02

Before you Begin your Schools Workforce Census

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Before you Begin

Introduction

This preparation guide has been produced to help you to identify the most common tasks that need to be carried out before completing the School Workforce Census 2023 Return, which this year takes place on Thursday 2nd November.

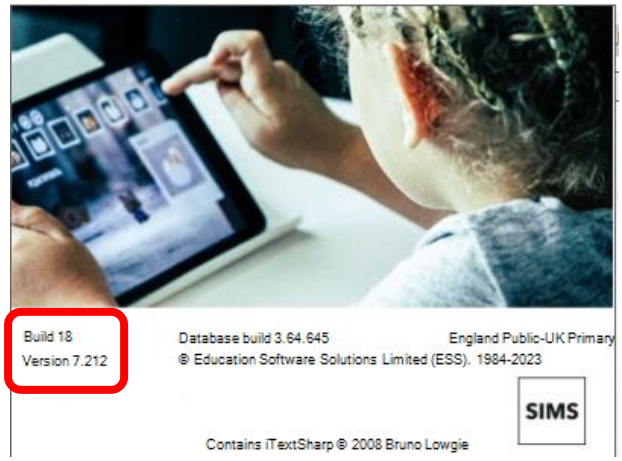
Step 1 - Check SIMS version

To run the return, schools must have SIMS 2023 Summer Release version 7.212 or later.

To check which version of SIMS the school has,

- open SIMS and
- from the Home Page,
- select **Help | About SIMS**.

The following screen will be displayed. The version should read **7.212** or later.



To close the screen, click on the picture.

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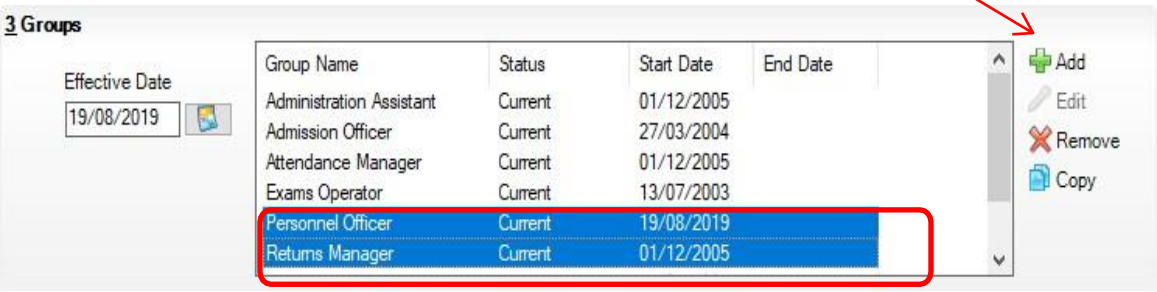
Step 2 - Permissions/Access rights to run the SWC

The user will need to have **Personnel Officer** and **Returns Manager access rights** to run or edit the School Workforce Census return.

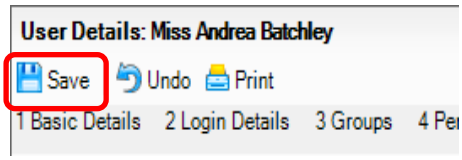
To check:

- Use route **Focus - System Manager - Manage Users**
- Either type in the name of the person requiring access and click **Search** or click **Search** button to display a list of members.
- Double click the persons record to open it up.
- Check that in Panel **3 - Groups** – The person has **Personnel Officer/Returns Manager** access rights. If not displayed in the list (as highlighted below), click on the 'Add' button.

