been provided therefore Contract End Date must be specified.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. If you have selected a value from the Contract Termination Reason drop-down list then you should also specify a Contract End Date .
	4400	Contract End Date cannot be before Contract Start Date.	This error should not occur as SIMS will not allow you to save a Contract End Date that precedes a Contract Start Date .

	4410	Post is missing.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check that a Post Reference has been selected from the drop-down list. It may be necessary to add an applicable Service Term if it does not already exist.</p>
	4413	Post shown as Executive Head. One of the associated Roles must also be Executive Head.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract Role dialog is displayed. Scroll down to the Role table as shown in the following graphic:</p>  <p>Ensure that one of the associated roles is Executive Head by clicking the Open button to amend an existing role, or clicking the New button to create a new role.</p>
	4414	Post shown as Head Teacher. One of the associated Roles must also be Head Teacher.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract Role dialog is displayed. Scroll down to the Role table as shown in the following graphic:</p>  <p>Ensure that one of the associated roles is Head Teacher by clicking the Open button to amend an existing role, or clicking the New button to create a new role.</p>  <p>Select Head Teacher from the Role drop-down list.</p>



4415

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

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

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

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

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



4416






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

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

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

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

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

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



4460

Pay Scale is invalid.

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

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

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

SIMS Edit Contract Scale

Contract Scale Details

Scale: Grade 1

Start Date: 01/09/1992

End Date:

Minimum Scale Point: 1.0

Maximum Scale Point: 1.0

Point: 1.0

Superannuation:






NI Status:

Pay Scale: National Joint Council (Local Governm)

Regional Pay Spine: Rest of England

OK Cancel

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

	4470	Qualified Teacher Status inconsistent with Pay Scale type.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Scroll down to the Pay Scale table. Check that the correct value has been selected from the Scale drop-down list. It may be necessary to amend the applicable Service Term (Pay Related).
	4480	The Pay Scale supplied is not valid for a support staff or teaching assistant Post.	
	4490	Pay scale is invalid for the given Post. Head teachers, Deputy Heads and Assistant Heads must be paid under the 'Leadership Pay Scale' or an 'Other Pay Scale'.	
	4500	Pay scale is invalid for the given Post. Advanced Skills Teachers must be paid under the 'Advanced Skills Teachers Pay Scale' or an 'Other Pay Scale'.	
	4505	Pay scale is invalid for the given Post. Excellent Teachers must be paid under the 'Excellent Teachers Pay Scale' or an 'Other Pay Scale'.	



4510

Region Pay Spine is invalid.

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

2 Pay Awards

Single Pay Spine

Minimum Point

Maximum Point Interval

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

Single Pay Spine applies to all scales

Award Date:

