03

Personnel Data collected from SIMS for the School Workforce Census

The following guidance highlights **only** those fields that need to be completed for the SWC Return. Therefore, if the item is not covered in the following sections, this means that it is **NOT** required for the SWC.

This will hopefully, eliminate some of the errors/queries schools may incur when running the School Workforce Census.

NB:
It is essential that all other information in Personnel will be recorded by the school for reference and internal monitoring.

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Book 03

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Book 03

Summary of Personnel Data Collected from for the SWC:

There are 3 tabs in a staff record to be checked. Within each tab there will be information required to be entered. Please use the list below for reference.

Personnel Details tab

- Basic Details
- Eligible for SWR (**School Workforce Return**)
- Previous Name
- Date of Birth,
- Ethnicity,
- NI Number
- Qualification Letters **Teaching staff only**.
- *Disability (**if applicable**)

Absences (**Teachers & Teaching Assistants only**)

- Start Date, End Date
- End Date
- Working Days Lost
- Absence Type:
- Authorised Pay Rate

Professional

- HLTA
- TA Status (if applicable)
- QTS/QTLS/EYT Status (**Teachers only**)
- QTS Route for newly qualified teachers
- NQT Status
- Qualification (Teachers/Teaching Assistants/Non Teacher Leadership)

Employment Details

For **Teaching** staff:

- Teaching Staff:
- Teacher Category:
- Teacher Number:
- Qualified Teacher Status:

For **All** Staff

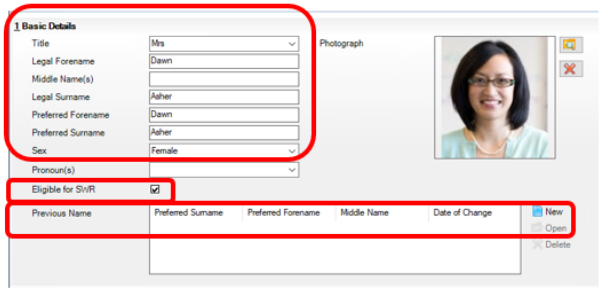
- Employment Dates
- Contract Information
- Service Agreement (if applicable)

Personal Details Tab

1. Basic Details

SWC Collects

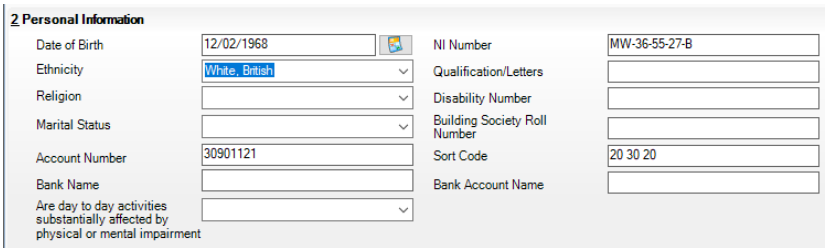
- **Basic Details** required for **all** staff
- **Eligible for SWR (School Workforce Return):** There needs to be a tick in this box if the staff member is to be included in the Return. (See **FAQ** for further advice on how to deal with duplicated staff)
- **Staff not to be Included:** Remove tick from the box for all Governors, Volunteers, supply staff, duplicated staff, or staff with a ***casual** contract.
  ***If the staff member only has one casual contract then remove the tick. However, if the staff member has a casual contract and/or one of the following: Permanent, Fixed Term or Temporary then the casual contract is dealt with in the Employment Details panel – See Book 02 Before you Begin** for further guidance.
- **Previous Name:** (if applicable) E.g. change of name Marriage, Widowed Divorce, Adoption, Deed Poll.
- **Photo** not required
- **Pronoun** not required



2. Personal Information

- **Date of Birth,**
- **Ethnicity,**
- **NI Number** required for **all staff**
- **Qualification Letters** Teaching staff only.
- ***Disability** (if applicable) (see DfE extract below:)

*Disability (day-to-day activities substantially affected by physical or mental impairment) – this field, labelled as in the description in brackets, provides the values Not Disabled, Disabled, Not Known and Declined to Specify.