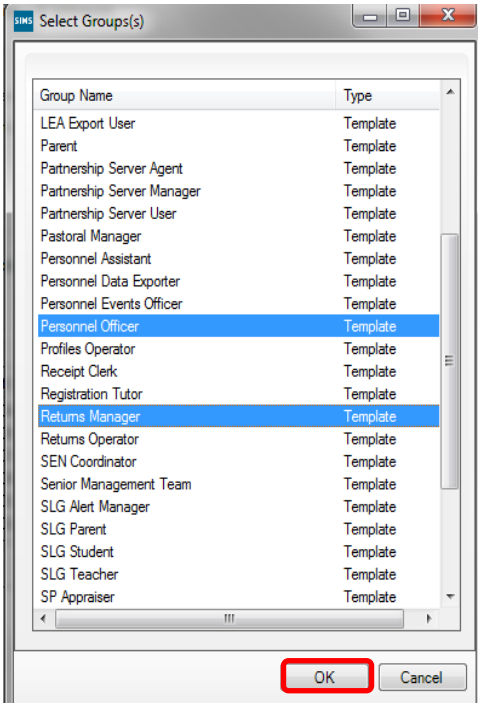


The **Select Group**(s) box will appear.

Hold down the Ctrl key on the keyboard, highlight both **Personnel Officer** and **Returns Manager** and click on **OK**.



Click **SAVE** before closing System Manager.



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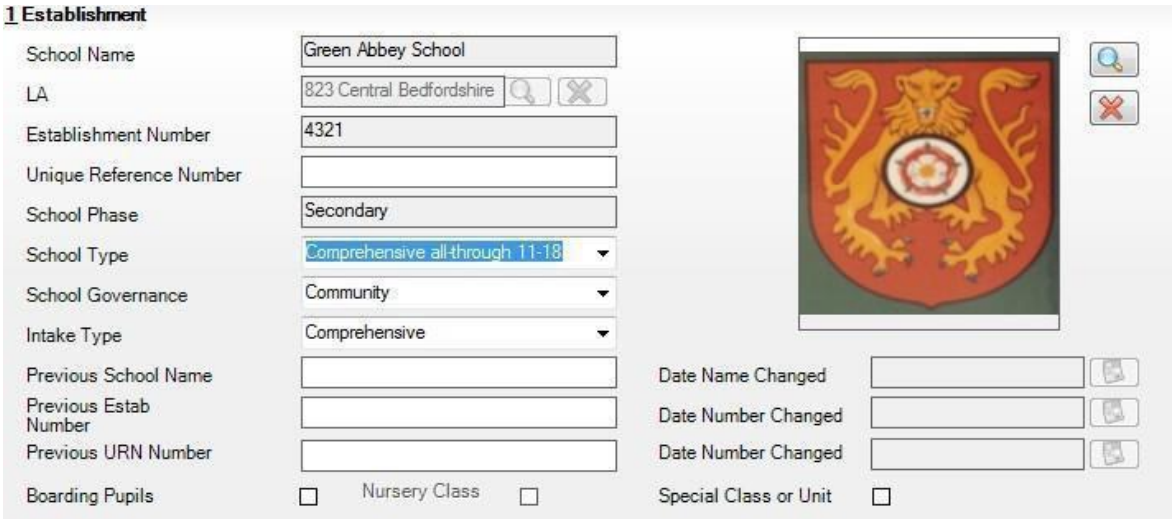
Step 3 – Confirming your Schools Details

New Academy Schools

In order that data is only collected and returned to DfE from the date which the school changed to Academy status, this change will need to be recorded in SIMS.

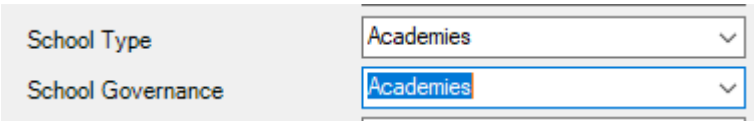
To check or to edit the school details, navigate to: **Focus – School - School Details**.



To activate the **Date of Change** field, **Previous School Name** will need to be recorded**.** If the school's name has **not** changed **- record the same name in the previous name box.** Enter the date in the **Date Name Changed** box.

This ensures that only contracts since the school became an academy are extracted into the census file.

Check also that the **School Type** and **School Governance** has been changed to **Academies**



School Name or DFE number Change APPLIES TO ALL SCHOOLS

If the **school's name** or **DfE number** has changed since the last census (November 2022, a patch will need to be deployed to enable the school to change the school details. If this has not been run, please log a call with the Service Desk.

Multi Academies (MATS)

Multi Academy Trusts (MATS) must ensure a **separate** return is made for **each** academy.