Point	Amount
1	34938
2	35814
3	36708
4	37623
5	38559

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

SIMS Edit Scale for Leadership

Detail

Code

Description

Hidden

Minimum Point

Maximum Point

PayScale

Regional Pay Spine

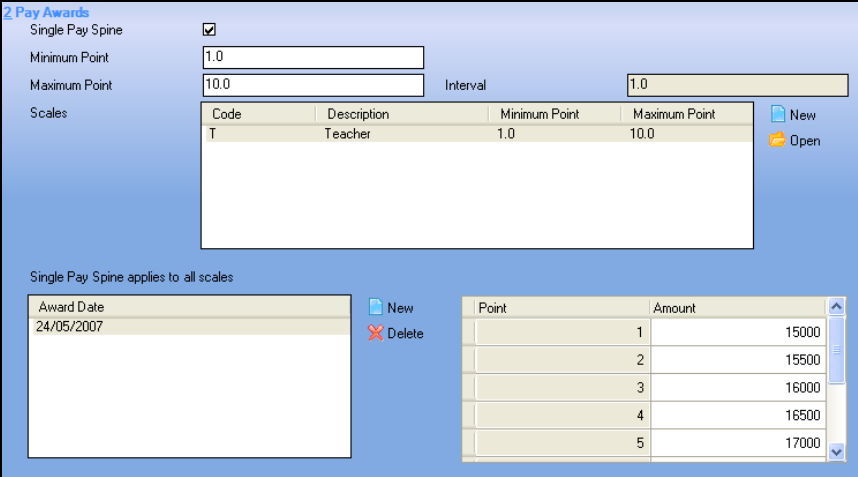
OK Cancel

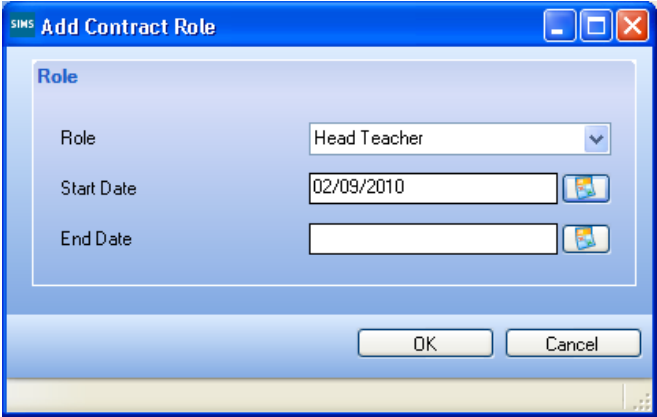












4515

No payment information has been provided.

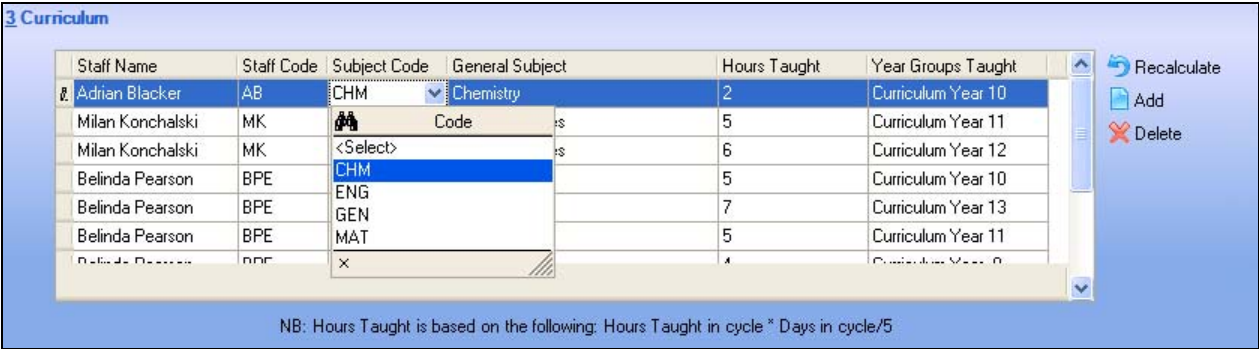
Check the details of the contract. Select the required employee via **Focus | Person | Staff** then open the applicable contract from the **Employment Details** panel and add payment information.


