SIMS

Validation Errors and Resolutions

School Workforce Census 2019

Revision History

Document Version	Change Description	Date
7.188 – 1.0	Initial release	17/07/2019

Introduction

This guide has been produced to offer advice and suggestions on how to resolve the various validation errors/queries that might be generated when producing the School Workforce Census Return.

We strongly recommend carrying out dry runs in order to ascertain which errors need correcting. Hyperlinks are available from the **Validation Errors Summary** (displayed after creating and validating the return), which enable you to display the area in SIMS where the issues can be resolved.

Please ensure that the Personnel Officer, Returns Manager or System Manager has imported the latest Statutory Returns fileset before starting the return. The files are included as part of the SIMS release. However, occasionally, additions or corrections are made to the files between releases and might include updates to the validations (derived from files supplied by the Statutory Body).

The revised files can either be downloaded from the My Account website (https://myaccount.capita-cs.co.uk) and then unzipped to a folder of your choice or authorised and deployed to schools via SOLUS3. The Import Fileset routine can then be run by a user at the school who has the appropriate permissions.

For more information about preparing and producing the School Workforce Census, please refer to the applicable handbook available on the SIMS **Documentation Centre**. Click the **Documentation** button on the SIMS **Home Page** to display links to a variety of documentation.

Alternatively, visit the My Account website (https://myaccount.capita-cs.co.uk). Enter the required text in the **Search** field to display a list of documents that match the search criteria. To find School Workforce specific documentation, search for `SWC19`.

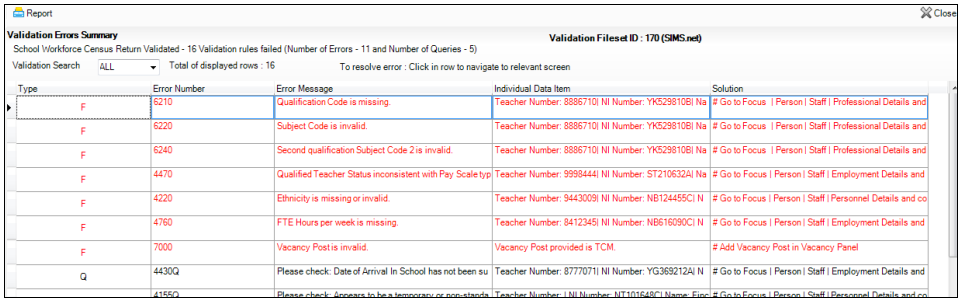
NOTE: The contents of the graphics (dates, names, etc.) displayed in this document are examples only of what you might expect to see when using SIMS to produce the School Workforce Census Return.

This document has been produced to help users check and correct validation errors and queries. It 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 release it following minimal checking. If you find any errors or inaccuracies in this document, please report them to publications@capita.co.uk.

Using the Validation Errors Summary

Having created and validated the return, the **Validation Errors Summary** is displayed. The summary lists all the validation errors and queries generated in the return. Errors must be corrected and queries should be checked and corrected if you feel they are applicable.

Column	Description
Type	Displays the type of validation rule: Failure (**F** displayed in red) indicates an error, which must be corrected. Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be checked and corrected, if necessary.
Sequence	Shows the error number.
Message	Displays the text of the error message.
Location	Lists the specific record containing the error.
Solution	Provides suggestions on how the error can be corrected. Many solutions have a hyperlink (indicated by a **#**) to the appropriate area of SIMS.



If at any point you wish to hide the list of errors and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel.

To view the list again, run the Create and Validate routine.

To assist in the resolution of any errors and queries:

- Use the **Validation Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list. When **ALL** errors and queries are selected, the errors are displayed at the top of the list.
- When the mouse pointer is hovered over an **Error Message**, **Individual Data Item** or **Solution** cell, hover help displays the entire content of that cell.
- When the mouse pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the issue can be checked. Click the appropriate hyperlink to display the specific SIMS area where the record(s) can be checked/corrected. A hyperlink is also indicated by a hash symbol (#) preceding the **Solution** text.
- Change the order of the summary by clicking 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.
- View a summary of validation failures by clicking the **Report** button located on the top left-hand side of the **Validation Errors Summary** panel. The report is displayed in your web browser, from where it can be printed or transferred to a spreadsheet, if required.

Identifying the Types of Validation Code Listed in this Guide

Indicates an error that requires the data to be corrected.

Indicates a query that should be checked, as there are unusual data conditions that might require the data to be corrected.

What does the Validation Code Mean and how do I Resolve it?