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Step 4 - Check the School Workforce Census Settings

Changes to the settings may be required if the editing of **Base Pay** is required before the pay details are collected for the return.

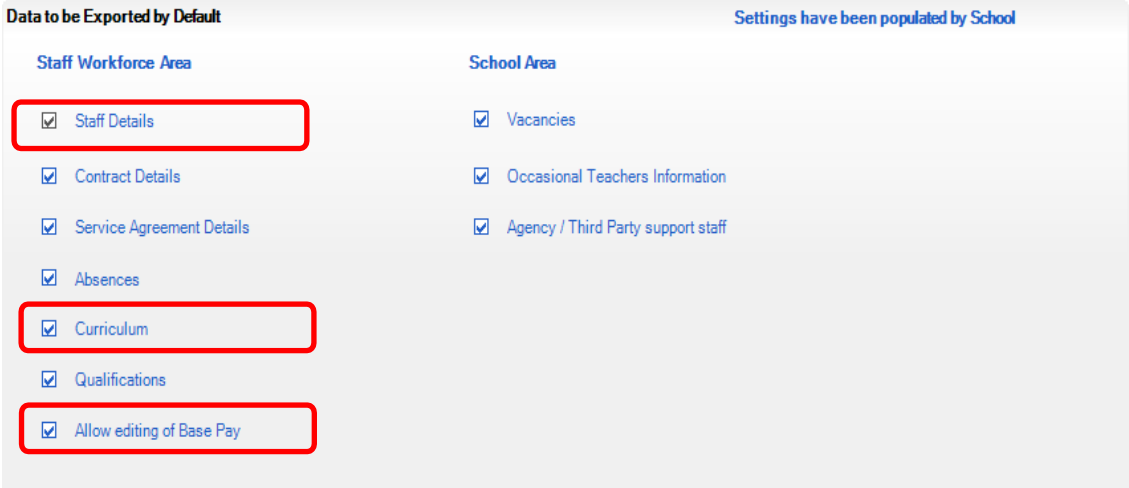
Base Pay is the pre-tax annual salary of a member of staff as at census day. It does not include the annual amount of any additional payments or allowances. In other words it is the annual salary that will be earned, based on the salary rate at the census date.

Schools now have the flexibility to set individual teacher's pay within a minimum and maximum pay range. This means that there is no automatic progression within a defined pay scale. If schools adopt this flexibility they will need to ensure that **Base Pay** is recorded correctly.

Base Pay will only be different from the pay information held in the Service Terms if schools have elected to select their own pay ranges or salaries.

To update the settings:

Use Route: **Tools - Statutory Return Tools - School Workforce Census Settings** to display the **School Workforce Census Settings** page.



- *The **Staff Details** check box is displayed for information purposes only and cannot be deselected.*
- *The **Curriculum** check box **will be displayed for Secondary schools only** and should be checked. (Curriculum details for Teachers and Teaching Assistants is included in the return by default.)*
- *If the **Allow editing of Base Pay** check box is **deselected**, the **Pay Details** panel will **not** be displayed when the census is run and the calculated values are collected by default.*

All other boxes should have a tick present, click the **Save** button.

NB: Please note the SWC will not collect Base Pay for closed contracts.

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Primary, Junior, Infant and Special Schools only

NB: If **Allow editing of Base Pay** check box is ***not*** selected, the **Calculate All Details** button in the census screen will not be available.

The **Pay Details** panel will also **not** be displayed when the census is run and the calculated values will be collected by default as mentioned above!
(See Book 04 – Creating the School Workforce Census)

NB: For the purpose of the Census booklet demonstration, we have entered a ✓ against **Allow editing of Base Pay**.

Step 5 – Mapping Subjects to DfE Subject Codes (Secondary Schools Only)

Curriculum information is collected on subjects taught by teachers. This information is usually entered into SIMS via Academic Management or entered into Nova then transferred over into SIMS. To enable curriculum information to be recorded accurately, it is necessary to map all the subjects taught in school to DfE subject codes.