***Disability**: It is for schools to decide how best to collect this information and for staff themselves to decide whether they want to declare that they have a disability.*

It will be important to assure staff that the information they disclose will be handled sensitively and confidentially and used to improve opportunities and outcomes for them. 45,000 public bodies across Great Britain are covered by the Public Sector Equality Duty, which came into force under the Equality Act 2010.

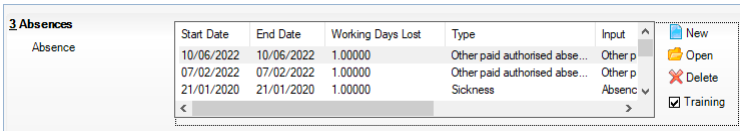
The duty is meant to ensure that all public bodies - such as central or local government, schools, health trusts or emergency services – pay 'due regard' to the advancement of

equality of opportunity for disabled people in every area of their work. The Equality and Human Rights Commission produced a range of information on the public sector equality duty. Disability information should be provided by the staff member themselves and they can refuse to provide it. Contd next page…./
There are therefore options in the codeset for 'refused' and 'information not yet obtained'
The DfE code set clearly relates to the entries in this drop-down list; where no entry is made the return defaults to Information not yet Obtained

3. Absences – Reference date 01/09/2022 to 31/08/2023

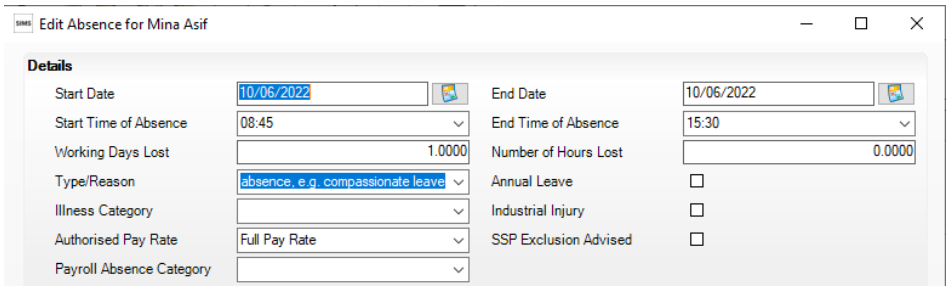
Absences will be collected for **Teaching Staff** and **Teaching Assistants** only.

However, **all** absences should be recorded to assist schools for **EAD/YourHR** and internal absence audit.



SWC Collects

- **Start Date, End Date** of Absences where applicable. (If **not** known, leave blank)
- **Working Days Lost**: Complete if **End Date** of absence is present. - Leave blank if continuing Absence.
- **Absence Type:**
- **Authorised Pay Rate**



- **Training Absence** - not collected
  However, should schools wish, they are free to record absence due to training in their systems, but they are not obliged to do so. Please note that any absence due to training data recorded may still be extracted and submitted to the DfE as part of the SWC collection, but it will not be reported on.

  All other information recorded under the **Basic Details** tab is **not** collected for the SWC

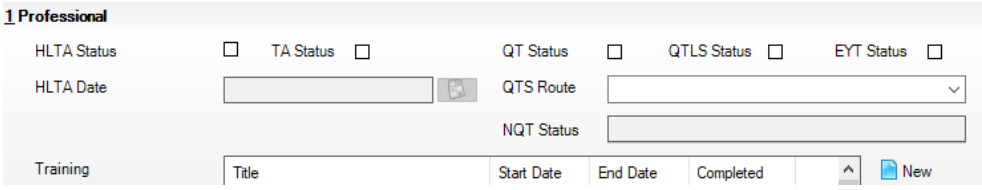
Professional Details Tab

SWC Collects

HLTA: (High Lever Teaching Assistant)

*This indicates if a member of staff has acquired HLTA (Higher Level Teaching Assistant) status or not. If a person has HLTA status but is not currently working as a HLTA, the status should still be returned as **True** by entering a tick in the box. If ticked, this will activate the **HLTA Date.***

HLTA status refers to a person's status rather than if they are currently working as an HLTA. To achieve HLTA status an individual undergoes assessment to ensure they fulfil the HLTA standards. HLTA data is required for all teachers and teaching assistants included in the return – even if their contract is not current on census reference day.



