



Personnel & Development
School Workforce Census



School Workforce Census

Tick List (For Full Census Requirement see **Guidance Notes** on [Kent Trust Web](#))

Employee Details (Focus | Person | Staff)

NB: Panel and Route information relates to location in SIMS.Net Personnel.

Basic Details Panel

<input type="checkbox"/>	Legal Forename	Family Name (All staff). The full Family Name (Surname) of the staff member.
<input type="checkbox"/>	Middle Name	
<input type="checkbox"/>	Legal Surname	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. Former Family Names (Non-agency Teachers / Teaching Assistants). More than one can be entered, if known – does not have to be backfilled.
<input type="checkbox"/>	Gender	Gender (All staff). Values are - 0 (Not Known), 1 (Male), 2 (Female), 9 (not specified).
<input type="checkbox"/>	Eligible for SWC	Should be “unticked” for volunteers, governors, and other people whose information is held on the system for CRB purposes but who are not in the scope of the SWC. See guidance notes for more information.

Person Information Panel

<input type="checkbox"/>	Date of Birth	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.
<input type="checkbox"/>	NI Number	
<input type="checkbox"/>	Ethnicity	
<input type="checkbox"/>	Are day impairment	Ethnic Code and Disability Code (All staff). The categories to be used are shown in the guidance. (NB White is no longer valid and must be changed).

Professional Panel

<input type="checkbox"/>	OTT Status	Overseas Trained Teacher. Value of “True” or “False” (1 and 0 are also accepted).
<input type="checkbox"/>	HLTA Status	HLTA Status (All non-agency staff). Value of “Yes” or “No” plus date. This is only for those with HLTA accreditation.
<input type="checkbox"/>	QTS Route	

		<p>QT Status (All teachers, inc agency and teaching assistants). 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>
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Professional Panel – Qualification

<input type="checkbox"/>	Qualification Level and Class of Degree (e.g. PGCE, B.ED, First degree etc. and First Class Honours, Upper Second etc.)	<p>Qualification Code Please use one of the values given in the guidance notes. Subject Code 1 and Subject Code 2 (optional). See the Guidance Notes for more information. Information on Subject Codes can be found on the DfE Website</p>
<input type="checkbox"/>	First Subject, Qualified	<p>NB: Qualification data is required for all categories of staff in regular service. Only NQF Level 4 (i.e. post A-Level) qualifications are required (Introduced for the November 2011 SWC).</p>
<input type="checkbox"/>	Second Subject, Qualified	

Employment Details Panel

<input type="checkbox"/>	Teacher Number	<p>Teacher Number 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. This should be supplied for non-teaching staff where available.</p>
<input type="checkbox"/>	Teacher Category	Usually Qualified Teacher but choose from drop down list
<input type="checkbox"/>	Employment Start/Date of Arrival in School	<p>Date of Arrival in School. This is mandatory for teachers (incl Agency staff) and teaching assistants but KCC encourage schools to add this for all staff. Continuous Service Start and Local Authority Start Date are optional and not collected by the SWC.</p>