Type	Code	Error Message	Comment/Resolution
	10	Census Name invalid, should be 'School Workforce Census'	Please contact your Local Support Unit for assistance, quoting validation error code 10.
	30	Year out of range	Please contact your Local Support Unit for assistance, quoting validation error code 30.
	40	Reference Date, i.e. Census Date, must be provided.	Please contact your Local Support Unit for assistance, quoting validation error code 40.
	60	Source level is invalid	Please contact your Local Support Unit for assistance, quoting validation error code 60.
	70	LA number is invalid	Please contact your Local Support Unit for assistance, quoting validation error code 70.
	80	School Number is invalid.	Please contact your Local Support Unit for assistance, quoting validation error code 80.
	110		Please contact your Local Support Unit for assistance, quoting validation error code 110.
	120		Please contact your Local Support Unit for assistance, quoting validation error code 120.
	4085	Please note that this return contains no contract records. Please ensure that this is correct and that contract data is being supplied to the Department by another source.	Check that all contract details have been recorded. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment** tab, check the information recorded in the **Contract** table. Add **New** records, if required.
	4095Q	Please note that this return contains no absence records. Please ensure that this is correct and that absence data is being supplied to the Department by another source.	Check that all absence details have been recorded. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, navigate to the **Absences** panel. Deselect the Training check box to remove training records from the list. Add **New** absence records, if required. *NOTE: Ensure that the **Training** check box is deselected in the **Absences** panel. When this check box is deselected, training absences are removed from the list making it easier to locate the maternity/paternity leave entries.*
	4100Q	Teacher with Teacher Number missing: Please supply a reason in a return level note.	If the member of staff is a qualified teacher, select **Focus | Person | Staff,** then select the name of the required staff member. On the **Employment Details** tab, enter a valid **Teacher Number** and then ensure that the **SWC Post** has been correctly selected from the drop-down list (via the **Service Agreement** panel).
	4105	Teacher number should be 7 or 8 digits.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, correct the **Teacher Number** in the **Employment Details** panel. 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.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, add or edit the **Previous Name** in the **Basic Details** panel.

Type	Code	Error Message	Comment/Resolution
⊗	4120	Given name is missing or has two or more consecutive spaces.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, add or edit the **Legal Forename** in the **Basic Details** panel.
⊗	4140	Former surname has incorrect format.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, correct the **Preferred Surname** in the **Basic Details** panel.
⊗	4150	NI Number has invalid Format.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, correct the **NI Number** in the **Personal Information** panel. 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.
⊗	4155	Temporary NI number must not be supplied. This must be replaced or removed.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, amend or remove the **NI Number** located in the **Personal Information** panel. 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.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, check, and if necessary, correct the **NI Number** in the **Personal Information** panel. 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 or invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, select the **Gender** from the drop-down list in the **Basic Details** panel.
⊗	4190	Date of Birth missing or has invalid format. Format should be CCYY-MM-DD	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, add or edit the **Date of Birth** in the **Personal Information** panel.
⚠	4195Q	Two other members of staff also have a date of birth of 1 January, please check that this is correct.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, check the **Date of Birth** in the **Personal Information** panel.
⊗	4200	Person's age must be between 13 and 100	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, edit the **Date of Birth** in the **Personal Information** panel. The age must be over 13.
⊗	4220	Ethnicity is missing or invalid.	Ethnicity must be provided. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, check then add/edit the required **Ethnicity** from the drop-down list in the **Personal Information** panel.
⊗	4225	Disability is missing or invalid.	Disability must be provided. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, check then add/edit the required disability by selecting it from the **Impairments** table in the **Personal Information** panel.
⊗	4228	Qualified Status is missing for a teacher.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Professional Details** tab, select the **QT Status** (Qualified Teacher) check box.
⊗	4230	QTS is invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Professional Details** tab, select the **QT Status** (Qualified Teacher) check box.

Type	Code	Error Message	Comment/Resolution
⊗	4231	EYTS is invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Professional Details** tab, select the **EYT Status** (Early Years Teacher) check box.
⊗	4232	QTLS is invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Professional Details** tab, select the **QTLS Status** (Qualified Teacher Learning and Skills) check box.
⚠	4235Q	Person is not expected to have QTS and be under 21 years of age on <ReferenceDate>.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, check and if necessary amend the **Date of Birth** in the **Personal Information** panel.
⚠	4236Q	Person is not expected to have EYTS and be under 21 years of age on <ReferenceDate>.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, check and if necessary amend the **Date of Birth** in the **Personal Information** panel.
⚠	4237Q	Person is not expected to have QTLS and be under 21 years of age on <ReferenceDate>.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, check and if necessary amend the **Date of Birth** in the **Personal Information** panel.
⚠	4238Q	HLTA Status is missing for a Teaching Assistant.	Select **Focus | Person | Staff**, then select the name of the required staff member. Correct the **HLTA Status** checkbox in the **Professional** panel on the **Professional Details** tab.
⊗	4240	HLTA Status is invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. Correct the **HLTA Status** checkbox in the **Professional** panel on the **Professional Details** tab.
⊗	4245	Person cannot be shown as having HLTA status and be under 18 on <ReferenceDate>.	Select **Focus | Person | Staff**, then select the name of the required staff member. Check the **Date of Birth** in the **Personal Details** panel (**Personal Details** tab) and the **HLTA Status** check box in the **Professional** panel (**Professional Details** tab). If the employee has HLTA Status, then their date of birth must be prior to 1 January 18 years prior to the first four digits of their date of birth.
⊗	4250	QTS Route is invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. Select the correct **QTS Route** from the drop-down list in the **Professional** panel on the **Professional Details** tab.
⊗	4280	LA or School Level indicator missing or invalid.	Please contact your Local Support Unit for assistance, quoting validation error code 4280.
⊗	4310	Contract /Service Agreement Type is missing or invalid.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract and/or service agreement (**Employment Details** panel) to display the **Edit Contract** dialog. Select the correct **Employment Type** from the drop-down list.
⊗	4350	Contract/Service Agreement Start Date is missing.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract/service agreement (**Employment Details** panel) to display the **Edit Contract** dialog. Enter the **Contract Start Date**.
⊗	4355	Contract/Service Agreement Start Date cannot be in the future.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Check the **Contract Start Date** which must be less than or equal to the date of the return. If this contract is a future contract and is showing in the return, please contact your Local Support Unit.