- **TA Status** (if applicable)

- **QTS/QTLS/EYT Status** (Teachers only)
  - ✓ ***QTS**: Qualified Teacher Status*
  - ✓ ***QTLS**: Qualified Teacher Status with Learning Skills (more experienced teachers)*
  - ✓ ***EYT**: Early Years Teacher*

At least one option **must** be ticked. However, all 3 boxes may be ticked if applicable to that staff member

- **QTS Route** for newly qualified teachers

This data item is only required for staff who have taken up their first teaching post since the previous census or who are working towards QTS, though it can be returned for other staff as well. This data item does not have to be back filled for staff who were employed as teachers and had QTS before the last school workforce census.

- **NQT Status** will be required for newly qualified teachers. The **QTS Status** box must be ticked to activate the **NQT Status** box drop down menu.

- *For a **Newly Qualified Teacher** (**NQT**, also known as **Early Career Teacher (ECT),** ensure the applicable induction year is specified from the **NQT Status** drop down menu:*

Please note that Training is NOT collected

Qualifications

- Qualification details for (NQF Level 4+) Post A Level Qualification data is collected for **teachers**, (**Mandatory where 'Date of Arrival' is equal to or greater than 01/08/2013).**
- Qualification details (Class of Degree and Subject code if applicable) for **teaching assistants** and **non-teaching school leaders**.
- Qualification data is **no** longer required for other support staff.

Click **New** to add a new qualification or **Open** to check that the existing qualification has all the required information:

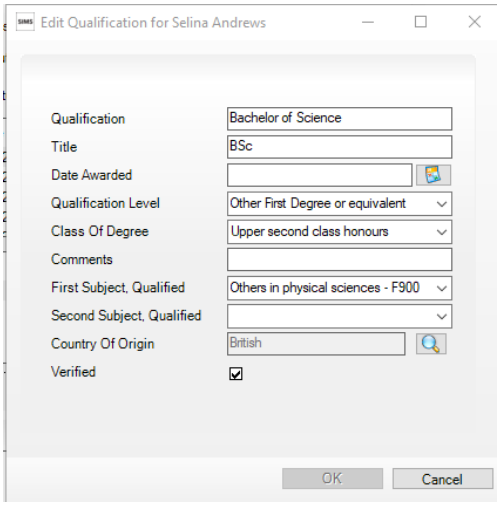
Applies to All Teachers

SWC Collects

- the initial teacher training qualification for example PGCE, BEd, Certificate in Education
- for those with a PGCE, information on prior degrees
- for those without QTS or those trained overseas, all qualifications relevant to their engagement as a teacher
- any subsequent qualifications gained relevant to their job as a teacher.

Step by Step – Adding a New Qualification for the Individual Selected

- Click **New** alongside the Qualifications panel in the Professional tab.
- Enter appropriate Qualification Title: e.g. Bachelor of Science.
- Enter e.g. BSc in the Title.
- For Date Awarded, enter the relevant date and for Qualification Level select
- eg. **Other First Degree or equivalent.**
- For Class of Degree select e.g. **First Class Honours**.
- For First Subject Qualified, select the appropriate subject staff member qualified in e.g. **Others in physical sciences – F900** . More about JACS Codes at the bottom of the page:
- For Country of Origin search for appropriate country e.g.: **United Kingdom**,
- Enter a tick into the **Verified** checkbox.
- Click OK.
- Click **Save**.



For Teaching Assistants and non-teaching school leaders. Information about their degree or any other qualifications should be provided. Qualifications in England Wales and Northern Ireland are grouped into levels from entry level to level 8. The following qualifications, which are graded at level 4 or above (those higher than A-level) should be included. NOTE: SWC fields in this section are: Qualification Level, First Subject Qualified, (where applicable) and Verified

Joint Academic Coding System (JACS) codes

The complete list of subject codes and more detailed information is published on the HESA Website. https://www.hesa.ac.uk/support/documentation/jacs/jacs3-principal. Schools may wish to use this document to identify appropriate subject code(s) for qualifications.

