

SCHOOL WORKFORCE CENSUS AUTUMN 2020 PREPARATION GUIDE

For the attention of the School Workforce Census Co-ordinator

PURPOSE

The purpose of this guide is to assist schools in preparing for the School Workforce Census 2020 collection and to provide advice on how to produce the statutory return.

KEY DATES

Thursday 5th November 2020	School Workforce Census 2020 Census Day
Tuesday 10th November 2020	Authority deadline for Waltham Forest maintained schools to upload SWFC files to the Department for Education (DfE) COLLECT online centralised data collection and management system (accessed via the DfE's Secure Access Portal at https://services.signin.education.gov.uk/)

PREPARATION

The preparation checklist below has been produced to help you to identify the most common tasks that need to be carried out before running the School Workforce Census return. The management information system (MIS) tasks relate to school users using Capita SIMS. Other MIS school users will need to contact their MIS Support Provider for equivalent details.

IMPORTANCE OF THE WORKFORCE CENSUS

School workforce Census is the DfE's main source of data on:

- staff pay bills
- staff turnover
- absences (not applicable in 2020 only due to reduced burden)

The school workforce Census data informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce. Accuracy of data is crucial as the data are also used by other government departments, local authorities, external agencies and educational researchers.

REDUCED BURDEN IN 2020

For this year only the DfE have reduced the amount of data required. The following will not be required:

- Absence data
- Qualification data
- Date of last pay review
- 'Subject' and 'Tenure' for vacancy data
- Data on third party support staff data on occasional teachers is still needed)

If your MIS automatically includes this information, it can still be submitted as part of your return but will be deleted and not used.

CHANGES FROM AUTUMN 2019 SCHOOL WORKFORCE CENSUS

Apart from the reduced burden no significant changes have been made since the 2019 census. The DfE published [guidance](#) has been amended with clarifications:

- QTS, QTLS and EYTS are required for Advisory Teachers
- Changes to the presentation of data requirements for non-teaching school leaders

GENERAL DATA PROTECTION REGULATION (GDPR)

Following the introduction of the General Data Protection Regulation (GDPR) in May 2018 the DfE published guidance on producing updated privacy notices to issue to parents and pupils about the collection of data. This guidance is approved by the Information Commissioner's Office (ICO) and available [here](#).

SCHOOL WORKFORCE CENSUS AUTUMN 2020 PREPARATION CHECKLIST

The following checklist is based on guidance published by Capita SIMS in October 2020 which can be found [here](#). Users of Management Information Systems other than SIMS should check with their provider for any additional requirements.

COMPLETE	TASK DESCRIPTION
<input type="checkbox"/>	Check with the System Administrator/Manager that you have the appropriate permissions to run the School Workforce Census and record associated data
<input type="checkbox"/>	Upgrade to the latest version of SIMS (7.194 or later)
<input type="checkbox"/>	Apply the School Workforce Census licence, if not applied previously
<input type="checkbox"/>	Import revised files for validation and reports
<input type="checkbox"/>	Import the latest service term definition provided by your LA/support team, if applicable
<input type="checkbox"/>	Import the latest pre-defined report definitions into SIMS
<input type="checkbox"/>	Check the personal details of all applicable members of staff to ensure that they are current and accurate
<input type="checkbox"/>	Check the professional detail of all applicable members of staff to ensure that they are current and accurate.
<input type="checkbox"/>	Check the employment details of all applicable members of staff to ensure that they are current and accurate
<input type="checkbox"/>	Ensure that the Latest Pay Review Date is recorded for all teachers with contracts or service agreements (not required for 2020 due to reduced burden)
<input type="checkbox"/>	Ensure that duplicate teacher/support staff records are not included in the return
<input type="checkbox"/>	Ensure service term definitions are correct and make any required edits
<input type="checkbox"/>	Ensure that the correct SWC Post is selected to avoid validation error 4410 from being triggered
<input type="checkbox"/>	Map subjects to DfE subject codes
<input type="checkbox"/>	Review school details and ensure that they are current and correct
<input type="checkbox"/>	Ensure you have access to the DFE Sign-In to allow you to submit the file

SUBMITTING YOUR SCHOOL'S WORKFORCE CENSUS RETURN

When the return has been completed and the Summary report has been signed by the Head Teacher; the .XML file should be uploaded to the DfE COLLECT data collection website via the [DfE Sign-In](#) by the end of **Tuesday 10th November 2020**.

DfE guidance and troubleshooting information in relation to using the Secure Access Portal can be found at <https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities>.

FURTHER INFORMATION

Further information can be found at:

DfE GOV.UK website	https://www.gov.uk/guidance/school-workforce-census
Capita SIMS	Guides to assist in the preparation and production of the Census return can be found in the Returns Manager section of the SIMS Documentation Centre, accessed by clicking the Documentation button on the SIMS home page. Please contact your SIMS support provider about any technical/MIS issues relating to running the census.
Other Management Information System	Please contact your ICT support provider about any technical/MIS issues relating to running the census.
General Data Protection Regulation (GDPR)	https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices

WHO TO CONTACT

Contact	Support area
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Department for Education (DfE) SA service request .	Secure Access service request form