

# **Children & Young People's Workforce Standards Working Group & Local Government Workforce Standards Working Group**

## **Data Standards for the Children & Young People's Workforce and for the Local Government Workforce**

**April 2009**

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## How to use this document

### Getting around the document

We recommend that readers use this document on-screen as much as possible. There are several reasons for this:

- the material is organised in several sections. There are definitions for data items, for aggregations and for domains (explained below). While this is a reasonable way of organising the material, it does mean that sometimes readers will need to refer to several parts of the document at the same time;
- to help with this, numerous links have been built in to navigate around the document;
- at 180 pages, readers will want to consider the environment before printing.

### Where to find data items

The data item definitions are organised in sections for:

- Person
- Organisation
- Location
- Person-Organisation relationship (for example, an employment)
- Qualification

A full index of all the items is available [here](#).

### Classes of definition

Each item definition is classified as one of the following:

- Universal** – meaning that the definition and use of the data item covers all sectors
- Common** – i.e. across several sectors
- Sector specific** – i.e. only relevant to Education, Skills & Children's Services sector

This classification is significant for anyone using these standards. Items whose definitions are **Universal** have usually been direct copies of central data standards, such as the Government Data Standards Catalogue. Users are advised to make sure they are aware of up to date developments on cross-government standards. Definitions classed as **Common** have been developed by a working group that consists of the DCSF and partners in the delivery of children's and young people's service, and also by public sector organisations with a wider remit, such as the Local Government Association. Users are advised to check with the LGA as well as the DCSF before using the standards. Definitions classed as **Sector specific** are for items that are relevant only within education, skills and children's services. The definitions of these items can be regarded as definitive, without further reference.

### Aggregations and domains

For clarity, data item definitions are shown separately from definitions for aggregations or derived data. Aggregations begin on page 107.

In keeping with standards practice, code sets and other common types of data such as dates are defined in separate domains, which are referred to from the main item definitions. Domain definitions begin on page 120, and an explanation of domains as an implementation of ISO 11179 is found at Annex D.

### Information provided on each standard

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Each data item, aggregation or domain is described in tables that have the following row headings:

| <b>For each Data item, the following is recorded:</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ref Number</b>                                                    | A reference number assigned by DCSF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Data Item Name</b>                                                | The name of the data item, aggregation or domain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Class</b>                                                         | Universal / Common / Sector specific (see above)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Status</b>                                                        | At present, these will all say "Under External Review".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Description</b>                                                   | The description for the item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Type and Format</b>                                               | For Text fields with specific formats, <b>A</b> and <b>9</b> represent alphanumeric and numeric characters respectively. This will show the maximum number of characters, and the structure of the data type/item. Thus the NI Number format is shown as AA999999A.<br><br>Lengths are sometimes shown using brackets, e.g. A(7) = seven alphanumeric characters.<br><br>For numeric fields, the decimal point will appear within a string of 9s if required. Some formats use the minus sign for numbers that could be negative. Thus a format of -9.99 indicates a range of values from -9.99 to +9.99. |
| <b>Code Set/ Valid Values</b>                                        | Most coded items are defined as separate domains. Where a coded item has only a few values, and where its format is not shared by any other items, the code set is shown as part of the main data item definition.                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Item Level Validation</b>                                         | Validation guidelines are shown where they can confidently be applied in every instance of a standard's use, e.g. End Date cannot be earlier than its corresponding Start Date.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Other Sectors</b>                                                 | For items classed as Common, an assessment of the extent of relevance to other sectors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Collection Notes</b>                                              | Additional information that will be useful to designers of data collections.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Output/Presentation Notes</b>                                     | Additional information that provides a standard approach to displaying or presenting the data item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>History Notes</b>                                                 | Additional information on whether systems or collections should seek to include historical values for the item as part of its specification.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Multiplicity Notes</b>                                            | Additional information on whether systems or collections should allow for multiple values per person for this item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>In addition, for each Aggregation, the following is provided:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Component Items</b>                                               | A list of the items that make up the derived data or aggregation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Algorithms</b>                                                    | The algorithm(s) to be used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Applicability</b>                                                 | Any specific applicability of the aggregation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>In addition, for each Domain, the following is provided:</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Item Type</b>                                                     | Text, Enumeration, Number, Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Default Value</b>                                                 | If applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Domain Level Validation</b>                                       | If applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Code / Description</b>                                            | For an enumeration, the categories and coding frame.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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## Common Abbreviations

The abbreviations most commonly used in this document are defined below:

|                 |                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ADD</b>      | The Aligned Data Definitions<br>Approved by the ISB, these definitions of common identity and other items must be used across ESCS. [At present there is no URL for the Aligned Data Definitions. This will be added as soon as available.]                                                                                                                             |
| <b>ASHE</b>     | Annual Survey of Hours and Earnings<br>Office for National Statistics survey of employers in the UK. Details are at: <a href="http://www.ons.gov.uk/about/surveys/a-z-of-surveys/annual-survey-of-hours-and-earnings--ashe-/index.html">http://www.ons.gov.uk/about/surveys/a-z-of-surveys/annual-survey-of-hours-and-earnings--ashe-/index.html</a>                    |
| <b>CBDS</b>     | Common Basic Data Set<br>Data item standards for the Education sector, which have been in continuous development since around 2002. Details are at <a href="http://www.teachernet.gov.uk/management/ims/datamanagement/cbds/">http://www.teachernet.gov.uk/management/ims/datamanagement/cbds/</a> .                                                                    |
| <b>ESCS</b>     | The Education, Skills and Children’s Services sector of government. See ISB.                                                                                                                                                                                                                                                                                            |
| <b>GDSC</b>     | The Government Data Standards Catalogue.<br>Pan-government data standards, set up as part of the under the e-Government Interoperability Framework project from 2002 onwards. Details are at <a href="http://www.govtalk.gov.uk/schemasstandards/datastandards.asp">http://www.govtalk.gov.uk/schemasstandards/datastandards.asp</a>                                    |
| <b>ISB</b>      | The Information Standards Board for ESCS.<br>The Information Standards Board for ESCS has a web site at <a href="http://www.escs-isb.org.uk/">http://www.escs-isb.org.uk/</a> .                                                                                                                                                                                         |
| <b>MIAP</b>     | Managing Information Across Partners.<br>See <a href="http://www.miap.gov.uk/">http://www.miap.gov.uk/</a>                                                                                                                                                                                                                                                              |
| <b>MIAP CDD</b> | MIAP Common Data Definitions<br>See <a href="http://www.miap.gov.uk/documentlibrary/">http://www.miap.gov.uk/documentlibrary/</a>                                                                                                                                                                                                                                       |
| <b>NMDS-SC</b>  | The National Minimum Data set for Social Care.<br>Collection of social care organisations and those who work in them. Run by Skills for Care. Note that the scope of the NMDS-SC covers both adult and children’s social care. Details at <a href="http://www.nmds-sc-online.org.uk/">http://www.nmds-sc-online.org.uk/</a> .                                           |
| <b>STPCD</b>    | The School Teachers’ Pay & Conditions document.<br>Details of the pay structure and rates for School Teachers in England and Wales. The STPCD is produced each year by the School Teachers’ Review Body (STRB). Details at: <a href="http://www.teachernet.gov.uk/management/payandperformance/pay/">http://www.teachernet.gov.uk/management/payandperformance/pay/</a> |
| <b>STRB</b>     | School Teachers’ Review Body. See STPCD                                                                                                                                                                                                                                                                                                                                 |

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**Data Standards for the Local Government Workforce**

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|             |                                                                                                                                                                                                                                                                                                       |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SWF</b>  | The School Workforce Census.<br>The DCSF census of teachers and support staff. Details at <a href="http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/technicalspecification/">http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/technicalspecification/</a> . |
| <b>SWG</b>  | The Standards Working Group, comprising representatives from DCSF, LGA, ONS, TDA, CWDC, Skills for Care, MIAP and HESA, that drafted this document. An SWG operates with a mandate from the ISB to develop standards.                                                                                 |
| <b>XGEA</b> | Extended Government Enterprise Architecture<br>The latest information on the XGEA can be found by following the links from <a href="http://www.cio.gov.uk/chief_technology_officer/index.asp">http://www.cio.gov.uk/chief_technology_officer/index.asp</a> .                                          |



## 1. Introduction

The purpose of these standards is to provide consistency in the definition, meaning and use of data about the workforce for the Children's and Young People's sector and for Local Government. By providing standard definitions to those who commission, build, populate and analyse data systems, including collections and surveys, the quality of information about the children's workforce will improve over time.

### 1.1 Overall Model

Within this standards document, definitions of individual data items are organised according to the following overview model:

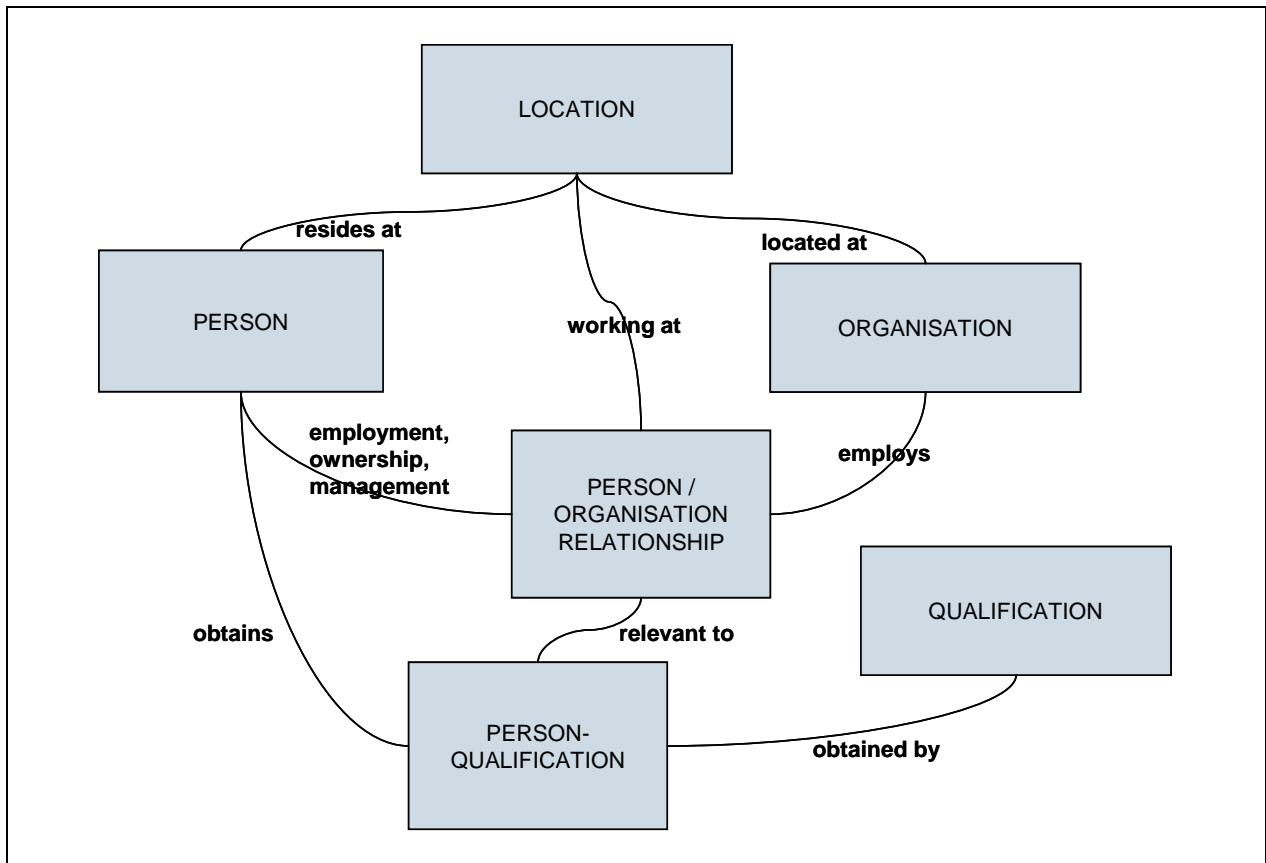


Figure 1: Overview Model (high-level entities)

This model is high-level and not intended to show a fully normalised view of the data or their relationships. The reasons for this are explained below (see 1.3, Context and Relationship to Other Standards). However, for some key groupings of data, such as those relating to pay or contracts, a more detailed series of entity-relationship models is provided at [Annex C](#).

Each entity in the model has a number of data items defined in the pages below. Each item *definition* is classified as one of ...

- a) **Universal**
- b) **Common** to several sectors
- c) **Sector specific** to Education, Skills & Children's Services

... as described on page 2 of this document.

Items definitions are supplemented by value Domains. These specify common value-sets (code sets) or common underlying data types, such as dates.

The full definition of an item is therefore a composite of an item's entity context, its item definition and any related value domain.

## **1.2 Context and relationship to other standards**

At the same time as these standards have been developed work is taking place to define a standard architecture for the education, skills and children's services sector. DCSF plan that this work will lead to the development of standard XML / Schema components. For this reason, the present version of these standards does not include XML tags or other technology-implementation meta-data.

The Standards Working Group responsible for these definitions has sought to re-use existing standards where these have been judged fit for purpose. For this reason, the majority of definitions already present in the Government Data Standards Catalogue, the Aligned Data Definitions (ADD) and the Common Basic Data Set are reproduced here unchanged. The ADD has been endorsed by the Information Standards Board for Education, Skills and Children's Services.

Please note that the reference number scheme (e.g. S100) adopted in this document is a simple one. Once these standards have been agreed, the numbers will not change, however a whole-scale revision of standards numbering may emerge from the architecture work described above.

## **1.3 Standards Adoption**

The process of standards adoption will be subject to separate consultation. Once the standards have been approved, by the ISB for Education, Skills and Children's Services, all stakeholders will need to assess the impact on existing and planned systems, data collections and data interchanges.

The existence of a standard for an item (or items) means that wherever the data is used, it should be conform to that definition. It does not specify which items are used in a particular context, and each use must have proper business justification.

It is important to note that this version of the document, version 1.0, April 2009, is not approved and no planning, design or development work should be undertaken solely on the basis of this document.

## **2. Scope**

The scope of the workforce covered by these definitions is the Education, Skills and Children's Services sector and (to some extent) all other local government services. In the main, the workforce that the standards are designed around is the paid workforce, including both those directly employed by public sector organisations such as Local Authorities (LAs), and also those working for agencies or service organisations that may be contracted by LAs to provide services.

A full statement of the coverage of these standards across the ESCS sector is outlined at Annex B.

### **General Notes**

1. **Data Protection:** Organisations using these definitions are reminded that all personal data comes under the provision of the Data Protection Act, 1998. It is the responsibility of any organisation acting as a Data Controller or Data Processor to determine that their use of the data is legitimate under the act and that their practices are appropriate. The existence of a definition for an item within these standards does not by itself constitute grounds for an organisation to process such data with respect to any person.
2. **Character Sets.** Some text items, such as a Person's Name, should support the full range of Latin characters including accented characters and others. Details of the character sets that should be supported under these standards are shown at Annex A.
3. **Contract and Pay History:** Many employers will retain the full history of contract data for as long as a person is with that employer. This will cover most of the data items defined here within the Person-Organisation Relationship entity. Collections such as SWF require changes to these data retrospectively. The suggested standard is that these data are retained for as long as a person is with an employer and for at least twelve months after he/she has left.
4. **Values 'not known'.** The code sets within these standards do not always include a 'not known' category. The standards are designed to support a wide range of applications including both operational systems and data collections. In some cases, such as the design of some operational system, a 'not known' value would be inappropriate. It is permitted for systems or data collections to add this category to any of the code sets, provided that designers ensure that any systems or organisations with which they exchange data are also able to accept and interpret the data.
5. **Data Handling and Transfer.** Revised data handling procedures across government were published in June 2008. Much of the use that will be made of these standards will be in the design, preparation and operation of data sharing or data collection projects. It is essential that staff doing this work are aware of the procedures. Details can be found at [www.cabinetoffice.gov.uk/csia.aspx](http://www.cabinetoffice.gov.uk/csia.aspx). A version for local government is available at [www.idea.gov.uk/datahandling](http://www.idea.gov.uk/datahandling).

### 3. Data Standards

#### 3.1 Data Items / Groups

##### PERSON SECTION

|                   |           |                       |                           |
|-------------------|-----------|-----------------------|---------------------------|
| <b>Ref Number</b> | S005      | <b>Data Item Name</b> | <b>Person Family Name</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review     |

| Data Item Definition             |                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | That part of a person's name which is used to describe family, clan, tribal group, or marital association. Equivalent to surname.                                                                                                                                                                                                                                |
| <b>Type and Format</b>           | Alphanumeric. ADD allows up to 100 characters. Please note however that it may not be legal to limit the length of a name. Name has no definition in law and a citizen may be entitled to insist on a name that is > 100 characters. The definition may therefore be pragmatic but not definitive.<br>See also <a href="#">General Notes</a> , 2. Character Sets |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                              |
| <b>Item Level Validation</b>     | None.                                                                                                                                                                                                                                                                                                                                                            |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> , 1. Data Protection, 2. Character Sets                                                                                                                                                                                                                                                                                        |
| <b>Output/Presentation Notes</b> | See <a href="#">General Notes</a> , 2. Character Sets                                                                                                                                                                                                                                                                                                            |
| <b>History Notes</b>             | Some applications have the requirement to record historic changes of name, such as change of name on marriage.                                                                                                                                                                                                                                                   |
| <b>Multiplicity Notes</b>        | Where current and previous names are held it must be possible to determine the current name.                                                                                                                                                                                                                                                                     |
| <b>Source(s)</b>                 | Definition from the ADD, which follows the GDSC definition and BSEN 7372:1993.<br>Included in CBDS and SWF<br>NMDS-SC does not collect Name.                                                                                                                                                                                                                     |
| <a href="#">To the Index</a>     |                                                                                                                                                                                                                                                                                                                                                                  |

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|                   |           |                       |                          |
|-------------------|-----------|-----------------------|--------------------------|
| <b>Ref Number</b> | S010      | <b>Data Item Name</b> | <b>Person Given Name</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review    |

| <b>Data Item Definition</b>      |                                                                                              |
|----------------------------------|----------------------------------------------------------------------------------------------|
| <b>Description</b>               | The forename or given name of a person.                                                      |
| <b>Type and Format</b>           | Alphanumeric, up to 100 characters.                                                          |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                          |
| <b>Item Level Validation</b>     | None.                                                                                        |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> , 1. Data Protection, 2. Character Sets                    |
| <b>Output/Presentation Notes</b> | See <a href="#">General Notes</a> , 2. Character Sets                                        |
| <b>History Notes</b>             | Some applications have the requirement to record historic changes of name.                   |
| <b>Multiplicity Notes</b>        | Please note that a person may have one or more Given Names.                                  |
| <b>Source(s)</b>                 | Definition from the ADD, which follows GDCS and BSEN 7372:1993.<br>Included in SWF and CBDS. |
| <a href="#">To the Index</a>     |                                                                                              |

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|                   |           |                       |                           |
|-------------------|-----------|-----------------------|---------------------------|
| <b>Ref Number</b> | S015      | <b>Data Item Name</b> | <b>Person Name Suffix</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review     |

| <b>Data Item Definition</b>      |                                                                                                                                                        |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A textual suffix that may be added to the end of a person's name, for example, OBE, MBE, BSc, JP, GM.<br>Definition from the ADD.                      |
| <b>Type and Format</b>           | Alphanumeric, up to 35 characters.                                                                                                                     |
| <b>Code Set/ Valid Values</b>    | Any character string                                                                                                                                   |
| <b>Item Level Validation</b>     | None.                                                                                                                                                  |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> , 1. Data Protection, 2. Character Sets                                                                              |
| <b>Output/Presentation Notes</b> | See <a href="#">General Notes</a> , 2. Character Sets                                                                                                  |
| <b>History Notes</b>             | Suffixes may change and some applications may have requirements to keep a history.                                                                     |
| <b>Multiplicity Notes</b>        | One instance per person name (where two sets of initials apply, they are concatenated in the same item, e.g. "BA, OBE").                               |
| <b>Source(s)</b>                 | Definition from the ADD, which follows the GDSC definition and BSEN 7372:1993.<br>Included in CBDS only<br>SWF and NMDS-SC do not collect Name Suffix. |
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|                   |           |                       |                          |
|-------------------|-----------|-----------------------|--------------------------|
| <b>Ref Number</b> | S020      | <b>Data Item Name</b> | <b>Person Name Title</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review    |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                  |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Standard form of address used to precede a person's name.                                                                                                                                                                                        |
| <b>Type and Format</b>           | Alphanumeric, up to 35                                                                                                                                                                                                                           |
| <b>Code Set/ Valid Values</b>    | The full available range of generally recognised titles is permitted. However if any of the following are used then the value input must conform to the following format:<br>Mr<br>Mrs<br>Miss<br>Ms<br>Dr<br>Rev<br>Sir<br>Lady<br>Lord<br>Dame |
| <b>Item Level Validation</b>     | None.                                                                                                                                                                                                                                            |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> , 1. Data Protection, 2. Character Sets                                                                                                                                                                        |
| <b>Output/Presentation Notes</b> | See <a href="#">General Notes</a> , 2. Character Sets                                                                                                                                                                                            |
| <b>History Notes</b>             | Name titles may change and some applications may have requirements to keep a history.                                                                                                                                                            |
| <b>Multiplicity Notes</b>        | One instance per person name (where two sets of initials apply, they are concatenated in the same item, e.g. "Rev Dr").                                                                                                                          |
| <b>Source(s)</b>                 | Definition from the ADD, which follows the GDSC definition and BSEN 28601.<br>Included in CBDS only, SWF and NMDS-SC do not collect Name Title.                                                                                                  |
| <a href="#">To the Index</a>     |                                                                                                                                                                                                                                                  |

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|                   |           |                       |                                 |
|-------------------|-----------|-----------------------|---------------------------------|
| <b>Ref Number</b> | S025      | <b>Data Item Name</b> | <b>Person Family Name First</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review           |

| <b>Data Item Definition</b>      |                                                                                                                                                |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Indicates that the name should be displayed or printed with the family name at the start.<br>Definition from the ADD.                          |
| <b>Type and Format</b>           | See <a href="#">Standard Yes/No Type</a> domain.                                                                                               |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                            |
| <b>Item Level Validation</b>     | None.                                                                                                                                          |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> , 1. Data Protection                                                                                         |
| <b>Output/Presentation Notes</b> | Generally this item is not output, but is used to format the output of other name items.                                                       |
| <b>History Notes</b>             | None.                                                                                                                                          |
| <b>Multiplicity Notes</b>        | Should be provided for every instance of a person's name.                                                                                      |
| <b>Source(s)</b>                 | Definition from the ADD, which follows the GDSC definition.<br>Included in CBDS only, SWF and NMDS-SC do not collect person Family Name First. |
| <a href="#">To the Index</a>     |                                                                                                                                                |