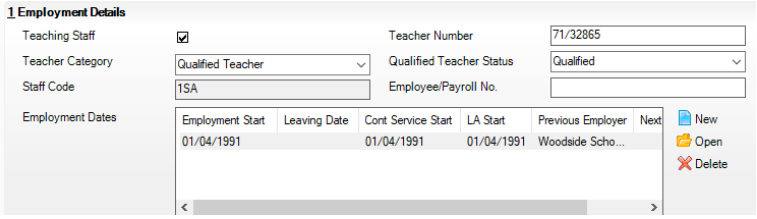
Employment Details Tab

Teaching Staff Only

SWC Collects

Teachers only: complete the following fields:

- **Teaching Staff**:
- **Teacher Category:**
- **Teacher Number:**
- **Qualified Teacher Status:**



- **Employment Dates:**
  Complete for **ALL** members of staff:
- **Check** not required

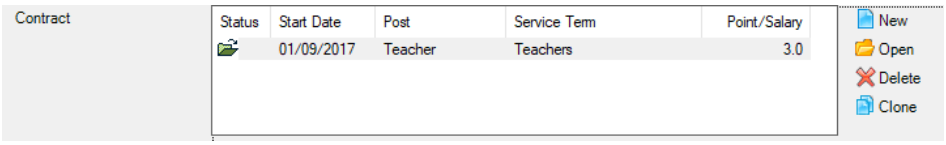
Contract v Service Agreement

Contracts/service agreement data is now required for all contracts or service agreements that ended in the period 1st September of the previous year to census reference day.
E.g. All contracts/service agreements ending in the period 01/09/2022 to 02/11/2023).

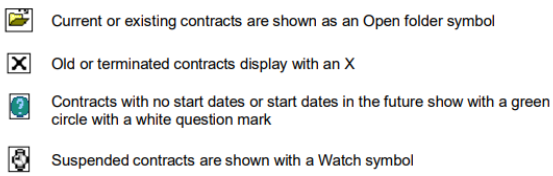
Each member of the school workforce for whom school workforce level data is required should be engaged to work in a school under arrangements that must be recordable as either a contract or a service agreement. A service agreement record applies where a teacher is working in a school but their contract is with another organisation, for example an agency, LA or another school

Contract:

The **Contract** section provides the facility to record multiple records of Contract Details. It is possible for staff to hold more than one contract and to have records of previous contracts, future contracts and suspended contracts. Open the contract to view the details. There is a General section and five panels plus a Pay Pattern panel which is **not** used by SWC.



Status of Contracts



Staff Contracts

Teachers and Support Staff with contracts:

who are employed by the school via a current contract that has lasted for 28 days or more on 02/11/2023

or

who are have been employed by the school via a contract for 28 days or more during the period 01/09/2022 to 02/11/2023 inclusive

or

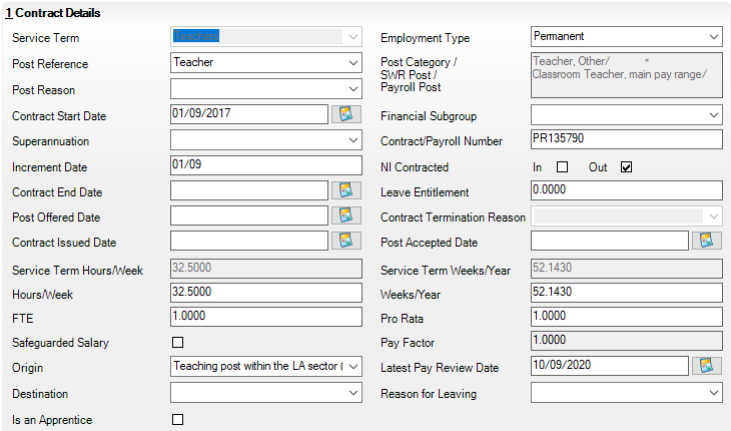
who are have been employed by the school via a permanent contract or via a contract with a contract end date at least 27 days after the contract start date.

