The following guidance may be used for the Dry Run Process on COLLECT

REMINDER!!!

As 2nd November is during October half term holiday the actual return may be uploaded on the first day back in School. For example 6th however if the 6th is a Teacher Training Day then the return may be completed on the 7th November.

The return reference date, however will be the 2nd November 2023

During the Dry Run Process on COLLECT make a note of, if any, errors/queries. Remember the following errors can be ignored during the COLLECT Dry Run Process, however must be dealt with in SIMS when you make your final upload to COLLECT

- Vacancies on Census Day
- Occasional Teachers in school on Census Day
- Third Party Staff in school on Census Day

- **Go back to SIMS, amend the records as detailed in the error**
- **Go back to the copy of the census, open the copy of the return you made in your SIMS Dry Run eg Version ****
- **Create and Validate**
- **Make another copy and rename to Version 02 for example**
- **Authorise and try uploading to COLLECT again**
- **Have the errors disappeared?**

Like the SIMS Dry Run, you can upload your amended return to COLLECT as many times as you wish, until COLLECTs' validation errors disappear.

If you have tried and are unable to eradicate the errors on COLLECT, please log a call with the Service Desk on telephone: 01926 414100 or email ictdsservicedesk@warwickshire.gov.uk
Stating where the error is and the error number
Dry Run Process you will get the following errors which can be ignored during the COLLECT Dry Run Process

During the Dry Run Process, you do not have to complete any Return Level Notes for queries or Submit your Return. However, these must be actioned when uploading your final return to COLLECT on the 2nd November 2023 or when you are back in school after the October Half Term.

DfE COLLECT Portal

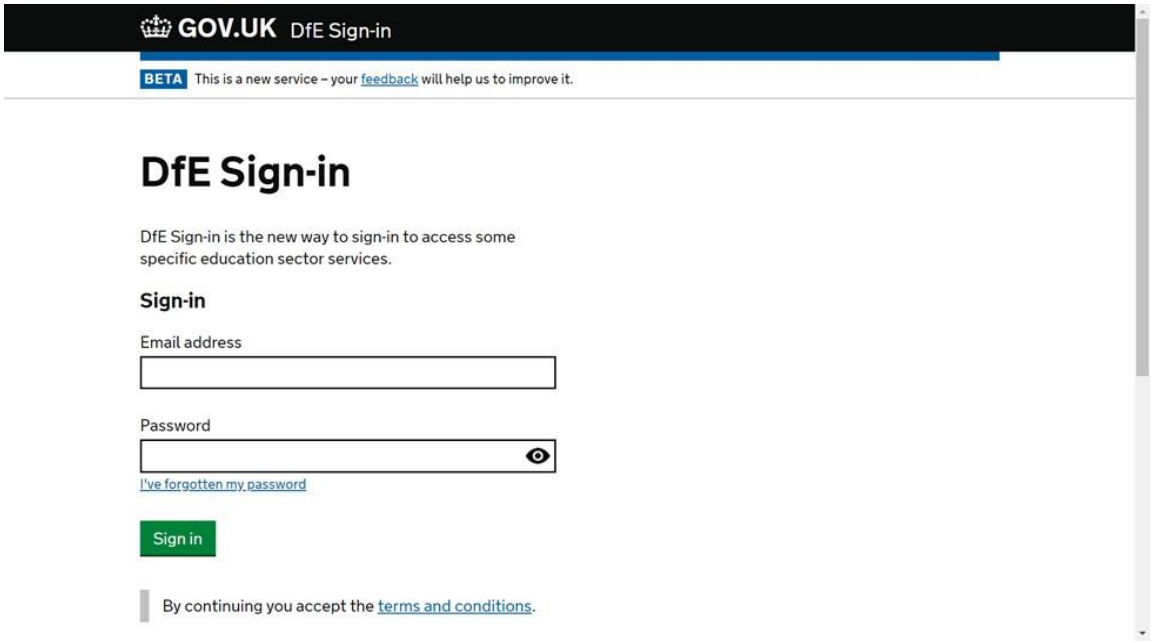
- Sign in to the “COLLECT Portal”
- Upload the XML data file
- Identify and Resolve Validation Errors & Queries
- Run a Missing Contracts Report
- Submit your Return

Accessing the “COLLECT Portal”

Log on to DfE Sign-in page

https://sa.education.gov.uk/idp/Authn/UserPassword

https://sa.education.gov.uk



Select “Collect” and then “Continue”.