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|                   |           |                       |                              |
|-------------------|-----------|-----------------------|------------------------------|
| <b>Ref Number</b> | S030      | <b>Data Item Name</b> | <b>Person Name Qualifier</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review        |

| <b>Data Item Definition</b>      |                                                                                                                                             |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Indicates the use of the name, such as preferred name or name known-as.<br>Definition from the ADD.                                         |
| <b>Type and Format</b>           | Code set                                                                                                                                    |
| <b>Code Set/ Valid Values</b>    | The following values are specified<br>preferred<br>alternative<br>legal<br>known-as                                                         |
| <b>Item Level Validation</b>     | n/a                                                                                                                                         |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> , 1. Data Protection                                                                                      |
| <b>Output/Presentation Notes</b> | Application specific                                                                                                                        |
| <b>History Notes</b>             | n/a                                                                                                                                         |
| <b>Multiplicity Notes</b>        | One instance per name.                                                                                                                      |
| <b>Source(s)</b>                 | Definition from the ADD, which follows the GDSC definition.<br>Included in CBDS only, SWF and NMDS-SC do not collect Person Name Qualifier. |
| <a href="#">To the Index</a>     |                                                                                                                                             |

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|                   |           |                       |                         |
|-------------------|-----------|-----------------------|-------------------------|
| <b>Ref Number</b> | S035      | <b>Data Item Name</b> | <b>Person Full Name</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review   |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                            |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A separate, free-format text item allowing a persons' full name to be separately recorded. This is a specialised requirement for situations where a person can specify how their name will appear, for example on a qualification certificate.<br>Definition from the ADD. |
| <b>Type and Format</b>           | Alphanumeric up to 100 characters.                                                                                                                                                                                                                                         |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                        |
| <b>Item Level Validation</b>     | None.                                                                                                                                                                                                                                                                      |
| <b>Collection Notes</b>          | Not normally collected, for local use only.<br>See <a href="#">General Notes</a> , 1. Data Protection, Character Sets                                                                                                                                                      |
| <b>Output/Presentation Notes</b> | See <a href="#">General Notes</a> , 2. Character Sets                                                                                                                                                                                                                      |
| <b>History Notes</b>             | Application specific.                                                                                                                                                                                                                                                      |
| <b>Multiplicity Notes</b>        | Application specific.                                                                                                                                                                                                                                                      |
| <b>Source(s)</b>                 | Definition from the ADD, which follows the GDSC definition.<br>Included in CBDS only, SWF and NMDS-SC do not collect Person Full Name.                                                                                                                                     |
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|                   |           |                       |                                |
|-------------------|-----------|-----------------------|--------------------------------|
| <b>Ref Number</b> | S040      | <b>Data Item Name</b> | <b>Person Gender Currently</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review          |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                 |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A person's current gender.                                                                                                                                                                                                      |
| <b>Type and Format</b>           | See domain <a href="#">Gender</a>                                                                                                                                                                                               |
| <b>Code Set/ Valid Values</b>    | See domain <a href="#">Gender</a>                                                                                                                                                                                               |
| <b>Item Level Validation</b>     | Application specific. Some applications may have a requirement to limit the use of value 9 (Not specified).                                                                                                                     |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> , 1.Data protection.                                                                                                                                                                          |
| <b>Output/Presentation Notes</b> | Probably displayed as Male, Female, etc. rather than 1, 2.                                                                                                                                                                      |
| <b>History Notes</b>             | Change to gender value will be rare, but some applications may have a requirement to keep an audit trail of changes.                                                                                                            |
| <b>Multiplicity Notes</b>        | One value only.                                                                                                                                                                                                                 |
| <b>Source(s)</b>                 | We expect the ADD to set the standard for ESCS<br>ADD follows the GDSC definition, which is based on ISO ISO/IEC 5218:2004.<br>CBDS, SWF use GDSC 0, 1, 2 and 9 codes<br>NMDS-SC (Individual Q.3) uses Male, Female. Not Known. |
| <a href="#">To the Index</a>     |                                                                                                                                                                                                                                 |

|                   |           |                       |                                      |
|-------------------|-----------|-----------------------|--------------------------------------|
| <b>Ref Number</b> | S045      | <b>Data Item Name</b> | <b>Person Gender At Registration</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review                |

| <b>Data Item Definition</b>      |                                                                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A person's gender at registration.                                                                                                   |
| <b>Type and Format</b>           | See <a href="#">Gender</a> domain.                                                                                                   |
| <b>Code Set/ Valid Values</b>    | See <a href="#">Gender</a> domain.                                                                                                   |
| <b>Item Level Validation</b>     | None.                                                                                                                                |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> , 1. Data protection.                                                                              |
| <b>Output/Presentation Notes</b> | Probably presented as Male, Female, etc.<br>See also ONS guidelines.                                                                 |
| <b>History Notes</b>             | None.                                                                                                                                |
| <b>Multiplicity Notes</b>        | One instance only                                                                                                                    |
| <b>Source(s)</b>                 | Definition from the ADD.<br>ADD follows the GDSC definition, which is based on ISO ISO/IEC 5218:2004.<br>No known usage within ESCS. |
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|                   |           |                       |                          |
|-------------------|-----------|-----------------------|--------------------------|
| <b>Ref Number</b> | S050      | <b>Data Item Name</b> | <b>Person Birth Date</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review    |

| <b>Data Item Definition</b>      |                                                                                                                      |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date a person was born.                                                                                          |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain                                                                             |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                  |
| <b>Item Level Validation</b>     | Most systems or collections across the sector apply age range checks. See NMDS-SC and SWF guidance for details.      |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> on data protection.                                                                |
| <b>Output/Presentation Notes</b> | Application specific standards for dates should apply                                                                |
| <b>History Notes</b>             | None required (although operational systems may wish to keep an audit log of edits).                                 |
| <b>Multiplicity Notes</b>        | One instance only.                                                                                                   |
| <b>Source(s)</b>                 | Definition from the ADD.<br>SWF census uses GDSC format (CBDS 400007)<br>NMDS-SC (Individual Q.4) formatted DDMMYYYY |
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|                   |           |                       |                                |
|-------------------|-----------|-----------------------|--------------------------------|
| <b>Ref Number</b> | S055      | <b>Data Item Name</b> | <b>Birth Date Verification</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review          |

| <b>Data Item Definition</b>      |                                                                             |
|----------------------------------|-----------------------------------------------------------------------------|
| <b>Description</b>               | The evidence for the date of birth.                                         |
| <b>Type and Format</b>           | See <a href="#">Birth Date Verification Code</a> domain                     |
| <b>Code Set/ Valid Values</b>    | n/a                                                                         |
| <b>Item Level Validation</b>     | Applications will need to assess whether this item is required or optional. |
| <b>Collection Notes</b>          | n/a                                                                         |
| <b>Output/Presentation Notes</b> | n/a                                                                         |
| <b>History Notes</b>             | n/a                                                                         |
| <b>Multiplicity Notes</b>        | n/a                                                                         |
| <b>Source(s)</b>                 | Not used within any known ESCS application                                  |
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|                   |           |                       |                       |
|-------------------|-----------|-----------------------|-----------------------|
| <b>Ref Number</b> | S060      | <b>Data Item Name</b> | <b>Ethnicity</b>      |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                               |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A set of ethnicity codes used for classifying adults.<br>Please note that at the present time (March 2009) there is a project underway to standardise Ethnicity coding across the ESCS. This work is reporting to the ISB, and is being conducted in dialogue with the ONS and the XGEA Data Standards Group. |
| <b>Type and Format</b>           | See <a href="#">Ethnicity Code</a> domain.                                                                                                                                                                                                                                                                    |
| <b>Code Set/ Valid Values</b>    | See <a href="#">Ethnicity Code</a> domain.                                                                                                                                                                                                                                                                    |
| <b>Item Level Validation</b>     | n/a                                                                                                                                                                                                                                                                                                           |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> on data protection.                                                                                                                                                                                                                                                         |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                         |
| <b>History Notes</b>             | Application specific requirements only.                                                                                                                                                                                                                                                                       |
| <b>Multiplicity Notes</b>        | Central systems, if collecting from a number of sources, will need to cater for the fact that different systems may record a different ethnicity for the same member of the workforce. A person may change their perception of their ethnicity as they move from job to job.                                  |
| <b>Source(s)</b>                 | Definition copied from the ADD. However this defines four different codings, which only partly inter-relate.<br>NMDS-SC (Individual Q.5) follows the 2001 census, but allows respondents to use a super-category, e.g. White, mixed, etc.                                                                     |
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|                   |        |                       |                              |
|-------------------|--------|-----------------------|------------------------------|
| <b>Ref Number</b> | S062   | <b>Data Item Name</b> | <b>Unique Learner Number</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review        |

| <b>Data Item Definition</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>                  | <p>A unique identifier for an individual learner, as allocated by the MIAP Learner Registration Service.</p> <p>At present (2009) not many members of the workforce will have been allocated a Unique Learner Number. In time, however, an increasing proportion of the workforce will have one and this number will be key to accessing information about the persons' learning.</p>                                       |
| <b>Type and Format</b>              | Ten-digit number, with zero not allowed as the first character.                                                                                                                                                                                                                                                                                                                                                             |
| <b>Code Set/ Valid Values</b>       | n/a                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Item Level Validation</b>        | <p>The last digit is a check digit. Form the sum <math>10 \times \text{first digit} + \dots + 2 \times \text{ninth digit}</math>, and find the remainder of this sum after division by 11. The remainder will be a number in the range 0, ..., 10. If the remainder is 0, reject the number. Otherwise, subtract the remainder from 10 (not 11). The result will be in the range 0, ..., 9 and provides the check digit</p> |
| <b>Collection Notes</b>             | None.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Output/Presentation Notes</b>    | None.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>History Notes</b>                | None.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Multiplicity Notes</b>           | None.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Source(s)</b>                    | <p>The MIAP Common Data Definitions.</p> <p>CBDS defines within the pupil level (ref 100016).</p>                                                                                                                                                                                                                                                                                                                           |
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|                   |           |                       |                       |
|-------------------|-----------|-----------------------|-----------------------|
| <b>Ref Number</b> | S065      | <b>Data Item Name</b> | <b>NI Number</b>      |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A reference number that is issued to a person by the DWP/IR for participants in the National Insurance Scheme.<br>Definition from the GDSC.                                                                                                                                                                                                                                                                                                                                            |
| <b>Type and Format</b>           | Fixed format - AA999999A                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Item Level Validation</b>     | <ol style="list-style-type: none"> <li>1. Must be 9 characters.</li> <li>2. First 2 characters must be alpha.</li> <li>3. Next 6 characters must be numeric.</li> <li>4. Final character can be A, B, C, D or space.</li> <li>5. First character must not be D,F,I,Q,U or V</li> <li>6. Second characters must not be D, F, I, O, Q, U or V.</li> <li>7. First 2 characters must not be combinations of GB, NK, TN or ZZ (the term combinations covers both GB and BG etc.)</li> </ol> |
| <b>Collection Notes</b>          | Please note that authorisation to include the NI Number in a data collection must be obtained from the Department of Work and Pensions.<br>See also <a href="#">General Notes</a> , 1. Data protection.                                                                                                                                                                                                                                                                                |
| <b>Output/Presentation Notes</b> | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>History Notes</b>             | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Multiplicity Notes</b>        | From a system design perspective, a person can only have one NI Number. However, instances are known of one number being allocated to more than one person, or of a person having more than one number. Operational process should be available to deal with these eventualities.                                                                                                                                                                                                      |
| <b>Source(s)</b>                 | Definition from the GDSC.<br>NMDS-SC (Individual Q1) and the SWF Census (CBDS 400013) both follow existing standards.                                                                                                                                                                                                                                                                                                                                                                  |
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|                   |           |                       |                          |
|-------------------|-----------|-----------------------|--------------------------|
| <b>Ref Number</b> | S070      | <b>Data Item Name</b> | <b>Disability Status</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review    |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Whether the person considers themselves to have a disability. This should be self-defined.<br>This is a simple, yes/no item. There are plans to develop separate standards for coding different types of disability (see below). |
| <b>Type and Format</b>           | See <a href="#">Standard Yes/No Type</a> domain.                                                                                                                                                                                 |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                              |
| <b>Item Level Validation</b>     | n/a                                                                                                                                                                                                                              |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> 1. Data Protection.                                                                                                                                                                            |
| <b>Output/Presentation Notes</b> | This is sensitive data and appropriate steps must be taken to ensure confidentiality and non-disclosure at the level of personal records.                                                                                        |
| <b>History Notes</b>             | This value may change over time and an HR application would be expected to retain a history of changes. Most data collections will collect current status only.                                                                  |
| <b>Multiplicity Notes</b>        | One value only                                                                                                                                                                                                                   |
| <b>Source(s)</b>                 | The SWF census introduced a Disability item in 2009 (CBDS, 400320)                                                                                                                                                               |
| <a href="#">To the Index</a>     |                                                                                                                                                                                                                                  |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Note:</b> | <p>MIAP common data definitions include space for a Person Disability, with the content undefined.</p> <p>Coding schemes for types of Disability are used by the FE Information Authority (LSC, ILR field L15, Learner's Main Disability) and HESA uses a coding for types of disability (using the National Bureau for Students with Disabilities coding of sense related disability categories, approximately 10 coding items).</p> <p>The FE Information Authority plans to commission the development of a cross-sector standard, under the auspices of the ISB, during 2009.</p> |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                   |        |                       |                       |
|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S075   | <b>Data Item Name</b> | <b>Teacher Number</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The DCSF Teacher Reference number (also known as GTC number). For members of staff who have one this is a unique identifier.                                                                                                                                                                                                        |
| <b>Type and Format</b>           | See <a href="#">Teacher Number</a> domain.<br>[NB: DCSF, GTCE and GTCW consulting over changes to allocation of numbers. Current process is for the first two digits of the number to equal the year of allocation, with the remaining five digits in range bands. However in 2007-08 some ranges ran short. Consultation ongoing.] |
| <b>Code Set/ Valid Values</b>    | Any seven digit string (it is customary with this item to supply leading zeros).                                                                                                                                                                                                                                                    |
| <b>Item Level Validation</b>     | Must be seven full digits.                                                                                                                                                                                                                                                                                                          |
| <b>Collection Notes</b>          | Requires secure collection, personal identifier.                                                                                                                                                                                                                                                                                    |
| <b>Output/Presentation Notes</b> | Sometimes this item is displayed with "/" after the first two digits. However, this is old-style usage and not required in new applications.                                                                                                                                                                                        |
| <b>History Notes</b>             | History not required. A person will occasionally be assigned two numbers at different times; however admin processes resolve this and combine records within operational systems.                                                                                                                                                   |
| <b>Multiplicity Notes</b>        | A person can only have one Teacher Number. A Teacher Number can only apply to one person.                                                                                                                                                                                                                                           |
| <b>Source(s)</b>                 | Taken from the latest draft SWCBDS. CBDS Number 400001. Definition has long and stable history.                                                                                                                                                                                                                                     |
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|                   |        |                       |                                |
|-------------------|--------|-----------------------|--------------------------------|
| <b>Ref Number</b> | S077   | <b>Data Item Name</b> | <b>Other Teacher Reference</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review          |

| <b>Data Item Definition</b>      |                                                                                                                 |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Any reference or registration number allocated to a teacher by a registration body other than the GTCE or GTCW. |
| <b>Type and Format</b>           | Free text.                                                                                                      |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                             |
| <b>Item Level Validation</b>     | n/a                                                                                                             |
| <b>Collection Notes</b>          | Application specific.                                                                                           |
| <b>Output/Presentation Notes</b> | None.                                                                                                           |
| <b>History Notes</b>             | None.                                                                                                           |
| <b>Multiplicity Notes</b>        | A person may have several instances of this item, however local standards may require just one (if at all).     |
| <b>Source(s)</b>                 | Not used in any known data collection.                                                                          |
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|                   |        |                       |                       |
|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S080   | <b>Data Item Name</b> | <b>QT Status</b>      |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                 |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Indicates whether a person has been awarded Qualified Teachers status by either the GTC for England or the GTC for Wales.                                                                       |
| <b>Type and Format</b>           | See <a href="#">Standard Yes/No Type</a> domain.                                                                                                                                                |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                             |
| <b>Item Level Validation</b>     | If a person has QT Status, they will be allocated a <a href="#">Teacher Number</a> . Check for its existence.<br>If True, then <a href="#">Date Awarded QT Status</a> should also be available. |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                           |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                           |
| <b>History Notes</b>             | Can only record current status. See also <a href="#">Date Awarded QT Status</a> .                                                                                                               |
| <b>Multiplicity Notes</b>        | Can apply only once per person                                                                                                                                                                  |
| <b>Source(s)</b>                 | Source: from SWF Census, QT Status, CBDS 400047                                                                                                                                                 |
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|                   |        |                       |                               |
|-------------------|--------|-----------------------|-------------------------------|
| <b>Ref Number</b> | S085   | <b>Data Item Name</b> | <b>Date Awarded QT Status</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review         |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date on which a person was awarded Qualified Teacher Status.                                                                                                                                                                                                                                    |
| <b>Type and Format</b>           | For dates since 1 January 2000 the <a href="#">Standard Date</a> domain must apply.<br>For older dates the <a href="#">Proxy Date</a> domain can be used. However, the GTCE will have records of exact dates for all qualified teachers.                                                            |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                 |
| <b>Item Level Validation</b>     | For proxy dates, see domain level validation rules.                                                                                                                                                                                                                                                 |
| <b>Collection Notes</b>          | Collections should be designed so that where a proxy date is provided, it is flagged as such. Such usage should be made clear in collection specification and guidance notes.                                                                                                                       |
| <b>Output/Presentation Notes</b> | Where a proxy date has been provided, it must be marked as such in any output.                                                                                                                                                                                                                      |
| <b>History Notes</b>             | None required.                                                                                                                                                                                                                                                                                      |
| <b>Multiplicity Notes</b>        | None required.                                                                                                                                                                                                                                                                                      |
| <b>Source(s)</b>                 | No previous definition exists; this item is not collected by the SWF census.<br>Note that for some collections, proxy dates may be used. For example 1 September yyyy may be used as the start of an academic year. Such usage should be made clear in collection specification and guidance notes. |
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|                   |        |                       |                                 |
|-------------------|--------|-----------------------|---------------------------------|
| <b>Ref Number</b> | S090   | <b>Data Item Name</b> | <b>Date Of First Role As QT</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review           |

| <b>Data Item Definition</b>      |                                                                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date on which a person undertook their first role as a Qualified Teacher.                                                                                                 |
| <b>Type and Format</b>           | For dates since 1 January 2000 the <a href="#">Standard Date</a> domain must apply.<br>For older dates the <a href="#">Proxy Date</a> domain can be used.                     |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                           |
| <b>Item Level Validation</b>     | For proxy dates, see domain level validation rules.                                                                                                                           |
| <b>Collection Notes</b>          | Collections should be designed so that where a proxy date is provided, it is flagged as such. Such usage should be made clear in collection specification and guidance notes. |
| <b>Output/Presentation Notes</b> | Where a proxy date has been provided, it must be marked as such in any output.                                                                                                |
| <b>History Notes</b>             | None required.                                                                                                                                                                |
| <b>Multiplicity Notes</b>        | None required.                                                                                                                                                                |
| <b>Source(s)</b>                 | n/a                                                                                                                                                                           |
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|                   |        |                       |                       |
|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S095   | <b>Data Item Name</b> | <b>HLTA Status</b>    |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                     |
|----------------------------------|-------------------------------------------------------------------------------------|
| <b>Description</b>               | Indicates whether a person has achieved Higher Level Teaching assistant status.     |
| <b>Type and Format</b>           | See <a href="#">Standard Yes/No Type</a> domain.                                    |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                 |
| <b>Item Level Validation</b>     | If True, then <a href="#">Date Awarded HLTA Status</a> should also be available.    |
| <b>Collection Notes</b>          | None.                                                                               |
| <b>Output/Presentation Notes</b> | None.                                                                               |
| <b>History Notes</b>             | Can only record current status. See also <a href="#">Date Awarded HLTA Status</a> . |
| <b>Multiplicity Notes</b>        | Can apply only once per person.                                                     |
| <b>Source(s)</b>                 | Definition taken from SWF Census (CBDS, 400051)                                     |
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|                   |        |                       |                                 |
|-------------------|--------|-----------------------|---------------------------------|
| <b>Ref Number</b> | S100   | <b>Data Item Name</b> | <b>Date Awarded HLTA Status</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under CSWSG Review              |

| <b>Data Item Definition</b>      |                                                                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date on which a person was awarded HLTA Status.                                                                                                                           |
| <b>Type and Format</b>           | For dates since 1 January 2000 the <a href="#">Standard Date</a> domain must apply.<br>For older dates the <a href="#">Proxy Date</a> domain can be used.                     |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                           |
| <b>Item Level Validation</b>     | For proxy dates, see domain level validation rules.                                                                                                                           |
| <b>Collection Notes</b>          | Collections should be designed so that where a proxy date is provided, it is flagged as such. Such usage should be made clear in collection specification and guidance notes. |
| <b>Output/Presentation Notes</b> | Where a proxy date has been provided, it must be marked as such in any output.                                                                                                |
| <b>History Notes</b>             | None required                                                                                                                                                                 |
| <b>Multiplicity Notes</b>        | None required                                                                                                                                                                 |
| <b>Source(s)</b>                 | No previous definitions.                                                                                                                                                      |
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|                   |        |                       |                                   |
|-------------------|--------|-----------------------|-----------------------------------|
| <b>Ref Number</b> | S105   | <b>Data Item Name</b> | <b>Date of First Role as HLTA</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review             |

| <b>Data Item Definition</b>      |                                                                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date on which a person undertook their first role as a Higher Level Teaching Assistant.                                                                                   |
| <b>Type and Format</b>           | See the <a href="#">Standard Date</a> domain.                                                                                                                                 |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                           |
| <b>Item Level Validation</b>     | For proxy dates, see domain level validation rules.                                                                                                                           |
| <b>Collection Notes</b>          | Collections should be designed so that where a proxy date is provided, it is flagged as such. Such usage should be made clear in collection specification and guidance notes. |
| <b>Output/Presentation Notes</b> | Where a proxy date has been provided, it must be marked as such in any output.                                                                                                |
| <b>History Notes</b>             | None required.                                                                                                                                                                |
| <b>Multiplicity Notes</b>        | None required.                                                                                                                                                                |
| <b>Source(s)</b>                 | No previous definitions.                                                                                                                                                      |
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|                   |        |                       |                       |
|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S110   | <b>Data Item Name</b> | <b>CWDC Induction</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Indicates whether a person has completed the induction prescribed by the CWDC (or Topps England or Skills for Care). See also <a href="#">Date Completed CWDC Induction</a> . |
| <b>Type and Format</b>           | Text, A(1)                                                                                                                                                                    |
| <b>Code Set/ Valid Values</b>    | Y = Yes<br>P = In Progress<br>N = Not applicable                                                                                                                              |
| <b>Item Level Validation</b>     | If value = Y, then <a href="#">Date completed CWDC Induction</a> should also be available.                                                                                    |
| <b>Collection Notes</b>          | None.                                                                                                                                                                         |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                         |
| <b>History Notes</b>             | Can only record current state, i.e. whether the induction has been completed at some point in the past.                                                                       |
| <b>Multiplicity Notes</b>        | Only one value per person.                                                                                                                                                    |
| <b>Source(s)</b>                 | Definition taken from the NMDS-SC, question 22.                                                                                                                               |
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|                   |        |                       |                                      |
|-------------------|--------|-----------------------|--------------------------------------|
| <b>Ref Number</b> | S115   | <b>Data Item Name</b> | <b>Date completed CWDC Induction</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review                |

