REMINDER!!!

As 2nd November 2023 is during October half term holiday the actual return may be uploaded on the first day back in School. For example 6th November. 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 remain as the 2nd November 2023

DfE COLLECT Portal

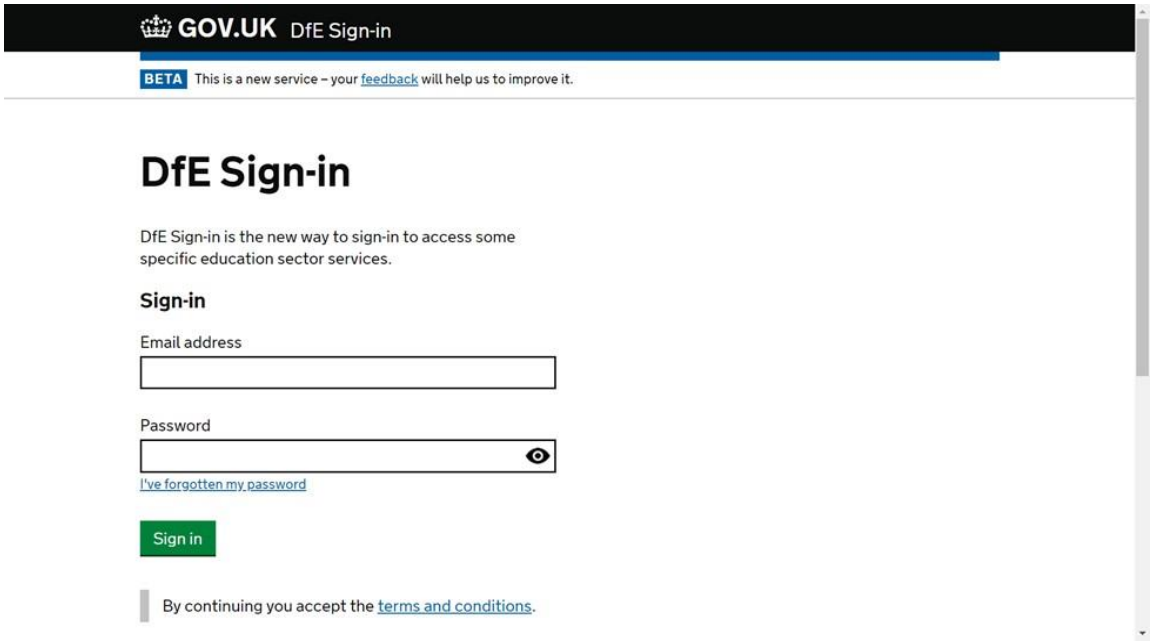
- Sign in to the “COLLECT Portal”
- Upload the XML data file
- Identify and Resolve Validation Errors & Queries
- Run the Missing Contracts Report
- Submitting your Return

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

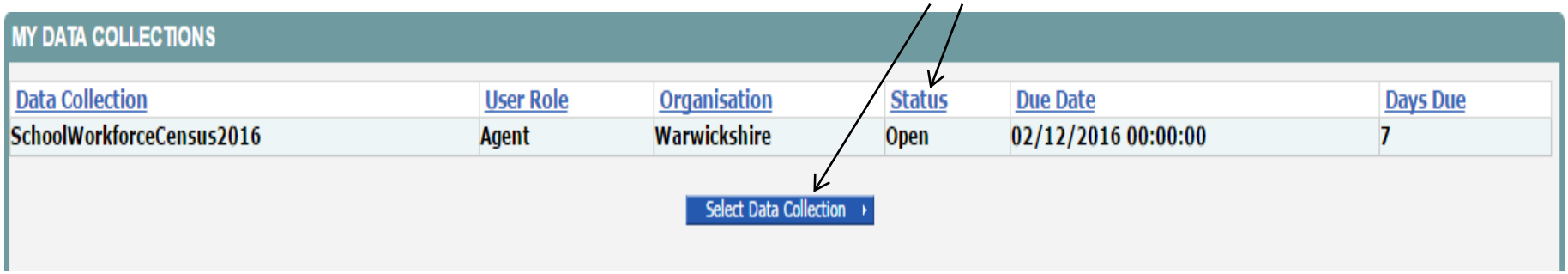
Continue...