Services

A list of services you have access to is displayed below. To access a service, please select the required link.

Collect

School to School

COLLECT Portal

Your last logon was **13/09/2019 10:45:49**
Your last session ended **13/09/2019 10:45:49**

Collect Welcome

Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).
COLLECT is the DfE Centralised Data Collection and Management System for Education

PROCEED INTO COLLECT

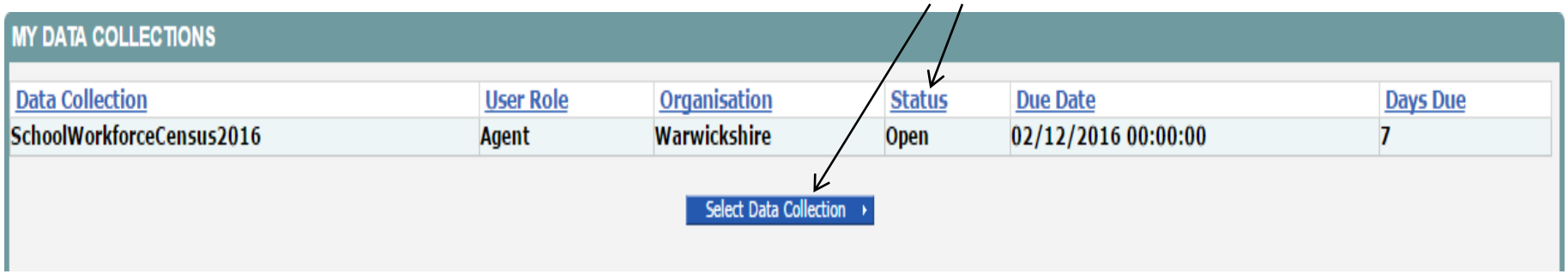
Continue...

Code of Conduct

Schools first data return will be called
SchoolWorkforceCensus2023

Select this. The Status will show as either "**Open**" or the "**Familiarisation** (Dry Run)"

Click on "**Select Data Collection**".



"Familiarisation" Blade

Schools can, select this status, if they wish, use the **Familiarisation** option that will be available on **COLLECT** as a Dry Run, up until the **end of**

October 2023

This is a test version that enables schools to deal with any **COLLECT** Validation Errors & Queries that may appear prior to Census date. Schools can carry out a "dry run" on **COLLECT** as many times as they wish.