| <b>Data Item Definition</b>      |                                                                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date on which the person completed their CWDC induction                                                                                                                   |
| <b>Type and Format</b>           | For dates since 1 January 2000 the <a href="#">Standard Date</a> domain must apply.<br>For older dates the <a href="#">Proxy Date</a> domain can be used.                     |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                           |
| <b>Item Level Validation</b>     | For proxy dates, see domain level validation rules.                                                                                                                           |
| <b>Collection Notes</b>          | Collections should be designed so that where a proxy date is provided, it is flagged as such. Such usage should be made clear in collection specification and guidance notes. |
| <b>Output/Presentation Notes</b> | Where a proxy date has been provided, it must be marked as such in any output.                                                                                                |
| <b>History Notes</b>             | None required                                                                                                                                                                 |
| <b>Multiplicity Notes</b>        | None required                                                                                                                                                                 |
| <b>Source(s)</b>                 | From NMDS-SC, question 22.                                                                                                                                                    |
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|                   |        |                       |                                        |
|-------------------|--------|-----------------------|----------------------------------------|
| <b>Ref Number</b> | S120   | <b>Data Item Name</b> | <b>Chartered London Teacher Status</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review                  |

| <b>Data Item Definition</b>      |                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Indicates that a teacher has obtained Chartered London Teacher Status.                               |
| <b>Type and Format</b>           | See <a href="#">Standard Yes/No Type</a> domain.                                                     |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                  |
| <b>Item Level Validation</b>     | If True, then <a href="#">Date Awarded Chartered London Teacher Status</a> should also be available. |
| <b>Collection Notes</b>          | None.                                                                                                |
| <b>Output/Presentation Notes</b> | None.                                                                                                |
| <b>History Notes</b>             | None.                                                                                                |
| <b>Multiplicity Notes</b>        | A person is only awarded CLT Status once.                                                            |
| <b>Source(s)</b>                 | No previous definition of this item.                                                                 |
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|                   |        |                       |                                                      |
|-------------------|--------|-----------------------|------------------------------------------------------|
| <b>Ref Number</b> | S125   | <b>Data Item Name</b> | <b>Date Obtained Chartered London Teacher Status</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review                                |

| <b>Data Item Definition</b>      |                                                                                                                                                       |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date on which CLT Status is awarded.                                                                                                              |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain.                                                                                                             |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                   |
| <b>Item Level Validation</b>     | This item could be validated against other personal characteristics. For example the date should be later than <a href="#">Date of Award of QTS</a> . |
| <b>Collection Notes</b>          | None.                                                                                                                                                 |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                 |
| <b>History Notes</b>             | None.                                                                                                                                                 |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                 |
| <b>Source(s)</b>                 | No previous definition of this item.                                                                                                                  |
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|                   |           |                       |                           |
|-------------------|-----------|-----------------------|---------------------------|
| <b>Ref Number</b> | S130      | <b>Data Item Name</b> | <b>Person Nationality</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review     |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                        |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>A person's nationality, e.g. British.</p> <p>The definition for this item is being trialled under a change request from the NMDS-SC Data Users' Group. It is expected to be confirmed by September 2009.</p> <p>The code set for this item will be based on the country code standard ISO 3166.</p> |
| <b>Type and Format</b>           | <p>The NMDS-SC recommendation uses the same adaptation of ISO codes as used by ONS in the Labour Force Survey. This uses the 3-digit numeric version of the standard, with a number of 900-series extensions. These include the value of 926 for British.</p>                                          |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                    |
| <b>Item Level Validation</b>     | n/a                                                                                                                                                                                                                                                                                                    |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> 1. Data Protection.                                                                                                                                                                                                                                                  |
| <b>Output/Presentation Notes</b> | n/a                                                                                                                                                                                                                                                                                                    |
| <b>History Notes</b>             | n/a                                                                                                                                                                                                                                                                                                    |
| <b>Multiplicity Notes</b>        | Query about dual nationality?                                                                                                                                                                                                                                                                          |
| <b>Source(s)</b>                 | ISO 3166.                                                                                                                                                                                                                                                                                              |
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|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Note:</b> | <p>The Information Authority uses the extended HESA code set which is based on ISO 3166. MIAP also use an extended set based on ISO -3166. There are differences between the MIAP set and the HESA set as the ISO-3166 set is extensible, therefore data transfer can require transformations. It would be useful if what is being proposed was examined in detail by the ISB.</p> <p>This item is not used currently. However school MIS systems currently implement the alpha-3 version of the ISO 3166 code set. Suppliers may need to extend their mapping tables to accommodate both coding frames.</p> |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                   |           |                       |                                |
|-------------------|-----------|-----------------------|--------------------------------|
| <b>Ref Number</b> | S135      | <b>Data Item Name</b> | <b>Person Country of Birth</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review          |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>A person's country of birth, e.g. British.</p> <p>The definition for this item is being trialled under a change request from the NMDS-SC Data Users' Group. It is expected to be confirmed by September 2009.</p> <p>The code set for this item will be based on the country code standard ISO 3166.</p>                                                                                                                          |
| <b>Type and Format</b>           | <p>The NMDS-SC recommendation uses the same adaptation of ISO codes as used by ONS in the Labour Force Survey. This uses the 3-digit numeric version of the standard, with a number of 900-series extensions. These include the following:</p> <p>921    England<br/>           924    Wales<br/>           923    Scotland<br/>           922    Northern Ireland<br/>           926    UK, Britain<br/>           997    Other</p> |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Item Level Validation</b>     | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> 1. Data Protection.                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Output/Presentation Notes</b> | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>History Notes</b>             | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Multiplicity Notes</b>        | One entry only permitted.                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Source(s)</b>                 | See previous item                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <a href="#">To the Index</a>     |                                                                                                                                                                                                                                                                                                                                                                                                                                      |



|                   |           |                       |                            |
|-------------------|-----------|-----------------------|----------------------------|
| <b>Ref Number</b> | S140      | <b>Data Item Name</b> | <b>Date of Entry to UK</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review      |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>The Date on which a person enters the UK after a period abroad.</p> <p>The definition for this item is being trialled under a change request from the NMDS-SC Data Users' Group. It is expected to be confirmed by September 2009.</p> <p>Please note that this standard simply defines the date of entry, and does not specify the criteria by which someone is classed as a "migrant". There may be various definitions of this, depending on business requirements and the criteria for recording this within a system or a data collection will be recorded as application specific.</p> |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Item Level Validation</b>     | Suitable range checks should be applied on entry, e.g. date should not be in the future.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>History Notes</b>             | No known requirement to keep a full history within the sector.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Multiplicity Notes</b>        | Normally one entry per person.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Source(s)</b>                 | No known previous definitions of this item within ESCS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <a href="#">To the Index</a>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## ORGANISATION SECTION

Only a small number of the attributes of an organisation are defined here. The purpose of those items that are included is continuity with the existing data collections.

|                   |           |                       |                                |
|-------------------|-----------|-----------------------|--------------------------------|
| <b>Ref Number</b> | S200      | <b>Data Item Name</b> | <b>Organisation Identifier</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review          |

| Data Item Definition   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>     | Placeholder for one or more organisation identifiers that may be allocated to organisations providing services to children and young people, or that provide training to the children and young people's workforce.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Type and Format</b> | <p><i>Local Authority Numbers:</i><br/>The format of these numbers is 3 digits, 999. A list of LA numbers is available from the CBDS pages on the 'teachernet' web site, see:<br/><a href="http://www.teachernet.gov.uk/management/ims/datamanagement/cbds/CBDSspecs/">http://www.teachernet.gov.uk/management/ims/datamanagement/cbds/CBDSspecs/</a><br/>(It's important to note that the LA number is sometimes used as a geographic variable. This is a legitimate use since an English Local Authority has jurisdiction over a specific area. The present definition, however, refers to the LA as an organisation only).<br/>Other local authority numbering schemes can be found on the ONS web site, at <a href="http://www.statistics.gov.uk/geography/snac.asp">www.statistics.gov.uk/geography/snac.asp</a></p> <p><i>Education Establishment Numbers:</i><br/>There are two identifiers for Educational Establishments. The first is a four digit number. It is unique only within each LA and therefore in order to provide an identifier it must be used together with the LA number, which forms a seven-digit identifier.<br/>The second identifier is a six-digit Unique Reference Number (URN).<br/>Data on Education Establishments can be obtained from the EduBase service, at:<br/><a href="http://edubase.gov.uk/home.xhtml">http://edubase.gov.uk/home.xhtml</a></p> <p><i>Register of UK Learning Providers:</i><br/>A Unique identifier titled United Kingdom Provider Registration Number (UKPRN) allocated by the MIAP United Kingdom Register of Learning Providers (UKRLP) service. The format of this number is 8 digits starting at 10000000. The identifier is a data item in the MIAP Common Data Definitions (CDD).</p> <p><i>Social Care:</i><br/>OFSTED is responsible for the inspection and regulation of organisations providing the following children's social care services:</p> |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | <p>Private, Voluntary or Independent Early Years Settings<br/> Local Authority adoption services<br/> Local Authority fostering services<br/> Local Authority private fostering arrangements<br/> Children's homes<br/> Residential family centres<br/> Independent fostering agencies<br/> Voluntary adoption agencies<br/> Adoption support agencies.</p> <p>The OFSTED Unique Reference Number is either:<br/> a) an 8 character item, formatted AA999999; or<br/> b) a six character numeric, formatted 999999.</p> |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Item Level Validation</b>     | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Collection Notes</b>          | Data Collections will need to define carefully the full set of organisation identifiers that are to be used. Factors to take into account include whether the collection is about a closed community, e.g. all maintained schools in England, or an open community whose extent is undefined.                                                                                                                                                                                                                           |
| <b>Output/Presentation Notes</b> | None specified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>History Notes</b>             | Application specific. Central systems will certainly need to maintain a record of historic changes to all of the above types of organisation.                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Multiplicity Notes</b>        | At any point in time, the above identifiers are designed to uniquely identify a single organisation.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Source(s)</b>                 | Listed above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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**Data Standards for the Children & Young People's Workforce**  
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|                   |        |                       |                       |
|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S210   | <b>Data Item Name</b> | <b>Service Area</b>   |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>A high-level description of the Service Area within a local authority, e.g. Education and Children's services, Housing services.</p> <p>The categories are based on the high-level Best Value Accounting Code of Practice (BVACOP) service area expenditure breakdown of local authority services used by the Chartered Institute of Public Finance Accounting (CIPFA). See also <a href="#">Service Type</a>, which provides a more detailed categorisation of services offered.</p> |
| <b>Type and Format</b>           | See <a href="#">Service Area</a> domain                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Item Level Validation</b>     | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>History Notes</b>             | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Source(s)</b>                 | Source: NMDS-SC, Organisation Q.13/14                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|                   |        |                       |                       |
|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S215   | <b>Data Item Name</b> | <b>Service Type</b>   |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A description of a service offered, either by the local authority or a private provider. Examples include Child Protection or Early Years Provision.<br>See also <a href="#">Service Area</a> , which provides a high-level breakdown of local authority services. |
| <b>Type and Format</b>           | See <a href="#">Service Type</a> domain.                                                                                                                                                                                                                           |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                |
| <b>Item Level Validation</b>     | n/a                                                                                                                                                                                                                                                                |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                                                                              |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                              |
| <b>History Notes</b>             | None.                                                                                                                                                                                                                                                              |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                                                                                                              |
| <b>Source(s)</b>                 | NMDS-SC, Organisation Q.13/14<br>LGA                                                                                                                                                                                                                               |
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|                   |        |                       |                                    |
|-------------------|--------|-----------------------|------------------------------------|
| <b>Ref Number</b> | S220   | <b>Data Item Name</b> | <b>Service Provision Unit Type</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review              |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A standard set of units that describe a count of service capacity or service take-up, for example number of beds provided; number of meals served; number of places available.                                                     |
| <b>Type and Format</b>           | See <a href="#">Service Provision Unit</a> domain.                                                                                                                                                                                 |
| <b>Code Set/ Valid Values</b>    | Specific business rules for each collection indicate which units are applicable to which types of Service Provision. See for example the NMDS-SC Organisation Questionnaire, and associated guidance.                              |
| <b>Item Level Validation</b>     | None.                                                                                                                                                                                                                              |
| <b>Collection Notes</b>          | See Code Set/Valid Values, above.                                                                                                                                                                                                  |
| <b>Output/Presentation Notes</b> | The Service Provision Unit Type units will typically form part of a presentation that combines Service Type, an aggregated and the Unit Type, such as:<br>Children's Domiciliary Care Service: Total provision capacity xxx hours. |
| <b>History Notes</b>             | None.                                                                                                                                                                                                                              |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                                                                              |
| <b>Source(s)</b>                 | NMDS-SC, Organisation Q.16/17                                                                                                                                                                                                      |
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|                   |        |                       |                                 |
|-------------------|--------|-----------------------|---------------------------------|
| <b>Ref Number</b> | S225   | <b>Data Item Name</b> | <b>CSCI Registration Number</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review           |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The registration number allocated by the Commission for Social Care Inspection (CSCI).<br>[Note that the CSCI becomes the Care Quality Commission (CQC) on 1 April 2009. Any changes to the format and applicability of the registration number will be reflected in these standards in due course.] |
| <b>Type and Format</b>           | Text, A(11)                                                                                                                                                                                                                                                                                          |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                  |
| <b>Item Level Validation</b>     | n/a                                                                                                                                                                                                                                                                                                  |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                                                                                                                |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                |
| <b>History Notes</b>             | n/a                                                                                                                                                                                                                                                                                                  |
| <b>Multiplicity Notes</b>        | One number per establishment.                                                                                                                                                                                                                                                                        |
| <b>Source(s)</b>                 | NMDS-SC, Organisation Q.6                                                                                                                                                                                                                                                                            |
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|-------------------|--------|-----------------------|----------------------------------|
| <b>Ref Number</b> | S230   | <b>Data Item Name</b> | <b>Date of CSCI Registration</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review            |

| <b>Data Item Definition</b>      |                                               |
|----------------------------------|-----------------------------------------------|
| <b>Description</b>               | Date on which CSCI registration was approved. |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain      |
| <b>Code Set/ Valid Values</b>    | n/a                                           |
| <b>Item Level Validation</b>     | None.                                         |
| <b>Collection Notes</b>          | None.                                         |
| <b>Output/Presentation Notes</b> | To local standards                            |
| <b>History Notes</b>             | None.                                         |
| <b>Multiplicity Notes</b>        | None.                                         |
| <b>Source(s)</b>                 | From NMDS-SC, Organisation Q.6                |
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|                   |        |                       |                       |
|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S240   | <b>Data Item Name</b> | <b>liP Status</b>     |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The current Investors in People status of an organisation or part of an organisation.                                                                                              |
| <b>Type and Format</b>           | Coded text item, A(1).                                                                                                                                                             |
| <b>Code Set/ Valid Values</b>    | R=recognised<br>C=committed<br>N=neither/no status                                                                                                                                 |
| <b>Collection Notes</b>          | None.                                                                                                                                                                              |
| <b>Output/Presentation Notes</b> | For large organisations, where parts of the organisation have their own separate liP arrangements, care needs to be taken in assessing the overall liP status of the organisation. |
| <b>History Notes</b>             | No requirement to retain history, although local requirements may apply.                                                                                                           |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                              |
| <b>Source(s)</b>                 | NMDS-SC, Organisation Q.7                                                                                                                                                          |
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## LOCATION SECTION

The location entity contains placeholders for a location's address and postcode.

|                   |           |                       |                         |
|-------------------|-----------|-----------------------|-------------------------|
| <b>Ref Number</b> | S300      | <b>Data Item Name</b> | <b>Location Address</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review   |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A placeholder for the full address of an organisation.                                                                                                                                                                                                                                                                                                     |
| <b>Type and Format</b>           | Two formats are available<br>a) formats based on the BS7666 standard; and<br>b) the line address format.<br>These are defined elsewhere (see below)                                                                                                                                                                                                        |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                        |
| <b>Item Level Validation</b>     | n/a                                                                                                                                                                                                                                                                                                                                                        |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                                                                                                                                                                      |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                      |
| <b>History Notes</b>             | There may be application specific requirements covering historical addresses, but they are unlikely to be required in data collections.                                                                                                                                                                                                                    |
| <b>Multiplicity Notes</b>        | An organisation may have more than one address; however there should be only one registered office.                                                                                                                                                                                                                                                        |
| <b>Source(s)</b>                 | The GDSC, and Aligned Data Definitions and CBDS all have defined standards based on both BS7666 and Line Address. Note that some work has been commissioned during 2009 to consider how these standards should be implemented across the public sector. Users of this document should investigate the current position before any design work takes place. |
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|                   |           |                       |                          |
|-------------------|-----------|-----------------------|--------------------------|
| <b>Ref Number</b> | S310      | <b>Data Item Name</b> | <b>Location Postcode</b> |
| <b>Class</b>      | Universal | <b>Status</b>         | Under External Review    |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                  |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The code allocated by the Post Office to identify a group of postal delivery points.                                                                                                             |
| <b>Type and Format</b>           | Text, maximum 8 characters. Permissible formats:<br>A9 9AA<br>A99 9AA<br>AA9 9AA<br>AA99 9AA<br>A9A 9AA<br>AA9A 9AA<br><br>Pattern:<br>[A-Z]{1,2}[0-9R][0-9A-Z]? ((ZZZ) ([0-9][ABD-HJLNW-Z]{2})) |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                              |
| <b>Item Level Validation</b>     | As per the pattern above.                                                                                                                                                                        |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                            |
| <b>Output/Presentation Notes</b> | None                                                                                                                                                                                             |
| <b>History Notes</b>             | None.                                                                                                                                                                                            |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                                            |
| <b>Source(s)</b>                 | The above definition taken from GDSC and the ADD.                                                                                                                                                |
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**PERSON-ORGANISATION RELATIONSHIP SECTION**

|                   |        |                       |                       |
|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S400   | <b>Data Item Name</b> | <b>Role</b>           |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                   |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A standard description for a role, sometimes one of several, that a person fulfils in their job, for example Social Worker, Classroom Teacher, Middle manager. This role should be descriptive of what the person does, rather than simply reflect the job title. |
| <b>Type and Format</b>           | See <a href="#">Role</a> domain                                                                                                                                                                                                                                   |
| <b>Code Set/ Valid Values</b>    | See <a href="#">Role</a> domain.                                                                                                                                                                                                                                  |
| <b>Other Sectors</b>             | This item should be Universally defined.<br>The LGA maintains a set of Role categories, which are an extension of this set, and which cover the whole of local government. See Annex E References for details of how to contact LGA about this standard.          |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                                                                             |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                             |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                  |
| <b>Multiplicity Notes</b>        | Yes, simultaneous multiple Roles must be supported in systems.                                                                                                                                                                                                    |
| <b>Source(s)</b>                 | Derivation:<br>SOC<br>LGASOC<br>NMDS-SC Individual Q.9<br>SWF: CBDS Role Identifier (400098)                                                                                                                                                                      |
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|                   |        |                       |                               |
|-------------------|--------|-----------------------|-------------------------------|
| <b>Ref Number</b> | S405   | <b>Data Item Name</b> | <b>Nature of Relationship</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review         |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                     |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | How a worker is related to the organisation where he/she works, whether via a contract, from an agency, from a service provider or pool, or some other arrangement. Together with <a href="#">Type of Contract</a> this item explains the contractual relationship. |
| <b>Type and Format</b>           | See <a href="#">Nature of Relationship</a> domain.                                                                                                                                                                                                                  |
| <b>Code Set/ Valid Values</b>    | See <a href="#">Nature of Relationship</a> domain. See also the Type of Relationship item for valid combinations of these two items.                                                                                                                                |
| <b>Other Sectors</b>             | This item should be universally defined.                                                                                                                                                                                                                            |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                                                                               |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                               |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                    |
| <b>Multiplicity Notes</b>        | A person is able to have several contractual relationships with different organisations, or with the same organisation, concurrently. This should be allowed for in the design both for system and, if relevant, of data collection exercises.                      |
| <b>Source(s)</b>                 | Derived from analysis of known scenarios, not directly used in any existing data collection.                                                                                                                                                                        |
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|                   |        |                       |                         |
|-------------------|--------|-----------------------|-------------------------|
| <b>Ref Number</b> | S410   | <b>Data Item Name</b> | <b>Type of Contract</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review   |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                 |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Indicates the type of contractual arrangement between an employer and the employee, for example Permanent, Temporary. Must be used and understood together with <a href="#">Nature of Relationship</a> .                        |
| <b>Type and Format</b>           | See <a href="#">Type of Contract</a> domain                                                                                                                                                                                     |
| <b>Code Set/ Valid Values</b>    | A Type of Contract is expected where the Nature of Relationship is one of:<br>- Employed directly;<br>- Self-employed; or<br>- Student on placement/work experience<br>In all other cases a value is not applicable.            |
| <b>Other Sectors</b>             | This item should be Universally defined.                                                                                                                                                                                        |
| <b>Collection Notes</b>          | Data collections must be specified in such a way as to avoid double counting, where both the 'contracting' and the 'employing' organisation participate, since both organisations may provide a record for the same individual. |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                           |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                |
| <b>Multiplicity Notes</b>        | A person is able to have several contractual relationships with different organisations concurrently. This should be allowed for in the design both for system and, if relevant, of data collection exercises.                  |
| <b>Source(s)</b>                 | Based on:<br>SWF, CBDS Contract/Agreement Type (400090)<br>NMDS-SC, Individual Q.13                                                                                                                                             |
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|                   |        |                       |                                        |
|-------------------|--------|-----------------------|----------------------------------------|
| <b>Ref Number</b> | S415   | <b>Data Item Name</b> | <b>Start Date of Contract/ Service</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review                  |

| <b>Data Item Definition</b>      |                                                                                                                              |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date on which a contract of employment comes into force.                                                                 |
| <b>Type and Format</b>           | See the <a href="#">Standard Date</a> domain.<br>For some applications, the <a href="#">Proxy Date</a> domain could be used. |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                          |
| <b>Other Sectors</b>             | This item should be Universally defined.                                                                                     |
| <b>Collection Notes</b>          | None.                                                                                                                        |
| <b>Output/Presentation Notes</b> | Use context-specific presentation standards for dates, but see notes in the Standard Date domain.                            |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                             |
| <b>Multiplicity Notes</b>        | Systems must allow for multiple contracts or service for the same person simultaneously.                                     |
| <b>Source(s)</b>                 | From SWF census, CBDS Start Date (400091)                                                                                    |
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|-------------------|--------|-----------------------|--------------------------------------|
| <b>Ref Number</b> | S420   | <b>Data Item Name</b> | <b>End Date of Contract/ Service</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review                |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                           |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date on which a contract is terminated.                                                                                                                                                                                                                                                                               |
| <b>Type and Format</b>           | See the <a href="#">Standard Date</a> domain.                                                                                                                                                                                                                                                                             |
| <b>Code Set/ Valid Values</b>    | Should not be prior to the Start Date of Contract.                                                                                                                                                                                                                                                                        |
| <b>Other Sectors</b>             | This item should be Universally defined.                                                                                                                                                                                                                                                                                  |
| <b>Collection Notes</b>          | Data collection designers need to consider whether it is a sensible requirement to collect end dates with values in the future. Even if a contract is fixed term and has an end date in the future, it may be subject to change, e.g. due to illness. Best practice generally to collect dates once they are in the past. |
| <b>Output/Presentation Notes</b> | Use context-specific presentation standards for dates, but see notes in the Standard Date domain.                                                                                                                                                                                                                         |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                          |
| <b>Multiplicity Notes</b>        | Systems must allow for multiple contracts or service for the same person simultaneously.                                                                                                                                                                                                                                  |
| <b>Source(s)</b>                 | From the SWF census, CBDS End Date (400092)                                                                                                                                                                                                                                                                               |
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|-------------------|--------|-----------------------|---------------------------|
| <b>Ref Number</b> | S425   | <b>Data Item Name</b> | <b>Start Date of Role</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review     |