Code of Conduct

Schools first data return will be called **SchoolWorkforceCensus2023**

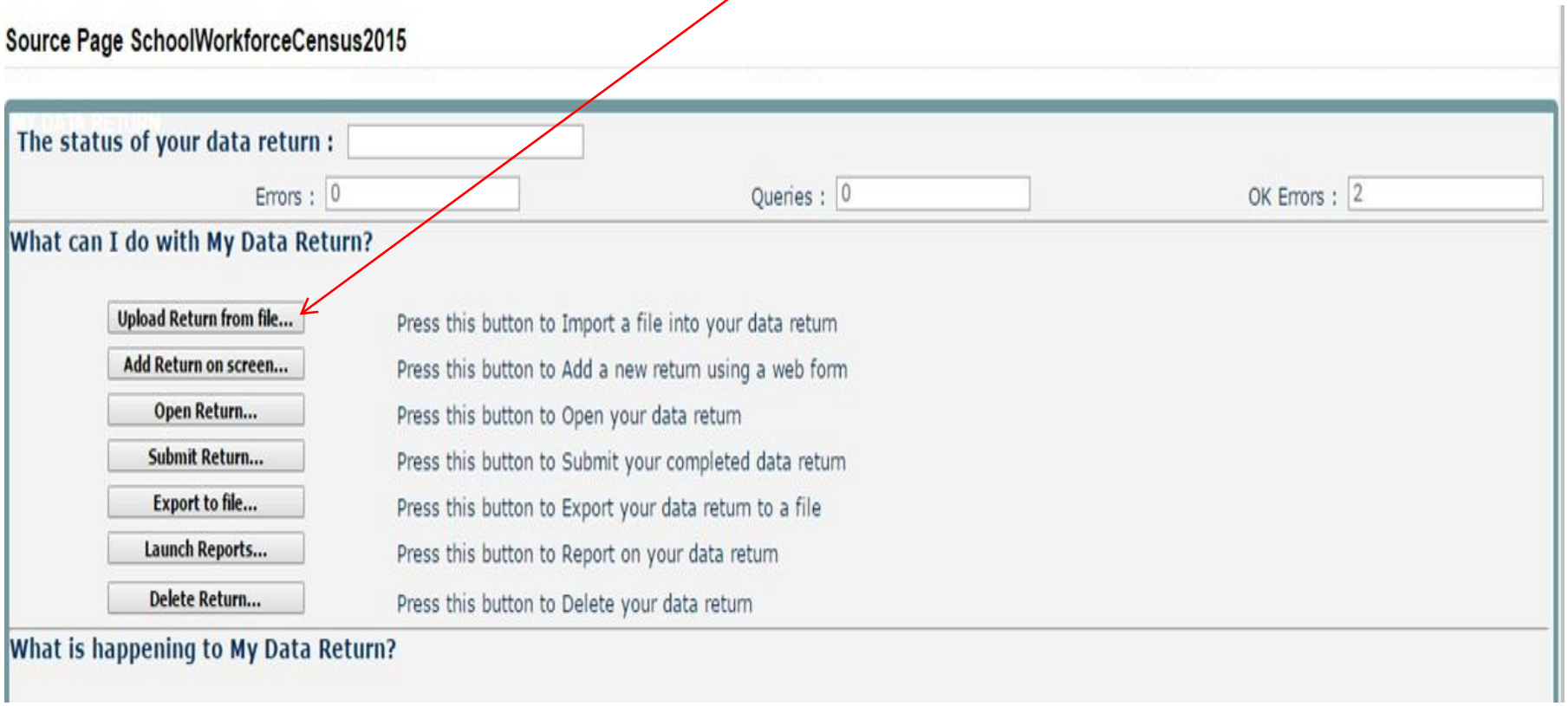
Select this. The Status will show as "**Open**"

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

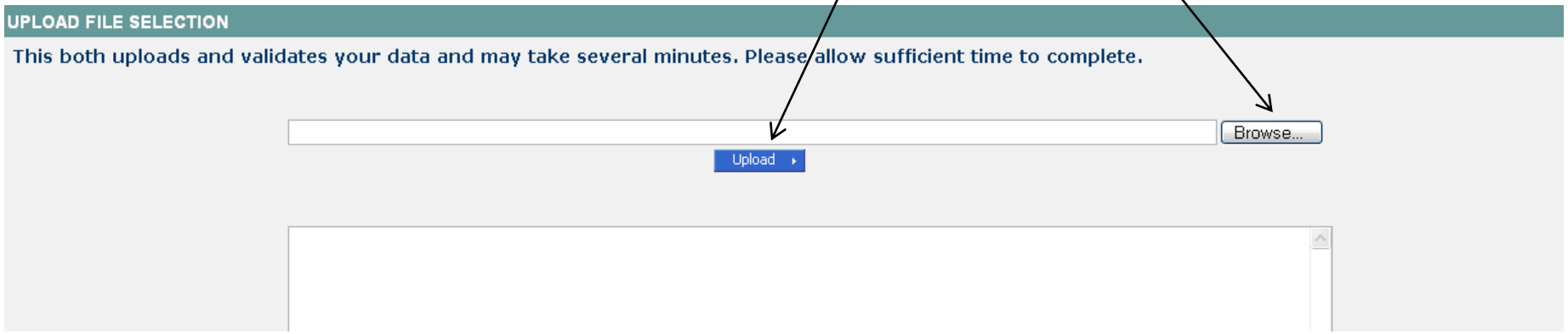


Uploading the XML data file

Click on “Upload Return from file…”

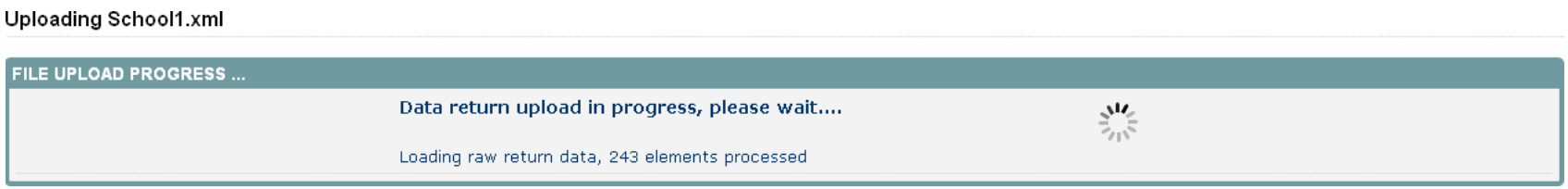


Navigate to where the XML file is saved by clicking on "**Browse**" Once located, highlight, select '**Upload**'.