Type	Code	Error Message	Comment/Resolution
⚠	4357Q	Contract/Service Agreement Start Date more than 30 years ago.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Check the **Contract Start Date** which should be equal to or less than 30 years.
✖	4360	Contract has invalid end date for this Census.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Check the contract dates which must have either a **Contract Start Date** or **Contract End Date** must be on or after 1 September of the previous year. If you believe that this contract should not be showing in the return, please contact your Local Support Unit.
✖	4370	Contract End Date is invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Check the **Contract End Date**.
✖	4375	Contract/Service Agreement end date must be at least 27 days after the start date.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Check the **Contract End Date**. If the contract **Employment Type** 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	Service agreements and temporary contracts that have lasted less than 28 days, as of reference date, will be picked up in the next year's census if they go on to last 28 days or more. Do not include them now.	Select **Focus | Person | Staff**, then the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Ensure that the correct **Contract Start Date** and **End Date** are recorded.
⚠	4377Q	Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Edit the **Contract End Date**.
✖	4380	Contract/Service Agreement Type is Fixed Term therefore Contract End Date must be specified.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. For all fixed term contracts, a **Contract End Date** must be supplied.
✖	4385	Destination code must be provided for completed contracts.	*NOTE: Destination is not needed if contract is still open on reference date.* Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Where a **Contract End Date** (for teachers only) is supplied, you must also select a **Contract Termination Reason** from the drop-down list.
⚠	4390Q	Destination code has been provided therefore contract End Date should be specified: If it cannot be supplied, please give a reason in a return level note.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. 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**. Select **Focus | Person | Staff**, then check the **Contract End Date** (**Employment Details** tab).

Type	Code	Error Message	Comment/Resolution
⊗	4410	Post is missing or invalid.	Select **Focus | Person | Staff**, then select the required employee. Click the **Employment Details** tab, then **Open** the applicable **Contract** to display the **Edit Contract** dialog. 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. Click the **Save** button, then re-open the contract again and check the read-only entry in the **Post Category/SWR Post/Payroll Post** field. If the School Workforce Census Post needs changing: Select **Tools | Staff | Pay Related**, then select the required Service Term. Navigate to the **Posts** panel, then **Open** the applicable **SWC Post** to display the **Edit Post** dialog. Select the applicable value from the **SWC Post** drop-down list. Click the **Save** button.
⊗	4413	Post shown as Executive Head. One of the associated Roles must also be Executive Head.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Scroll down to the **Role** table and 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.
⊗	4414	Post shown as Head Teacher. One of the associated Roles must also be Head Teacher.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Scroll down to the **Role** table. 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. Select **Head Teacher** from the **Role** drop-down list.
⊗	4415	Post shown as Deputy Head. One of the associated Roles must also be Deputy Head.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Scroll down to the **Role** table. 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.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable contract (**Employment Details** panel) to display the **Edit Contract** dialog. Scroll down to the **Role** table. 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**, then select the required employee. On the **Professional Details** tab, check the staff member's **HLTA Status** (**Professional** tab) or their Contract **Role** (**Employment Details** tab).
⊗	4420	Date of Arrival in School is invalid.	Select **Focus | Person | Staff** then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract**, then edit the **Employment Start Date** (**Employment Details** panel).

Type	Code	Error Message	Comment/Resolution
⚠	4425Q	Please check: Date of Arrival in School is more than 40 years ago. Please confirm if this is correct.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Employment Dates** record to display the Edit Employment History dialog. Check, and if necessary, edit the **Employment Start Date**.
⚠	4430Q	Please check: Date of Arrival in School has not been supplied. Please confirm if this is correct.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Employment Dates** record to display the Edit Employment History dialog. Check, and if necessary, edit the **Employment Start Date**.
⚠	4440Q	Date of Arrival in School should not be later than the start of the contract: If Date of Arrival is later, please supply a reason in a return level note.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Employment Dates** record to display the Edit Employment History dialog. Check, and if necessary, edit the **Employment Start Date**.
✖	4460	Pay Range is invalid.	Select **Focus | Person | Staff** then select the required employee. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. **Open** the applicable entry in the **Salary Records** table to display the **Edit Contract Scale** (or **Salary**) dialog. Ensure that the correct pay **Scale** (or **Range Type**) is selected from the drop-down list.
⚠	4470Q	Please check: Qualified Status inconsistent with Pay Range type.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Professional Details** tab, check that the applicable qualified teacher check box(es) have been selected.
⚠	4480Q	Please check: The Pay Range supplied is not valid for a support staff or teaching assistant Post.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. **Open** the applicable entry in the **Salary Records** table to display the **Edit Contract Scale** (or **Salary**) dialog. Ensure that the correct pay **Scale** (or **Range Type**) is selected from the drop-down list.
✖	4490	Pay Range is invalid for the given Post. Head teachers, Deputy Heads and Assistant Heads must be paid under the 'Leadership Pay Range' or an 'Other Pay Range'.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Open the applicable entry in the **Salary Records** table to display the **Edit Contract Scale** (or **Salary**) dialog. Ensure that the correct pay **Scale** (or **Range Type**) is selected from the drop-down list.
⚠	4495Q	Please check: Daily Rate should not be used except for agency or service agreement teachers.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, check the **Service Agreement** record. The **Daily Rate** check box should not be selected (except for agency or service agreement teachers).
✖	4505	Pay Range is invalid for the given post. Leading practitioners must be paid under the "Leading Practitioners" pay Range.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. **Open** the applicable entry in the **Salary Records** table to display the **Edit Contract Scale** (or **Salary**) dialog. Ensure that the correct pay **Scale** (or **Range Type**) is selected from the drop-down list.
✖	4515	No Payment information has been provided.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract**, then add payment information.
✖	4516	Teacher should have had a pay review since beginning of previous academic year. If they have not, please supply a reason in a return level note.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the required **Contract** and then enter the **Latest Pay Review Date**, if applicable.