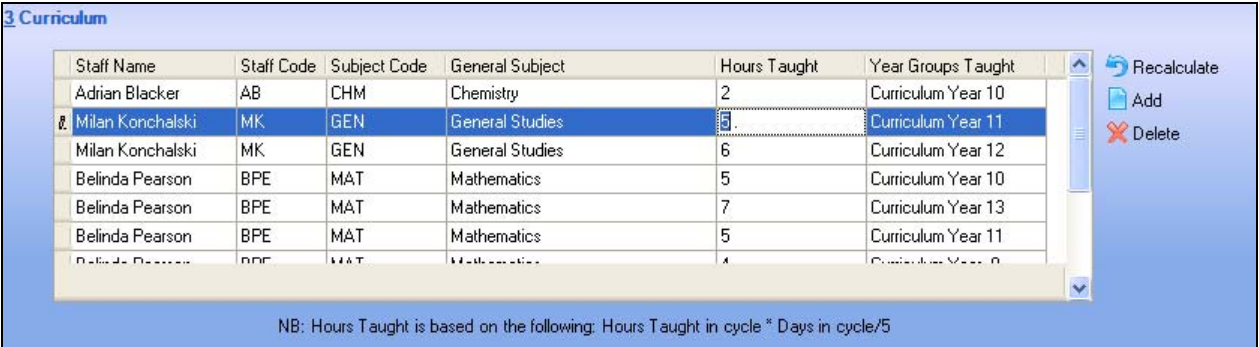


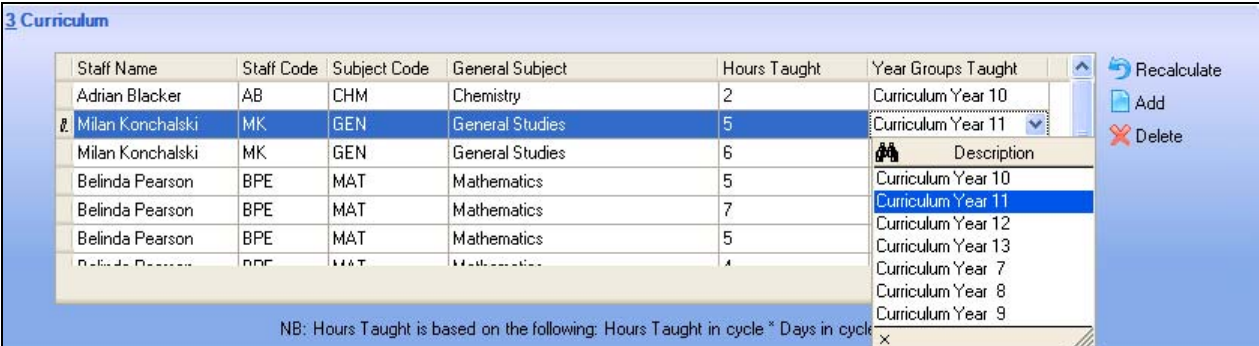


✘	4520	Spine Point is invalid.	Check, and if necessary, correct the spine points as described in 4510.
✘	4530	Total pay is in an invalid format. Format must be 999999.99	<p>Select the required Service Term from the Find Service Term browser via Tools Staff Pay Related. From the Pay Awards panel, highlight the required scale then edit the incorrect salary amount adjacent to the appropriate scale point.</p> 
✘	4540	If Total Pay is not provided and staff member is not paid by a Daily Rate then Pay Scale, Spine Point and Regional Pay Spine must all be provided.	Select the required Service Term from the Find Service Term browser via Tools Staff Pay Related . Where the Salaried check box is selected in the Service Term panel, salary details must be entered in the Pay Award panel.
✘	4550	Total Pay must not be provided where Daily Rate is Y.	Select the required Service Term from the Find Service Term browser via Tools Staff Pay Related . Where the Salaried check box is selected in the Service Term panel, salary details must be entered in the Pay Award panel. Delete these details in the record by highlighting them and clicking the Delete button.
✘	4555	Total Pay must not be provided for both Post and Role for the same Contract/Service Agreement.	Please contact your Local Support Team if this error occurs.
✘	4560	Safeguarded Salary is in an invalid format. Format should be '1' or '0' or 'true' or 'false'.	Please contact your Local Support Team if this error occurs.