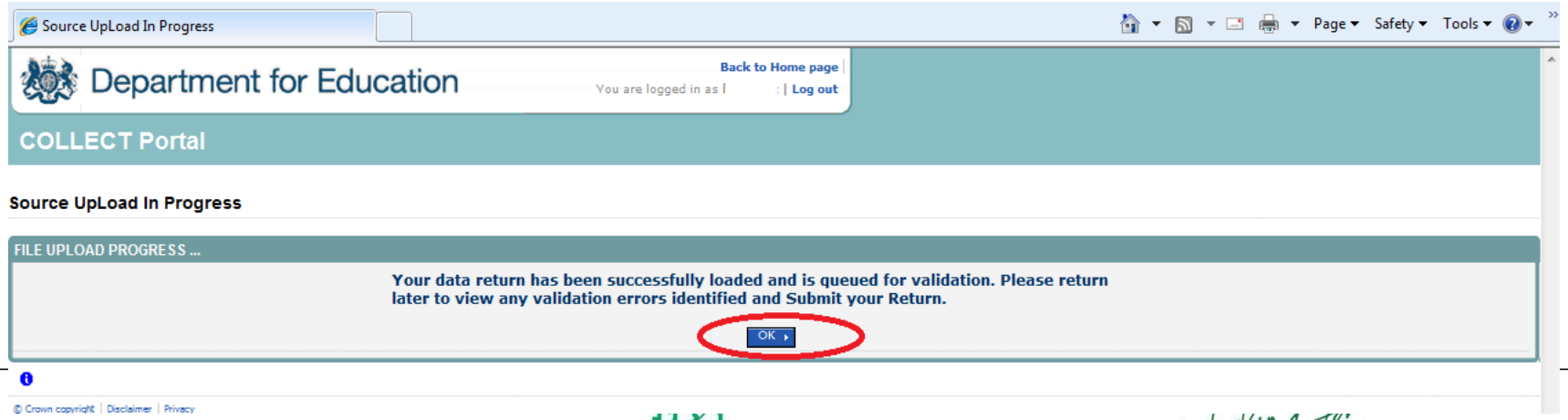


Your School Workforce Census Folder should be:
Admin Server : **Z:\SIMS\IMSFTP\SWC Return**
Virtual Server : **H:\SIMS Shortcuts\ IMSFTP\SWC Return** or **Z:\SIMS\IMSFTP\SWC Return**
Prime Server : **Y:\\MIS\SWCensus\ Data**

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.



Warwickshire County Council

Working for Warwickshire

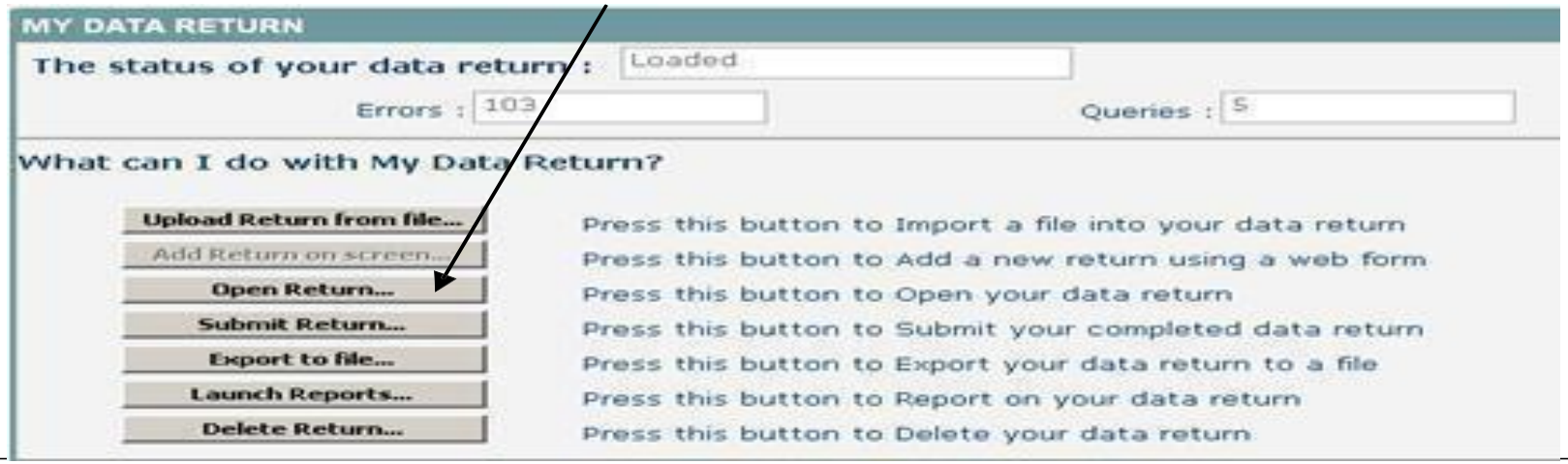
Identify and Resolve Validation Errors & Queries

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”.