Type	Code	Error Message	Comment/Resolution
⚠	4517Q	This return contains no Pay Review dates; please ensure that this is correct.	At least one pay review date should be included. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the required **Contract** and then enter the **Latest Pay Review Date**, if applicable. Click the **Save** button.
⚠	4521Q	Please supply the Framework under which this leadership teacher is being paid, i.e. 'Pre 2014' framework or '2014' framework.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract**, then check the contract details. Alternatively, select **Routines | Statutory Returns | School Workforce Census**, then check the **Base Pay** in the **Pay Details** panel.
⚠	4522Q	Teacher is being paid under 'Pre 2014' framework even though they arrived after 31 August 2014: Please supply a reason in a return level note.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** and then check the contract details.
⚠	4523Q	Please supply the Pay Range Minimum for this leadership teacher.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract**, then check the contract details.
⚠	4524Q	Please supply the Pay Range Maximum for this leadership teacher.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract**, then check the contract details.
⚠	4530	Base Pay is in an invalid format. Format must be 999999.99.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Service Agreement** to display the **Edit Service Agreement** dialog, then check the **SWC Base Pay (annual equivalent)**. Select **Tools | Staff | Pay Related** then select the applicable service term. In the **Pay Awards** panel, **Open** the applicable record in the **Scales** table to display the **Edit Scale** dialog. Ensure that the correct salary amount is displayed adjacent to each scale point and is in the format 999999.99.
✖	4540	If staff member is not paid by a Daily Rate, then Base Pay must be provided.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract**, then correct the **Pay Scale**. Also, check the **SWC Base Pay (annual equivalent)** via the **Service Agreement** table.
⚠	4545Q	Staff member appears to be paid less than the minimum wage for apprentices, please supply a reason in a return level note.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Service Agreement** to display the **Edit Service Agreement** dialog, then check the value in the **SWC Base Pay (annual Equivalent)** field. Alternatively, select **Routines | Statutory Returns | School Workforce Census**, then check the **Base Pay** in the **Pay Details** panel.
✖	4550	Base Pay must not be provided where Daily Rate is Y.	Where the contract end date has not been entered or is after the census date and the daily rate is recorded, then the base pay must not be provided. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Service Agreement** to display the **Edit Service Agreement** dialog, then remove the value in the **SWC Base Pay (annual Equivalent)** field.

Type	Code	Error Message	Comment/Resolution
	4555	Pay (i.e. Base Pay, Pay Range, Regional Pay Range, Pay Framework, Pay Range Minimum and Pay Range Maximum) must not be provided for both Post and Role for the same contract or service agreement.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Service Agreement** to display the **Edit Service Agreement** dialog, then edit the value in the **SWC Base Pay (annual Equivalent)** field.
	4560	Safeguarded Salary is in an invalid format. Format should be '1' or '0' or 'true' or 'false'.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Ensure that the **Safeguarded Salary** check box is selected/deselected, as applicable.
	4565Q	Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Service Agreement** to display the **Edit Service Agreement** dialog, then check the value in the **SWC Base Pay (annual Equivalent)** field. Alternatively, select **Routines | Statutory Returns | School Workforce Census**, then check the **Base Pay** in the **Pay Details** panel.
	4570	Daily Rate is invalid.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog then edit the details. Also check the **Service Agreement** by opening the applicable record to display the **Edit Service Agreement** dialog. The **Daily Rate** check box should not be selected (except for agency or service agreement teachers).
	4575Q	Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	Select **Focus | Person | Staff | Employment Details**, then check **Base Pay**.
	4580	Destination Code is invalid.	This error is unlikely because default values are supplied in SIMS. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog then select the correct value from the **Contract Termination Reason** drop-down list.
	4585	Leaving Reason is invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the required **Contract** to display the **Edit Contract** dialog. Ensure that the correct **Reason for Leaving** is selected from the drop-down list.
	4586	If leaving reason is 'Left for other teaching Post' or 'Still in Education' then Destination must be employment in education.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the required **Contract** to display the **Edit Contract** dialog. Ensure that the correct **Destination** and **Reason for Leaving** are selected from the drop-down lists.
	4587	If leaving reason is 'Not Applicable-Change of Contract' then Destination must be the same.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the required **Contract** to display the **Edit Contract** dialog. If the **Reason for Leaving** is **Not applicable - change of contract**, ensure that the same value is selected from the **Destination** drop-down list.