Contract Information Panel

<input type="checkbox"/>	Contract Details	<p>Contract / Agreement Type (All staff). Values are Permanent, Fixed Term or Temporary / open-ended.</p> <p>Start Date (All staff). A Start Date should be provided for all records entered. This is the date of the current contract. Old contract information does not have to be included. Contract information will be collected for all contracts starting on or before 1st September 2010 which run for 28 days or more.</p>
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	<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 reference User defined in Tools Men (not collected for SWC – see ‘Role Identifier Below’)</p> <p>SWC Post (set up in Tools Menu) Support staff should be recorded as ‘Support Staff’. Teaching Assistant should be recorded as ‘Teaching Assistant’. Values for Teaching staff are – Executive Head Teacher, Head Teacher, Deputy Head, Assistant Head, Classroom Teacher, Advanced Skills Teacher, Excellent Teacher or Advisory Teacher. If this field is “unassigned” it will cause an error in the Census.</p> <p>Pay Scale (set up in Tools Menu – Please Check) Items available for Teachers are - Leadership, Teachers Main, Teachers Upper, Advanced Skills Teachers, Excellent Teacher, and Unqualified Teachers. For teaching assistants and other Support Staff, please use “Other” for Kent Scheme.</p> <p>Regional Pay Spine (set up in Tools Menu – Please Check) Should usually be ‘Rest of England & Wales’, but could be ‘London Fringe’ for some schools in Dartford/Swanley area.</p> <p>Spine Point (Teachers, inc agency but KCC would encourage schools to enter this information for all staff). 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. For Kent Scheme put in the point wef 1.4.11 and then move to the new Kent Range wef 1.6.11 (see EIS Information Notice for more information). For teachers please add points for 1/09/10 and 1/9/11)</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 (protection).</p> <p>Destination (Teachers, inc agency teachers, but in SIMS.Net this has to be added for all staff in order to save the record). 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</p>
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school, there is an entry within the code set of “Not Applicable - Change of Contract”. Information should be sought from September 2010 onwards.

Origin

(Non-agency Teachers and Teaching Assistants but in SIMS.Net this has to be added for all staff in order to save the record). Origin should show where the person was employed, or in some cases what the person was doing, immediately prior to taking up post. This should 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 2010 onwards. A new code “Not Applicable – Change of Contract” has been added for the November 2011 SWC.

Role Identifier

(All staff). The census allows multiple Roles to be shown per Contact / Service Agreement, and at least one must be provided. 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 where they are paid on QT Scale one role must be Classroom teacher (in SIMS.Net).

If a Contract has one or more Roles set to “Do not include in Statutory Return” that Contract and all of its Roles will be ignored. This code can be used for Breakfast/After School Club Workers and other contracts that are not required for the census. Please run and check the Detailed reports in Census to ensure that the correct information is being collected.

Hours worked per week

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.

FTE Hours per week

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 for Kent Scheme staff this is 37 hours. See the guidance notes for further explanation.

Weeks per year

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 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**. For example, if someone is on a term-time only contract to work 39 weeks per year and is on KR4 with less than 5 years service, it is, for example, **44** weeks not 52 that should be entered. See [TTO Matrix](#) on KTW for more information.



		<p>Additional Payments</p> <p>Record all additional payments that a person receives as part of their contract. Allowance types are detailed in the guidance notes. All allowances should be included as the actual/full amount of the payment made (If you are using SIMS P7 please add the Full Time amount – the system will pro rata this to the FTE of the contract). 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. Please ensure you add all contractual allowances (such as TLRs and SEN) as a minimum. One-off payments should show the amount in full – See EiS Information Notice for more help on how to add allowances to SIMS.Net Personnel.</p>
<input type="checkbox"/>	Service Agreement Details	<p>Daily Rate (in Service Agreement)</p> <p>(Agency Teachers and Agency Teaching Assistants only). This indicator shows if the school 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 must be provided.</p>

Absence

<input type="checkbox"/>	Absence	<p>Absences cover not just sickness absences, but also any absence for secondment, unpaid leave and maternity / paternity leave. Covering the academic year 1st September to 31st August. Training absence is not required for the SWC but KCC would encourage schools to record this so that their local CPD records are complete but please record all training absence via the “Professional Tab”.</p> <p>Remember to add the number of working days lost for sickness absence (rounded to the nearest ½ day). See guidance for further information.</p> <p>For anyone with an absence that is ongoing at the time of the census there will not be an entry in Last Day of Absence. This is permissible.</p>
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Service Term Details (Tools | Staff | Pay Related – search and open the appropriate Service Term)