| <b>Data Item Definition</b>      |                                                                                                                              |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The start date of a particular job or role, as distinct from the start of someone's contract.                                |
| <b>Type and Format</b>           | See the <a href="#">Standard Date</a> domain.<br>For some applications, the <a href="#">Proxy Date</a> domain could be used. |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                          |
| <b>Other Sectors</b>             | This item should be Universally defined.                                                                                     |
| <b>Collection Notes</b>          | None.                                                                                                                        |
| <b>Output/Presentation Notes</b> | Use context-specific presentation standards for dates, but see notes in the Standard Date domain.                            |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                             |
| <b>Multiplicity Notes</b>        | Systems must allow for multiple Roles for the same person simultaneously.                                                    |
| <b>Source(s)</b>                 | NMDS-SC: Individual Q.11                                                                                                     |
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|-------------------|--------|-----------------------|-------------------------|
| <b>Ref Number</b> | S430   | <b>Data Item Name</b> | <b>End Date of Role</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review   |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                           |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The end date of a particular job or role, as distinct from the end of someone's contract.                                                                                                                                                                                                                                 |
| <b>Type and Format</b>           | See the <a href="#">Standard Date</a> domain.                                                                                                                                                                                                                                                                             |
| <b>Code Set/ Valid Values</b>    | Should not be prior to the Start Date of Role                                                                                                                                                                                                                                                                             |
| <b>Other Sectors</b>             | This item should be Universally defined                                                                                                                                                                                                                                                                                   |
| <b>Collection Notes</b>          | Data collection designers need to consider whether it is a sensible requirement to collect end dates with values in the future. Even if a contract is fixed term and has an end date in the future, it may be subject to change, e.g. due to illness. Best practice generally to collect dates once they are in the past. |
| <b>Output/Presentation Notes</b> | Use context-specific presentation standards for dates, but see notes in the Standard Date domain.                                                                                                                                                                                                                         |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                          |
| <b>Multiplicity Notes</b>        | Systems must allow for multiple Roles for the same person simultaneously.                                                                                                                                                                                                                                                 |
| <b>Source(s)</b>                 | Not used in any known data collection.                                                                                                                                                                                                                                                                                    |
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|-------------------|--------|-----------------------|---------------------------------------------|
| <b>Ref Number</b> | S435   | <b>Data Item Name</b> | <b>Last occupation or employment status</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review                       |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Information on a person's occupation or activity prior to working within the Children and Young People's workforce.                                                                                                                                                                                                                      |
| <b>Type and Format</b>           | See <a href="#">Origin or Previous Employment</a> domain.                                                                                                                                                                                                                                                                                |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                      |
| <b>Other Sectors</b>             | To be discussed. Common requirement but categorisation is likely to be Sector specific.                                                                                                                                                                                                                                                  |
| <b>Collection Notes</b>          | Data collection projects will need to give guidance to employers about the requirements for members of staff who have been with the organisation for a number of years. To capture and populate this information retrospectively could be burdensome. However, it could be built into joining procedures for the present and the future. |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                    |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.<br>Many systems will not hold historic information about a member of staff who has worked at the organisation for a number of years, see Collection Notes above.                                                                                                        |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                                                                                                                                                                                    |
| <b>Source(s)</b>                 | From the SWF census, CBDS Origin (400095).<br>From NMDS-SC, Individual Q.12.                                                                                                                                                                                                                                                             |
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|-------------------|--------|-----------------------|-------------------------------|
| <b>Ref Number</b> | S440   | <b>Data Item Name</b> | <b>Destination on leaving</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review         |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The immediate destination of a person when they leave an employment or their contract expires.                                                                                                                                                                                                                                                                                                                                    |
| <b>Type and Format</b>           | See <a href="#">School Workforce Destination code</a> domain.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Other Sectors</b>             | Only by consultation                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Collection Notes</b>          | Data collection designers should investigate the likely accuracy of this data. Operationally, this information is most likely to be collected at an exit interview or similar, and in some cases respondents may provide answers that are provisional. A high proportion of Not Known answers may accurately reflect individual situations, and guidance should encourage providers that this answer is preferable to guess-work. |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History. The requirement to retain this data will depend on each organisation's obligations under statutory returns.                                                                                                                                                                                                                                                      |
| <b>Multiplicity Notes</b>        | One per contract.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Source(s)</b>                 | From the SWF census, CBDS Destination (400097).                                                                                                                                                                                                                                                                                                                                                                                   |
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|-------------------|--------|-----------------------|---------------------------|
| <b>Ref Number</b> | S445   | <b>Data Item Name</b> | <b>Reason for Leaving</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review     |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Indicates why someone leaves an employment.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Type and Format</b>           | See <a href="#">NMDS Reason for Leaving</a> domain.                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Other Sectors</b>             | Only by consultation                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Collection Notes</b>          | Data collection designers should investigate the likely accuracy of this data. Operationally, this information is most likely to be collected at an exit interview or similar, and in some cases respondents may feel unable to give accurate answers. A high proportion of Other / Undisclosed / Not Known answers may accurately reflect individual situations, and guidance should encourage providers that this answer is preferable to guess-work. |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History. The requirement to retain this data will depend on each organisation's obligations under statutory returns.                                                                                                                                                                                                                                                                            |
| <b>Multiplicity Notes</b>        | One per contract                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Source(s)</b>                 | NMDS-SC, Organisation Q.25<br>Not used in SWF.                                                                                                                                                                                                                                                                                                                                                                                                          |
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|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S450   | <b>Data Item Name</b> | <b>Payroll Number</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                 |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | An employee's ID or Reference Number within the payroll system used by their employer.                                                                                          |
| <b>Type and Format</b>           | Free text, since different systems will format this item in different ways.                                                                                                     |
| <b>Code Set/ Valid Values</b>    | No restrictions                                                                                                                                                                 |
| <b>Other Sectors</b>             | Likely to be Universal, but may be no urgent requirement in other sectors.                                                                                                      |
| <b>Collection Notes</b>          | The Payroll number could be a useful identifier in local situations, e.g. data transfers between a school and its LA.                                                           |
| <b>Output/Presentation Notes</b> | n/a                                                                                                                                                                             |
| <b>History Notes</b>             | Payroll systems will have legal obligations to retain records for purposes such as National Insurance and tax. See <a href="#">General Notes</a> , 3. Contract and Pay History. |
| <b>Multiplicity Notes</b>        | Unlikely to be multiplicity issues. Payroll systems will use a single identifier for the same individual even if they have several concurrent or successive contracts.          |
| <b>Source(s)</b>                 | Not collected in SWF census, defined as CBDS Ref 400044.                                                                                                                        |
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|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S455   | <b>Data Item Name</b> | <b>Base Interval</b>  |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Specifies the base unit for a set of contract hours, both contracted hours and full-time equivalent hours, so that these can be recorded as weekly, monthly, annually, or by some other interval. |
| <b>Type and Format</b>           | See <a href="#">Base Interval</a> domain.                                                                                                                                                         |
| <b>Code Set/ Valid Values</b>    | In most applications, the default value is Weekly.                                                                                                                                                |
| <b>Other Sectors</b>             | Should be Universally defined.                                                                                                                                                                    |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                             |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                             |
| <b>History Notes</b>             | None.                                                                                                                                                                                             |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                                             |
| <b>Source(s)</b>                 | No existing data collections use this definition. HR-XML has a similar mechanism.                                                                                                                 |
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|-------------------|--------|-----------------------|---------------------------------|
| <b>Ref Number</b> | S460   | <b>Data Item Name</b> | <b>Contracted Working Hours</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review           |

| <b>Data Item Definition</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>                  | <p>The base number of hours in an individual contract of employment. This will normally be stated as hours per week, however:</p> <p>a) provision exists for other base units, e.g. per month, see data item <a href="#">Base Interval</a>;</p> <p>b) some contracts are set up on a call-off basis, i.e. there is no concept of a particular number of hours. In this case an entry of 0 is appropriate;</p> <p>c) other contracts may specify a range, e.g. between 10 and 20 hours per week. In this case the maximum value may be used. For both b) and c) item <a href="#">Additional Hours Worked</a> will record the actual value.</p> |
| <b>Type and Format</b>              | <p>See <a href="#">Standard Hours &amp; Minutes</a> domain.</p> <p>(It is most accurate to record this as hours and minutes; however some systems may use decimals, e.g. 37.5 hours per week.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Code Set/ Valid Values</b>       | <p>Operational HR systems should validate to a reasonable upper limit. If applicable a system should query a figure above 48.00 hours, assuming the Base Interval is weekly. However be aware that in some social care arrangements a higher figure will be valid, e.g. to allow for live in care provided by the same person (on, say, a 2 week on, 2 week off basis or similar shift pattern).</p>                                                                                                                                                                                                                                          |
| <b>Other Sectors</b>                | <p>This item should have a Universal definition.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Collection Notes</b>             | <p>Systems and collections must clearly specify whether the hours recorded are hours per week/annual hours/hours worked per pay period – as this will affect pay calculations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Output/Presentation Notes</b>    | <p>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>History Notes</b>                | <p>See <a href="#">General Notes</a>, 3. Contract and Pay History.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Multiplicity Notes</b>           | <p>Systems must allow for multiple contracts or service for the same person simultaneously.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Source(s)</b>                    | <p>SWF census, CBDS Hours Worked per Week (400099)<br/>           NMDS-SC, Individual Q.14</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                   |        |                       |                                   |
|-------------------|--------|-----------------------|-----------------------------------|
| <b>Ref Number</b> | S465   | <b>Data Item Name</b> | <b>Equivalent Full-Time hours</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review             |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The number of hours that is regarded as the equivalent to a full-time post for this Role in the organisation, either by the individual employer or within the salary scheme. This will normally be stated as hours per week, however: <ul style="list-style-type: none"> <li>a) provision exists for other base units, e.g. per month, see data item <a href="#">Base Interval</a>;</li> <li>b) for some contract types the notion of full-time equivalence is not appropriate and may be omitted.</li> </ul> |
| <b>Type and Format</b>           | See <a href="#">Standard Hours &amp; Minutes</a> domain.<br>(It is most accurate to record this as hours and minutes; however some systems may use decimals, e.g. 37.5 hours per week.)                                                                                                                                                                                                                                                                                                                       |
| <b>Code Set/ Valid Values</b>    | Operational HR systems should validate to a reasonable upper limit, and definitely query a figure above 48.00 per week.                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Other Sectors</b>             | This item should have a Universal definition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Collection Notes</b>          | Collection specifications will need to take account of the following factors: <ul style="list-style-type: none"> <li>a) in some circumstances, and for some types of role, there may be no concept of a full-time number of hours</li> <li>b) if the collection requirements are too proscriptive, collection of notional values may result, reducing the value of the data;</li> <li>c) it may not always be appropriate for this data to be mandatory.</li> </ul>                                           |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Multiplicity Notes</b>        | Systems must allow for multiple contracts or service for the same person simultaneously.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Source(s)</b>                 | SWF Census, CBDS FTE Hours per week (400100)                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S470   | <b>Data Item Name</b> | <b>Weeks per Year</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The number of weeks per year that the contract operates.                                                               |
| <b>Type and Format</b>           | A decimal number. Can be up to three decimal places, depending on the requirements of system.                          |
| <b>Code Set/ Valid Values</b>    | Should be a number between 0 and 53                                                                                    |
| <b>Other Sectors</b>             | This item should have a Universal definition.                                                                          |
| <b>Collection Notes</b>          | Definition issues arise where a person is employed for a number of weeks, but the pay is smoothed throughout the year. |
| <b>Output/Presentation Notes</b> | None.                                                                                                                  |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                       |
| <b>Multiplicity Notes</b>        | Systems must allow for multiple contracts or service for the same person simultaneously.                               |
| <b>Source(s)</b>                 | Based on SWF census, CBDS Weeks per Year (400101), although SWF specifies whole integers.                              |
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|-------------------|--------|-----------------------|--------------------------------------|
| <b>Ref Number</b> | S475   | <b>Data Item Name</b> | <b>Considered Full- or Part-time</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review                |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>An indicator of whether the contracted or agreed hours are considered to be full- or part-time.</p> <p>Some roles do not require an employee to work the hours that would be regarded as full-time in a standard office environment, i.e. 35 to 37 hours per week. For such roles, the number of hours to discharge the duties on a full-time basis may be significantly different. This item assists planning agencies to determine whether roles are adequately resourced or shortages exist.</p> |
| <b>Type and Format</b>           | Coded Text item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Code Set/ Valid Values</b>    | Coded as:<br>F=Full-time<br>P=Part-time<br>N=Considered neither full-time or part-time                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Other Sectors</b>             | This item should be Universally defined                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Multiplicity Notes</b>        | Systems must allow for multiple contracts or service for the same person simultaneously.                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Source(s)</b>                 | From the NMDS-SC, Individual Q.15.<br>Also defined in the ONS Labour Force Survey.                                                                                                                                                                                                                                                                                                                                                                                                                     |
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|-------------------|--------|-----------------------|--------------------------------|
| <b>Ref Number</b> | S480   | <b>Data Item Name</b> | <b>Additional Hours Worked</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review          |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A record of hours worked over and above contracted hours. This may record overtime, but note that for call-off or zero hour contracts this may amount to the entirety of the hours worked. This will normally be stated as hours per week, however provision exists for other base units, e.g. per month, see data item <a href="#">Base Interval</a> . |
| <b>Type and Format</b>           | See <a href="#">Standard Hours &amp; Minutes</a> domain.<br>(It is most accurate to record this as hours and minutes; however some systems may use decimals, e.g. 37.5 hours per week.)                                                                                                                                                                 |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                     |
| <b>Other Sectors</b>             | Yes                                                                                                                                                                                                                                                                                                                                                     |
| <b>Collection Notes</b>          | Collection requirements should make clear how the unit by which the data may be stored (i.e. per month, per week) should be converted.                                                                                                                                                                                                                  |
| <b>Output/Presentation Notes</b> | see issues below                                                                                                                                                                                                                                                                                                                                        |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                        |
| <b>Multiplicity Notes</b>        | A person may have several working or contractual arrangements simultaneously. Systems and collections should support this.                                                                                                                                                                                                                              |
| <b>Source(s)</b>                 | Source: From the NMDS-SC, Individual Q.16                                                                                                                                                                                                                                                                                                               |
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|                   |        |                       |                       |
|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S500   | <b>Data Item Name</b> | <b>Salary Scheme</b>  |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>Which national scheme a person's pay is determined or allocated under.</p> <p>A national salary scheme applies when a person's pay rate is wholly determined by national negotiations or arrangements. Where pay is determined locally, regionally or within an organisation, it should not be recorded as part of a national scheme, even if components of the scheme have been used as a basis.</p> |
| <b>Type and Format</b>           | Coded item                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Code Set/ Valid Values</b>    | See <a href="#">Salary Scheme</a> domain.                                                                                                                                                                                                                                                                                                                                                                |
| <b>Other Sectors</b>             | This item could be Universal after definition by other sectors. There is some overlap between ESCS and other local government employees paid under Soulbury and various National Joint Council agreements.                                                                                                                                                                                               |
| <b>Collection Notes</b>          | See <a href="#">General Notes</a> , 4. Values not known                                                                                                                                                                                                                                                                                                                                                  |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                                                                         |
| <b>Multiplicity Notes</b>        | A person may have more than one employment concurrently.                                                                                                                                                                                                                                                                                                                                                 |
| <b>Source(s)</b>                 | Sources:<br>SWF uses a sub set of the defined values, Pay Scale (CBDS 400130).                                                                                                                                                                                                                                                                                                                           |
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|                   |        |                       |                                 |
|-------------------|--------|-----------------------|---------------------------------|
| <b>Ref Number</b> | S505   | <b>Data Item Name</b> | <b>Annual Basic Salary Rate</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review           |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>The basic rate used to determine a person's salary. Where pay is made under national agreements, the annual basic rate must relate to the person's position on a pay band or pay spine.</p> <p>Other components of basic pay such as responsibility payments, and also allowances for shift work, overtime, recruitment or retention incentives and other amounts are recorded separately as <a href="#">Additional Payments</a>. When such additions are taken into account these form the person's gross pay.</p> <p>Note that some schemes define separate spines for London areas while other schemes have a single spine or range and define London and other area allowances as types of Additional Payment. Refer to the documentation of each scheme for full details.</p> <p>The basic rate is an amount before deductions for PAYE, National Insurance, pension schemes and voluntary deductions.</p> <p>See also <a href="#">Weekly Basic Salary Rate</a>, <a href="#">Daily Basic Salary Rate</a> and <a href="#">Hourly Basic Salary Rate</a>.</p> |
| <b>Type and Format</b>           | See <a href="#">UK Currency</a> domain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Other Sectors</b>             | This item should have a Universal definition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Collection Notes</b>          | None at present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Output/Presentation Notes</b> | See ONS material for default banding in statistical presentations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Multiplicity Notes</b>        | To follow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Source(s)</b>                 | The SWG. ASHE definitions were consulted in the drawing up of this standard.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|-------------------|--------|-----------------------|---------------------------------|
| <b>Ref Number</b> | S510   | <b>Data Item Name</b> | <b>Weekly Basic Salary Rate</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review           |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>The basic weekly rate used to determine a person's salary. Other components of pay, such as for shift work, are recorded separately as <a href="#">Additional Payments</a>. When such additions are taken into account these form the person's gross pay.</p> <p>The basic rate is an amount before deductions for PAYE, National Insurance, pension schemes and voluntary deductions.</p> <p>Note: In some circumstances pay is calculated by taking weekly pay over a fixed number of weeks, and then a regular monthly amount is apportioned across the whole year. An example is the prevalence of term-time only contracts for school support staff. Where this is the case the data is open to misinterpretation and the system or collection must be carefully specified.</p> <p>See also <a href="#">Annual Basic Salary Rate</a>, <a href="#">Daily Basic Salary Rate</a> and <a href="#">Hourly Basic Salary Rate</a>.</p> |
| <b>Type and Format</b>           | See <a href="#">UK Currency</a> domain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Other Sectors</b>             | This item should have a Universal definition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Collection Notes</b>          | When designing or specifying a collection, please take into account the note about term-time contacts in the Description above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Output/Presentation Notes</b> | None at present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Multiplicity Notes</b>        | To follow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Source(s)</b>                 | The SWG.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                   |        |                       |                                |
|-------------------|--------|-----------------------|--------------------------------|
| <b>Ref Number</b> | S515   | <b>Data Item Name</b> | <b>Daily Basic Salary Rate</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review          |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>The basic daily rate used to determine a person's salary. Other components of pay, such as for shift work, are recorded separately as <a href="#">Additional Payments</a>. When such additions are taken into account these form the person's gross pay.</p> <p>The basic rate is an amount before deductions for PAYE, National Insurance, pension schemes and voluntary deductions.</p> <p>See also <a href="#">Annual Basic Salary Rate</a>, <a href="#">Weekly Basic Salary Rate</a> and <a href="#">Hourly Basic Salary Rate</a>.</p> <p>NB: this item should not be confused with the Daily Rate paid for agency staff or to a contractor.</p> |
| <b>Type and Format</b>           | See <a href="#">UK Currency</a> domain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Other Sectors</b>             | This item should have a Universal definition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Collection Notes</b>          | None at present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Output/Presentation Notes</b> | None at present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Multiplicity Notes</b>        | To follow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Source(s)</b>                 | The SWG.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|-------------------|--------|-----------------------|---------------------------------|
| <b>Ref Number</b> | S520   | <b>Data Item Name</b> | <b>Hourly Basic Salary Rate</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review           |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>The basic hourly rate used to determine a person's salary. Other components of pay, such as for shift work, are recorded separately as <a href="#">Additional Payments</a>. When such additions are taken into account these form the person's gross pay.</p> <p>The basic rate is an amount before deductions for PAYE, National Insurance, pension schemes and voluntary deductions.</p> <p>See also <a href="#">Annual Basic Salary Rate</a>, <a href="#">Weekly Basic Salary Rate</a> and <a href="#">Daily Basic Salary Rate</a>.</p> |
| <b>Type and Format</b>           | See <a href="#">UK Currency</a> domain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Code Set/ Valid Values</b>    | Operational systems will want to build in checks against the national minimum wage (NMW). Data collection and transfer exercise should decide whether to validate against NMW, however this should not prevent the accurate collection of data.                                                                                                                                                                                                                                                                                               |
| <b>Other Sectors</b>             | This item should have a Universal definition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Collection Notes</b>          | See comments on NMW above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Output/Presentation Notes</b> | None at present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Multiplicity Notes</b>        | To follow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Source(s)</b>                 | The SWG. Comparable to NMDS-SC, Individual Q.19.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|                   |        |                       |                               |
|-------------------|--------|-----------------------|-------------------------------|
| <b>Ref Number</b> | S525   | <b>Data Item Name</b> | <b>Safeguarding Indicator</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review         |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>This item shows whether a person's salary, or an element of the salary, is safeguarded.</p> <p>Safeguarding occurs when there is a change to a person's pay determination that may, in some cases, lead to lower rates of pay. This can occur following re-grading or assimilation onto revised spines, or in other circumstances.</p> <p>This indicator does not show the amount of the safeguarded element, only that it applies to the salary rate in question.</p> |
| <b>Type and Format</b>           | See <a href="#">Standard Yes/No Type</a> domain.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Other Sectors</b>             | Requirements unknown, however it is likely that there the requirement exists in other sectors.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Collection Notes</b>          | Depending on requirements, No could be a default value.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Multiplicity Notes</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Source(s)</b>                 | Source: SWF Census, Safeguarded Salary (CBDS ref 400138)                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|-------------------|--------|-----------------------|----------------------------------------|
| <b>Ref Number</b> | S530   | <b>Data Item Name</b> | <b>Piecework / Sessional Indicator</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review                  |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Indicates that a person's gross pay is not calculated from a Salary Rate, rather it is calculated per unit / piece or per session.<br>The rates themselves are not defined in these standards. |
| <b>Type and Format</b>           | See <a href="#">Standard Yes/No Type</a> domain.                                                                                                                                               |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                            |
| <b>Other Sectors</b>             | Requirements unknown, however it is likely that there the requirement exists in other sectors.                                                                                                 |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                          |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                          |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                               |
| <b>Multiplicity Notes</b>        | None                                                                                                                                                                                           |
| <b>Source(s)</b>                 | The SWG. No known definition in any existing data collection.                                                                                                                                  |
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|-------------------|--------|-----------------------|--------------------------|
| <b>Ref Number</b> | S535   | <b>Data Item Name</b> | <b>Pay Year End Date</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review    |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The last day of a pay year. For the children's workforce the most common values will be:<br>31 March yyyy – for the financial year<br>31 August yyyy – for an academic year<br>31 December yyyy – for a calendar year         |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain.                                                                                                                                                                                     |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                           |
| <b>Other Sectors</b>             | Likely to be required as a Universal definition.                                                                                                                                                                              |
| <b>Collection Notes</b>          | For some collections this item will not be required.<br>Where it is a requirement, a default value can probably be specified for most data collections; however guidance will need to alert providers to possible exceptions. |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                         |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                              |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                                                                         |
| <b>Source(s)</b>                 | The SWG.                                                                                                                                                                                                                      |
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|-------------------|--------|-----------------------|-------------------------|
| <b>Ref Number</b> | S540   | <b>Data Item Name</b> | <b>Annual Gross Pay</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review   |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>A person's gross annual pay. Includes all components, i.e. a basic salary rate plus any additional payments (see <a href="#">Additional Payment Type</a> for more details).</p> <p>Under these standards, gross pay is always retrospective data. In the public sector, the current pay year is normally the financial year. However in some cases pay may be for an academic year or a calendar year (see <a href="#">Pay Year End Date</a>).</p> |
| <b>Type and Format</b>           | See <a href="#">UK Currency</a> domain                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Other Sectors</b>             | This item should have a Universal definition.                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Collection Notes</b>          | Collection projects should look at the relationship between Salary Rates, Additional Payments and Gross Pay when designing validation.                                                                                                                                                                                                                                                                                                                |
| <b>Output/Presentation Notes</b> | Investigate default bandings, see ONS material for examples.                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Multiplicity Notes</b>        | To follow.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Source(s)</b>                 | <p>Source:</p> <p>Similar to SWF Census Salary Rate (CBDS 400135)</p> <p>NMDS-SC, Individual Q.19</p>                                                                                                                                                                                                                                                                                                                                                 |
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|-------------------|--------|-----------------------|--------------------------|
| <b>Ref Number</b> | S545   | <b>Data Item Name</b> | <b>Monthly Gross Pay</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review    |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A person's gross monthly pay. Includes all components, i.e. a basic salary rate plus any additional payments (see Additional Payment Type for more details).<br>Under these standards, gross pay is always retrospective data.                                                                                                                       |
| <b>Type and Format</b>           | See <a href="#">UK Currency</a> domain                                                                                                                                                                                                                                                                                                               |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                  |
| <b>Other Sectors</b>             | This item should have a Universal definition.                                                                                                                                                                                                                                                                                                        |
| <b>Collection Notes</b>          | Collection projects should look at the relationship between Salary Rates, Additional Payments and Gross Pay when designing validation.<br>These standards do not include a reference month for this item. Collections where the amount does not relate to 'current month' or 'the month of the collection' will need to specify a suitable variable. |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                     |
| <b>Multiplicity Notes</b>        | To follow.                                                                                                                                                                                                                                                                                                                                           |
| <b>Source(s)</b>                 | The SWG.                                                                                                                                                                                                                                                                                                                                             |
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|-------------------|--------|-----------------------|-------------------------|
| <b>Ref Number</b> | S550   | <b>Data Item Name</b> | <b>Weekly Gross Pay</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review   |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | A person's gross weekly pay. Includes all components, i.e. a basic salary rate plus any additional payments (see Additional Payment Type for more details).<br>Under these standards, gross pay is always retrospective data. |
| <b>Type and Format</b>           | See <a href="#">UK Currency</a> domain                                                                                                                                                                                        |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                           |
| <b>Other Sectors</b>             | This item should have a Universal definition.                                                                                                                                                                                 |
| <b>Collection Notes</b>          | These standards do not include a reference week for this item. Collections where the amount does not relate to 'current week or 'the week of the collection' will need to specify a suitable variable.                        |
| <b>Output/Presentation Notes</b> | None at present.                                                                                                                                                                                                              |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                              |
| <b>Multiplicity Notes</b>        | To follow.                                                                                                                                                                                                                    |
| <b>Source(s)</b>                 | Based on NMDS-SC, Individual Q.19 (although NMDS expects this to include additional payments).                                                                                                                                |
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|                   |        |                       |                       |
|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S555   | <b>Data Item Name</b> | <b>Spine Point</b>    |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>This item records a person's position against a national pay spine or, exceptionally, a locally defined number that relates to the national spine but which is outside its defined range.</p> <p>This item needs to be used in conjunction with a person's <a href="#">Salary Scheme</a> and their <a href="#">Regional Pay Spine</a>.</p> <p>Note that while most public sector salary schemes have defined spines, some do not. For example the Excellent Teacher scheme species a minimum and maximum pay range.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Type and Format</b>           | Numeric, range 1 to 99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Code Set/ Valid Values</b>    | <p>The validity of a spine point number will depend on the Salary Scheme (see the <a href="#">domain</a>) and also whether the business wishes to use values outside the prescribed spinal ranges.</p> <p>For teachers paid under STRB recommendations the following spine point ranges are defined:</p> <ul style="list-style-type: none"> <li>Leadership (LD), 1 to 43</li> <li>Teachers Main (TE), 1 to 6</li> <li>Teachers Upper (TU), 1 to 3</li> <li>Advanced Skills Teachers (AS), 1 to 18</li> <li>Unqualified Teachers (UT), 1 to 6</li> </ul> <p>For other salary schemes the following ranges are defined:</p> <ul style="list-style-type: none"> <li>National Joint Council for Local Government Services (NJ), 2 to 49 in Inner London and 4 to 49 elsewhere in England and Wales</li> <li>Joint National Council for Youth and Community Workers (YC), 1 to 30</li> <li>Soulbury (SO), 1 to 49</li> </ul> <p>For teachers on the Excellent Teacher scheme (EX) and for staff paid under the National Joint Council for Chief Officers (CO) or Craftworkers (CR) schemes, there are no spine points.</p> |
| <b>Other Sectors</b>             | This item should be Universally defined.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Collection Notes</b>          | A collection will need to decide at design stage whether to collect values outside the prescribed spinal ranges.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Multiplicity Notes</b>        | To follow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Source(s)</b>                 | <p>SWF, Spine Point (CBDS 400132)</p> <p>The above definition varies from SWF, which defines a specific code set, viz. L1, L2 ... L43 for the leadership spine, M1, M2 ... M6 for the teachers' main spine, and so on.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <a href="#">To the Index</a>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