Type	Code	Error Message	Comment/Resolution
	4588	If leaving reason is 'Deceased' then Destination must be 'Other'.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the required **Contract** to display the **Edit Contract** dialog. If the **Reason for Leaving** is **Deceased**, ensure that **Other** is selected from the **Destination** drop-down list.
	4600	Origin is invalid.	This error is unlikely because default values are supplied in SIMS. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog, then select the correct value from the **Origin** drop-down list.
	4610	Origin must be provided for teachers who joined after 2009-08-31.	Select **Focus | Person | Staff**, then select the required employee. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog, then select the correct value from the **Origin** drop-down list.
	4700	No Role details have been supplied.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Click the **New** button adjacent to the **Role** table to display the **Add Contract Role** dialog, then add details. If a role already exists, check the role **End Date**.
	4710	Role Identifier is missing or invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Click the **New** button adjacent to the **Role** table to display the **Add Contract Role** dialog and then add details.
	4720	Post is inconsistent with Role Identifier.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Click the **New** button adjacent to the **Role** table to display the **Add Contract Role** dialog, then select the correct **Role** from the drop-down list. Alternatively, the post details might be incorrect in the service term. To edit, open the required service term via **Tools | Staff | Pay Related**, then edit the information in the **Posts** panel.
	4722Q	Post appears to be inconsistent with Role Identifier.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Click the **New** button adjacent to the **Role** table to display the **Add Contract Role** dialog, then select the correct **Role** from the drop-down list. Alternatively, the post details might be incorrect in the service term. To edit, open the required service term via **Tools | Staff | Pay Related**, then edit the information in the **Posts** panel.
	4723Q	Post appears to be inconsistent with Role Identifier.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Click the **New** button adjacent to the **Role** table to display the **Add Contract Role** dialog, then select the correct **Role** from the drop-down list. Alternatively, the post details might be incorrect in the service term. To edit, open the required service term via **Tools | Staff | Pay Related**, then edit the information in the **Posts** panel.

Type	Code	Error Message	Comment/Resolution
⚠	4725Q	Role of TASS (Teaching Assistant) or HLTA (Higher Level Teaching Assistant) should be linked to post of TAS (Teaching Assistant).	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Click the **New** button adjacent to the **Role** table to display the **Add Contract Role** dialog, then select the correct **Role** from the drop-down list. Alternatively, the post details might be incorrect in the service term. To edit, open the required service term via **Tools | Staff | Pay Related**, then edit the information in the **Posts** panel.
✖	4730	Hours worked per week is in an invalid format. Format must be 99.99.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Edit the value in the **Hours/Week** field. It may also be necessary to edit the hours on the service term. Select **Tools | Staff | Pay Related**, then edit the **Hour Worked/Week** field in the **Service Term** panel.
✖	4735	Hours worked per week must not be provided for both Post and Role for the same Contract/Service Agreement.	Please contact your Local Support Unit for assistance, quoting validation error code 4735.
✖	4740	Hours worked per week is missing.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Enter the hours worked per week in the **Hours/Week** field.
⚠	4745Q	Member of staff is working more than 48 hours a week. Please confirm if this is true.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Check the value in the **Hours/Week** field. Edit the hours worked per week, if required.
⚠	4746Q	The open contract for this member of staff is for less than 0.5 hours per week. If this is a zero hours contract it should be removed from the return. Please confirm if the hours recorded are correct.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. Check the value in the **Hours/Week** field. Edit the hours worked per week, if required.
✖	4750	FTE Hours per week is invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog, then edit the **FTE** field. It may also be necessary to edit the hours on the service term. Select **Tools | Staff | Pay Related** then select the applicable service term. Edit the **Hours Worked/Week** field located in the **Service Term** panel.
✖	4760	FTE Hours per week is missing.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog, then edit the **FTE** field. It may also be necessary to edit the hours on the service term. Select **Tools | Staff | Pay Related** then select the applicable service term. Edit the **Hours Worked/Week** field located in the **Service Term** panel.
⚠	4765Q	FTE hours normally expected to be at least 24 and no greater than 40.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog, then edit the **FTE** field.
✖	4770	Weeks per year is invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog, then edit the **Weeks/Year** field. It may also be necessary to edit the hours on the service term. Select **Tools | Staff | Pay Related** then select the applicable service term. Edit the **Weeks Worked/Week** field located in the **Service Term** panel.