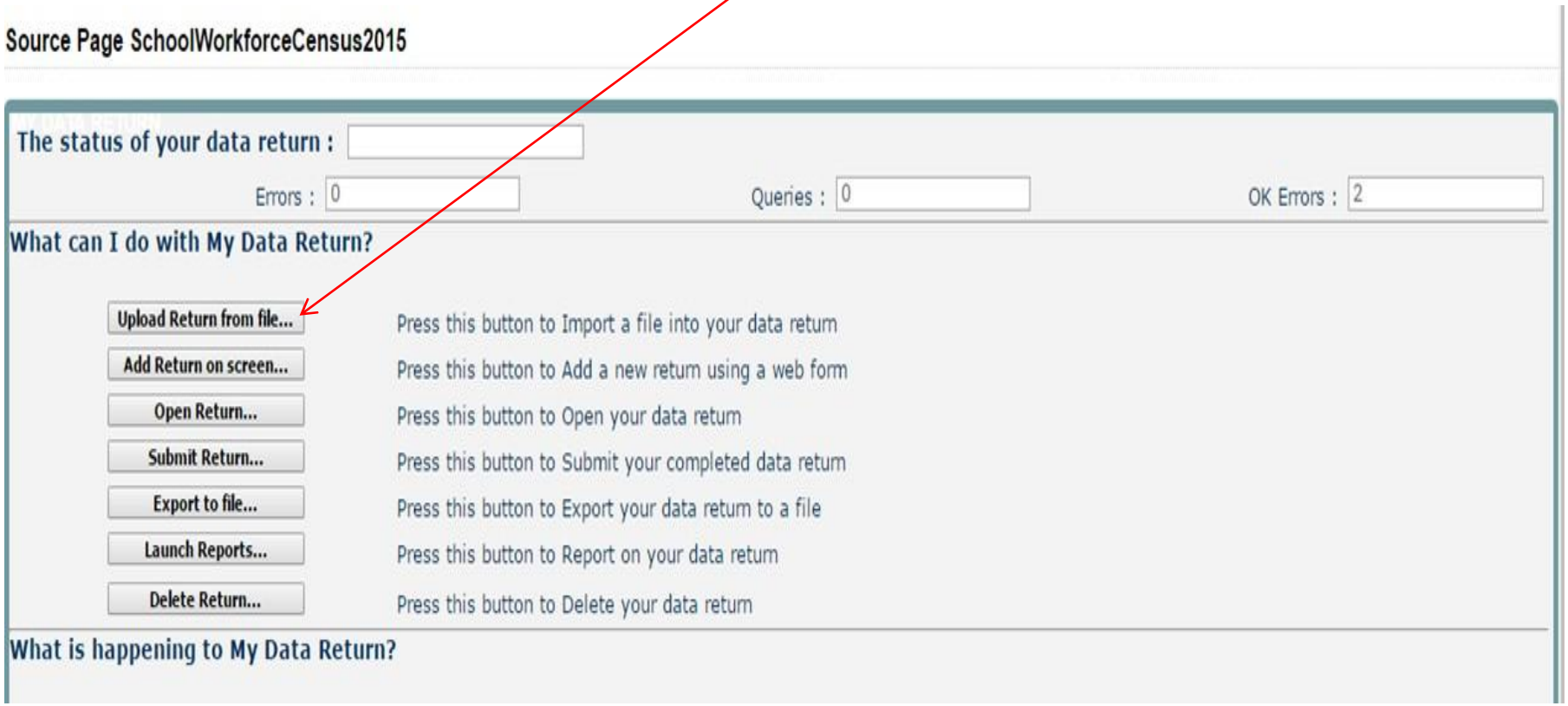
"Familiarisation" Blade

NB: There are 3 Queries that can be ignored as they can only be dealt with on Census day (2nd November), which are;

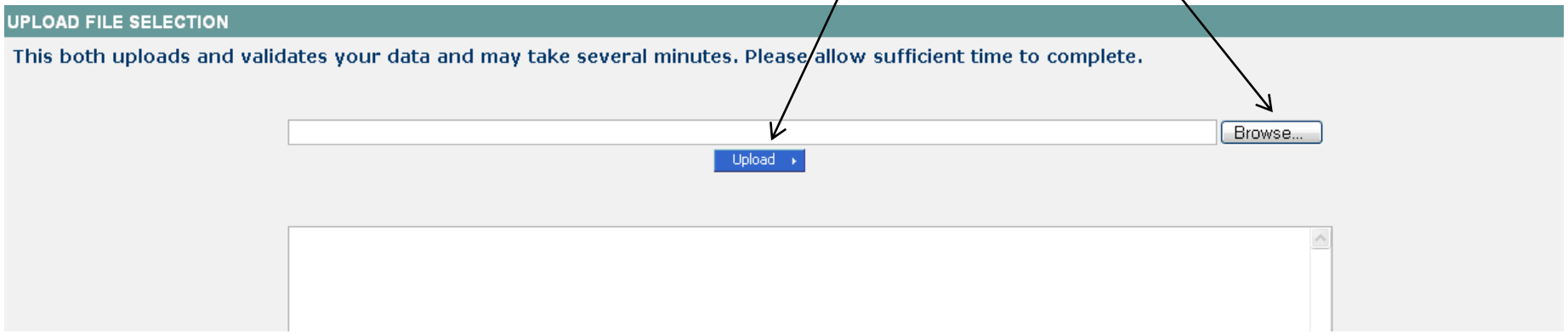
- Vacancies on Census Day,
- Occasional Teachers on Census Day
- Agency/Third Party Staff in school on Census Day

Uploading the XML data file

Click on “Upload Return from file…”

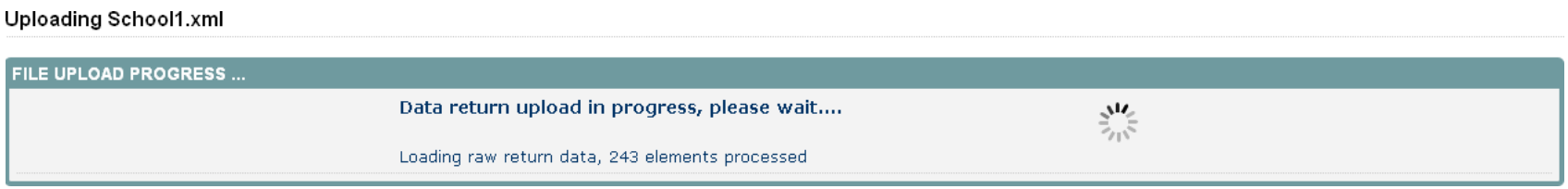


Navigate to where the XML file is saved by clicking on "**Browse**" Once located, highlight, select '**Upload**'.