|                   |        |                       |                           |
|-------------------|--------|-----------------------|---------------------------|
| <b>Ref Number</b> | S560   | <b>Data Item Name</b> | <b>Regional Pay Spine</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review     |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Where a national salary scheme has regionally differentiated spines, this item shows which region applies to a person's pay. Please note that the applicability of a regional spine may not be evident from geographic location only. For example some London Boroughs may count as Inner London in some schemes and Outer London in other schemes. Please see the documentation for each scheme for full details. |
| <b>Type and Format</b>           | See <a href="#">Pay Spine Region</a> domain                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Code Set/ Valid Values</b>    | This item must be validated in conjunction with the Salary Scheme.                                                                                                                                                                                                                                                                                                                                                 |
| <b>Other Sectors</b>             | This item should have a Universal definition.                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                                                                                                                                   |
| <b>Multiplicity Notes</b>        | To follow.                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Source(s)</b>                 | SWF, Regional Pay Spine (CBDS 400131)                                                                                                                                                                                                                                                                                                                                                                              |
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|                   |        |                       |                                       |
|-------------------|--------|-----------------------|---------------------------------------|
| <b>Ref Number</b> | S565   | <b>Data Item Name</b> | <b>Category of Additional Payment</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review                 |

| <b>Data Item Definition</b>      |                                                                                                            |
|----------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Identifies the type of an additional to basic pay, for example allowances, incentive or overtime payments. |
| <b>Type and Format</b>           | <a href="#">Additional Payment Type</a>                                                                    |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                        |
| <b>Other Sectors</b>             | This item should have a Universal definition. Almost certainly needs supplementing.                        |
| <b>Collection Notes</b>          | None at present.                                                                                           |
| <b>Output/Presentation Notes</b> | None at present.                                                                                           |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                           |
| <b>Multiplicity Notes</b>        | To follow.                                                                                                 |
| <b>Source(s)</b>                 | SWF Census, Category of Additional Payment (CBDS 400143)                                                   |
| <a href="#">To the Index</a>     |                                                                                                            |

|                   |        |                       |                                  |
|-------------------|--------|-----------------------|----------------------------------|
| <b>Ref Number</b> | S570   | <b>Data Item Name</b> | <b>Additional Payment Amount</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review            |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The amount of an additional payment. See Category of Additional Payment.<br>Note: Some additional payments are one-off payments. Others are annual allowances that will be apportioned across twelve months for payments purposes. Systems and collections must take this into account when designing systems. |
| <b>Type and Format</b>           | See <a href="#">UK Currency</a> domain                                                                                                                                                                                                                                                                         |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                            |
| <b>Other Sectors</b>             | This item should have a Universal definition.                                                                                                                                                                                                                                                                  |
| <b>Collection Notes</b>          | See the note in Description above.                                                                                                                                                                                                                                                                             |
| <b>Output/Presentation Notes</b> | None at present.                                                                                                                                                                                                                                                                                               |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                                                                                                               |
| <b>Multiplicity Notes</b>        | To follow                                                                                                                                                                                                                                                                                                      |
| <b>Source(s)</b>                 | SWF Census, Additional Payment Amount (CDBS 400143)                                                                                                                                                                                                                                                            |
| <a href="#">To the Index</a>     |                                                                                                                                                                                                                                                                                                                |

|                   |        |                       |                                 |
|-------------------|--------|-----------------------|---------------------------------|
| <b>Ref Number</b> | S575   | <b>Data Item Name</b> | <b>Taxable Benefits in Kind</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review           |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                 |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The annual value of any benefits in kind that are deemed taxable. The year reported should match the year for which <a href="#">Annual Gross Pay</a> is provided (see also <a href="#">Pay Year End Date</a> ). |
| <b>Type and Format</b>           | See <a href="#">UK Currency</a> domain                                                                                                                                                                          |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                             |
| <b>Other Sectors</b>             | This item should have a Universal definition                                                                                                                                                                    |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                           |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                           |
| <b>History Notes</b>             | See <a href="#">General Notes</a> , 3. Contract and Pay History.                                                                                                                                                |
| <b>Multiplicity Notes</b>        | To follow                                                                                                                                                                                                       |
| <b>Source(s)</b>                 | The SWG. Not used in any existing collection.                                                                                                                                                                   |
| <a href="#">To the Index</a>     |                                                                                                                                                                                                                 |

|                   |        |                       |                                |
|-------------------|--------|-----------------------|--------------------------------|
| <b>Ref Number</b> | S580   | <b>Data Item Name</b> | <b>Verification check type</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review          |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                  |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>An indicator of the type of check being recorded, for example an identity verification check, a medical fitness check or a CRB check.</p> <p>Some of the checks defined here are generally applicable to all staff. Other checks apply to specific roles.</p> |
| <b>Type and Format</b>           | See <a href="#">Verification Check Type</a> domain.                                                                                                                                                                                                              |
| <b>Code Set/ Valid Values</b>    | <p>See the domain.</p> <p>It is recommended that systems define which types of checks are suitable for each Role. This is supported by the data model fragment shown at Annex C.</p>                                                                             |
| <b>Other Sectors</b>             | This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.                                                                                                              |
| <b>Collection Notes</b>          | None at present.                                                                                                                                                                                                                                                 |
| <b>Output/Presentation Notes</b> | To local standards.                                                                                                                                                                                                                                              |
| <b>History Notes</b>             | Application specific, in some cases there is requirement for a history of checking for audit purposes.                                                                                                                                                           |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                                                                                                            |
| <b>Source(s)</b>                 | The CBDS Person Verification module.                                                                                                                                                                                                                             |
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|                   |        |                       |                                        |
|-------------------|--------|-----------------------|----------------------------------------|
| <b>Ref Number</b> | S585   | <b>Data Item Name</b> | <b>Date Checking Process Initiated</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review                  |

| <b>Data Item Definition</b>      |                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date on which an organisation requests information from another source as part of suitability checking.                                         |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain                                                                                                            |
| <b>Code Set/ Valid Values</b>    | None.                                                                                                                                               |
| <b>Other Sectors</b>             | This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required. |
| <b>Collection Notes</b>          | None.                                                                                                                                               |
| <b>Output/Presentation Notes</b> | To local standards.                                                                                                                                 |
| <b>History Notes</b>             | Application specific, in some cases there is requirement for a history of checking for audit purposes.                                              |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                               |
| <b>Source(s)</b>                 | Source: CBDS number 400026                                                                                                                          |
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|                   |        |                       |                       |
|-------------------|--------|-----------------------|-----------------------|
| <b>Ref Number</b> | S590   | <b>Data Item Name</b> | <b>Check Passed?</b>  |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>Indicates the outcome of a checking process, and could apply to a number of types of check (see item <a href="#">Verification Check Type</a>).</p> <p>The 'true' value indicates both that the process has been undertaken and also that the response to the checks was positive, fulfilling the preconditions for the person to have that Role.</p> <p>The 'false' value either indicates that a check has not been carried out, or that a check has not returned a positive result.</p> |
| <b>Type and Format</b>           | See <a href="#">Standard Yes/No Type</a> domain.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Other Sectors</b>             | This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.                                                                                                                                                                                                                                                                                                                                          |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>History Notes</b>             | Application specific, in some cases there is requirement for a history of checking for audit purposes.                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Source(s)</b>                 | Source: Equivalent to CBDS numbers 400029, 400055, 400240, 400244, 400256, 400260, 400261 and 400262.                                                                                                                                                                                                                                                                                                                                                                                        |
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|                   |        |                       |                                       |
|-------------------|--------|-----------------------|---------------------------------------|
| <b>Ref Number</b> | S595   | <b>Data Item Name</b> | <b>Date Verification Check Passed</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review                 |

| <b>Data Item Definition</b>      |                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date on which the results of a check request are received.                                                                                      |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain.                                                                                                           |
| <b>Code Set/ Valid Values</b>    | None.                                                                                                                                               |
| <b>Other Sectors</b>             | This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required. |
| <b>Collection Notes</b>          | None.                                                                                                                                               |
| <b>Output/Presentation Notes</b> | To local standards.                                                                                                                                 |
| <b>History Notes</b>             | Application specific, in some cases there is requirement for a history of checking for audit purposes.                                              |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                               |
| <b>Source(s)</b>                 | Source: Equivalent to CBDS numbers 400024, 400030, 400057, 400241, 400245, 400248, 400257, 400293, 400302                                           |
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|                   |        |                       |                                          |
|-------------------|--------|-----------------------|------------------------------------------|
| <b>Ref Number</b> | D600   | <b>Data Item Name</b> | <b>Date Agency Confirmation Received</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review                    |

| <b>Data Item Definition</b>      |                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date on which paperwork or other confirmation is received from an Agency.                                                                       |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain.                                                                                                           |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                 |
| <b>Other Sectors</b>             | This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required. |
| <b>Collection Notes</b>          | None.                                                                                                                                               |
| <b>Output/Presentation Notes</b> | To local standards.                                                                                                                                 |
| <b>History Notes</b>             | Application specific, in some cases there is requirement for a history of checking for audit purposes.                                              |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                               |
| <b>Source(s)</b>                 | Source: Equivalent to CBDS numbers 400292, 400298, 400301, 400305, 400310, 400313, 400316, 400319                                                   |
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|                   |        |                       |                                          |
|-------------------|--------|-----------------------|------------------------------------------|
| <b>Ref Number</b> | D605   | <b>Data Item Name</b> | <b>Expiry of Right to Work in the UK</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review                    |

| <b>Data Item Definition</b>      |                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The expiry date of the right to work in the UK. This item could be used to plan applications for extensions, etc.                                   |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain                                                                                                            |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                 |
| <b>Other Sectors</b>             | This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required. |
| <b>Collection Notes</b>          | None.                                                                                                                                               |
| <b>Output/Presentation Notes</b> | To local standards.                                                                                                                                 |
| <b>History Notes</b>             | Application specific, in some cases there is requirement for a history of checking for audit purposes.                                              |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                               |
| <b>Source(s)</b>                 | Source: CBDS number 400056                                                                                                                          |
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|                   |        |                       |                                     |
|-------------------|--------|-----------------------|-------------------------------------|
| <b>Ref Number</b> | D608   | <b>Data Item Name</b> | <b>CRB/List 99 Clearance Status</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review               |

| <b>Data Item Definition</b>      |                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Shows the status of the CRB or List 99 check as not yet sought awaiting the result, pass or fail.                                                   |
| <b>Type and Format</b>           | See <a href="#">Clearance Status</a> domain.                                                                                                        |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                 |
| <b>Other Sectors</b>             | This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required. |
| <b>Collection Notes</b>          | None.                                                                                                                                               |
| <b>Output/Presentation Notes</b> | To local standards                                                                                                                                  |
| <b>History Notes</b>             | Employers will want to retain a history of an employee's CRB checks and the process to obtain clearance. See <a href="#">CRB Review Date</a> .      |
| <b>Multiplicity Notes</b>        | Multiple values should be kept for an employee.                                                                                                     |
| <b>Source(s)</b>                 | Source: CBDS number 400023 and 4000029                                                                                                              |
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|                   |        |                       |                            |
|-------------------|--------|-----------------------|----------------------------|
| <b>Ref Number</b> | D610   | <b>Data Item Name</b> | <b>CRB Clearance Level</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review      |

| <b>Data Item Definition</b>      |                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Whether a standard or enhanced CRB check has been requested or received.                                                                            |
| <b>Type and Format</b>           | Code: A(2)<br>Description: A(15)                                                                                                                    |
| <b>Code Set/ Valid Values</b>    | ST = Standard Check<br>EN = Enhanced Check                                                                                                          |
| <b>Other Sectors</b>             | This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required. |
| <b>Collection Notes</b>          | None.                                                                                                                                               |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                               |
| <b>History Notes</b>             | Employers will want to retain a history of an employee's CRB checks and the process to obtain clearance. See <a href="#">CRB Review Date</a> .      |
| <b>Multiplicity Notes</b>        | Multiple values should be kept for an employee.                                                                                                     |
| <b>Source(s)</b>                 | Source: CBDS number 400025                                                                                                                          |
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|                   |        |                       |                        |
|-------------------|--------|-----------------------|------------------------|
| <b>Ref Number</b> | S615   | <b>Data Item Name</b> | <b>CRB Expiry Date</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review  |

| <b>Data Item Definition</b>      |                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The date from which the information on a CRB certificate expires.                                                                                   |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain.                                                                                                           |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                 |
| <b>Other Sectors</b>             | This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required. |
| <b>Collection Notes</b>          | None.                                                                                                                                               |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                               |
| <b>History Notes</b>             | Employers will want to retain a history of an employee's CRB checks and the process to obtain clearance. See <a href="#">CRB Review Date</a> .      |
| <b>Multiplicity Notes</b>        | Multiple values should be kept for an employee.                                                                                                     |
| <b>Source(s)</b>                 | Source: CBDS number 400027                                                                                                                          |
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|                   |        |                       |                        |
|-------------------|--------|-----------------------|------------------------|
| <b>Ref Number</b> | S620   | <b>Data Item Name</b> | <b>CRB Review Date</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review  |

| <b>Data Item Definition</b>      |                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | An employer determined date for the review of the person's CRB credentials.                                                                         |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain.                                                                                                           |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                 |
| <b>Other Sectors</b>             | This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required. |
| <b>Collection Notes</b>          | None.                                                                                                                                               |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                               |
| <b>History Notes</b>             | Employers will want to retain a history of an employee's CRB checks and the process to obtain clearance.                                            |
| <b>Multiplicity Notes</b>        | Multiple values should be kept for an employee.                                                                                                     |
| <b>Source(s)</b>                 | Source: CBDS number 400028                                                                                                                          |
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|                   |        |                       |                                       |
|-------------------|--------|-----------------------|---------------------------------------|
| <b>Ref Number</b> | S625   | <b>Data Item Name</b> | <b>CRB Clearance Reference Number</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review                 |

| <b>Data Item Definition</b>      |                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | CRB Clearance Reference Number                                                                                                                      |
| <b>Type and Format</b>           | 9(12)                                                                                                                                               |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                 |
| <b>Other Sectors</b>             | This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required. |
| <b>Collection Notes</b>          | None.                                                                                                                                               |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                               |
| <b>History Notes</b>             | Employers will want to retain a history of an employee's CRB checks and the process to obtain clearance. See <a href="#">CRB Review Date</a> .      |
| <b>Multiplicity Notes</b>        | Multiple values should be kept for an employee.                                                                                                     |
| <b>Source(s)</b>                 | Source: CBDS number 400255                                                                                                                          |
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|                   |        |                       |                                    |
|-------------------|--------|-----------------------|------------------------------------|
| <b>Ref Number</b> | S630   | <b>Data Item Name</b> | <b>Probation in Role Completed</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review              |

| <b>Data Item Definition</b>      |                                                                                                                                                        |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Indicates whether the person has completed their probationary period in a specific role.                                                               |
| <b>Type and Format</b>           | See <a href="#">Standard Yes/No Type</a> domain.                                                                                                       |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                    |
| <b>Item Level Validation</b>     | n/a                                                                                                                                                    |
| <b>Collection Notes</b>          | None.                                                                                                                                                  |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                  |
| <b>History Notes</b>             | Can refer to current status only.                                                                                                                      |
| <b>Multiplicity Notes</b>        | Only one value per person per employment contract. However not that a person may have several employments with different organisations simultaneously. |
| <b>Source(s)</b>                 | The SWG.                                                                                                                                               |
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|-------------------|--------|-----------------------|---------------------------|
| <b>Ref Number</b> | S650   | <b>Data Item Name</b> | <b>Curriculum Subject</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review     |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                 |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The subject being taught, e.g. MAT = Mathematics.                                                                                                                                                               |
| <b>Type and Format</b>           | See <a href="#">Standard NC Subject Code</a> domain.                                                                                                                                                            |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                             |
| <b>Item Level Validation</b>     | None.                                                                                                                                                                                                           |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                           |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                           |
| <b>History Notes</b>             | Application specific.                                                                                                                                                                                           |
| <b>Multiplicity Notes</b>        | a) a teacher's personal timetable can contain multiple instances of the same subject for different year groups;<br>b) within themed curriculum planning, the same lesson can cover multiple curriculum subjects |
| <b>Source(s)</b>                 | Definition taken from the SWF Census specification, CBDS 400220.                                                                                                                                                |
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|-------------------|--------|-----------------------|-------------------------|
| <b>Ref Number</b> | S655   | <b>Data Item Name</b> | <b>Curriculum Hours</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review   |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                   |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The number of hours per week that the person is teaching this subject.<br>SWF standardises on a week for reporting purposes, but timetable systems work on a cycle that can be any period. A conversion algorithm to derive weekly averages is required,          |
| <b>Type and Format</b>           | See <a href="#">Standard Hours &amp; Minutes</a> domain.                                                                                                                                                                                                          |
| <b>Code Set/ Valid Values</b>    | A reasonable range of values depends on the units. For example if hours are stored / reported per week then a reasonable range of values would be between 0 and 35.                                                                                               |
| <b>Item Level Validation</b>     | Applications should apply reasonable range checks.                                                                                                                                                                                                                |
| <b>Collection Notes</b>          | Where collections or transfers of curriculum information specify a standard unit (e.g. per week, per fortnight) then the collection specification should state how data providers are required to convert other units or timetable cycles into the required unit. |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                             |
| <b>History Notes</b>             | Records should be retained for the purposes of the School Workforce Census.                                                                                                                                                                                       |
| <b>Multiplicity Notes</b>        | A teacher's personal timetable can contain multiple entries.                                                                                                                                                                                                      |
| <b>Source(s)</b>                 | From the SWF census, CBDS ref 400221.                                                                                                                                                                                                                             |
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|-------------------|--------|-----------------------|----------------------------------|
| <b>Ref Number</b> | S660   | <b>Data Item Name</b> | <b>Curriculum Teaching Level</b> |
| <b>Class</b>      | Sector | <b>Status</b>         | Under External Review            |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | An indication of the level of teaching to a class, using National Curriculum year groups.<br>This should refer to the curriculum followed by the class and hence the values of Year Group for pupils in the class, rather than their dates of birth. |
| <b>Type and Format</b>           | See <a href="#">Standard NC Year</a> Group domain.                                                                                                                                                                                                   |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                                                                                                  |
| <b>Item Level Validation</b>     | None.                                                                                                                                                                                                                                                |
| <b>Collection Notes</b>          | None.                                                                                                                                                                                                                                                |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                |
| <b>History Notes</b>             | Records should be retained for the purposes of the School Workforce Census                                                                                                                                                                           |
| <b>Multiplicity Notes</b>        | A teacher's personal timetable can contain multiple entries.                                                                                                                                                                                         |
| <b>Source(s)</b>                 | From the SWF Census, CBDS 400222.                                                                                                                                                                                                                    |
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|                   |        |                       |                         |
|-------------------|--------|-----------------------|-------------------------|
| <b>Ref Number</b> | S665   | <b>Data Item Name</b> | <b>Absence Category</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review   |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | Type of Absence, e.g. sickness or special leave.<br>Assumptions<br>Data recorded using the code set below is assumed to:<br>a) be in respect of any absence taken while contract is still in force, i.e. there is a contract or service agreement which has started but not ended; and<br>b) it is within the contractual pattern of duties (i.e. for term time only contract, out of term absences do not count; for part-time workers, non-working days do not count) |
| <b>Type and Format</b>           | See <a href="#">Absence Category</a> domain.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Code Set/ Valid Values</b>    | See <a href="#">Absence Category</a> domain.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Other Sectors</b>             | This item should be Universally defined.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Collection Notes</b>          | Collection specific business rules may use a sub-set of the full code set.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>History Notes</b>             | Systems should retain this information for the length of time required for statutory returns as well as in accordance with their personnel records retention policies.                                                                                                                                                                                                                                                                                                  |
| <b>Multiplicity Notes</b>        | A person should have only one category of absence between two dates.                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Source(s)</b>                 | Based on SWF census (CBDS, 400205)                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                   |        |                       |                              |
|-------------------|--------|-----------------------|------------------------------|
| <b>Ref Number</b> | S670   | <b>Data Item Name</b> | <b>Sickness Absence Type</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review        |