Warwickshire County Council

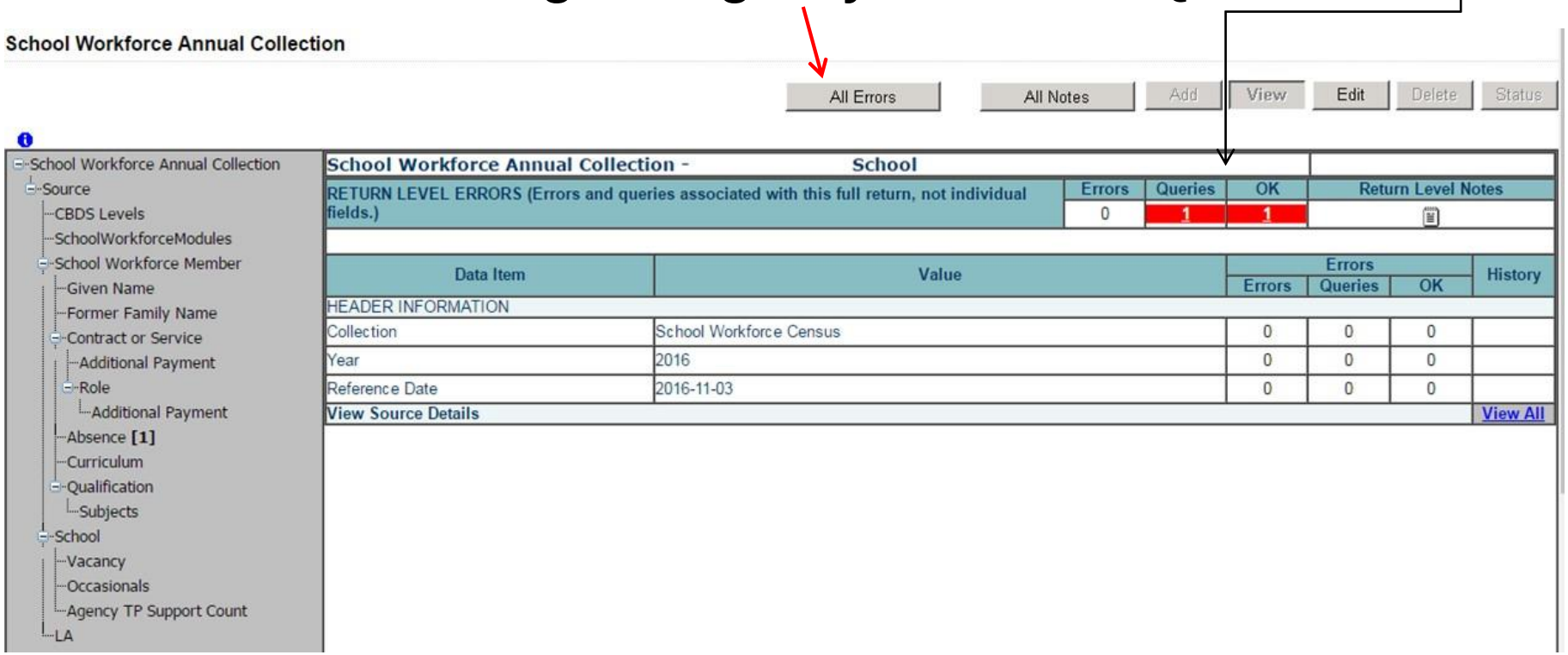
Working for Warwickshire

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 4 - **Acceptable 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.



Warwickshire County Council

Working for Warwickshire

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

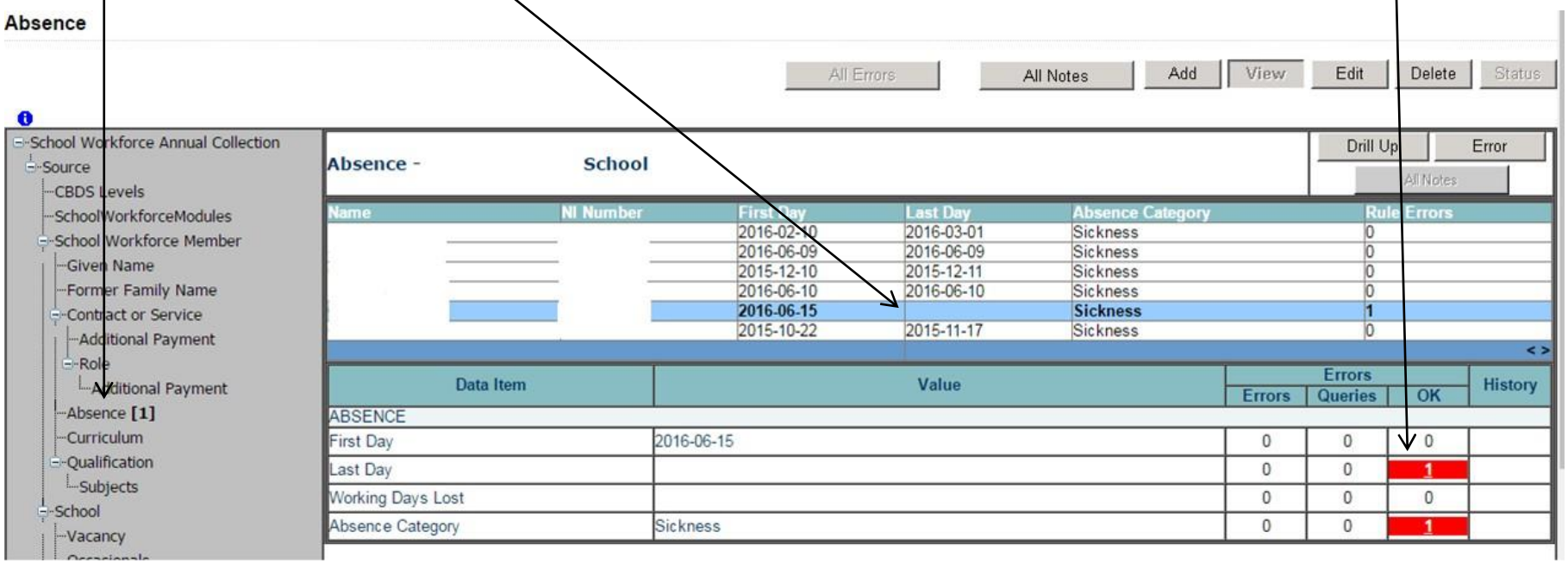
Count 3

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.