Type	Code	Error Message	Comment/Resolution
⊗	4780	Weeks per year is missing.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog, then enter the **Weeks/Year**. It may also be necessary to edit the hours on the service term. Select **Tools | Staff | Pay Related** then select the applicable service term. Enter the **Weeks Worked/Week** in the **Service Term** panel.
⊗	4800	Category of Additional Payment is invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. **Open** the required **Allowances**, then enter the correct **Category of Additional Payment**.
⊗	4810	Where Additional Payment Amount is provided the Category of Additional Payment must also be provided.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. **Open** the required **Allowances**, then enter the correct **Category of Additional Payment**.
⊗	4820	Additional Payment Amount is in an invalid format. Format must be 999999.99.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. **Open** the required **Allowances**, then enter the correct **Amount** in the format 999999.99.
⊗	4830	Where Category of Additional Payment is provided the Additional Payment Amount must also be provided.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment** tab, **Open** a **Service Agreement** record to display the **Edit Service Agreement** dialog, then enter the **SWC Additional Payment** amount.
⊗	4832	Pay End Date cannot be before Pay Start Date.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. **Open** the required **Allowances**, then enter the correct **Start Date** and **End Date** for the additional payment.
⊗	4833	Start and end dates of TLR3 payment must be provided.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog. **Open** the required **Allowances**, then enter the correct **Start Date** and **End Date** for the additional payment.
⚠	4834Q	Additional payment start date is before beginning of previous academic year: please supply a reason in a return level note.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Service Agreement** to display the **Edit Service Agreement** dialog. Check that the **SWC Additional Payment Amount** is correct. **Open** the applicable **Role** and then ensure that the **Start Date** is correct.
⊗	4900	First Day of absence must be in the previous academic year (01/09/2015 to 01/08/2016).	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absences** record to display the **Edit Absence** dialog, then select the **Type/Reason** from the drop-down list. Also check that the **Start Date** is entered correctly.
⊗	4910	First Day of absence is missing.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absences** record to display the **Edit Absence** dialog, then enter the **Start Date**. The **Start Date** is mandatory if the absence **End Date**, **Working Days Lost** or **Payroll Absence Category** have been entered.
⊗	4920	First Day of Absence must be in the academic year before <ReferenceDate>.	The first day of absence must be before 1 September prior to the census date. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absences** record to display the **Edit Absence** dialog, then edit the **Start Date**.

Type	Code	Error Message	Comment/Resolution
	4930	Last Day of absence is in an invalid format. Format must be CCYY-MM-DD.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absences** record to display the **Edit Absence** dialog, then ensure that the **End Date** is entered in the correct format (CCYY-MM-DD).
	4935Q	Last Day of absence is missing for a non-maternity absence – please confirm if absence is ongoing.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab – **Absences** panel, **Open** the applicable **Absences** record to display the **Edit Absence** dialog. If the absence is not on going, enter the **End Date.** *NOTE: Ensure that the **Training** check box is deselected in the **Absences** panel. When this check box is deselected, training absences are removed from the list making it easier to locate the maternity/paternity leave entries.*
	4936	Last Day of absence must be in the current or preceding academic year.	Where the last day of absence is provided, it must be on or after 1 September of the preceding calendar year. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absences** record to display the **Edit Absence** dialog, then edit the **End Date**.
	4940	Last Day of absence cannot be before First Day of absence.	Where the last day of absence is provided, it must be later than or equal to the first day of absence. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absences** record to display the **Edit Absence** dialog, then edit the **End Date**.
	4945Q	Last Day of absence is not expected to be after <ReferenceDate>, except in cases of maternity or paternity leave. Please confirm if last day of absence is correct.	Where the last day of absence is provided and the **Type/Reason** not equal to **Maternity/Paternity leave**, the last day of absence should not be after the census date. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absences** record to display the **Edit Absence** dialog. Check that the **Type/Reason** and the **End Date** are correct. *NOTE: Ensure that the **Training** check box is deselected in the **Absences** panel. When this check box is deselected, training absences are removed from the list making it easier to locate the maternity/paternity leave entries.*
	4950Q	More than one absence record without an end date, please confirm if this is correct.	There should not be more than one absence record where the **End Date** is missing. Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab - **Absences** panel, **Open** any past absence to display the **Edit Absence** dialog. Ensure that the **End Date** is entered.
	4960Q	More than one absence record with absence category of sickness or pregnancy related absence covering the same date(s): Please supply a reason in a return level note.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the required sickness **Absences** record to display the **Edit Absence** dialog. Check that the **Type/Reason**, **Start Date** and **End Date** are correct. *NOTE: Ensure that the **Training** check box is deselected in the **Absences** panel. When this check box is deselected, training absences are removed from the list making it easier to locate the sickness entries.*
	4980	Working Days Lost is in an invalid format. Format must be 999.9 and should be to the nearest half-day.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absences** record to display the **Edit Absence** dialog, then edit the **Working Days Lost**. The entry must be in the format 999.9.