| <b>Data Item Definition</b>      |                                                                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | For sickness absences, a breakdown of the kind of sickness, e.g. back and neck problems, infections.                                                                   |
| <b>Type and Format</b>           | See <a href="#">Sickness Absence Type</a> domain.                                                                                                                      |
| <b>Code Set/ Valid Values</b>    | See <a href="#">Sickness Absence Type</a> domain.                                                                                                                      |
| <b>Other Sectors</b>             | This item should be universally defined.                                                                                                                               |
| <b>Collection Notes</b>          | None.                                                                                                                                                                  |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                  |
| <b>History Notes</b>             | Systems should retain this information for the length of time required for statutory returns as well as in accordance with their personnel records retention policies. |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                  |
| <b>Source(s)</b>                 | From the LGA annual sickness survey.                                                                                                                                   |
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|-------------------|--------|-----------------------|-----------------------------|
| <b>Ref Number</b> | S675   | <b>Data Item Name</b> | <b>First Day of Absence</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review       |

| <b>Data Item Definition</b>      |                                                                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The first day of absence, should be a working day.                                                                                                                     |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain                                                                                                                               |
| <b>Code Set/ Valid Values</b>    | n/a                                                                                                                                                                    |
| <b>Other Sectors</b>             | Should be Universally defined                                                                                                                                          |
| <b>Collection Notes</b>          | None.                                                                                                                                                                  |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                  |
| <b>History Notes</b>             | Systems should retain this information for the length of time required for statutory returns as well as in accordance with their personnel records retention policies. |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                  |
| <b>Source(s)</b>                 | From the SWF census (CBDS, 400200)                                                                                                                                     |
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|                   |        |                       |                            |
|-------------------|--------|-----------------------|----------------------------|
| <b>Ref Number</b> | S680   | <b>Data Item Name</b> | <b>Last Day of Absence</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review      |

| <b>Data Item Definition</b>      |                                                                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | The (working) day before the person is again available for work.                                                                                                       |
| <b>Type and Format</b>           | See <a href="#">Standard Date</a> domain                                                                                                                               |
| <b>Code Set/ Valid Values</b>    | Cannot be earlier than First day of Absence for the same Absence period.                                                                                               |
| <b>Other Sectors</b>             | Should be Universally defined                                                                                                                                          |
| <b>Collection Notes</b>          | None.                                                                                                                                                                  |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                  |
| <b>History Notes</b>             | Systems should retain this information for the length of time required for statutory returns as well as in accordance with their personnel records retention policies. |
| <b>Multiplicity Notes</b>        | None.                                                                                                                                                                  |
| <b>Source(s)</b>                 | From the SWF census (CBDS, 400203)                                                                                                                                     |
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|                   |        |                       |                          |
|-------------------|--------|-----------------------|--------------------------|
| <b>Ref Number</b> | S685   | <b>Data Item Name</b> | <b>Working Days Lost</b> |
| <b>Class</b>      | Common | <b>Status</b>         | Under External Review    |

| <b>Data Item Definition</b>      |                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b>               | <p>The amount of time within the period of the absence during which the person would normally be at work.</p> <p>This item cannot be inferred from the First and Last day of absence, since it requires knowledge of a person's working pattern and hours.</p> <p>This can either be reported as a number of days (to the nearest half day) or in hours and minutes.</p> |
| <b>Type and Format</b>           | See <a href="#">Absence Days</a> domain.                                                                                                                                                                                                                                                                                                                                 |
| <b>Code Set/ Valid Values</b>    | See domain.                                                                                                                                                                                                                                                                                                                                                              |
| <b>Other Sectors</b>             | This item should be Universally defined                                                                                                                                                                                                                                                                                                                                  |
| <b>Collection Notes</b>          | Some collections may need this data for certain types of absence only. For example, the SWF Census only requires this information for sickness absences.                                                                                                                                                                                                                 |
| <b>Output/Presentation Notes</b> | None.                                                                                                                                                                                                                                                                                                                                                                    |
| <b>History Notes</b>             | Systems should retain this information for the length of time required for statutory returns as well as in accordance with their personnel records retention policies.                                                                                                                                                                                                   |
| <b>Multiplicity Notes</b>        | A person can only have one type of absence between a start and end date period.                                                                                                                                                                                                                                                                                          |
| <b>Source(s)</b>                 | Adapted from SWF Census, Working Days Lost (CBDS 400202)                                                                                                                                                                                                                                                                                                                 |
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## **QUALIFICATIONS SECTION**

The Standards Working Group (SWG) is not presenting finalised definitions for Qualifications data in this version of the standards. There are two main reasons for this.

Firstly, the standards should define an appropriate level of detail, or granularity, to support common data maintenance and transfer requirements. Consultation with stakeholders across the sector left the SWG unclear as to what this level should be, particularly for category lists, such as the name of subject(s) or a qualification. Existing standard categorisations are available from HESA and MIAP (see links provided on page 7) however some of these may be too detailed for the needs of local authorities and other employers.

The second reason is that the current development of the Qualifications and Credit Framework (QCF) may provide further definitions on which standards can be based. By later in 2009, we should be in a position to know how the development of QCF and other changes to the qualifications landscape will affect what can be defined here.

The SWG's view is that eventually there should be standards for the following data:

**Qualification Name:** For example, NVQ Level 3, Diploma or BSc;

**Qualification Level:** The overall level of the qualification, from 1 to 9, using the National Qualifications Framework;

**Subjects:** perhaps two items, a detailed subject list supplemented by a more generalised subject-area categorisation. The latter could be used for the recording of historic data (discussed below);

**Awarding Body:** For UK awards this would provide the institution awarding the qualification. For qualifications awarded overseas, the country of the award;

**Date of Award:** The date, allowing the use of approximations for qualifications awarded some time in the past (see the [Proxy Date](#) domain).

A number of common concerns were expressed to the SWG. The granularity of code sets will be an issue if providers are required to populate and maintain extensive lists, and some of the detail in those lists is irrelevant or confusing to an end user. One way forward on this may be to produce a simplified set of descriptions and standard mappings to them.

Another issue is the changing nature of qualifications. Where qualifications are awarded following different courses of study, from different institutions, over various periods of time, it is not clear what kind of information employers need. Where an overall qualification, say NVQ level 3, includes modules that are at level 4, employers may wish to have a detailed breakdown of the components of the NVQ.

Capturing and maintaining historic data, for an employee who has been with an organisation for a number of years for example, may also present issues. It may not be possible to verify qualifications, or to record them against current category lists. As with all use of the standards, there must be business justification for their use. However even if there is, much time could be spec looking though, say, subject lists attempting to find a nearest fit.

Not only is this time consuming, but some would consider there are data protection implications of recording data against an individual that is an approximation. One approach to this may be to provide alternative definitions of some items, in a similar way to which the proxy date standard is available for situations where an exact date is not known. So, for example, a standard could be devised for Subject Area, as an alternative to Subject, which allowed the

use of broad categories. This would provide enough detail to be useful without pretending to a degree of accuracy that is not available. Individual members of the workforce would, of course, need to self select or approve such approximations.

Finally, more information is need on particular qualifications or skills that must be recorded as minimum entry requirements to particular roles within the workforce, for example the award of HLTA.

**If you are reading this as part of the consultation taking place between April and July 2009, the standards working group would very much appreciate your comments on the above. This will enable further work in this area to be informed by the needs of employers, analysts and policy makers.**

### 3.2 Aggregations

|                   |           |                         |                       |
|-------------------|-----------|-------------------------|-----------------------|
| <b>Ref Number</b> | A100      | <b>Aggregation/Item</b> | <b>Age</b>            |
| <b>Class</b>      | Universal | <b>Status</b>           | Under External Review |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |              |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
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| <b>Component Items</b>       | <a href="#">Person Birth Date</a> (S050)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |              |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
| <b>Algorithms</b>            | <p>Standard ONS categories for outputs:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">0-4</td> <td style="width: 15%;">xxx</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td>0-15</td> <td>xxx</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>16-19</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>20-24</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td>16-24</td> <td></td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>Age 0-24</b></td> <td></td> <td><b>XXXX</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>25-29</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>30-34</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td>25-34</td> <td></td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>35-39</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>40-44</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td>35-44</td> <td></td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td>25-44</td> <td></td> <td>xxxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>45-49</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>50-54</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td>45-54</td> <td></td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>55-59</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>60-64</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td>55-64</td> <td></td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td>45-64</td> <td></td> <td>xxxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>Age 25-64</b></td> <td></td> <td><b>XXXX</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>65-69</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>70-74</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>Age 65-74</b></td> <td></td> <td><b>XXXX</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>75-79</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>80-84</td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td>75-84</td> <td></td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td>85+</td> <td></td> <td>xxx</td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>Age 75+</b></td> <td></td> <td><b>XXXX</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>All Ages</b></td> <td></td> <td><b>XXXXX</b></td> <td></td> <td></td> </tr> </table> <p>Age ranges:<br/>Tables on Economic Activity normally cover the population aged 16 and over (or of working age 16-59 for women, 16-64 for men); all persons under 16 years are classified as economically inactive.</p> |       | 0-4          | xxx |  |  |  |  | 0-15 | xxx |  |  |  |  |  | 16-19 | xxx |  |  |  |  | 20-24 | xxx |  |  |  | 16-24 |  | xxx |  |  |  | <b>Age 0-24</b> |  | <b>XXXX</b> |  |  |  |  | 25-29 | xxx |  |  |  |  | 30-34 | xxx |  |  |  | 25-34 |  | xxx |  |  |  |  | 35-39 | xxx |  |  |  |  | 40-44 | xxx |  |  |  | 35-44 |  | xxx |  |  |  | 25-44 |  | xxxx |  |  |  |  | 45-49 | xxx |  |  |  |  | 50-54 | xxx |  |  |  | 45-54 |  | xxx |  |  |  |  | 55-59 | xxx |  |  |  |  | 60-64 | xxx |  |  |  | 55-64 |  | xxx |  |  |  | 45-64 |  | xxxx |  |  |  | <b>Age 25-64</b> |  | <b>XXXX</b> |  |  |  |  | 65-69 | xxx |  |  |  |  | 70-74 | xxx |  |  |  | <b>Age 65-74</b> |  | <b>XXXX</b> |  |  |  |  | 75-79 | xxx |  |  |  |  | 80-84 | xxx |  |  |  | 75-84 |  | xxx |  |  |  | 85+ |  | xxx |  |  |  | <b>Age 75+</b> |  | <b>XXXX</b> |  |  |  | <b>All Ages</b> |  | <b>XXXXX</b> |  |  |
|                              | 0-4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | xxx   |              |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | 0-15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | xxx   |              |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 16-19 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 20-24 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | 16-24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | <b>Age 0-24</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       | <b>XXXX</b>  |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 25-29 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 30-34 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | 25-34                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 35-39 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 40-44 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | 35-44                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | 25-44                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       | xxxx         |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 45-49 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 50-54 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | 45-54                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 55-59 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 60-64 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | 55-64                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | 45-64                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       | xxxx         |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | <b>Age 25-64</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       | <b>XXXX</b>  |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 65-69 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
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|                              | <b>Age 65-74</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       | <b>XXXX</b>  |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 75-79 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 80-84 | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | 75-84                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | 85+                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       | xxx          |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | <b>Age 75+</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       | <b>XXXX</b>  |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
|                              | <b>All Ages</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       | <b>XXXXX</b> |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
| <b>Applicability</b>         | General applicability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |              |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
| <b>Source(s)</b>             | Sources:<br>ONS Harmonised Concepts, Economic Status, NS-SEC and Employment Related questions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |              |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |
| <a href="#">To the Index</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |              |     |  |  |  |  |      |     |  |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |                 |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |       |  |      |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |                  |  |             |  |  |  |  |       |     |  |  |  |  |       |     |  |  |  |       |  |     |  |  |  |     |  |     |  |  |  |                |  |             |  |  |  |                 |  |              |  |  |

**Data Standards for the Children & Young People's Workforce**  
**Data Standards for the Local Government Workforce**

|                   |        |                         |                           |
|-------------------|--------|-------------------------|---------------------------|
| <b>Ref Number</b> | A200   | <b>Aggregation/Item</b> | <b>Count of Vacancies</b> |
| <b>Class</b>      | Common | <b>Status</b>           | Under External Review     |

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| <b>Component Items</b>       | <a href="#">Organisation Identifier</a> (S200)<br><a href="#">Service Type</a> (S215)<br><a href="#">Role</a> (S400)<br><a href="#">Considered full- or part-time</a> (S475)                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Algorithms</b>            | <p>An aggregate which is either counted by Organisation or counted by Service Type. It is provided as a snapshot, i.e. the number of vacancies on a given date. The date will be specific to each data collection.</p> <p>The Count of Vacancies should be provided by Role.</p> <p>Data collections should specify whether full/part time vacancies are to be counted separately.</p> <p>A Vacancy must be a post for which there is funding, i.e. a post that would be filled if a suitable candidate is identified via a recruitment process.</p> |
| <b>Applicability</b>         | General applicability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Source(s)</b>             | The SWG                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <a href="#">To the Index</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|--------------------|--------|-------------------------|-----------------------|
| <b>R7ef Number</b> | A210   | <b>Aggregation/Item</b> | <b>Vacancy Rate</b>   |
| <b>Class</b>       | Common | <b>Status</b>           | Under External Review |

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| <b>Component Items</b>       | <a href="#">Organisation Identifier</a> (S200)<br><a href="#">Service Type</a> (S215)<br><a href="#">Count of Vacancies</a> (A200)<br><a href="#">FTE Count</a> (A230)                                                                                                                                                                                                                                                                                                 |
| <b>Algorithms</b>            | <p>The Vacancy Rate for an Organisation, or Service Type, is the Count of Vacancies divided by the FTE Count, expressed as a percentage.</p> <p>The vacancy rate applies to a specific date. The reference date must be the same for both the count of vacancies and the post count.</p> <p>As the vacancy rate will either be calculated for an Organisation or for a Service Type, the Count of Vacancies and the FTE Count used must both be on the same basis.</p> |
| <b>Applicability</b>         | General applicability                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Source(s)</b>             | The SWG                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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**Data Standards for the Children & Young People's Workforce**  
**Data Standards for the Local Government Workforce**

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|-------------------|--------|-------------------------|-----------------------|
| <b>Ref Number</b> | A220   | <b>Aggregation/Item</b> | <b>Headcount</b>      |
| <b>Class</b>      | Common | <b>Status</b>           | Under External Review |

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| <b>Component Items</b>       | <a href="#">Organisation Identifier</a> (S200)<br><a href="#">Service Type</a> (S215)<br>Person Identifier (conceptual)<br>Contract-Agreement ID (conceptual)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Algorithms</b>            | <p>On a given date, an organisation's head count is the count of the number of persons who have an open contract with the organisation, counted according to the rules below:</p> <p>A) Where the nature of relationship is one of:<br/>               Employed directly (1)<br/>               Self-employed (6)<br/>               Student on placement / work experience (7)<br/>           then all contract records are included;</p> <p>B) Where the nature of relationship is one of:<br/>               Employed through an agency (2)<br/>               Employed through a service provider (3)<br/>               Employed to another organisation as part of a partnership/shared service (4)<br/>               Employed in a bank or pool of workers by a parent or otherwise related organisation (5)<br/>           the all contract records where the Contracted Working Hours is greater than zero are included;</p> <p>C) Any contract record where the Nature of Relationship is Voluntary Worker (8) is not included.</p> |
| <b>Applicability</b>         | General applicability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Source(s)</b>             | The SWG                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <a href="#">To the Index</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**Data Standards for the Children & Young People's Workforce**  
**Data Standards for the Local Government Workforce**

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|-------------------|------|-------------------------|-----------------------|
| <b>Ref Number</b> | A230 | <b>Aggregation/Item</b> | <b>FTE Count</b>      |
| <b>Class</b>      |      | <b>Status</b>           | Under External Review |

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| <b>Component Items</b>       | <a href="#">Organisation Identifier</a> (S200)<br><a href="#">Service Type</a> (S215)<br><a href="#">FTE per annum</a> (A310)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Algorithms</b>            | <p>On a given date, an organisation's FTE Count is the sum of the FTE Per Annum for each person who has an open contract with the organisation, counted according to the rules below:</p> <p>A) Where the nature of relationship is one of:<br/>         Employed directly (1)<br/>         Self-employed (6)<br/>         Student on placement / work experience (7)<br/>         then all contract records are included;</p> <p>B) Where the nature of relationship is one of:<br/>         Employed through an agency (2)<br/>         Employed through a service provider (3)<br/>         Employed to another organisation as part of a partnership/shared service (4)<br/>         Employed in a bank or pool of workers by a parent or otherwise related organisation (5)<br/>         the all contract records where the Contracted Working Hours is greater than zero are included;</p> <p>C) Any contract record where the Nature of Relationship is Voluntary Worker (8) is not included.</p> <p>The FTE count may also be aggregated for a service type rather than for an organisation.</p> |
| <b>Applicability</b>         | General applicability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Source(s)</b>             | The SWG.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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**Data Standards for the Children & Young People's Workforce**  
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|-------------------|------|-------------------------|-----------------------|
| <b>Ref Number</b> | A240 | <b>Aggregation/Item</b> | <b>Leavers Count</b>  |
| <b>Class</b>      |      | <b>Status</b>           | Under External Review |

