School Workforce Census Return 2nd November 2023

Books and Contents	
Book 01 Overview of the School Workforce Census	• Key Dates • Data use • Data collected • Staff to include/exclude • Changes from last year • Data Protection • Submission of return - COLLECT • Dry Run of the SWC • Errors/Queries
Book 02 Before You Begin	• Check Sims version • Permissions/access rights to run the SWC • Confirming your Schools Details • Check the School Workforce Settings • Mapping subjects (**Secondary Schools only**) • Housekeeping (archiving old data) • Excluding Staff that are not required in the return
Book 03 Personnel Data collected from SIMS	• Summary of Data collected • Personal Details Tab • Professional Details Tab • Employment Details Tab • Contracts and Service Agreements
Book 04 Creating the School Workforce Census	• Checking School Workforce settings • Creating a New School Workforce census return • Creating and Validating • Resolving Errors and Queries • Running Census Detail reports

Book 05 Census Day Validating and Authorising your return	• Opening Return
	• Data to Check before Validation
	  ○ Staff and Pay
	  ○ Curriculum for Teachers and TA's (Secondary Schools Only)
	  ○ Vacancies\Occasional Teachers\Agency (Third Party) staff counts
	• Create and Validate the Census
	• Detail and Summary Reports
	• Make a copy of the Return
	• Authorising the census ready for upload to COLLECT

Book 06 Uploading to COLLECT	• Signing into Collect Portal • Uploading the .XML data file • Identify and resolve validation Errors and Queries (from the COLLECT site) • Run the Missing Contracts Report • Submitting your Return

Appendices	
Appendix 1 **Running the Contract Information**	Running the Contract Information reports will aid schools in identifying • Permanent/ Fixed Term/Temporary contracts for any missing or incomplete data. • Staff members who should have a new contract set up • Leavers with open contracts **(Casual Contracts are not required to be included in the SWC. Full guidance is given in the Book 02 – Before you Begin, Step 6, page 7 on how to deal with these)**
Appendix 2 **SWC Frequently Asked Questions**	FAQ regarding the SWC
Appendix 3 **Errors & Validation Resolutions**	Up to date guidance on how to resolve the errors produced when creating and validating the Census return in SIMS
Appendix 4 **Using the Familiarisation Blade on COLLECT**	COLLECT has its own set of validation rules - This will enable you to upload your SIMS Return to COLLECT to check what, if any, validation errors/queries that may arise
Appendix 5 **Dealing with Missing Contracts**	As already stated **COLLECT** has its own validation rules and when the Missing Contract report is run on COLLECT, it will identify Missing Contracts for staff members with either a missing or an incomplete contract. Usually a date that is missing from one or more of the following elements • Contract End Date • Salary Records • Role
Appendix 6 **Minimum Notepad Entries on upload to Collect**	This gives the error/query number and what schools must enter on collect in response to why the school has that error/query