✘	4570	Daily Rate is invalid.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel to display the Edit Contract dialog. Also check the service agreement by opening the applicable record to display the Edit Service Agreement dialog.
✘	4580	Destination Code is invalid.	Unlikely, as default values are supplied in SIMS. Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the value in the Contract Termination Reason drop-down list.
✘	4600	Origin is invalid.	Unlikely, as default values are supplied in SIMS. Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Check the value selected in the Origin drop-down list.
⚠	4610Q	Please check: Origin should be provided.	Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Select a value from the Origin drop-down list.
✘	4700	No Role details have been supplied.	<p>Check the details of the contract. Select the required employee via Focus Person Staff then open the applicable contract from the Employment Details panel. The Edit Contract dialog is displayed. Click the New button adjacent to the Role area to display the Add Contract Role dialog and add the role details. If a role already exists, check the role End Date.</p> 
✘	4710	Role Identifier is missing.	Please refer to error code 4700.
✘	4720	Post is inconsistent with Post Identifier.	Open the required record via Focus Person Staff and navigate to the Employment Details panel. Open the required contract and edit the post details. Alternatively, the post details may be incorrect in the service term. To edit, open the required service term via Tools Staff Pay Related and edit the information in the Posts panel.

	4725	Role of TASS (Teaching Assistant) or HLTA (Higher Level Teaching Assistant) should be linked to post of TAS (Teaching Assistant).	Open the required record via Focus Person Staff and navigate to the Employment Details panel. Open the required contract and edit the role details. Alternatively, the role details may be incorrect in the service term. To edit, open the required service term via Tools Staff Pay Related and edit the information in the Posts panel. The role of Teaching Assistant must not be used with a support post.
	4730	Hours worked per week is in an invalid format. Format must be 99.99	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and edit the Hours/Week. It may also be necessary to edit the hours on the service term. Select Tools Staff Pay Related and edit the Hour Worked/Week field.
	4735	Hours worked per week must not be provided for both Post and Role for the same Contract/Service Agreement.	This error should not occur. Please contact your Local Support Team.
	4740	Hours worked per week is missing.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and enter the Hours/Week.
	4750	FTE Hours per week is invalid.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and edit the FTE field. It may also be necessary to edit the hours on the service term. Select Tools Staff Pay Related and edit the Hours Worked/Week field.
	4760	FTE Hours per week is missing.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and enter the FTE in the field. It may also be necessary to edit the hours on the service term. Select Tools Staff Pay Related and edit the Hours Worked/Week field.
	4765Q	FTE hours normally expected to be at least 24 and no greater than 40.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and enter the correct FTE hours in the field.
	4770	Weeks per year is invalid.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and edit the Weeks/Year field. It may also be necessary to edit the weeks on the service term. Select Tools Staff Pay Related and edit the Weeks Worked/Year field.
	4780	Weeks per year is missing.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the contract and enter the Weeks/Year . It may also be necessary to edit the weeks on the service term. Select Tools Staff Pay Related and edit the Weeks Worked/Year field.
	4800	Category of Additional Payment is invalid.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the Contract and then open the required Allowance . Select the correct Category of Additional Payment .

	4810	Where Additional Payment Amount is provided the Category of Additional Payment must also be provided.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the Contract and then open the required Allowance . Select the correct Category of Additional Payment .
	4820	Additional Payment Amount is in an invalid format. Format must be 999999.99	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the Contract and then open the required Allowance . Enter the correct Amount .
	4830	Where Category of Additional Payment is provided the Additional Payment Amount must also be provided.	Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the Contract and then open the required Allowance . Enter the correct Amount .
	4900	First Day Of absence is invalid.	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and select an alternative Type/Reason from the drop-down list. Alternatively, enter the correct Start Date .
	4910	First Day of absence is missing.	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and enter the Start Date . This is mandatory if the Absence End Date, Working Days Lost or Payroll Absence Category have been completed.
	4920	First Day of Absence must be in the academic year before <ReferenceDate>	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and edit the Start Date .
	4930	Last Day Of absence is in an invalid format. Format must be CCYY-MM-DD	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and select an alternative Type/Reason from the drop-down list. Alternatively, enter the correct End Date .
	4935Q	Last day of absence is missing - please check absence is ongoing.	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and check the End Date .
	4936	Last Day of absence must be in the current or preceding academic year.	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and check the End Date .
	4940	Last Day of absence cannot be before First Day of absence.	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and select an alternative Type/Reason from the drop-down list. Alternatively, enter the correct End Date .