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|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Component Items</b>       | <a href="#">Organisation Identifier</a> (S200)<br><a href="#">Service Type</a> (S215)<br>Person Identifier (conceptual)<br><a href="#">End Date of Contract</a> (S420)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Algorithms</b>            | <p>For a target time period, the Leavers Count for an Organisation or Service Type is the number of Contract / Agreements where end date of contract is within the period, unless this is immediately followed by another contract for the same person. These are counted according to the rules below:</p> <p>A) Where the nature of relationship is one of:<br/>               Employed directly (1)<br/>               Self-employed (6)<br/>               Student on placement / work experience (7)<br/>           then all contract records are included;</p> <p>B) Where the nature of relationship is one of:<br/>               Employed through an agency (2)<br/>               Employed through a service provider (3)<br/>               Employed to another organisation as part of a partnership/shared service (4)<br/>               Employed in a bank or pool of workers by a parent or otherwise related organisation (5)<br/>           then all contract records where the Contracted Working Hours is greater than zero are included;</p> <p>C) Any contract record where the Nature of Relationship is Voluntary Worker (8) is not included.</p> |
| <b>Applicability</b>         | General applicability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Source(s)</b>             | The SWG.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|
| <b>Ref Number</b>            | A250                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Aggregation/Item</b> | <b>Turnover Rate</b>  |
| <b>Class</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Status</b>           | Under External Review |
| <b>Component Items</b>       | <a href="#">Organisation Identifier</a> (S200)<br><a href="#">Service Type</a> (S215)<br><a href="#">FTE Count</a> (A230)<br><a href="#">Leavers Count</a> (A240)                                                                                                                                                                                                                                                                                                                                       |                         |                       |
| <b>Algorithms</b>            | <p>The Turnover Rate for an Organisation, or a Service Type, is the Leaver Count divided by the FTE Count, expressed as a percentage.</p> <p>The Leaver count, which will apply to a period of time, must relate to the date of the FTE Count. Normally the FTE Count would be the end of the Leaver Count target period.</p> <p>As the Turnover Rate will either be calculated for an Organisation or for a Service Type, the Leavers Count and the FTE Count used must both be on the same basis.</p> |                         |                       |
| <b>Applicability</b>         | General Applicability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                       |
| <b>Source(s)</b>             | The SWG.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                         |                       |
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|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------|
| <b>Ref Number</b>            | A260                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Aggregation/Item</b> | <b>Total Days Lost</b> |
| <b>Class</b>                 | Common                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Status</b>           | Under External Review  |
| <b>Component Items</b>       | Person Identifier (conceptual)<br>Time Period (conceptual)<br><a href="#">First Day of Absence</a> (S675)<br><a href="#">Working Days Lost</a> (S685)<br><a href="#">Absence Category</a> (S665)<br><a href="#">Sickness Absence Type</a> (S670)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                         |                        |
| <b>Algorithms</b>            | a) Identify the target population (set of Persons)<br>b) Identify the time period<br>c) For each Person in the target population, for each Absence where the [First Day of Absence] falls within the target period, accumulate the number of Working Days lost, by Absence Category<br><i>Variant:</i><br>d) If business requirements dictate, accumulate the number of working days lost by Absence Category and Sickness Absence Type.<br>Note: this statistic will typically be over a period of time and the requirement should clearly state what the range is, and whether the to include absence that a) start before the time period but end during it, and b) start during the time period but end after it. See also the Absence data model fragment in Annex C. |                         |                        |
| <b>Applicability</b>         | Generally applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |                        |
| <b>Source(s)</b>             | The SWG.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                        |
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|                   |        |                         |                                                            |
|-------------------|--------|-------------------------|------------------------------------------------------------|
| <b>Ref Number</b> | A270   | <b>Aggregation/Item</b> | <b>Total Service Provision Capacity at Completion Date</b> |
| <b>Class</b>      | Sector | <b>Status</b>           | Under External Review                                      |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Component Items</b>       | <a href="#">Service Type</a> (S215)<br><a href="#">Service Provision Unit Type</a> (S220)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Algorithms</b>            | <p>For each Service Type, this is a count of the total service capacity, expressed using the Service Unit Provision Type.</p> <p>Specific business rules for each collection indicate which units are applicable to which types of Service Provision. For example within the NMDS-SC, for each Service Type in range ST06 (Care Home with Nursing Provision) through to ST39 (Fostering or adoption service / agency) there is an applicable Service Provision Unit Type. For example, for ST06 (Care Home with Nursing Provision) the total service provision capacity is expressed as "places". See the NMDS-SC Organisation Questionnaire, and associated guidance.</p> |
| <b>Applicability</b>         | Social Care                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Source(s)</b>             | NMDS-SC, Organisation Q. 16/17.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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|-------------------|------|-------------------------|---------------------------------------------|
| <b>Ref Number</b> | A280 | <b>Aggregation/Item</b> | <b>Service provision at Completion Date</b> |
| <b>Class</b>      |      | <b>Status</b>           | Under External Review                       |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Component Items</b>       | <a href="#">Service Type</a> (S215)<br><a href="#">Service Provision Unit Type</a> (S220)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Algorithms</b>            | <p>For each Service Type, this is a count of service provision on the day of completion of the survey, expressed using the Service Unit Provision Type.</p> <p>Specific business rules for each collection indicate which units are applicable to which types of Service Provision. For example within the NMDS-SC, for each Service Type in range ST06 (Care Home with Nursing Provision) through to ST39 (Fostering or adoption service / agency) there is an applicable Service Provision Unit Type. For example, for ST06 (Care Home with Nursing Provision) the service provision at the completion date is expressed as "beds". See the NMDS-SC Organisation Questionnaire, and associated guidance.</p> |
| <b>Applicability</b>         | Social Care                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Source(s)</b>             | NMDS-SC, Organisation Q. 16/17.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                   |        |                         |                                  |
|-------------------|--------|-------------------------|----------------------------------|
| <b>Ref Number</b> | A290   | <b>Aggregation/Item</b> | <b>Off-the-job training days</b> |
| <b>Class</b>      | Common | <b>Status</b>           | Under External Review            |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Component Items</b>       | <a href="#">Organisation Identifier</a> (S200)<br><a href="#">Working Days Lost</a> (S685)<br><a href="#">Absence Category</a> (S665)                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Algorithms</b>            | <p>For an Organisation, determine the sum of Working days Lost for any Absence data falling within the target period where the Absence Category = TRN (Training).</p> <p>Note: this statistic will typically be over a period of time and the requirement should clearly state what the range is, and whether the to include absence that a) start before the time period but end during it, and b) start during the time period but end after it. See also the Absence data model fragment in Annex C.</p> |
| <b>Applicability</b>         | General applicability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Source(s)</b>             | The SWG                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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|-------------------|--------|-------------------------|-----------------------|
| <b>Ref Number</b> | A300   | <b>Aggregation/Item</b> | <b>FTE – in week</b>  |
| <b>Class</b>      | Common | <b>Status</b>           | Under External Review |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Component Items</b>       | See ...<br><a href="#">Contracted Hours per week</a> (S460)<br><a href="#">Full-time equivalent hours</a> (S465)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Algorithms</b>            | FTE in week is defined as:<br>a) Contracted Hours per week divided by Equivalent Full-time Hours;<br>b) If the Base Interval = 'Weekly' then a) is the result; otherwise<br>If Base Interval = 'Bi-weekly', then the result = a) / 2; otherwise<br>If Base Interval = 'Monthly', the result = a)/52.18*12; otherwise<br>If Base Interval = 'Annually', then the result = a)/365*7<br><br>Notes:<br>- Care should be taken within the division with the hh:mm format<br>- cannot be determined where Equivalent Full-time Hours is omitted or = 0<br>- The result should be expressed as a fraction. The minimum acceptable precision is two decimal places; however applications can be more precise if required. |
| <b>Applicability</b>         | Generally applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Source(s)</b>             | The SWG.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|-------------------|--------|-------------------------|------------------------|
| <b>Ref Number</b> | A310   | <b>Aggregation/Item</b> | <b>FTE – per annum</b> |
| <b>Class</b>      | Common | <b>Status</b>           | Under External Review  |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Component Items</b>       | See<br><a href="#">Contracted Hours per week</a> (S460)<br><a href="#">Full-time equivalent hours</a> (S465)<br><a href="#">Weeks per year</a> (S470)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Algorithms</b>            | FTE per Annum is defined as:<br>a) Contracted Hours per week divided by Equivalent Full-time Hours;<br>b) If the Base Interval = 'Weekly' then b) = a); otherwise<br>If Base Interval = 'Bi-weekly', then b) = a) / 2; otherwise<br>If Base Interval = 'Monthly', then b) = a)/52.18*12; otherwise<br>If Base Interval = 'Annually', then b) = a)/365*7<br>c) the result = b) divided by Weeks per Year * 52<br><br>Notes:<br>- Care should be taken within the division with the hh:mm format<br>- cannot be determined where Equivalent Full-time Hours is omitted or = 0<br>- The result should be expressed as a fraction. The minimum acceptable precision is two decimal places; however applications can be more precise if required. |
| <b>Applicability</b>         | Generally applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Source(s)</b>             | The SWG.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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### 3.3 Domain Definitions

|                       |                                  |                    |                         |
|-----------------------|----------------------------------|--------------------|-------------------------|
| <b>Ref Number</b>     | D003                             | <b>Domain Name</b> | <b>Absence Category</b> |
| <b>Class</b>          | Common                           | <b>Status</b>      | Under External Review   |
| <b>Domain used by</b> |                                  |                    |                         |
|                       | <a href="#">Absence Category</a> |                    |                         |

|                                                             |                                  |
|-------------------------------------------------------------|----------------------------------|
| <b>Item Type</b>                                            | Enumeration                      |
| <b>Format</b>                                               | Code: A(3)<br>Description: A(30) |
| <b>Default value</b>                                        | n/a                              |
| <b>Domain Level Validation</b>                              | n/a                              |
| <b>Code set / enumeration / coding frame</b>                |                                  |
| <b>Code value</b>                                           | <b>Description</b>               |
| <i>Annual Leave</i>                                         |                                  |
| ANN                                                         | Annual Leave                     |
| <i>Sickness Absence</i>                                     |                                  |
| SIC                                                         | Sickness Absence                 |
| <i>Statutory Rights / Responsibilities / Special Leave</i>  |                                  |
| SPL                                                         | Special Leave                    |
| MAT                                                         | Maternity / Paternity Leave      |
| PUB                                                         | Civic or Public Duties           |
| <i>Other Paid Activity (at variance from normal duties)</i> |                                  |
| TRN                                                         | Training / Study Leave           |
| LON                                                         | On loan                          |
| SUS                                                         | Suspension                       |
| <i>Unpaid Absences</i>                                      |                                  |
| SAB                                                         | Sabbatical                       |
| SEC                                                         | On secondment                    |
| UNP                                                         | Other Authorised Unpaid Leave    |

|                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Code set Notes</b>                                                                                                                                                                                                  |
| A) Guidance Notes                                                                                                                                                                                                      |
| <b>Annual Leave</b><br>Annual Leave would not normally be included in an individual level data collection. However, this category could be used to collect aggregates. Applies to actual leave taken, not entitlement. |
| <b>Sickness Absence</b><br>See also Sickness Absence Type                                                                                                                                                              |
| <b>Special Leave</b><br>Covers compassionate leave and any other leave at managers' discretion.                                                                                                                        |
| <b>Maternity/Paternity Leave</b><br>Does not differentiate between statutory minimum and any employer extensions, i.e. same code used for both.                                                                        |



**Civic Duties**

This includes Jury service, appearances at hearings and duties as a local councillor.

**Training**

This category should only be used for training that takes an employee away from normal activity. Should include study leave. (Where training days are part of standard conditions and do not require employers to provide cover, for example teaching INSET days, this should not count as an absence.)

**On loan**

Could be used to record loan spells either within the organisation or external to it

**Suspension**

Either on full pay or reduced pay.

**Sabbatical**

If unpaid leave, otherwise classify as Special Leave.

**On secondment**

This category is used where a person is paid by the organisation seconded to, and not by the organisation with which the person has a contract of employment.

**Other Authorised Unpaid Leave**

Any other authorised leave without pay. Would include spells of Volunteering. (NB: any Volunteering for which the person continues to be paid should be recorded as Special Leave.)

**B) Mapping to School Workforce Census**

Codes MAT, PUB, SIC, SEC and TRN are equivalent to the same codes in the SWF (although please note that the description for PUB has altered in the above to "Civic or Public Duties")

Code UNP is present in both the above and in SWF, however please note that some entries in the School Workforce Census of UNP may be for Sabbatical

SWF code OTH will normally map to SPC (Special Leave) in the above list.

SWF code UNA – Unauthorised absence – is not included in the above standard (check with group)

C) For Sickness Absence recording, please see also [Sickness Absence Type](#).

D) There is no code above for "Unauthorised Absence", however applications may add a local definition for this if required,

**Source(s)**

Based on SWF census, CBDS Ref 400205

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|-----------------------|-----------------------------------|--------------------|-----------------------|
| <b>Ref Number</b>     | D005                              | <b>Domain Name</b> | <b>Absence Days</b>   |
| <b>Class</b>          | n/a                               | <b>Status</b>      | Under External Review |
| <b>Domain used by</b> |                                   |                    |                       |
|                       | <a href="#">Working Days Lost</a> |                    |                       |

|                                              |                                       |
|----------------------------------------------|---------------------------------------|
| <b>Item Type</b>                             | Decimal                               |
| <b>Format</b>                                | 999.9, with values to the nearest 0.5 |
| <b>Default value</b>                         | None.                                 |
| <b>Domain Level Validation</b>               | Cannot be negative.                   |
| <b>Code set / enumeration / coding frame</b> |                                       |
| <b>Code value</b>                            | <b>Description</b>                    |
| n/a                                          | n/a                                   |

|                              |                                                |
|------------------------------|------------------------------------------------|
| <b>Source(s)</b>             | See SWF Census, Working Days Lost, CBDS 400202 |
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|------------------------------------------------|------|--------------------|--------------------------------|
| <b>Ref Number</b>                              | D010 | <b>Domain Name</b> | <b>Additional Payment Type</b> |
| <b>Class</b>                                   | n/a  | <b>Status</b>      | Under External Review          |
| <b>Domain used by</b>                          |      |                    |                                |
| <a href="#">Category of Additional Payment</a> |      |                    |                                |

|                                              |                                                                                         |
|----------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Item Type</b>                             | Enumeration                                                                             |
| <b>Format</b>                                | Code: A(3)<br>Description: A(100)                                                       |
| <b>Default value</b>                         | None.                                                                                   |
| <b>Domain Level Validation</b>               | [provide lists of codes that can / can't appear with Salary Scheme types – to complete] |
| <b>Code set / enumeration / coding frame</b> |                                                                                         |
| <b>Code value</b>                            | <b>Description</b>                                                                      |
| <i>ASHE Category – Basic Pay</i>             |                                                                                         |
| LIN                                          | Inner London Weighting (Support Staff)                                                  |
| LOT                                          | Outer London Weighting (Support Staff)                                                  |
| LFR                                          | London Fringe Weighting (Support Staff)                                                 |
| TLR                                          | Teaching and Learning Responsibility Payments                                           |
| SEN                                          | SEN Allowances                                                                          |
| UNQ                                          | Unqualified Teachers' Allowance                                                         |
| ADD                                          | Additional Responsibilities                                                             |
| SUP                                          | Market Supplement                                                                       |
| <i>ASHE Category – Overtime</i>              |                                                                                         |
| OVT                                          | Overtime                                                                                |
| OOS                                          | Out of Hours Activities                                                                 |
| <i>ASHE Category – Shift Payments</i>        |                                                                                         |
| RES                                          | Residential Duties / Sleeping Allowance                                                 |
| PRM                                          | Shift, Night and Weekend Premiums                                                       |
| <i>ASHE Category – Bonus/Incentive</i>       |                                                                                         |
| PRF                                          | Performance Related/ Merit Payment                                                      |
| PRO                                          | Profit Pay Scheme                                                                       |
| REC                                          | Recruitment Incentive                                                                   |
| RET                                          | Retention Incentive                                                                     |
| OBN                                          | Other Bonus/Incentive payment                                                           |
| <i>ASHE Category – Other</i>                 |                                                                                         |
| FEE                                          | Professional Fees                                                                       |
| EXP                                          | Regular Expenses                                                                        |
| SPR                                          | Sport and Leisure Allowance                                                             |
| TRA                                          | Travel                                                                                  |
| KIT                                          | Equipment / Clothing                                                                    |
| BEN                                          | Personal Benefits                                                                       |
| AVA                                          | Availability allowance                                                                  |
| OTH                                          | Other                                                                                   |

**Code set Notes**

A) The Additional Payment Types are presented above in sub-sets that map to the definitions within the Annual Survey of Hours and Earnings (ASHE). This divides payments into five classes:

**Basic:** Any additional payments that form part of the basic pay rate of the role. Includes management allowances and London Weighting

**Overtime:** Payment for hours worked that are in addition to basic hours

**Shift premiums:** An addition to the basic rate of pay recognising the variable pattern of the

working week.

**Bonus/ incentives:** includes those who are sessional work. Includes profit sharing, performance, other bonus or incentives and piecework.

**Other:** Subsidies travel, mobile phone allowance, clothing allowance. Includes such items as car allowances, on call/standby or first aider allowances. However, excludes travel and subsistence expenses.

B) All the Additional Payment Types refer to payments made on a regular basis, normally via the payroll, and not to reimbursements. Care should be taken **not** to use these codes for reimbursements for travel expenses, subsistence allowances, miscellaneous phone costs, and so on.

C) The following codes only are expected within the SWF Census:

LIN, LOT, LFR, TLR, RAR, SEN, ACT, RES, INS, OOS, RCP, RCC, RCA, WEL, GTC, UQT, OTH

D) London Weighting: Some Salary Schemes have separate Spine ranges for the London areas. The London Allowance codes above (LIN, LOT, LFR) therefore only apply to the Soulbury (SO) and Joint National Council for Youth and Community Workers (YC) salary schemes.

E) Comments on individual categories (the following notes should be placed in Guidance):

*ASHE Category – Basic Pay*

**Inner London Weighting (Support Staff) (LIN), Outer London Weighting (Support Staff) (LOT), London Fringe Weighting (Support Staff) (LFR)**

For use in connection with Education support staff paid under NJC

**Additional Responsibilities (ADD)**

Include the Acting allowance in STPCD and payments for mentoring, supporting trainees and student in social care, supporting trainee teachers on ITT, etc.

*ASHE Category – Overtime*

**Out of Hours Activities (OOS)**

Include CPD undertaken outside the school day and out-of-hours learning activities both fall within Out of Hours Activities.

*ASHE Category – Bonus/Incentive*

**Profit Pay Scheme (PRO)**

[This category was taken from a generalised list, but not clear that this would be required in the public sector. Can anyone comment on whether this would be required anywhere around the CW sector?]

**Recruitment Incentive (REC)**

Include Golden Hello, Welcome back and the Recruitment Incentive items from previous list. Incorporates SWF codes RCP, RCC, RCA and WEL.

**Retention Incentive (RET)**

Include all Retention payments including any Long Service Lump sum. Incorporates SWF code RAR.

*ASHE Category – Other*

**Professional Fees (FEE)**

Includes any allowance to pay professional fees or subscription. Include the GTC Subscription.

**Regular Expenses (EXP)**

See Note B above.

**Travel (TRA)**

Include any Car Allowances and Season Ticket subsidies.

**Equipment / Clothing (KIT)**

Tools, Clothing, telephone, mobile

**Personal Benefits (BEN)**

Include Childcare payments, Medical and Insurance, Meal Allowance

**Availability allowance (AVA)**

Combines On Call and First Aider. Not happy with the wording –suggestions?

**Source(s)**

xxx

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|-----------------------|-------------------------------|--------------------|-----------------------|
| <b>Ref Number</b>     | D015                          | <b>Domain Name</b> | <b>Base Interval</b>  |
| <b>Class</b>          | n/a                           | <b>Status</b>      | Under External Review |
| <b>Domain used by</b> |                               |                    |                       |
|                       | <a href="#">Base Interval</a> |                    |                       |

|                                              |                                   |
|----------------------------------------------|-----------------------------------|
| <b>Item Type</b>                             | Enumeration                       |
| <b>Format</b>                                | Code: A(10)<br>Description: A(25) |
| <b>Default value</b>                         | Weekly                            |
| <b>Domain Level Validation</b>               | None.                             |
| <b>Code set / enumeration / coding frame</b> |                                   |
| <b>Code value</b>                            | <b>Description</b>                |
| Weekly                                       | Weekly                            |
| Bi-weekly                                    | Bi-weekly or Fortnightly          |
| Monthly                                      | Monthly                           |
| Annually                                     | Annually                          |
| Daily                                        | Daily                             |

|                              |          |
|------------------------------|----------|
| <b>Code set Notes</b>        |          |
| Adapted from HR-XML          |          |
| <b>Source(s)</b>             | The SWG. |
| <a href="#">To the Index</a> |          |

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|                       |                                         |                    |                                     |
|-----------------------|-----------------------------------------|--------------------|-------------------------------------|
| <b>Ref Number</b>     | D020                                    | <b>Domain Name</b> | <b>Birth Date Verification Code</b> |
| <b>Class</b>          | n/a                                     | <b>Status</b>      | Under External Review               |
| <b>Domain used by</b> |                                         |                    |                                     |
|                       | <a href="#">Birth Date Verification</a> |                    |                                     |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item Type</b>                             | Enumeration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Format</b>                                | Code: 9<br>Description: Text (7)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Default value</b>                         | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Domain Level Validation</b>               | <p>Populated as follows:</p> <p>Level 0:<br/>Unverified</p> <p>Level 1: (Not used)</p> <p>Level 2:<br/>One or more of the following secondary certificates:</p> <ul style="list-style-type: none"> <li>• Certificate of Baptism.</li> <li>• Marriage Certificate</li> <li>• National Health Service Medical Card</li> <li>• Child's Certificate of Vaccination</li> <li>• Child's Health Record Card</li> <li>• A certificate of Service in HM Forces or other employment under the Crown or in the Mercantile Marine.</li> <li>• A certificate of membership of a Trade Union Friendly Society or any cards or papers relating to membership of an Approved Society or Unemployment Insurance Apprenticeship indentures.</li> <li>• Early certificate or testimonial from employer.</li> <li>• Aliens registration card, certificate of naturalisation, Home Office travel document or a passport.</li> <li>• Life insurance policy.</li> <li>• Certificate of confirmation.</li> <li>• School certificate or report.</li> <li>• A birthday book or old family record.</li> <li>• Family Bible containing a record of birth.</li> </ul> <p>Level 3:<br/>One or more of the following primary certificates:</p> <ul style="list-style-type: none"> <li>• Full birth certificate.</li> <li>• Birth certificate short form.</li> <li>• Certificate of registry showing given names and family name.</li> <li>• GRO copy.</li> <li>• Adoption Order issued by the High Court, County Court or Juvenile Court.</li> <li>• Certificate of adoption issued by the GRO.</li> <li>• Foreign birth certificate issued by registration authority of the foreign country.</li> </ul> |
| <b>Development Notes/ Issues</b>             | Taken from the ADD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Code set / enumeration / coding frame</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Code value</b>                            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 0                                            | Level 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1                                            | Level 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2                                            | Level 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3                                            | Level 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                              |          |
|------------------------------|----------|
| <b>Source(s)</b>             | The ADD. |
| <a href="#">To the Index</a> |          |



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|                       |                                              |                    |                         |
|-----------------------|----------------------------------------------|--------------------|-------------------------|
| <b>Ref Number</b>     | D022                                         | <b>Domain Name</b> | <b>Clearance Status</b> |
| <b>Class</b>          | n/a                                          | <b>Status</b>      | Under External Review   |
| <b>Domain used by</b> |                                              |                    |                         |
|                       | <a href="#">CRB/List 99 Clearance Status</a> |                    |                         |

|                                              |                                  |
|----------------------------------------------|----------------------------------|
| <b>Item Type</b>                             | Enumeration                      |
| <b>Format</b>                                | Code: A(4)<br>Description: A(15) |
| <b>Default value</b>                         | n/a                              |
| <b>Domain Level Validation</b>               | n/a                              |
| <b>Code set / enumeration / coding frame</b> |                                  |
| <b>Code value</b>                            | <b>Description</b>               |
| UNST                                         | Not yet sought                   |
| WAIT                                         | Awaiting Result                  |
| PASS                                         | Pass                             |
| FAIL                                         | Fail                             |

|                              |                                      |
|------------------------------|--------------------------------------|
| <b>Code set Notes</b>        |                                      |
| None available.              |                                      |
| <b>Source(s)</b>             | From CBDS person verification module |
| <a href="#">To the Index</a> |                                      |

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|                       |                           |                    |                       |
|-----------------------|---------------------------|--------------------|-----------------------|
| <b>Ref Number</b>     | D023                      | <b>Domain Name</b> | <b>Ethnicity Code</b> |
| <b>Class</b>          | n/a                       | <b>Status</b>      | Under External Review |
| <b>Domain used by</b> |                           |                    |                       |
|                       | <a href="#">Ethnicity</a> |                    |                       |

|                                              |                              |
|----------------------------------------------|------------------------------|
| <b>Item Type</b>                             | Enumeration                  |
| <b>Format</b>                                | A(4)                         |
| <b>Default value</b>                         | n/a                          |
| <b>Domain Level Validation</b>               | n/a                          |
| <b>Code set / enumeration / coding frame</b> |                              |
| <b>Code value</b>                            | <b>Description</b>           |
| WBRI                                         | White - British              |
| WIRI                                         | White - Irish                |
| WOTH                                         | Any Other White Background   |
| MWBC                                         | White and Black Caribbean    |
| MWBA                                         | White and Black African      |
| MWAS                                         | White and Asian              |
| MOTH                                         | Any Other Mixed Background   |
| AIND                                         | Indian                       |
| APKN                                         | Pakistani                    |
| ABAN                                         | Bangladeshi                  |
| AOTH                                         | Any Other Asian Background   |
| BCRB                                         | Black Caribbean              |
| BAFR                                         | Black - African              |
| BOTH                                         | Any Other Black Background   |
| CHNE                                         | Chinese                      |
| OOth                                         | Any Other Ethnic Group       |
| REFU                                         | Refused                      |
| NOBT                                         | Information Not Yet Obtained |

|                              |          |
|------------------------------|----------|
| <b>Code set Notes</b>        |          |
|                              |          |
| <b>Source(s)</b>             | The ADD. |
| <a href="#">To the Index</a> |          |

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|                       |                                         |                                               |                       |
|-----------------------|-----------------------------------------|-----------------------------------------------|-----------------------|
| <b>Ref Number</b>     | D025                                    | <b>Domain Name</b>                            | <b>Gender</b>         |
| <b>Class</b>          | n/a                                     | <b>Status</b>                                 | Under External Review |
| <b>Domain used by</b> |                                         |                                               |                       |
|                       | <a href="#">Person Gender Currently</a> | <a href="#">Person Gender At Registration</a> |                       |

|                                              |                        |
|----------------------------------------------|------------------------|
| <b>Item Type</b>                             | Enumeration            |
| <b>Format</b>                                | Code is 9              |
| <b>Default value</b>                         | n/a                    |
| <b>Domain Level Validation</b>               | n/a                    |
| <b>Development Notes/ Issues</b>             | To be completed later. |
| <b>Code set / enumeration / coding frame</b> |                        |
| <b>Code value</b>                            | <b>Description</b>     |
| 0                                            | not known              |
| 1                                            | male                   |
| 2                                            | female                 |
| 9                                            | not specified          |

|                              |         |
|------------------------------|---------|
| <b>Code set Notes</b>        |         |
| [to be completed]            |         |
| <b>Source(s)</b>             | The ADD |
| <a href="#">To the Index</a> |         |

|                       |                                        |                    |                               |
|-----------------------|----------------------------------------|--------------------|-------------------------------|
| <b>Ref Number</b>     | D030                                   | <b>Domain Name</b> | <b>Nature of Relationship</b> |
| <b>Class</b>          | n/a                                    | <b>Status</b>      | Under External Review         |
| <b>Domain used by</b> |                                        |                    |                               |
|                       | <a href="#">Nature of Relationship</a> |                    |                               |

|                                              |                                                                                     |
|----------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Item Type</b>                             | Enumeration                                                                         |
| <b>Format</b>                                | Code: 9<br>Description: A(85)                                                       |
| <b>Default value</b>                         | n/a                                                                                 |
| <b>Domain Level Validation</b>               | n/a                                                                                 |
| <b>Code set / enumeration / coding frame</b> |                                                                                     |
| <b>Code value</b>                            | <b>Description</b>                                                                  |
| 1                                            | Employed directly                                                                   |
| 2                                            | Employed through an agency                                                          |
| 3                                            | Employed through a service provider                                                 |
| 4                                            | Employed by another organisation as part of a partnership/shared service            |
| 5                                            | Employed in a bank or pool of workers by a parent or otherwise related organisation |
| 6                                            | Self-employed                                                                       |
| 7                                            | Student on placement / work experience                                              |
| 8                                            | Voluntary worker / volunteer                                                        |

#### **Code set Notes**

Employed directly: [Need to confirm that this includes the School / Classroom-Teacher relationship, where the contract administration is handled by the LA]

Employed through an agency: include teacher supply agencies and any other organisations operating as a recruitment or workforce supply business. Exclude internal agencies within an organisation, or agencies as executive arms of public sector organisations.