Teachers with service agreements (agency teachers):

who are employed by the school via a current service agreement with a third party on 02/11/2023

or

who have been employed by the school via a service agreement for 28 days or more during the period 01/09/2022 to 02/11/2023 inclusive



1 Contract Details

Service Term	Teachers	Employment Type	Permanent
Post Reference	Teacher	Post Category / SWR Post / Payroll Post	Teacher, Other/ * Classroom Teacher, main pay range/
Post Reason			
Contract Start Date	01/09/2017	Financial Subgroup	
Superannuation		Contract/Payroll Number	PR135790
Increment Date	01/09	NI Contracted	In ☐ Out ☑
Contract End Date		Leave Entitlement	0.0000
Post Offered Date		Contract Termination Reason	
Contract Issued Date		Post Accepted Date	
Service Term Hours/Week	32.5000	Service Term Weeks/Year	52.1430
Hours/Week	32.5000	Weeks/Year	52.1430
FTE	1.0000	Pro Rata	1.0000
Safeguarded Salary	☐	Pay Factor	1.0000
Origin	Teaching post within the LA sector (	Latest Pay Review Date	10/09/2020
Destination		Reason for Leaving	
Is an Apprentice	☐		

Service Terms

SWC Collects

Code	Service Term
LD	Leadership
SS	Single Status
TE	Teachers
TU	Teachers Upper
UQ	Unqualified Teachers

- Post Reference
- Contract Start Date
- Contract End Date
- (if applicable) e.g., **Fixed/Temporary/Casual contract**

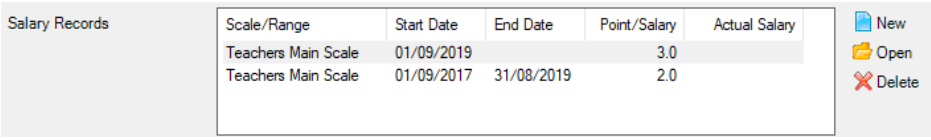
NB: End date is required for a Fixed Term contract
End date is **not** required for a Temporary contract
End date if applicable for a casual contract
(see note **on Casual Contracts** in **Book 02 – Before you Begin)**

- Hours/Week (Individual)
- Weeks/Year (Individual)
- Destination
- Origin
- Safeguarded Salary *
- Latest Pay Review Date (**Teaching staff only)**

***Safeguarded Salary -** What is safeguarded salary?
Pay safeguarding **applies when your employer determines your pay should be reduced**. It allows a period of time for you to adjust to the lower pay.

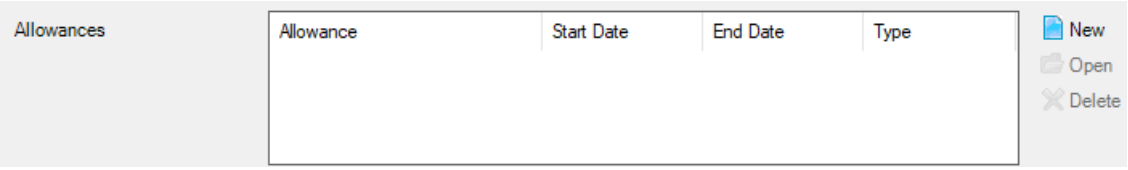
****Latest Pay Review Date: (Teaching staff only)-** A date must be entered within the last Academic year. E.g. **01/09/2022** to **02/11/2023** the date when Governors meet to discuss pay awards for teachers may be used. The same date may be entered for all teachers.

Salary Records



SWC Collects - Point/Salary

Allowances



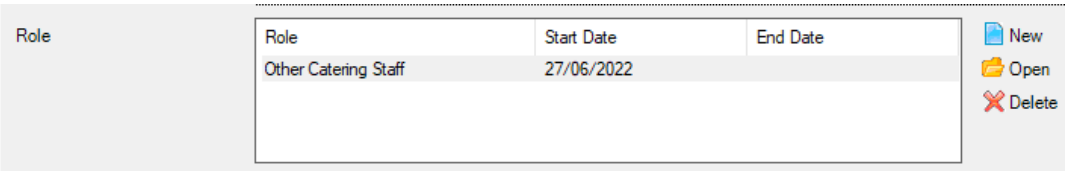
Schools can record additional payments in the **Allowances** section such as **TLRs** (**Teaching and Learning Responsibilities).**
The allowance may be locally agreed or may be part of the national structure.
For staff who are eligible for a TLR3 Allowance please ensure that there is an end date.