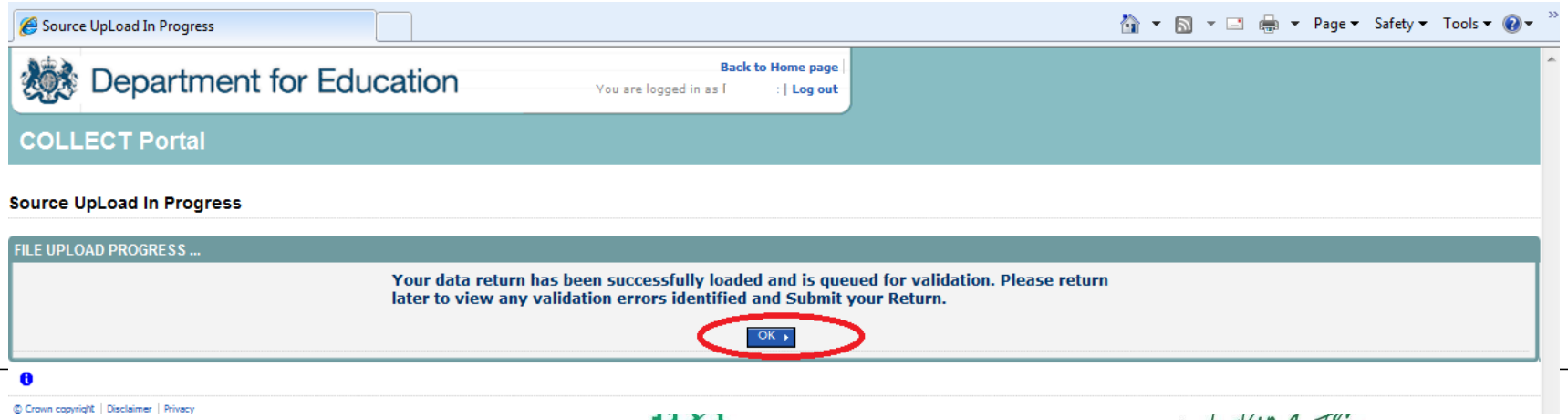


Your School Workforce Census Folder should be:
Admin Server : **Z:\SIMS\IMSFTP\SWC Return**
Virtual Server : **H:\SIMS Shortcuts\ IMSFTP\SWC Return** or **Z:\SIMS\IMSFTP\SWC Return**
Prime Server : **Y:\\MIS\SWCensus\ Data**

A progress message may be displayed while the upload is taking place.



Once the data return has been loaded, the following validation message will be displayed on screen.



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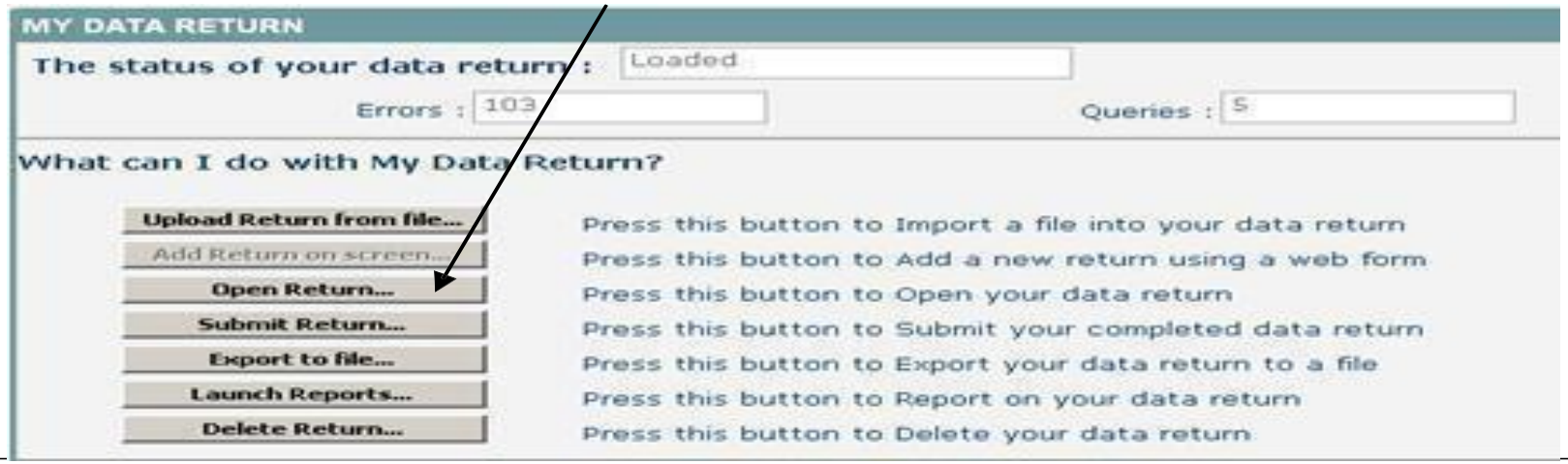
Identify and Resolve Validation Errors & Queries