⚠	4945Q	Please check: Last Day of Absence is not expected to be after <ReferenceDate> except in cases of maternity or paternity leave.	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and check the End Date of the absence.
⚠	4950Q	Please check - more than one absence without an end date.	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and check the End Date of the absences. There should not be more than one absence record where the End Date is not completed.
⚠	4960Q	Please check: more than one absence record with Absence Category of Sickness covering the same date(s).	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and correct as necessary.
✖	4980	Working Days Lost is in an invalid format. Format must be 999.9.	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and correct the Working Days Lost field.
✖	4990	Where Last Day of a sickness absence is provided then the number of Working Days Lost must also be provided.	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and add the Working Days Lost .
✖	5000	Absence Category is invalid.	Open the record through Focus Person Staff and navigate to the Absences panel. Open the absence record and select the appropriate Absence Category from the drop-down list.
✖	6000	Subject Code is invalid	<p>Select the correct Subject Code in the Curriculum panel on the Schools Workforce Census Details page. Alternatively, map the DfE subject codes via Tools Setups Subjects.</p>  <p>NB: Hours Taught is based on the following: Hours Taught in cycle * Days in cycle/5</p>
✖	6100	Subject Code is missing.	Select the correct Subject Code in the Curriculum panel on the Schools Workforce Census Details page. Alternatively, map the DfE subject codes via Tools Setups Subjects .

	6110	Subject Hours is invalid	<p>Amend the Hours Taught in the Curriculum panel on the Schools Workforce Census Details page. The number entered must be between 0.01 and 40.00. Alternatively, map the DfE subject codes via Tools Setups Subjects.</p>  <p>NB: Hours Taught is based on the following: Hours Taught in cycle * Days in cycle/5</p>
	6120	Subject Hours is missing	<p>Add the Hours Taught in the Curriculum panel on the Schools Workforce Census Details page. The number entered must be between 0.01 and 40.00. Alternatively, map the DfE subject codes via Tools Setups Subjects.</p>
	6130	Year Group (NC Year Group) is invalid.	<p>In the Curriculum panel on the School Workforce Census Details page, select the correct curriculum year from the Year Groups Taught column.</p>  <p>NB: Hours Taught is based on the following: Hours Taught in cycle * Days in cycle/5</p>
	6140	Year Group is missing.	<p>In the Curriculum panel on the School Workforce Census Details page, select the correct curriculum year from the Year Groups Taught column.</p>
	6145	Two or more curriculum records with the same Subject/Year Group combination.	<p>In the Curriculum panel on the School Workforce Census Details page, edit the General Subject and Year Groups Taught columns.</p>








6200






Qualification Code is invalid.

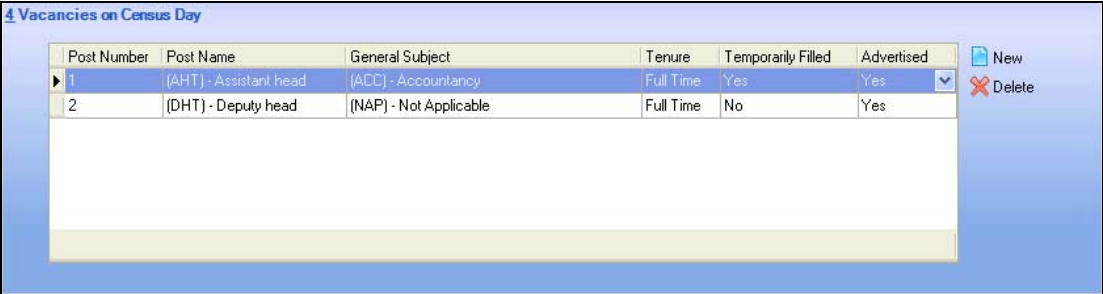
Open the record through **Focus | Person | Staff** and navigate to the **Professional** panel. Select and open the qualification record to display the **Edit Qualification** dialog.