Posts Panel – Post Record

<input type="checkbox"/>	SWC Post	<p>Make sure that all the posts for all Service Terms have been checked and that the ‘SWC Post’ definitions have been set up correctly. Click on Tools Staff Pay Related and Choose a Service Term go to 4. Posts and open each post where the SWC Post is set to “unassigned”. Choose the appropriate post from the drop down menu. Remember to do this for all Service Terms and all Posts. Remember to change Support Staff to Teaching Assistant where applicable.</p> <p>NB: Error 4410 ‘Post is Missing’ will appear in the census if the</p>
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		SWC post is set to 'Unassigned'. You can also follow this route to add additional posts such as FLO or Office Manager etc. if they are not already present on your system, just choose "New" instead of "Open".
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Pay Scales

<input type="checkbox"/>	Adding Pay Scales	You may have to set up Pay Scales for your Head, Deputy Head and/or your Assistant Head. Go to "Tools", "Staff", "Pay Related" search and open the LD Service Term, go to 2. Pay Awards: Scales 'Open' Click on New. Add the Code (up to 4 Characters such as HT, DHT or AHT) and add a Description. Leave the "Hidden" box unticked, and put in the minimum and maximum point (i.e. 1 and 43) Then choose Leadership and Region (i.e. Rest of England' or 'London Fringe') in the remaining boxes. NB: make sure the current pay tables have been added. These can be downloaded from the EiS website or added manually. For teachers these change every September and for Kent Scheme they change in April. Remember to update increments where appropriate.
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Allowances

<input type="checkbox"/>	Adding Allowances	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 and SEN 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. You will also need to set up Allowances for those on Kent Scheme Ranges after 1.6.11. See the EiS Information Notice for more information on how to set these up. Remember to up date the amounts in line with the relevant pay awards.
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Updating Pay Award Tables (This needs to be done in April and September)

<input type="checkbox"/>	Add Pay Awards	If you did not have a full conversion and buy a service from EiS go to the EiS website and choose EiS Notices and follow instructions: http://www.eiskent.co.uk/default.cfm?navid=2&action=infonote Remember to update allowances and increments manually as necessary. See note above.
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Curriculum information (collected in the Autumn Census from the Timetable)

Curriculum (Secondary and Middle (deemed Secondary) Only)	Subject Code (For Teachers and Teaching Assts where timetabled.). 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
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	<p>further explanation. NB: The codes may need to be mapped in SIMS.Net via Tools Setup Subjects.</p> <p>Hours (For Teachers and Teaching Assts). The number of hours in a typical week that the teacher/teaching assistant is timetabled to teach the Subject to the stated NC Year Group.</p> <p>NC Year Group (For Teachers and Teaching Assts.). 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>
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Producing the SW Census and Secure File Transfer (SFT):

Information on Occasional Teachers, 3rd Party Support Staff and Teacher Vacancies needs to be manually added when the census file is produced. See “Statutory Return” Handbook in the Documentation Census in SIMS.Net for further information or the Annual Autumn Census page on Kent Trust Web where full Guidance Notes will be added as soon as they are available.

Once the Census file has been produced, and all red errors have been cleared, the file must be **Authorised** (button next to Create & Validate) The .xml file should then be sent to the Local Authority, SWC Team via

EMS  (<https://emsonline.kent.gov.uk/>) **Please remember to choose the SWC inbox from the “Field Type” via the drop down Menu in EMS. More information on Secure File Transfer will be posted on Kent Trust Web (SWC Section) at the time of the census.** NB: Academies can not send their files to the Local Authority they have to send their completed census via COLLECT direct to the DfE. Please do contact us via the DSG Helpdesk, 01325 392626 or dsg.helpdesk@education.gsi.gov.uk for more information.

Fair Processing Notices

These need to be issued to all staff. Further information can be found on Kent Trust Web: http://www.kenttrustweb.org.uk/Personnel/swc_information.cfm

For further information please contact:


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For **Technical Queries on SIMS P7** Contact the EiS Service Desk:
 Telephone: 01622 672779; Faxback: 01622 673441; Email: eis.support@kent.gov.uk

EiS have a [SWC Section](#) 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.