Once validated, check the return.

An Error is generated when data rules are broken.

A Query is when data is unusual or unexpected.

Click on “Open Return”.



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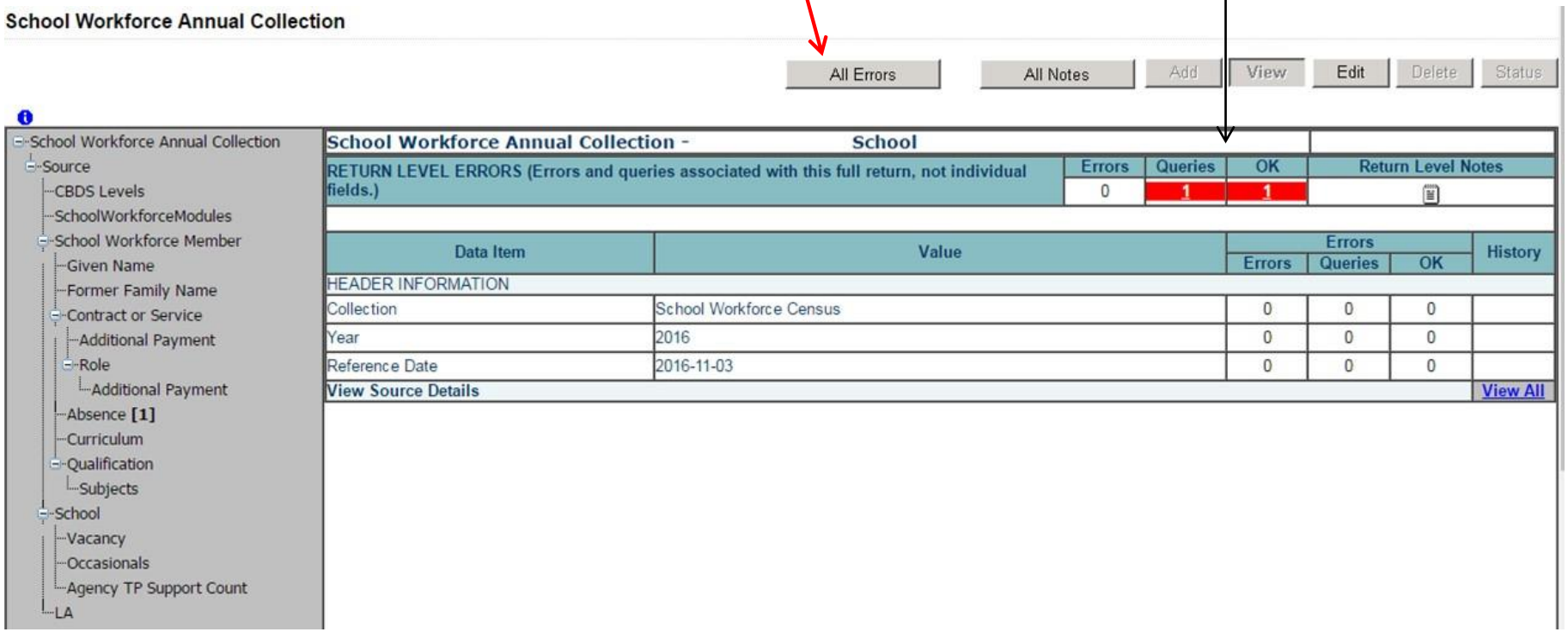
Identify/Resolve Validation Errors & Queries

Although the return that has been uploaded to **COLLECT,** did not contain any SIMS errors or queries, **COLLECT** has its own set of validation rules, therefore schools may find that **COLLECT** will highlight these.