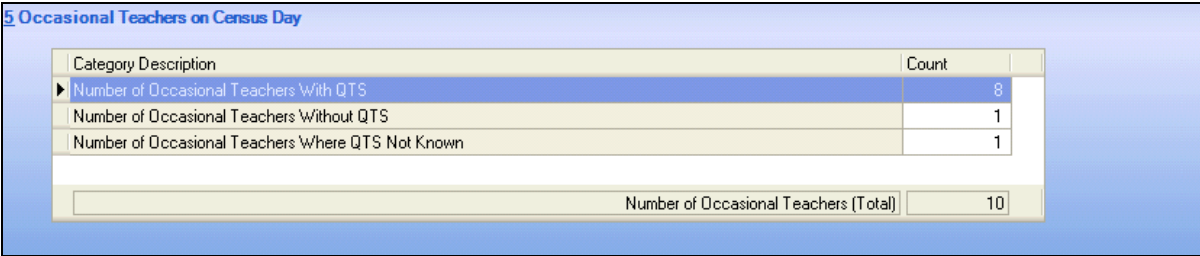





LA Classification	Unknown
Qualification	Bachelor of Science
Title	BSC
Date Awarded	
Qualification Level	Other First Degree or equivalent
Class Of Degree	First class honours
Comments	
First Subject, Qualified	Others in Physical Sciences
Second Subject, Qualified	
Country Of Origin	British
Verified	<input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




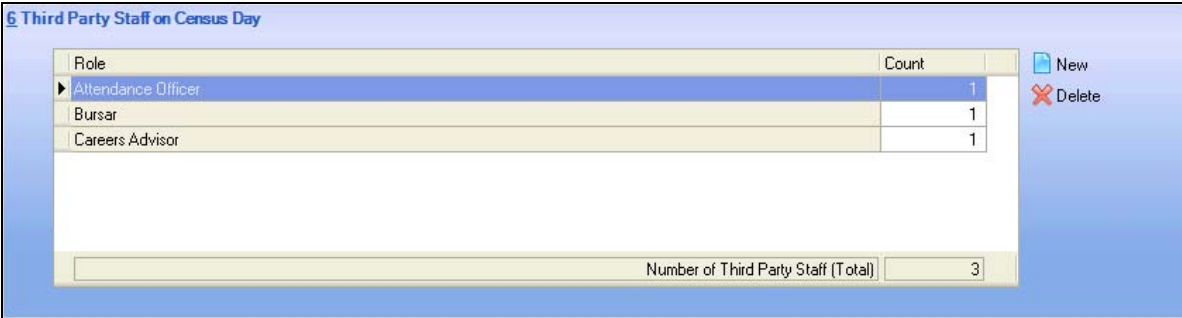

Select the correct **Qualification Level** from the drop-down list. Post A Level qualifications only are required for the School Workforce Census.

	6210	Qualification Code is missing.	<p>Open the record through Focus Person Staff and navigate to the Professional panel. Select and open the qualification record to display the Edit Qualification dialog.</p> <div data-bbox="1099 240 1771 954" data-label="Image"> </div> <p>Select the correct Qualification Level from the drop-down list.</p>
	6220	Subject Code 1 is invalid.	<p>Open the record through Focus Person Staff and navigate to the Professional panel. Select and open the qualification record to display the Edit Qualification dialog. Select the correct First Subject, Qualified from the drop-down list.</p>
	6240	Second qualification Subject Code 2 is invalid.	<p>Open the record through Focus Person Staff and navigate to the Professional panel. Select and open the qualification record to display the Edit Qualification dialog. Select the correct Second Subject, Qualified from the drop-down list.</p>
	6245	Qualification Subject Code 1 and Subject Code 2 cannot be the same.	<p>Open the record through Focus Person Staff and navigate to the Professional panel. Select and open the qualification record to display the Edit Qualification dialog. Select the correct First Subject, Qualified or Second Subject, Qualified from the drop-down list.</p>
	6500	There is more than one record with the same Teacher Number.	<p>Open the record through Focus Person Staff and navigate to the Employment Details panel. Ensure that the correct teacher number is entered in the Teacher Number field. This should have the format NN/NNNNN.</p>