NB: One curriculum record will be generated when more than one Nova subject is mapped to the same DfE subject.

- From the **Tools** menu, select **Setups, Subjects** to display the browse.

- Click **Search** to list any subjects.

Subject codes have been populated from Nova and therefore **cannot** be edited here. If schools wish to edit these codes they will need to follow the normal procedures in NOVA -T.

- Check that the subject under **Title** has a corresponding **DfE Subject Code**.

If it doesn't,

- highlight the required subject

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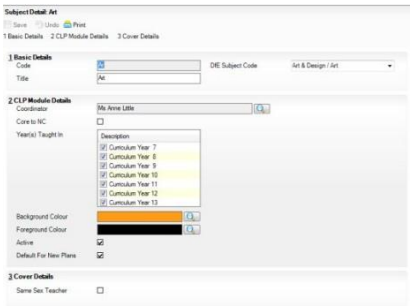
- click **Open** button to display the **Subject Detail** page.



- Select the applicable **DfE Subject Code** from the drop- down list.
- Check the other details displayed to ensure they are correct.
- Click **Save**.

If necessary, old subjects may be marked as Inactive.

- Highlight old subject to select
- Double click to open
- Remove the tick from the Active box on the second panel
- Click **Save**.

NB: Schools are advised **<u>not</u>** to amend the subject Code and/or Title.

Amendments to the Code and/or Title that change the meaning of a subject (previously in use) should be avoided because this would result in a conflict with the information held in the SIMS SQL database.

For example,

Changing IT (Italian) to IT (Information Technology) might render class and course data associated with Italian unusable. To resolve this issue, a new subject for Information Technology should be added.

If schools need to edit subject details, they must do so using the normal procedures in Nova.

For more information, please refer to the Maintaining subjects section of the Getting Started with Nova handbook.

Step 6 – Excluding staff that are not required in the return

The following scenarios will need to be checked in order for personnel, if required, to be excluded from the Return.

Duplicated Staff Records - Occasionally a new staff record has been entered, but the record already exists in SIMS, therefore you will have duplicate staff records (See instructions below on how to look for duplicates)

Clerk to Governors, volunteers or **Governors** records are also not required for the return. Hopefully you will have a list to identify these personnel, and simply remove the tick from the **Eligible for SWR**.

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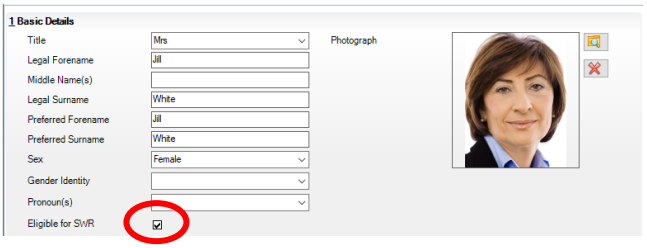
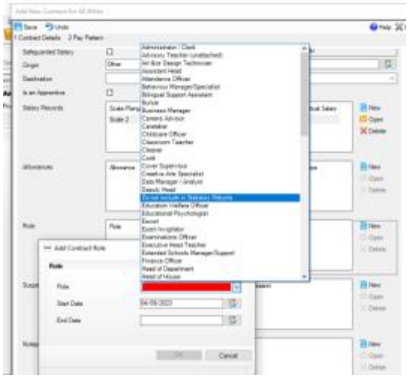
Casual Contracts are not required for the SWC. However, if you have a staff member with a **Casual contract** then there are two scenarios to think about

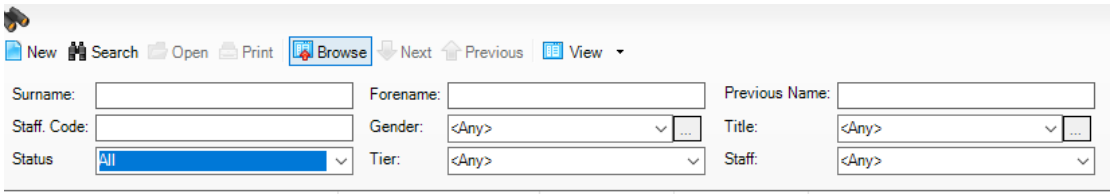
Scenario 1 - Casual Contracts If the staff member employed at your school has just a Casual contract and no other Permanent/Fixed Term/Temporary contract, then simply remove the tick from SWR on their Basic Details tab



Scenario 2 - If the staff member employed at your school has a casual contract and also one of the following: Permanent or a Fixed Term contract then the staff member will need to be included in the Return
The tick in the SWR must remain
The Role in the Casual contract will need to be changed to “Do not include in statutory returns” available from the drop-down menu.