Appendix 6 – **Minimum Notepad Entries** will be included with the SWC documents that explains what notes to type against each error or query COLLECT highlights

The number of all Errors & Queries is shown in the boxes below. Click on ‘All Errors’ Button to see details regarding any Errors & Queries.



Click on the ‘Details’ button to identify which employee the Error / Query relates to.

Blade Error Report - SchoolWorkforceCensus2016

School | Error report on 25/11/2016 at 09:31 | Return

Count 3

Rule No.	Return Level	Error Message	Priority	OK'd			Notes
4935Q		Last Day of absence is missing for a non-maternity absence - please check absence is ongoing	Queries	OK	Details		
YonY2	Y	Please check: The headcount number of school support staff (including teaching assistants) is significantly different than last year (This collection 99, Last collection 83).	Queries				
7240Q	Y	Please note that this return contains no vacancy records. Please ensure that this is correct.	Queries	OK			

Page 1 of 1 | 1

Click on <u>any</u> blue field value on the right hand list to access further detail.

Blade Error Report - SchoolWorkforceCensus2016

School | Error report on 25/11/2016 at 09:32 | Return

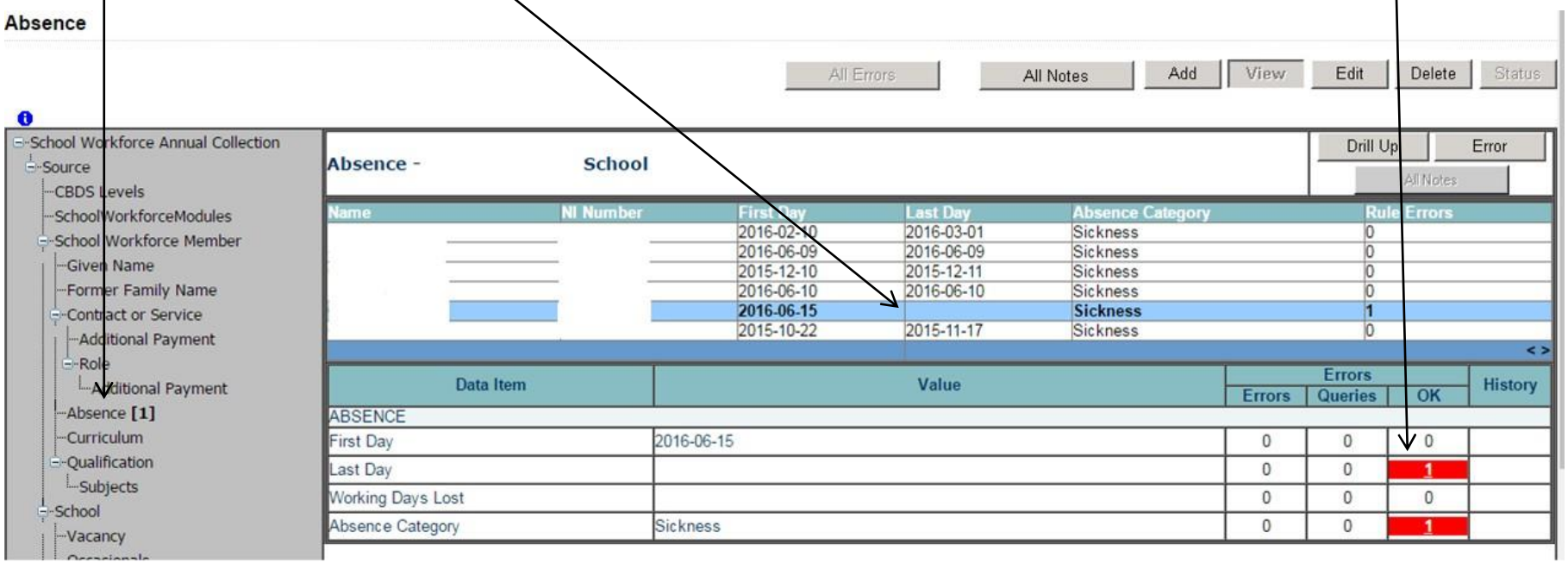
Count 3

Rule No.	Return Level	Error Message	Priority	OK'd			Notes
4935Q		Last Day of absence is missing for a non-maternity absence - please check absence is ongoing	Queries	OK	Details		
YonY2	Y	Please check: The headcount number of school support staff (including teaching assistants) is significantly different than last year (This collection 99, Last collection 83).	Queries				
7240Q	Y	Please note that this return contains no vacancy records. Please ensure that this is correct.	Queries	OK			
Page 1 of 1							1

Details

Field	Value
AbsenceCategory	Sickness
LastDayOfAbsence	null

In this example the employee has a “Last Day” of Absence missing. Please check items highlighted in rec shading.