SWC Collects

- **Amount**
- **Category of Additional Payment** – values for these fields will be entered in the Service Term definition and cannot be edited here /

Allowances are created for service terms via **Tools | Staff | Pay Related**. Select and open the required Service Term. Locate the **Allowance** panel. Allowances and the awards may be added here if applicable

Role



SWC Collects

- Role
- Start Date
- End Date (if applicable)

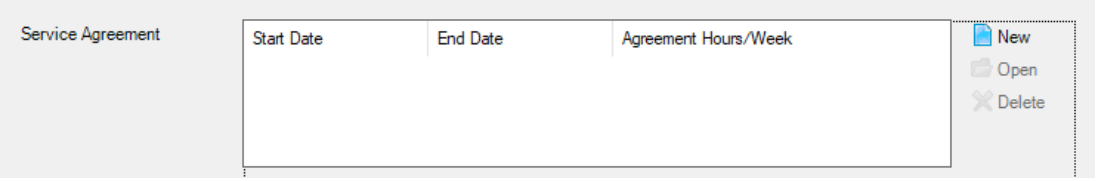
NB: All schools should have at least one Head Teacher and One SEN Coordinator.

If a staff member has a role of **Class Teacher**, but is also the **SEN Co Ordinator** another role of **SEN Coordinator** may be added to this panel.

If a member of staff has more than one contract for example **fixed term/Permanent/temporary contract** and also **casual contract**, then the casual contract should have a role of Do not include in Statutory Returns.

Service Agreements

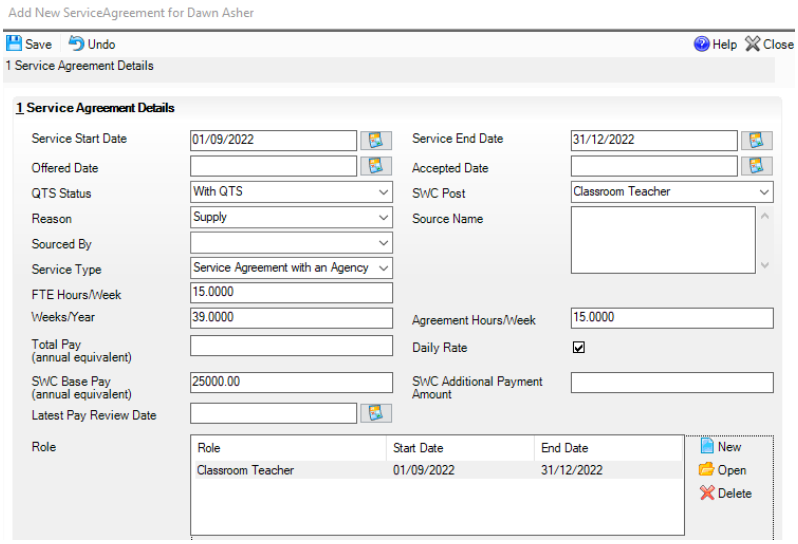
NB: Staff are said to be in regular service if they have completed service of 28 days or more with the school or are expected to do so before the end of their service agreement.



NB: For secondary schools using Cover in SIMS.
Where Cover is used any booked supply staff will automatically have a service agreement set up in Personnel.

This record must be edited to comply with the SWC if it is for more than 28 days.
Service agreements of less than 28 days duration can be omitted from the return by selecting Do not include in Statutory Returns.

SWC Collects

- SWC Post,
- Daily Rate (checkbox) or
- SWC Base Pay,
- Agreement Hours/Week,
- FTE Hours/Week and Weeks/Year.

Example