Type	Code	Error Message	Comment/Resolution
⊗	4990	Where Last Day of a sickness absence is provided, then the number of Working Days Lost must be greater than zero.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absence** record to display the **Edit Absence** dialog, then edit the value in the **Working Days Lost** field.
⊗	4922	Where Last Day of a pregnancy related absence is provided then the number of Working Days Lost must be greater than zero.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absence** record to display the **Edit Absence** dialog, then edit the value in the **Working Days Lost** field.
⊗	5000	Absence Category is invalid.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absence** record to display the **Edit Absence** dialog. Select the correct **Absence Category** from the drop-down list.
⊗	5010	Absence Category is missing.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab, **Open** the applicable **Absence** record to display the **Edit Absence** dialog. Select the **Absence Category** from the drop-down list.
⊗	6000	Subject Code is invalid.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Curriculum for Teachers and Teaching Assistants** panel, select the correct code from the **General Subject** drop-down list. Alternatively, select **Tools** | **Setups** | **Subjects**, then select the required subject. In the **Basic Details** panel, map the DfE subject code to the subject.
⊗	6100	Subject Code is missing.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Curriculum for Teachers and Teaching Assistants** panel, select the required code from the **General Subject** drop-down list. Alternatively, select **Tools** | **Setups** | **Subjects**, then select the required subject. In the **Basic Details** panel, map the DfE subject code to the subject.
⊗	6110	Subject Hours is invalid. Subject hours should be in the format 99.99 and should be less than or equal to 40.00.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Curriculum for Teachers and Teaching Assistants** panel, edit the **Hours Taught** ensuring that the format is 99.99 and that the number of hours is less than or equal to 40.00.
⊗	6120	Subject Hours is missing	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Curriculum for Teachers and Teaching Assistants** panel, add the **Hours Taught** ensuring that the format is 99.99 and that the number of hours is less than or equal to 40.00.
⊗	6130	Year Group (NC Year Group) is invalid.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Curriculum for Teachers and Teaching Assistants** panel, select the correct curriculum year from the **Year Groups Taught** column drop-down list.
⊗	6140	Year Group is missing.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Curriculum for Teachers and Teaching Assistants** panel, select the required curriculum year from the **Year Groups Taught** column drop-down list.

Type	Code	Error Message	Comment/Resolution
⊗	6145	Two or more curriculum records with the same Subject/Year Group combination.	There should be no two curriculum records (within the same staff details record) that share both subject and year group. Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Curriculum for Teachers and Teaching Assistants** panel, edit the **General Subject** and the **Year Groups Taught**, so that no record has the same subject/year group combination.
⊗	6200	Qualification Code is invalid.	Select **Focus | Person | Staff** then select the name of the required staff member. On the **Professional Details** tab, **Open** the applicable **Qualification** record to display the **Edit Qualification** dialog Select the correct **Qualification Level** from the drop-down list.
⊗	6205	Class of Degree must be provided for teachers with a degree arriving in the school from 1 August 2013.	Select **Focus | Person | Staff**, then search for and select the required person. Select the **Professional Details** tab, then **Open** an existing Qualification or click the **New** button to display the **Edit** (or **Add a New**) **Qualification** dialog. Ensure that the **Class of Degree** is selected from the drop-down list.
⊗	6210	Qualification Code is missing.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Professional Details** tab, **Open** the applicable **Qualification** record to display the **Edit Qualification** dialog, then select the required **Qualification Level** from the drop-down list.
⊗	6220	Subject Code is invalid Change to "Subject Code is invalid".	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Professional Details** tab, **Open** the applicable **Qualification** record to display the **Edit Qualification** dialog, then select the correct **First Subject, Qualified** from the drop-down list.
⊗	6245	Qualification Subject Codes cannot be the same.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Professional Details** tab, **Open** the applicable **Qualification** record to display the **Edit Qualification** dialog. Ensure that different subject codes are selected from the **First Subject, Qualified** and **Second Subject, Qualified** drop-down lists.
⊗	6250	Too many Subjects have been recorded for this Qualification. There must be no more than two.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Professional Details** tab, **Open** the applicable **Qualification** record to display the **Edit Qualification** dialog. Ensure that the correct subject codes are selected from the **First Subject, Qualified** and **Second Subject, Qualified** drop-down lists.
⚠	6260Q	SENCOs should have a NASENCO qualification unless they had been practicing in that role for a year or more prior to 1 September 2009.	Select **Focus | Person | Staff | Professional Details**, then correct **Qualification Subject**.
⊗	6500	There is more than one record with the same Teacher Number.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, ensure that the correct teacher number is entered in the **Teacher Number** field. This should have the format NN/NNNNN.
⊗	6510	There is more than one record with the same NI Number.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Personal Details** tab - **Personal Information** panel, ensure that the **NI Number** is correct.

Type	Code	Error Message	Comment/Resolution
⚠	6530Q	Please Check: The same person has a total Full Time Equivalent ratio greater than 1.5.	Select **Focus | Person | Staff**, then select the name of the required staff member. On the **Employment Details** tab, **Open** the applicable **Contract** to display the **Edit Contract** dialog, then edit the value in the **FTE** field. 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 1.5. 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 1.5.
⚠	6540Q	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher.	Select **Focus | Person | Staff**, then select the name of the staff member who has the role of Head Teacher or Executive Head Teacher. On the **Employment Details** tab, **Open** the required **Contract**, then add a new **Role** of **Head Teacher**.
⚠	6550Q	At least one staff record in this school's return should show a role of SENC (SEN Co-ordinator) under a current contract. Where SENCO is missing please add it to the appropriate staff record.	Select **Focus | Person | Staff**, then select the name of the staff member who has the role of SEN Co-ordinator. On the **Employment Details** tab, **Open** the required **Contract**, then add a new **Role** of **SEN Co-ordinator**.
✖	7000	Vacancy Post is invalid.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Vacancies on Census Day** panel, select the required **Post Name** from the drop-down list.
✖	7005	Vacancy Post is missing.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Vacancies on Census Day** panel, select the required **Post Name** from the drop-down list.
✖	7010	Vacancy Subject not required for this Vacancy Post.	Subjects are <u>not</u> required for some vacancies, i.e. Head Teacher, Deputy Head, Executive Head and Assistant Head. Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Vacancies on Census Day** panel, then select **(NAP) - Not Applicable** from the **General Subject** drop-down list.
✖	7020	Vacancy Subject required for this Vacancy Post.	Subjects are required for some vacancies, i.e. Head Teacher, Deputy Head, Executive Head and Assistant Head. Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Vacancies on Census Day** panel, select the required vacancy, then select the applicable **General Subject** from the drop-down list.
✖	7030	Vacancy Subject is invalid.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Vacancies on Census Day** panel, then amend the subject.
✖	7040	Vacancy Tenure is invalid.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Vacancies on Census Day** panel, then amend the vacancy tenure.
✖	7050	Vacancy Temporarily Filled is invalid.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Vacancies on Census Day** panel, then amend the vacancy temporarily filled details.
✖	7060	Vacancy Advertised is invalid.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Vacancies on Census Day** panel, the amend the vacancy advertised details.

