**SCHOOL WORKFORCE CENSUS AUTUMN 2021 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 2021 collection and to provide advice on how to produce the statutory return.

**KEY DATES**

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| **Thursday 4th November 2021** | School Workforce Census 2021 Census Day |
| **Tuesday 9th November 2021** | Authority deadline for Waltham Forest maintained schools & PRU 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](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 2021 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.

**CHANGES FROM AUTUMN 2020 SCHOOL WORKFORCE CENSUS**

There are two significant changes to the collection since 2020:

1) A new field, Newly Qualified Teacher, has been added to track whether NQTs are in their first or second year of induction.

2) Items made optional for 2020 (as listed below) have reverted to mandatory status.

• Absence data

• Qualification data

• Date of last pay review

• ‘Subject’ and ‘Tenure’ for vacancy data

• Data on third party support staff (occasional teachers data is still needed)

**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](https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices). **SCHOOL WORKFORCE CENSUS AUTUMN 2021 PREPARATION CHECKLIST**

The following checklist is based on guidance published by Capita SIMS which can be found [here](https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0036299&sys_kb_id=8e3cc9f71bf8b050878642a7b04bcb8f&spa=1). Users of Management Information Systems other than SIMS should check with their provider for any additional requirements.

| Complete | Task Description |
| --- | --- |
|  | Check with your System Administrator/Manager to ensure that you have the appropriate permissions to run the School Workforce Census and record associated data |
|  | Upgrade to the SIMS 2021 Summer Release (version 7.200) or later as soon as possible to enable dry runs to be carried out. |
|  | Apply the School Workforce Census licence, if not already applied. |
|  | Check with your System Administrator/Manager to ensure that the latest version of the fileset (i.e. revised files for validation and reports) has been imported. |
|  | Import the latest service term definition provided by your LA/support team, if applicable |
|  | Import the latest pre-defined report definitions into SIMS |
|  | Check all personal details of all applicable members of staff to ensure that they are current and accurate. |
|  | Check the professional detail of all applicable members of staff to ensure that they are current and accurate. Ensure that the teacher status has been selected. |
|  | For a Newly Qualified Teacher (NQT), also known as Early Career Teacher (ECT), ensure the applicable induction year is specified. |
|  | Check the employment details of all applicable members of staff to ensure that they are current and accurate. |
|  | Ensure that the Latest Pay Review Date is recorded for all teachers with contracts or service agreements. |
|  | Ensure that duplicate teacher/support staff records are not included in the return. |
|  | Ensure service term definitions are correct and make any required edits. |
|  | Ensure that the correct SWC Post is selected to avoid validation error 4410 from being triggered. |
|  | Map subject codes to DfE subject codes. |
|  | Review school details and ensure that they are current and correct. |
|  | Ensure you have access to the [DFE Sign-In](https://services.signin.education.gov.uk/) 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](https://services.signin.education.gov.uk/) by the end of **Tuesday 9th November 2021**.

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:

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| 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](https://support.capitasoftware.com/csm?sys_kb_id=7c3bfc5c1b6eb494fe688551f54bcb07&id=kb_article_view&sysparm_rank=4&sysparm_tsqueryId=61a98eee1b2eb41858418591f54bcbf6) 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**

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| **Contact** | **Support area** |
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| Department for Education (DfE)  [SA service request](http://www.education.gov.uk/researchandstatistics/datatdatam/secureaccess/service-request-form). | Secure Access service request form |