	6510Q	Please Check: There is more than one record with the same NI Number.	Open the record through Focus Person Staff and navigate to the Professional panel. Edit the NI Number .
	6520Q	Please Check: The same person has a total Full Time Equivalent ratio greater than 1.2 and less than or equal to 1.5.	<p>Open the record through Focus Person Staff and navigate to the Employment Details panel. Open the required contract and edit the value in the FTE field.</p> <p>Where a person has a single role, the FTE ratio for the role (where the FTE ratio is calculated by dividing the Hours Per Week by FTE Hours) should not be greater than 1.2 and should be less than or equal to 1.5.</p> <p>Where the same person has more than one role, either because there is more than one concurrent Contract, or because one or more concurrent contract contains multiple roles, then the total FTE ratio for all Roles (where total FTE ratio for all Roles is calculated by accumulating the FTE ratio for each role, and the FTE ratio for each role is calculated by dividing the Hours Per Week by FTE Hours) should not be greater than 1.2 and should be less than or equal to 1.5.</p>
	6530	The same person has a total Full Time Equivalent ratio greater than 1.5.	<p>Open the record through Focus Person Staff and go to the Employment Details panel. Open the contract and review the value in the FTE field. It is unlikely that a FTE over 1.5 is correct.</p> <p>Where a person has a single role, the FTE ratio for the role (where the FTE ratio is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5.</p> <p>Where the same person has more than one role, either because there is more than one concurrent Contract, or because one or more concurrent contract contains multiple roles, then the total FTE ratio for all roles (where total FTE ratio for all roles is calculated by accumulating the FTE ratio for each role, and the FTE ratio for each role is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5.</p>
	6540Q	At least one staff record in this school's return should show a role of Head Teacher.	Open the Head Teacher's record through Focus Person Staff and navigate to the Employment Details panel. Open the required contract and add a new Role of Head Teacher.
	7000	Vacancy Post is invalid.	This error should not occur. Please contact your Local Support Team.

✘	7010	Vacancy Subject not required for this Vacancy Post.	<p>For some vacancies, subjects are not required, e.g. Head Teacher, Deputy Head, Executive Head and Assistant Head. Navigate to the Vacancies panel in the School Workforce Census Return Details page. Open the applicable vacancy by double clicking it and select Not Applicable.</p> 
✘	7020	Vacancy Subject required for this Vacancy Post.	<p>Navigate to the Vacancies panel in the School Workforce Census Return Details page. Select the applicable vacancy and enter the subject from the drop-down list. For some vacancies, subjects are required, e.g. Classroom Teacher, Excellent Teacher, Advanced Skills Teacher.</p>
✘	7030	Vacancy Subject is invalid.	<p>Subjects are selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team.</p>
✘	7040	Vacancy Tenure is invalid.	<p>Tenures are selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team.</p>
✘	7050	Vacancy Temporarily Filled is invalid.	<p>The vacancy is selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team.</p>
✘	7060	Vacancy Advertised is invalid.	<p>The vacancy is selected from a drop-down list and this error should therefore not occur. Please contact your Local Support Team.</p>
✘	7070	Vacancy Tenure, Vacancy Temporarily Filled and/or Vacancy Advertised is missing.	<p>It is not possible to save a vacancy without this information. Please contact your Local Support Team if this error occurs.</p>