Type	Code	Error Message	Comment/Resolution
	7070	Vacancy Tenure, Vacancy Temporarily Filled and/or Vacancy Advertised is missing.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. In the **Vacancies on Census Day** panel, then add vacancy tenure, vacancy temporarily filled and/or vacancy advertised details.
	7100	One figure must be returned for each of Occasional Teachers with Qualified Teacher Status, Occasional Teachers without Qualified Teacher Status and Occasional Teachers with unknown Qualified Teacher Status. Where more than one record has been provided for any of these please combine them, where no record has been provided for one of these categories please provide. Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. Ensure that the **Count** and **Number of Occasional Teachers (Total)** are correct in the **Occasional Teachers on Census Day** panel.
	7110	Number of Qualified Occasional Teachers present on Census Reference Date: value must be a non-negative whole number Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. Amend the **Number of Occasional Teachers With QTS** in the **Occasional Teachers on Census Day** panel. This must be a non-negative whole number (can be zero).
	7111	Number of Unqualified Occasional Teachers present on Census Reference Date: value must be a non-negative whole number. Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. Check the **Number of Occasional Teachers Without QTS** in the **Occasional Teachers on Census Day** panel. This must be a non-negative whole number (can be zero).
	7112	Number of Occasional Teachers where not known if qualified or not and who are present on Census Reference Date: value must be a non-negative whole number.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. Check the **Number of Occasional Teachers Where QTS Not Known** in the **Occasional Teachers on Census Day** panel. This must be a non-negative whole number (can be zero).
	7120Q	Number of Qualified Occasional Teachers present on Census Reference Date is unexpectedly high (40 or more): Please supply a reason in a return level note.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. Check the **Number of Occasional Teachers (Total)** in the **Occasional Teachers on Census Day** panel. If the total is higher than 40, ensure that the values in the **Occasional Teachers on Census Day** table are correct.

Type	Code	Error Message	Comment/Resolution
⚠	7121Q	Number of Unqualified Occasional Teachers present on Census Reference Date is unexpectedly high (10 or more): Please supply a reason in a return level note.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. Check the **Number of Occasional Teachers Without QTS** and **Number of Occasional Teachers Where QTS Not Known** in the **Occasional Teachers on Census Day** panel. The number should be 10 or more.
⚠	7122Q	Number of Teachers where not known if qualified or not and who are present on Census Reference Date is unexpectedly high (10 or more): Please supply a reason in a return level note.	Select **Routine | Statutory Returns | School Workforce Census**, then select the current return. Check the **Number of Occasional Teachers Where QTS Not Known** in the **Occasional Teachers on Census Day** panel. The number should be less than 10.
✖	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 Unit for assistance, quoting validation error code 7210.
⚠	7220Q	Number of Agency / Third Party support staff present on Census Reference Date is unexpectedly high (50 or more): Please supply a reason in a return level note.	Ignore this validation query if there are no Third Party service providers, otherwise: Select **Routines | Statutory Returns | School Workforce Census**, then select the current return. On the **School Workforce Census Return Details** page, edit the **Count** in the **Third Party Staff on Census Day** panel.
✖	7230	Count of Agency/Third Party support staff must not include any Teaching Roles.	Select **Routines | Statutory Returns | School Workforce Census**, then select the current return. On the **School Workforce Census Return Details** page, check the **Role**(s) in the **Third Party Staff on Census Day** panel. Agency/Third Party support staff must not include: ASHT DPHT EXHT HDTR MISC MUSC PERI SENC SPLY TCHR TMIS TNON TPRU
⚠	7240Q	Please note that this return contains no vacancy records. Please ensure that is correct, in which case a note of confirmation must be provided in COLLECT. Please check the 'School Workforce Census: Minimum notepad entries' guidance document for the accepted wording.	Select **Routines | Statutory Returns | School Workforce Census**, then select the applicable return. In the **Vacancies on Census Day** panel, ensure that any vacancies on census day are recorded. If there are no vacancies on census day, ensure that confirmation note is provided in COLLECT.
✖	8000	It is expected that part time headcount would be greater than FTE.	Select **Focus | Person | Staff**, then check the details. The number of full-time Educational Psychologists should be less than the number of part-time Educational Psychologists.

Type	Code	Error Message	Comment/Resolution
⊗	8010	Part time headcount, full time headcount and full time equivalent must be present.	Select **Focus | Person | Staff**, then check the details.