Warwickshire County Council

Working for Warwickshire

Validation Errors & Queries

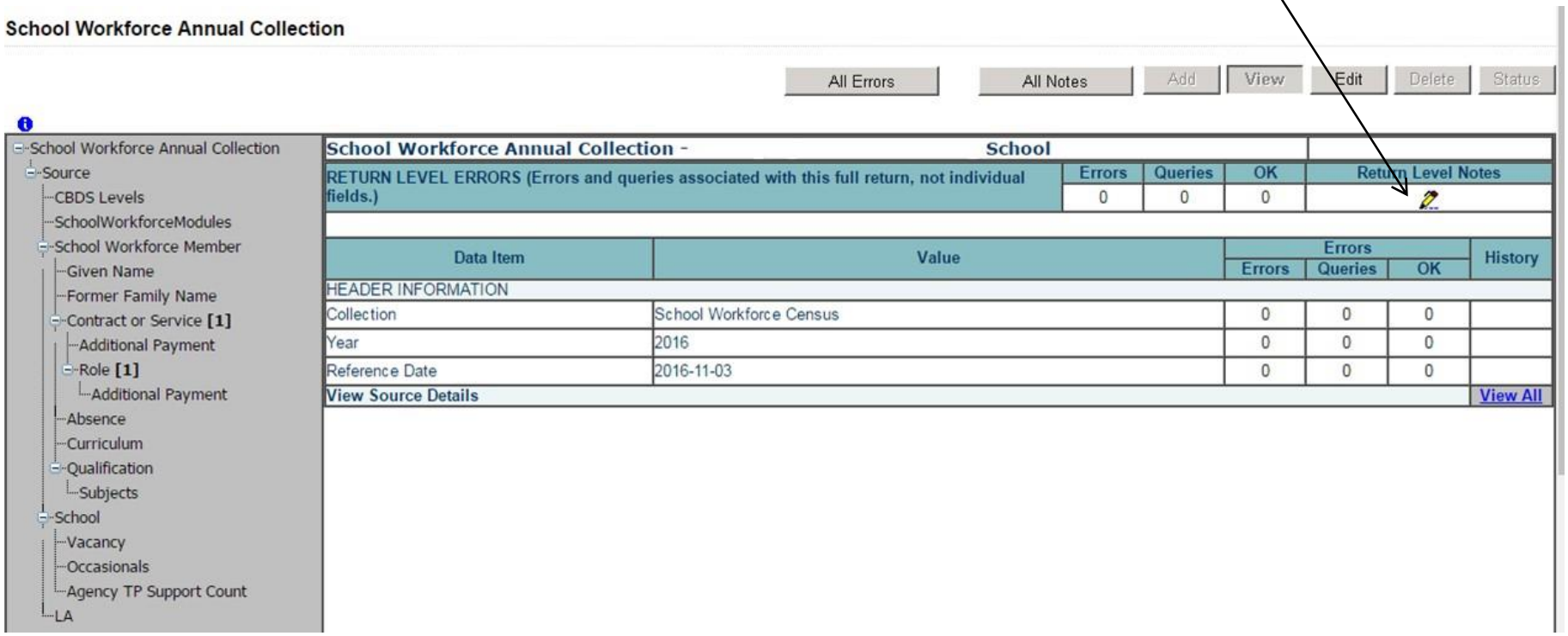
Correction of Errors & Queries : These must be changed in SIMS. However, minimal queries can also be manually corrected direct within the **COLLECT** Portal.

In some instances explanatory information in the form of a "**Return Level Note**" must also be added.

Expected Notepad Explanation for "Return Level Notes"