	7100	Some Occasional Teacher Count details are missing or invalid.	<p>Navigate to the Occasional Teachers Information panel in the School Workforce Census Return Details page and check the Number of Occasional Teachers fields.</p>  <table border="1" data-bbox="837 240 2033 496"> <thead> <tr> <th>Category Description</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>▶ Number of Occasional Teachers With QTS</td> <td>8</td> </tr> <tr> <td>Number of Occasional Teachers Without QTS</td> <td>1</td> </tr> <tr> <td>Number of Occasional Teachers Where QTS Not Known</td> <td>1</td> </tr> <tr> <td colspan="2">Number of Occasional Teachers (Total)</td> </tr> <tr> <td></td> <td>10</td> </tr> </tbody> </table>	Category Description	Count	▶ Number of Occasional Teachers With QTS	8	Number of Occasional Teachers Without QTS	1	Number of Occasional Teachers Where QTS Not Known	1	Number of Occasional Teachers (Total)			10
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	10														
	7110	Number of Qualified Occasional Teachers present on Census Reference Date: value must be a non-negative whole number.	<p>Navigate to the Occasional Teachers Information panel in the School Workforce Census Return Details page and check the Number of Occasional Teachers with QTS.</p>												
	7111	Number of Unqualified Occasional Teachers present on Census Reference Date: value must be a non-negative whole number.	<p>Navigate to the Occasional Teachers Information panel in the School Workforce Census Return Details page and check the Number of Occasional Teachers without QTS field.</p>												
	7112	Number of Occasional Teachers where not known if qualified or not and who are present on Census Reference Date must be a negative whole number.	<p>Navigate to the Occasional Teachers Information panel in the School Workforce Census Return Details page and check the Number of Occasional Teachers Where QTS Not Known field.</p>												
	7120Q	Please check: Number of Qualified Occasional Teachers present on Census Reference Date is unexpectedly high (40 or more).	<p>Navigate to the Occasional Teachers Information panel in the School Workforce Census Return Details page and check the Number of Occasional Teachers (Total) field.</p>												
	7121Q	Please check: Number of Unqualified Occasional Teachers present on Census Reference Date is unexpectedly high (10 or more).	<p>Navigate to the Occasional Teachers Information panel in the School Workforce Census Return Details page and check the Number of Occasional Teachers (Total) field.</p>												

	7122Q	Please check: Number of Teachers where not known if qualified or not and who are present on census day should be less than 10.	Navigate to the Occasional Teachers Information panel in the School Workforce Census Return Details page and check the Number of Occasional Teachers (Total) field.								
	7210	Number of Agency/Third Party support staff present on Census Reference Date: value must be a non-negative whole number.	Please contact your Local Support Team if this error occurs.								
	7220Q	Please check: Number of Agency/Third Party support staff present on Census Reference Date is unexpectedly high (50 or more).	<p>Navigate to the Third Party Staff on Census Day panel in the School Workforce Census Return Details page and for the current return, edit the Count. Ignore this warning if there are no Third Party service providers.</p>  <p>The screenshot shows a panel titled "Third Party Staff on Census Day" with a table:</p> <table border="1" data-bbox="898 608 1854 711"> <thead> <tr> <th>Role</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Attendance Officer</td> <td>1</td> </tr> <tr> <td>Bursar</td> <td>1</td> </tr> <tr> <td>Careers Advisor</td> <td>1</td> </tr> </tbody> </table> <p>At the bottom of the panel, there is a field labeled "Number of Third Party Staff (Total)" with the value "3".</p>	Role	Count	Attendance Officer	1	Bursar	1	Careers Advisor	1
Role	Count										
Attendance Officer	1										
Bursar	1										
Careers Advisor	1										
	7230	Count of Agency/Third Party support staff must not include any Teaching Roles.	Navigate to the Third Party Staff on Census Day panel in the School Workforce Census Return Details page and check the Role(s) in the Third Party Staff on Census Day panel.								