Select **Focus - Person - Staff** to display the Employee Details browser.
Or click on the staff button



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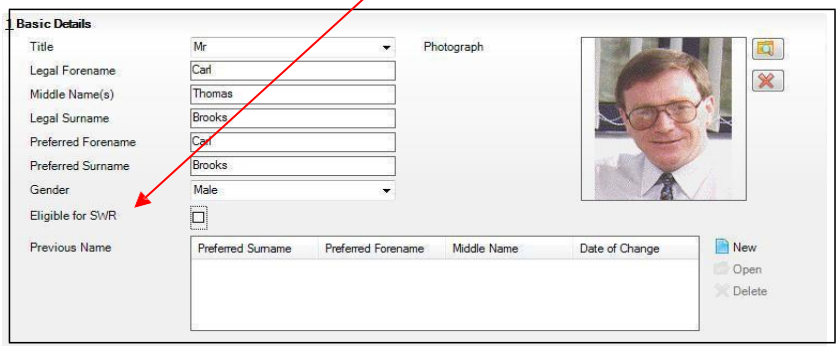
Change the Status to All (this will display any duplicated records, together with the persons, that are to be excluded from the SWC Return)

- Click **Search**
- Find any records that have been either duplicated or persons to be excluded
- Highlight the record, either double click or click **Open**
- Select the **Personal Details** tab to display the **Basic Details** panel.
- Ensure that the **Eligible for SWR** check box is **deselected**.
- Click the **Save** button.

This will remove that person from the return.



Appendix 2 - Running the Contracts Information Report

This report will assist in identifying those personnel with the above scenarios, together with guidance on how to check Permanent/Fixed Term and Temporary Contracts Instructions

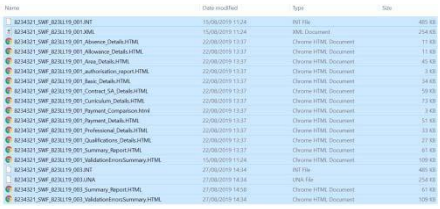
Step 7 – Housekeeping

In order that the correct file is uploaded to the **COLLECT** website, it is recommended archiving old returns. To retain previous returns, these can be moved to a separate folder. They will also not be visible during the upload process.

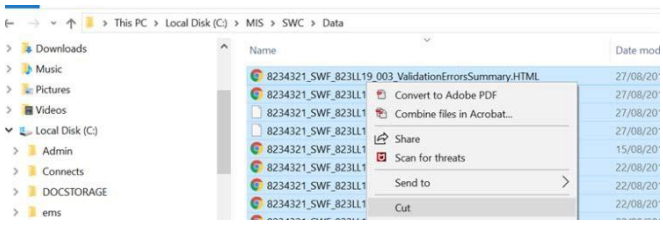
- Locate **This PC**

or the **Admin Shared** folder
- Navigate to where the SWC Return is situated, usually **Y:\ MIS\ SWCensus/Data**
- Once located, using the keyboard, press and hold down the **CTRL + A.**

This will highlight all the files in the Data folder



- Right click on the highlighted files
- Select **Cut**



Within the same SWC Census folder there should be an **Archive** folder

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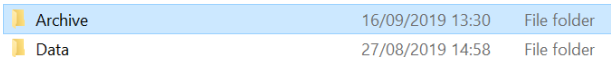

- Double click on the **Archive** folder to open it
- Right click in the folder and select paste

This will move all the old files into the **Archive** folder

NB: If an **Archive** folder is not displayed, create a **New Folder** and rename it **Archive**