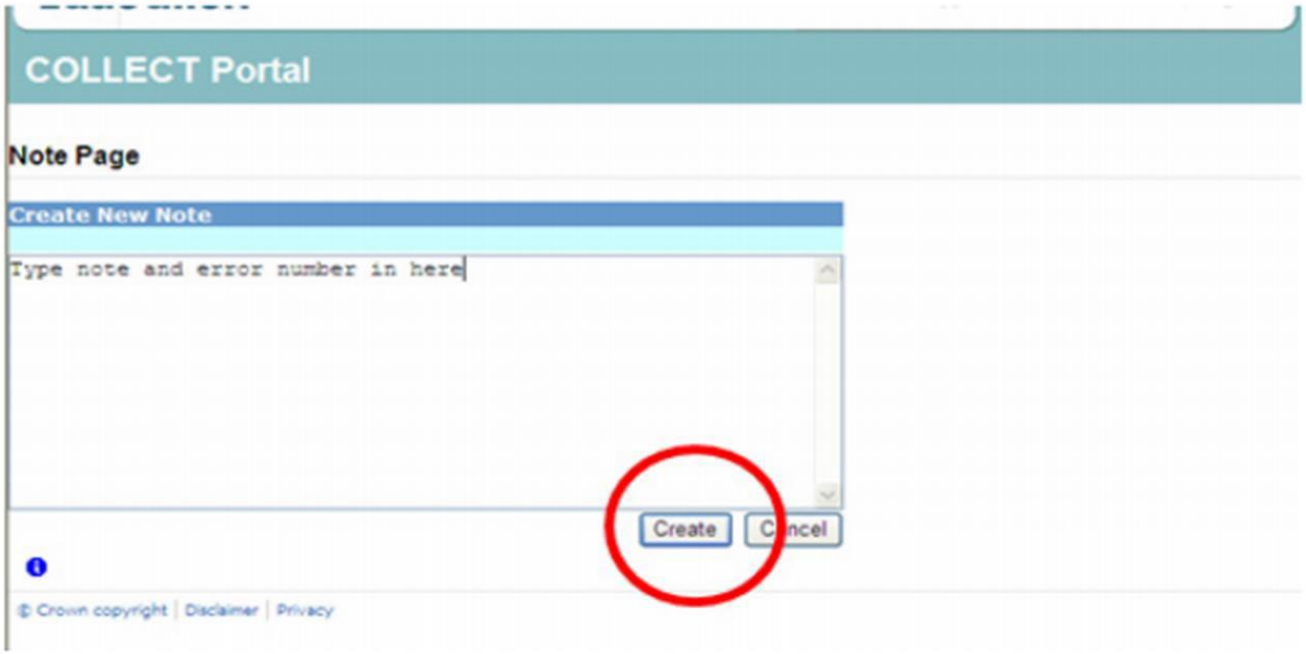
- The DfE require a certain level of explanatory note to be returned. Please quote the Query Code Number followed by the note detail in all cases.
- Guidance on what minimum notepad explanation is expected for individual queries will be made available as Appendix 4 - **Acceptable Notepad Entries**

To add a “Return Level Note” double click on the pencil symbol.



Next, click “Add New Note”.

Enter the Query Code Number and relevant note in the box provided and click “Create”. (one note may cover numerous queries).



Common COLLECT Validation Errors & Queries

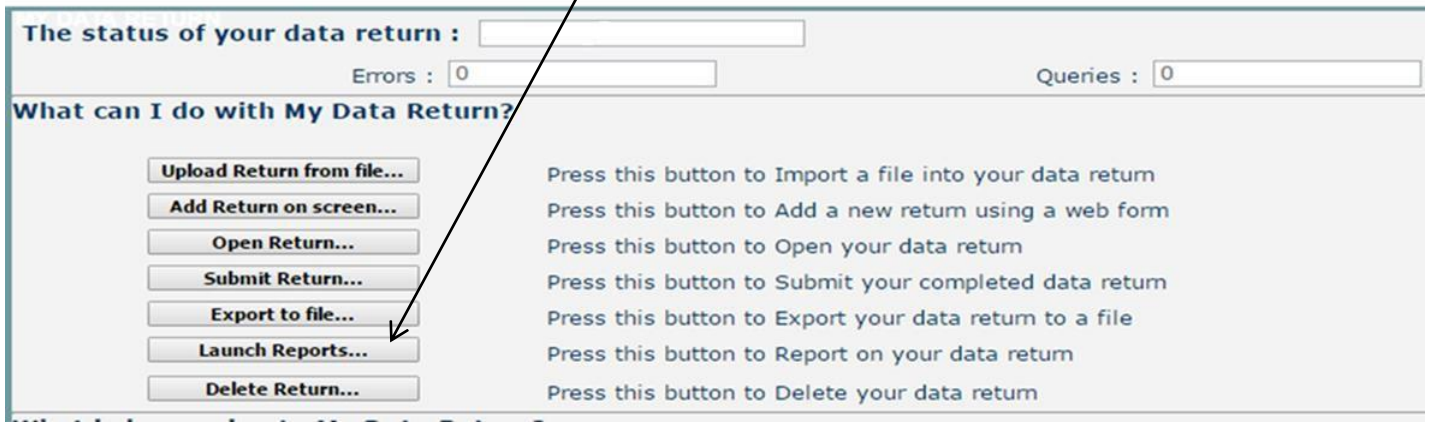
- 4100Q - Please check: Teacher with Teacher Number missing.
- 4160Q - Member of workforce with missing NI Number.
- 4235Q - Person is not expected to have QT status and be under 21 years of age on census reference date.
- 4417Q – If role is HLTA then HLTA Status is expected to be true.
- 4425Q – Please 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