Validation Errors & Queries

Correction of Errors & Queries : These must be changed in SIMS. However, minimal queries can also be manually corrected on CENSUS Day direct within the **COLLECT** Portal.

Common COLLECT Validation Errors & Queries

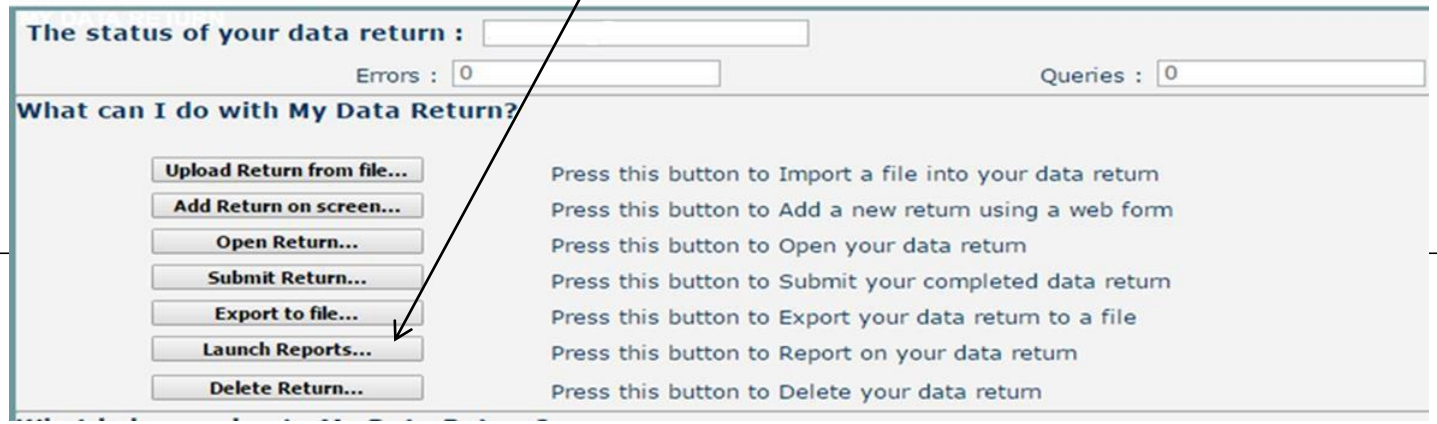
- 4100Q - Please check: Teacher with Teacher Number missing.
- 4160Q - Member of workforce with missing NI Number.
- 4235Q - Person is not expected to have QT status and be under 21 years of age on census reference date.
- 4417Q – If role is HLTA then HLTA Status is expected to be true.
- 4425Q – Please check: Date of Arrival in School is more than 50 years ago.
- 4430Q - Please Check: Date of Arrival in School has not been supplied.
- 4440Q - Please check: Date of Arrival in School should not be later than the start of the contract.
- 4470Q – Qualified Teacher Status inconsistent with Pay Range Type.