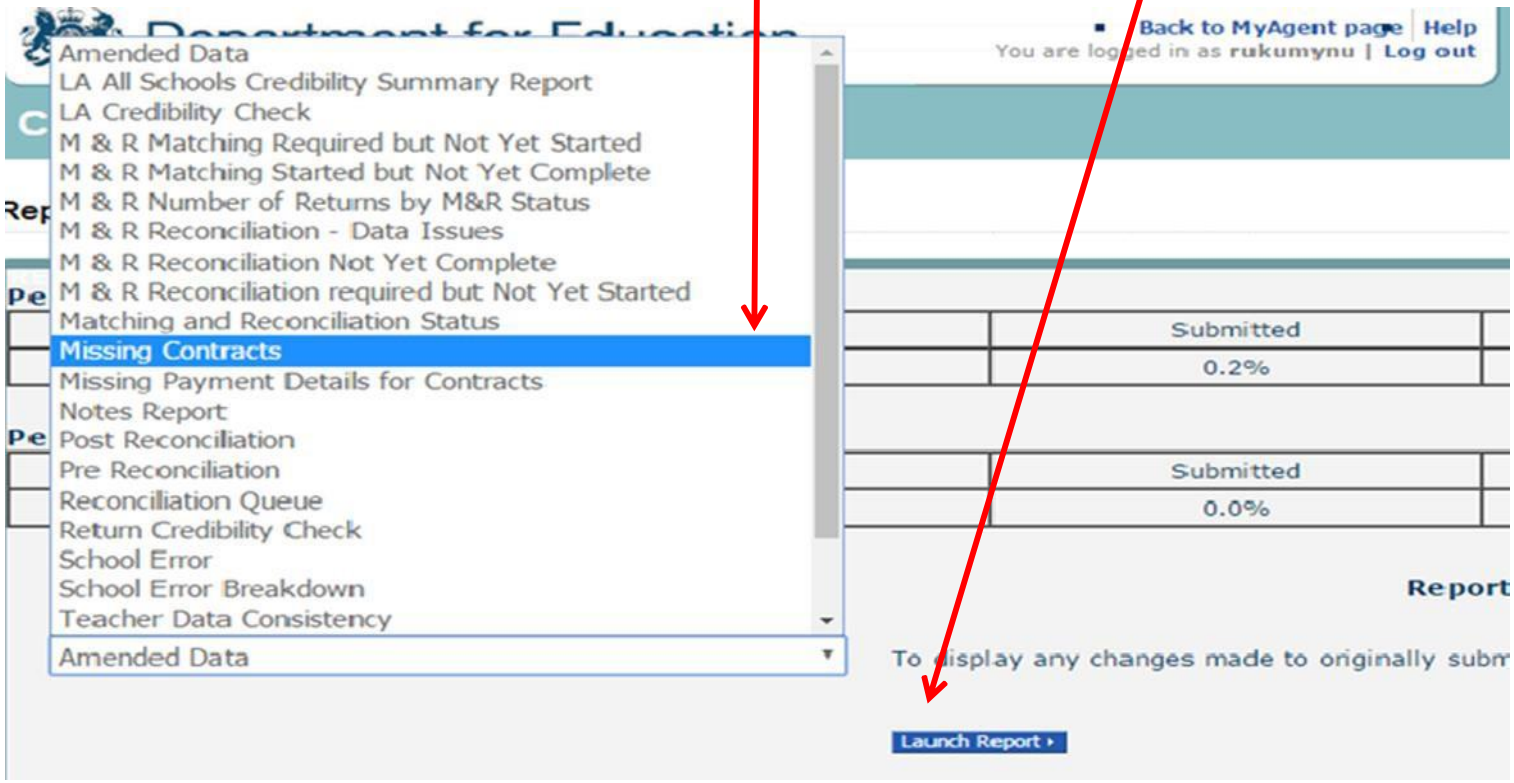
- 4745Q – Member of staff is working more than 48 hours a week.
- 4765Q – FTE hours normally expected to be at least 24 and no greater than 40.
- 6530Q - The same person has a total Full Time Equivalent ratio greater than 1.5.
- 6540Q - At least one staff record in this school's return should show a 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**, 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.

Warwickshire County Council

Working for Warwickshire

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

Create another Copy of your CENSUS

Authorise and upload to **COLLECT**

Checklist on uploading your actual return

On COLLECT, select‘ Upload Return from File’ from the main menu screen.

(If no corrections are required and you have added any Return Level Notes you can proceed to the section “Submit Your Return”).

Checklist

All Return Level Notes have been added in COLLECT?

Then, re-upload the new corrected file again by clicking on '**Upload Return from File**' from the main menu screen.

*(If no corrections are required and **Return Level Notes** have been added, proceed to the section*

"Submit Your Return"

For an XML file re-upload the following message will be displayed.

This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.

Delete Existing Return Confirmation

Data Return already exists do you wish to overwrite/add another source to it?

Please note that replacing a Data Return will delete all notes other than return-level notes. If you wish to preserve any data-item or validation error level notes you must enter them as return-level notes before re-submitting this Data Return.

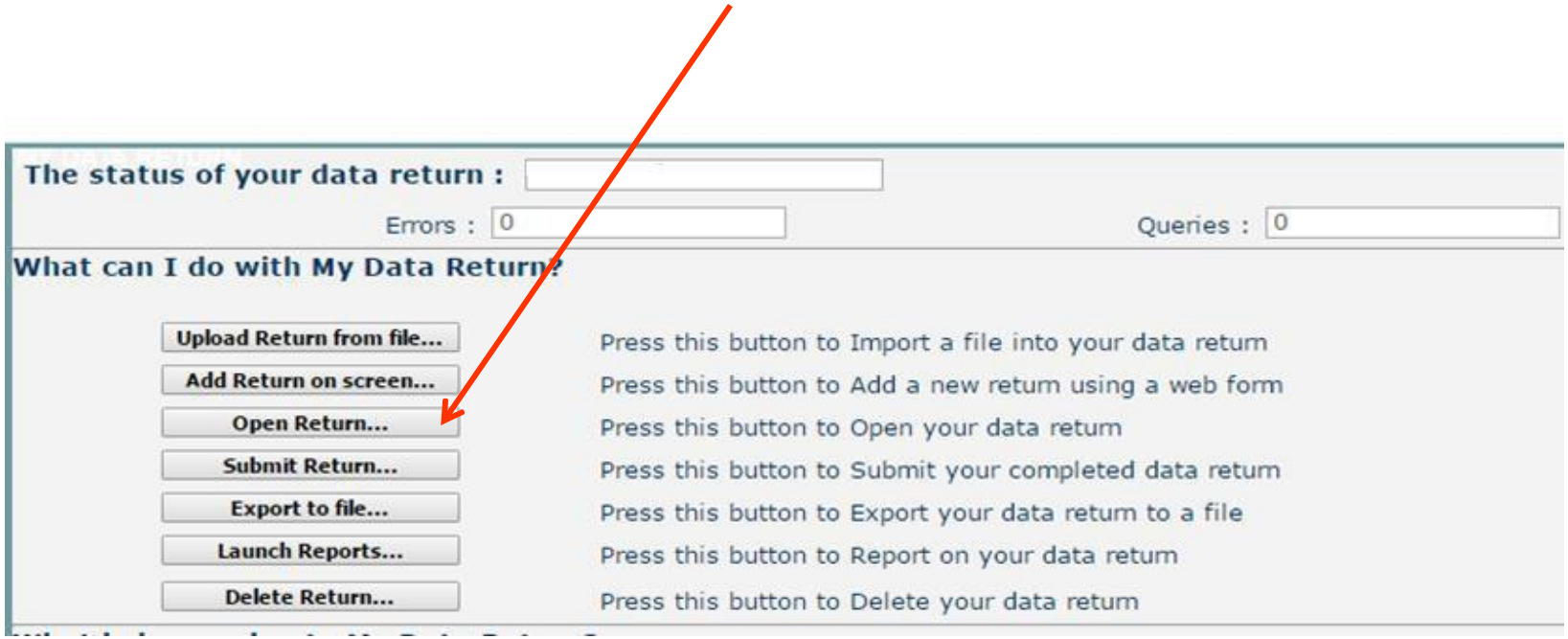
Yes ▸ No ▸

Note : Return Level Notes are preserved from previous upload.

Always select "**Yes**" to continue.

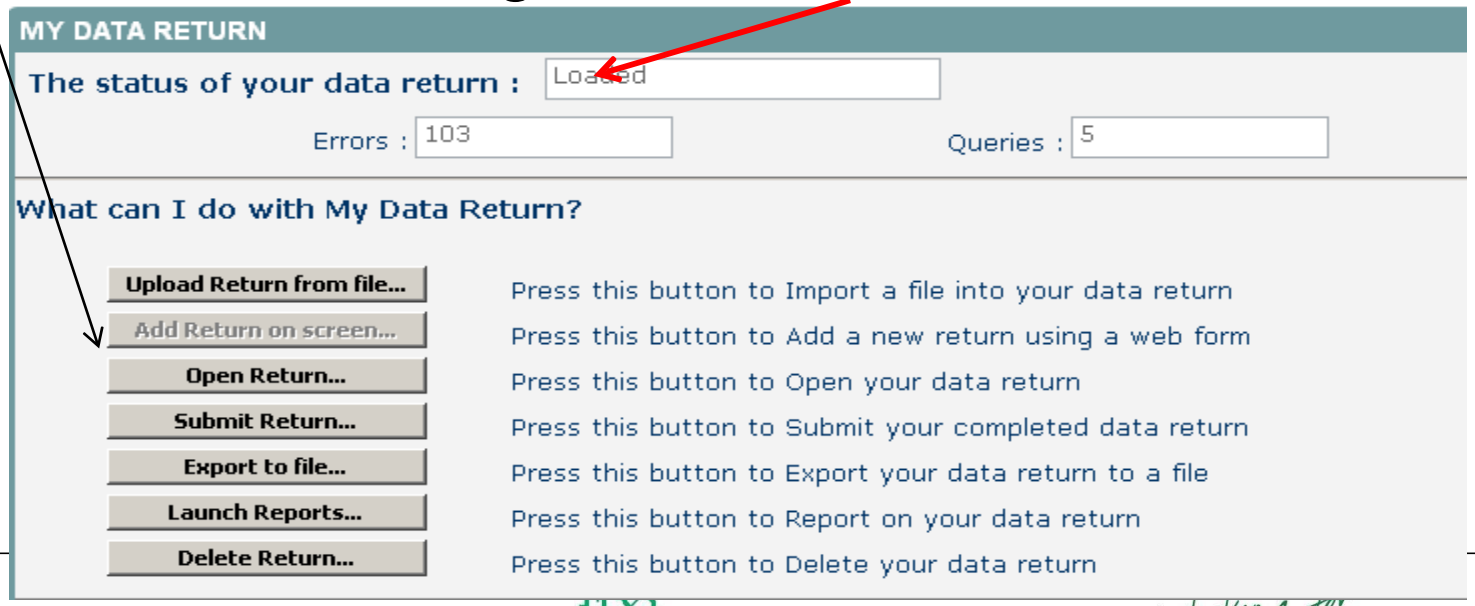
Ensure to re-check the return.

Click on "**Open Return**" and ensure no Errors exist, any "**Return Level Notes**" for new Queries have been added and any Missing Contracts are now present.



Submit the Return

Finally and most importantly schools should ensure that the "**Submit Return**" should be clicked on from the main menu. The status of your return will then change to "**Submitted**".



What happens next?

WCC will approve the return after checking that all Errors & Queries are resolved / any “Return Level Notes” have been added and no Missing Contracts exist. (Note: Academies are responsible for validating and approving their own return as Local Authorities do not have access to Academy data).

The DfE :

Will later authorise the return.