Common Validation Errors & Queries

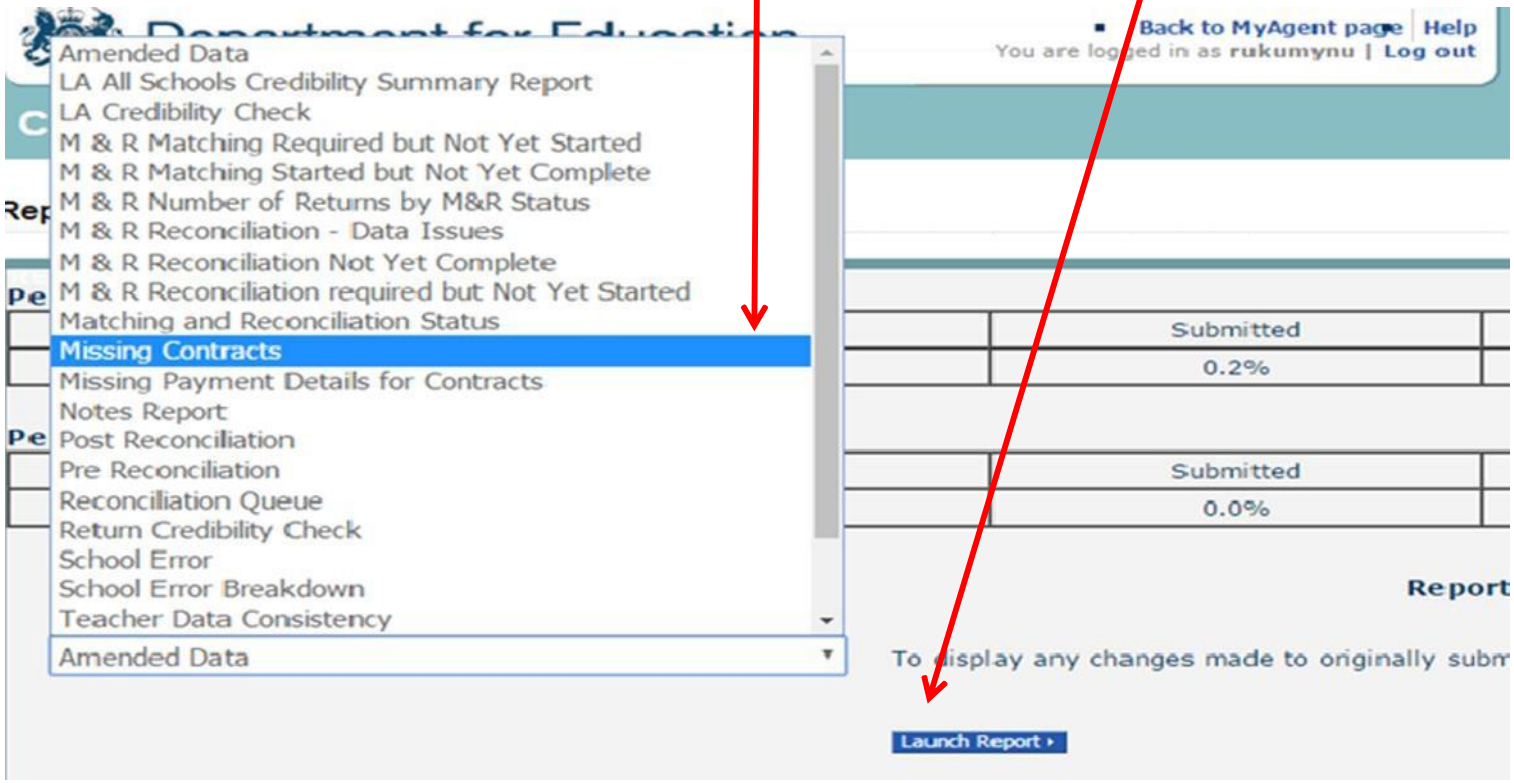
- 4745Q – Member of staff is working more than 48 hours a week.
- 4765Q – FTE hours normally expected to be at least 24 and no greater than 40.
- 6530Q - The same person has a total Full Time Equivalent ratio greater than 1.5.
- 6540Q - At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher.
- 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.
- YonY1 – Please check: the headcount number of teachers is significantly different than last year (this collection x, last collection y).

Run a “Missing Contracts” Report

- This **must** be run the day **after** the Census file has been uploaded to **COLLECT**, and can be run during the Dry Run process using the Familiarisation Blade, the XML file as loaded data is processed overnight.
- Click on “**Launch Reports**” from the main menu scre



- Select "**Missing Contracts**" and then "**Launch Report**" to see results.



- In this example the report indicates that there is a Missing Contract / Service Agreement for staff member Joe Bloggs.
- In this case, add the missing details in **SIMS**

Missing Contracts/Service Agreements Report

Local Authority: Warwickshire **Report Date: 12/11/2015**

School	Estab No	Source	Serial Number	Staff Member	Date of Birth	NI Number
Highland CofE Infant School	9373876					
		CCS-SIMS	1			
				Bloggs, Joe	18/04/1982	JG123456B

- If the report is blank there are no Missing Contracts.

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Dealing with Missing Contracts in SIMS

Check carefully for anyone who has a missing contract. See…

Appendix 5 - Dealing with Missing Contracts

Identify who is on the Basic Detail report but not appearing on the contracts report.

If the staff member is in the census file correctly then they need a contract. If for any reason they should not have a contract e.g. Governor – then take the tick out of SWR on Basic Details panel.

Checklist

All Corrections (including Missing Contracts) must be entered into SIMS?

Create and Validate,

Create another Copy of the CENSUS

Authorise and upload to **COLLECT**