Employed through a service provider: include staff engaged via third party service contracts, for example a contract to clean or provide catering.

Employed by another organisation as part of a partnership/shared service:

Employed in a bank or pool of workers by a parent or otherwise related organisation:

Self-employed:

Student on placement / work experience:

Voluntary worker / volunteer:

|                  |                                                                           |
|------------------|---------------------------------------------------------------------------|
| <b>Source(s)</b> | Domain identified and developed within the Contract sub-group of the SWG. |
|------------------|---------------------------------------------------------------------------|

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|                       |                                    |                    |                                |
|-----------------------|------------------------------------|--------------------|--------------------------------|
| <b>Ref Number</b>     | D035                               | <b>Domain Name</b> | <b>NMDS Reason for Leaving</b> |
| <b>Class</b>          | n/a                                | <b>Status</b>      | Under External Review          |
| <b>Domain used by</b> |                                    |                    |                                |
|                       | <a href="#">Reason for Leaving</a> |                    |                                |

|                                              |                                              |
|----------------------------------------------|----------------------------------------------|
| <b>Item Type</b>                             | Text                                         |
| <b>Format</b>                                | Code: A(3)<br>Description: A(50)             |
| <b>Default value</b>                         | None.                                        |
| <b>Domain Level Validation</b>               | None.                                        |
| <b>Code set / enumeration / coding frame</b> |                                              |
| <b>Code value</b>                            | <b>Description</b>                           |
| PAY                                          | Pay                                          |
| CON                                          | Conditions of employment                     |
| NWK                                          | Nature of the work                           |
| CMP                                          | Competition from other employers             |
| TRF                                          | Transferred to another employer              |
| DEV                                          | Career development                           |
| PER                                          | Personal reasons                             |
| UND                                          | Resignation for other or undisclosed reasons |
| RET                                          | Retirement                                   |
| DTH                                          | Death                                        |
| DSM                                          | Dismissal                                    |
| RED                                          | Redundancy                                   |
| END                                          | End of contract term                         |
| OTH                                          | Other reason                                 |
| NKN                                          | Reason Not Known                             |

|                              |                              |
|------------------------------|------------------------------|
| <b>Code set Notes</b>        |                              |
|                              |                              |
| <b>Source(s)</b>             | NMDS-SC, Organisation Q. 25. |
| <a href="#">To the Index</a> |                              |

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|                       |                                                      |                    |                                      |
|-----------------------|------------------------------------------------------|--------------------|--------------------------------------|
| <b>Ref Number</b>     | D040                                                 | <b>Domain Name</b> | <b>Origin or Previous Employment</b> |
| <b>Class</b>          | n/a                                                  | <b>Status</b>      | Under External Review                |
| <b>Domain used by</b> |                                                      |                    |                                      |
|                       | <a href="#">Last occupation or employment status</a> |                    |                                      |

|                                                          |                                                                                  |
|----------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Item Type</b>                                         | Enumeration                                                                      |
| <b>Format</b>                                            | Code: A(3)<br>Description: A(80)                                                 |
| <b>Default value</b>                                     | n/a                                                                              |
| <b>Domain Level Validation</b>                           | n/a                                                                              |
| <b>Code set / enumeration / coding frame</b>             |                                                                                  |
| <b>Code value</b>                                        | <b>Description</b>                                                               |
| <i>Children's Services - Public Sector</i>               |                                                                                  |
| A01                                                      | Teaching post within the LA sector (school or central staff) in England or Wales |
| A02                                                      | Teaching post within an FE college in England or Wales                           |
| A03                                                      | Teaching post within a University or HE college in England or Wales              |
| A04                                                      | Other education post in England or Wales                                         |
| A05                                                      | Teaching post in Scotland or Northern Ireland                                    |
| A06                                                      | Other education post in Scotland or Northern Ireland                             |
| A07                                                      | Children's sector: local authority                                               |
| A08                                                      | Internal promotion / transfer / career development (children's services)         |
| <i>Children's Services - Private or Voluntary Sector</i> |                                                                                  |
| B01                                                      | Teaching post within an independent school in England or Wales                   |
| B02                                                      | Other education post within the private or voluntary sector in England or Wales  |
| B03                                                      | Children's sector: private or voluntary sector                                   |
| <i>Other Service - Public Sector</i>                     |                                                                                  |
| C01                                                      | Non-education employment - public sector                                         |
| C02                                                      | Health sector                                                                    |
| C03                                                      | Adult care sector: local authority                                               |
| C04                                                      | Internal promotion / transfer / career development (adult social care)           |
| <i>Other Service - Private or Voluntary Sector</i>       |                                                                                  |
| D01                                                      | Adult care sector: private or voluntary sector                                   |
| D02                                                      | Agriculture and fishing sector                                                   |
| D03                                                      | Banking, finance and insurance sector                                            |
| D04                                                      | Construction sector                                                              |
| D05                                                      | Distribution, hotels and restaurants sector                                      |
| D06                                                      | Energy and water sector                                                          |
| D07                                                      | Manufacturing sector                                                             |
| D08                                                      | Retail sector                                                                    |
| D09                                                      | Transport and communication sector                                               |
| D10                                                      | Other private or voluntary sector                                                |
| D11                                                      | Agency                                                                           |
| D12                                                      | Self-employment                                                                  |
| <i>Training/Education</i>                                |                                                                                  |
| E01                                                      | First employment in teaching - immediately after training                        |
| E02                                                      | First employment in teaching - employment based teacher training                 |
| E03                                                      | Student work experience / placement                                              |
| <i>Outside the UK</i>                                    |                                                                                  |
| F01                                                      | Teaching post outside the UK                                                     |

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|                   |                                                               |
|-------------------|---------------------------------------------------------------|
| F02               | Other education post outside the UK                           |
| F03               | Other post outside the UK                                     |
| <i>Unemployed</i> |                                                               |
| G01               | Unemployed and seeking work                                   |
| <i>Other</i>      |                                                               |
| H01               | Other break                                                   |
| H02               | Other source(s)                                               |
| H03               | Break for family reasons                                      |
| H04               | First employment in teaching - not immediately after training |
| H05               | Volunteering or voluntary work                                |
| H06               | Not known                                                     |

**Code set Notes**

A) Other sector categories (D01 through D10) taken from the breakdown used within the Labour Force Survey.

B) Agency (D11) and Self-employment (D12) can be used when a person is engaged from an Agency or third-party supplier.

**Source(s)**

Adapted from the following sources:  
 NMDS-SC, Individual Q. 12.  
 SWF Census (CBDS Ref 400095)  
 ONS Labour Force Survey

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**Notes**

There are some outstanding queries within the SWG:

NMDS-SC:

- a) New code G01 – NMDS-SC uses description of Not Previously Employed. “Unemployed and seeking work” suggested for the combined code set.
- b) NMDS-SC category of “Returner” not carried forward as new codes H01 through to H05 are more specific.

SWF:

- a) Category Non-education employment - self-employment (EMPSLF) replaced by D12 above;
- b) Category Non-education employment - other employment (EMPOTH) not carried forward as new codes D01 through D11 are more specific;
- c) Category Other (OTHERR) description above is Other source(s), see H02;
- d) The Descriptions for A02 and A03 have been re-worded from that within the SWF, for clarity.

There are new categories available for recording entrants from other sectors (D01 through D10). These expand on the category Retail from the NMDS-SC.

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|                       |                                    |                    |                         |
|-----------------------|------------------------------------|--------------------|-------------------------|
| <b>Ref Number</b>     | D045                               | <b>Domain Name</b> | <b>Pay Spine Region</b> |
| <b>Class</b>          | n/a                                | <b>Status</b>      | Under External Review   |
| <b>Domain used by</b> |                                    |                    |                         |
|                       | <a href="#">Regional Pay Spine</a> |                    |                         |

|                                              |                                                                        |
|----------------------------------------------|------------------------------------------------------------------------|
| <b>Item Type</b>                             | Enumeration                                                            |
| <b>Format</b>                                | Code: A(2)<br>Description: A(25)                                       |
| <b>Default value</b>                         | n/a                                                                    |
| <b>Domain Level Validation</b>               | Applications could validate according to the rules in the Notes below. |
| <b>Code set / enumeration / coding frame</b> |                                                                        |
| <b>Code value</b>                            | <b>Description</b>                                                     |
| LI                                           | Inner London                                                           |
| LO                                           | Outer London                                                           |
| LF                                           | London Fringe                                                          |
| EW                                           | Rest of England & Wales                                                |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Code set Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                          |
| <p>A) For staff paid under the following Salary Schemes, all four values above are valid:<br/> School Leadership (LD)<br/> Teachers Main (TE)<br/> Teachers Upper (TU)<br/> Advanced Skills Teachers (AS)<br/> Unqualified Teachers (UT)</p> <p>B) For staff paid under the National Joint Council for Local Government Services salary scheme, the values LI, LO and EW are valid.</p> <p>C) For other salary schemes, which do not differentiate spines according to region, this item is not relevant.</p> |                                          |
| <b>Source(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Based on the SWF census, CBDS ref 400131 |
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|                                        |      |                                          |                                               |
|----------------------------------------|------|------------------------------------------|-----------------------------------------------|
| <b>Ref Number</b>                      | D055 | <b>Domain Name</b>                       | <b>Proxy Date</b>                             |
| <b>Class</b>                           | n/a  | <b>Status</b>                            | Under External Review                         |
| <b>Domain used by</b>                  |      |                                          |                                               |
| <a href="#">Date Awarded QT Status</a> |      | <a href="#">Date Of First Role As QT</a> | <a href="#">Date completed CWDC Induction</a> |
| <a href="#">Start Date of Contract</a> |      | <a href="#">Start Date of Role</a>       | <a href="#">Qualifications Section</a>        |

|                                              |                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item Type</b>                             | Text.<br>(Allows separate recording of Day, Month and Year. Used to define historic dates where exact values may not be available and where some imprecision is acceptable. However, exact date values can be stored in this format.)                                                                                                                       |
| <b>Format</b>                                | Fixed format string with three permitted variants:<br>Y9999 – the minimum acceptable string, where both the month and day are omitted;<br>Y9999M99 – acceptable where the year and month are being provided;<br>Y9999M99D99 – for a full date.<br>Please see also the Domain Level Validation below for limitations on the use of this domain historically. |
| <b>Default value</b>                         | None on input.<br>Outputs using proxy dates should substitute 15 for days not provided and 6 for months not provided.                                                                                                                                                                                                                                       |
| <b>Domain Level Validation</b>               | Year must be provided as four full digits<br>Year must be prior to 2000 (for dates since 01-01-2000, the Standard Date domain must be used)<br>If Year > 1979 then Month must be provided, but Day may be omitted<br>If Year < 1980 then Month and Day may be omitted<br>If Day is provided, the Month must be provided                                     |
| <b>Code set / enumeration / coding frame</b> |                                                                                                                                                                                                                                                                                                                                                             |
| <b>Code value</b>                            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                          |
| n/a                                          | n/a                                                                                                                                                                                                                                                                                                                                                         |

|                              |                                                                              |
|------------------------------|------------------------------------------------------------------------------|
| <b>Source(s)</b>             | Defined by the SWF.<br>Output values from the ONS Harmonised Data Standards. |
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|                       |                      |                    |                       |
|-----------------------|----------------------|--------------------|-----------------------|
| <b>Ref Number</b>     | D060                 | <b>Domain Name</b> | <b>Role</b>           |
| <b>Class</b>          | n/a                  | <b>Status</b>      | Under External Review |
| <b>Domain used by</b> |                      |                    |                       |
|                       | <a href="#">Role</a> |                    |                       |

|                                                                            |                                            |
|----------------------------------------------------------------------------|--------------------------------------------|
| <b>Item Type</b>                                                           | Enumeration                                |
| <b>Format</b>                                                              | Code: A(3)<br>Description: A(60)           |
| <b>Default value</b>                                                       | n/a                                        |
| <b>Domain Level Validation</b>                                             | n/a                                        |
| <b>Code set / enumeration / coding frame</b>                               |                                            |
| <b>Code value</b>                                                          | <b>Description</b>                         |
| <b>Managerial Roles</b>                                                    |                                            |
| <b>Managerial Roles</b>                                                    |                                            |
| A01                                                                        | Senior Manager                             |
| A02                                                                        | Middle Manager                             |
| A03                                                                        | First Line Manager                         |
| A04                                                                        | Other Managerial Role                      |
| <b>Elected/ Nominated Officials</b>                                        |                                            |
| B01                                                                        | Councillor                                 |
| B02                                                                        | School Governor                            |
| <b>Professional, Associate Professional and Technical Roles</b>            |                                            |
| <b>Business Professionals and Associate Professionals</b>                  |                                            |
| C01                                                                        | Business Manager                           |
| C02                                                                        | Policy/Project Officer                     |
| C03                                                                        | Chartered and Certified Accountant         |
| C04                                                                        | Finance Officer                            |
| C05                                                                        | HR and Industrial Relations Officer        |
| C06                                                                        | Data Manager/Analyst                       |
| C07                                                                        | Vocational and Staff Trainer/Instructor    |
| C08                                                                        | Health and Safety Officer                  |
| C09                                                                        | Quality and performance officer            |
| C10                                                                        | Contracts and Procurement Officer          |
| C11                                                                        | Legal Professional                         |
| C12                                                                        | Public Relations/Communications Officer    |
| <b>Health and Social Welfare Professionals and Associate Professionals</b> |                                            |
| D01                                                                        | Registered Manager                         |
| D02                                                                        | Social Worker                              |
| D03                                                                        | Counsellor                                 |
| D04                                                                        | Nurse                                      |
| D05                                                                        | Other Psychologist                         |
| D06                                                                        | Occupational Therapist                     |
| D07                                                                        | Other Therapist/Allied Health Professional |
| D08                                                                        | Welfare Rights Officer                     |
| D09                                                                        | Representation and Advocacy Worker         |
| D10                                                                        | Care and Support Services Supervisor       |
| D11                                                                        | Housing Officer                            |

**Data Standards for the Children & Young People's Workforce**  
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|                                                                         |                                                           |
|-------------------------------------------------------------------------|-----------------------------------------------------------|
| D12                                                                     | Employment Support Worker                                 |
| D13                                                                     | Chaplain                                                  |
| D14                                                                     | Coroner                                                   |
| <b>Child Welfare Professionals and Associate Professionals</b>          |                                                           |
| E01                                                                     | Educational Psychologist                                  |
| E02                                                                     | Behaviour Manager/Specialist                              |
| E03                                                                     | Youth Offending Support Officer                           |
| E04                                                                     | Home-School Liaison Officer                               |
| E05                                                                     | Attendance Officer                                        |
| E06                                                                     | Education Welfare Officer                                 |
| E07                                                                     | Other Pupil Welfare                                       |
| E08                                                                     | SEN Coordinator                                           |
| E09                                                                     | Traveller Support                                         |
| E10                                                                     | School Welfare Assistant                                  |
| E11                                                                     | Childcare Officer                                         |
| E12                                                                     | Connexions Personal Advisor                               |
| E13                                                                     | Careers Advisor                                           |
| E14                                                                     | Other Advisor                                             |
| <b>Teaching Professionals</b>                                           |                                                           |
| F01                                                                     | Head Teacher                                              |
| F02                                                                     | Assistant Head                                            |
| F03                                                                     | Deputy Head                                               |
| F04                                                                     | Head Of House                                             |
| F05                                                                     | Head Of Department                                        |
| F06                                                                     | Head Of Year                                              |
| F07                                                                     | Classroom Teacher                                         |
| F08                                                                     | Music Tuition (Include Peripatetic)                       |
| F09                                                                     | Teacher: Engaged To Teach In A Pupil Referral Unit        |
| F10                                                                     | Peripatetic Teacher (Unattached)                          |
| F11                                                                     | Advisory Teacher (Unattached)                             |
| F12                                                                     | Classroom Teacher (LA Supply Pool)                        |
| F13                                                                     | Teacher: Engaged To Teach In Miscellaneous Establishments |
| F14                                                                     | Teacher: Engaged For Non-School Education                 |
| <b>Education Professionals</b>                                          |                                                           |
| G01                                                                     | Extended Schools Manager/Support                          |
| G02                                                                     | Learning Manager                                          |
| G03                                                                     | Examinations Officer                                      |
| G04                                                                     | Music Specialist                                          |
| G05                                                                     | Creative Arts Specialist                                  |
| G06                                                                     | Bursar                                                    |
| G07                                                                     | Cover Supervisor                                          |
| G08                                                                     | Exam Invigilator                                          |
| G09                                                                     | Early Years Specialist                                    |
| G10                                                                     | School Support Officer                                    |
| G11                                                                     | Education Officer                                         |
| <b>Science and Technology Professionals and Associate Professionals</b> |                                                           |
| H01                                                                     | Engineering Professional                                  |
| H02                                                                     | Building Control Officers                                 |
| H03                                                                     | ICT Network Manager                                       |

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|                                                                       |                                                            |
|-----------------------------------------------------------------------|------------------------------------------------------------|
| H04                                                                   | ICT Professional                                           |
| H05                                                                   | ICT Technician                                             |
| H06                                                                   | Other ICT Support Staff                                    |
| H07                                                                   | School Science Technician                                  |
| H08                                                                   | Other School Technician                                    |
| H09                                                                   | Care and Support Services/Equipment Technician             |
| H10                                                                   | Other Technician                                           |
| <b>Public Service Professionals and Associate Professionals</b>       |                                                            |
| J01                                                                   | Architect                                                  |
| J02                                                                   | Planning Officer                                           |
| J03                                                                   | Chartered Surveyor                                         |
| J04                                                                   | Registrar Of Births, Deaths and Marriages                  |
| J05                                                                   | Librarian                                                  |
| J06                                                                   | Archivist, Curator                                         |
| J07                                                                   | Conservation / Environmental Protection Officer            |
| J08                                                                   | Countryside and Park Ranger/Warden                         |
| J09                                                                   | Trading Standards Officer                                  |
| J10                                                                   | Environmental Health Officer                               |
| J11                                                                   | Economic Development Officer                               |
| <b>Other Professional, Associate Professional and Technical Roles</b> |                                                            |
| K01                                                                   | Other Professional/Associate Role                          |
| <b>Administrative, Secretarial and Customer Service Roles</b>         |                                                            |
| L01                                                                   | Administrative Officer/Assistant                           |
| L02                                                                   | Finance Assistant                                          |
| L03                                                                   | Benefits and Local Taxation Officer                        |
| L04                                                                   | Library Assistant/Clerk                                    |
| L05                                                                   | Telephonist                                                |
| L06                                                                   | School Office Manager                                      |
| L07                                                                   | School Secretary                                           |
| L08                                                                   | Personal Assistant                                         |
| L09                                                                   | Receptionist                                               |
| L10                                                                   | Call Centre Agent/Operator                                 |
| L11                                                                   | Customer Service Officer                                   |
| L12                                                                   | Other Administrative, Secretarial or Customer Service Role |
| <b>Personal Service Roles</b>                                         |                                                            |
| <b>Care and Support Services Personal Service Roles</b>               |                                                            |
| M01                                                                   | Senior Care Worker                                         |
| M02                                                                   | Care Worker                                                |
| M03                                                                   | Community, Support and Outreach Worker                     |
| M04                                                                   | Social Work Assistant                                      |
| M05                                                                   | Playworker                                                 |
| M06                                                                   | Childcare/Play Group Assistant                             |
| M07                                                                   | Foster Carer                                               |
| M08                                                                   | Nursery Nurse                                              |
| M09                                                                   | Childminder                                                |
| M10                                                                   | Nanny                                                      |
| M11                                                                   | Other Care/Personal Support Service Role                   |

|                                                              |                                                     |
|--------------------------------------------------------------|-----------------------------------------------------|
|                                                              |                                                     |
| <b>Education Personal Service Roles</b>                      |                                                     |
| N01                                                          | Teaching Assistant                                  |
| N02                                                          | Higher Level Teaching Assistant                     |
| N03                                                          | Bilingual Support Assistant                         |
| N04                                                          | Language Support Worker                             |
| N05                                                          | Literacy Worker                                     |
| N06                                                          | Learning Mentor                                     |
| N07                                                          | Learning Support Assistant (For SEN Pupils)         |
| N08                                                          | Minority Ethnic Support Worker                      |
| N09                                                          | Pastoral Support Worker                             |
| N10                                                          | Escort                                              |
| N11                                                          | Tutor                                               |
| N12                                                          | Other Education Support Role                        |
|                                                              |                                                     |
| <b>Leisure and Miscellaneous Personal Service Roles</b>      |                                                     |
| P01                                                          | Sports Coach/Instructor/Official                    |
| P02                                                          | Sports and Leisure Assistant                        |
| P03                                                          | Arts Officer                                        |
| P04                                                          | Sports development officer                          |
| P05                                                          | Premises Manager                                    |
| P06                                                          | Caretaker                                           |
| P07                                                          | Housekeeper                                         |
| P08                                                          | Pest Control Officer                                |
| P09                                                          | Other Miscellaneous Personal Service Role           |
|                                                              |                                                     |
| <b>Skilled Trade, Construction and Transport Roles</b>       |                                                     |
|                                                              |                                                     |
| <b>Skilled Trade Roles</b>                                   |                                                     |
| Q01                                                          | Gardener, Groundsman/Groundswoman                   |
| Q02                                                          | Mechanic                                            |
| Q03                                                          | Electrician, Electrical Fitter                      |
| Q04                                                          | Bricklayer, Mason                                   |
| Q05                                                          | Plumber, Heating and Ventilating Engineer           |
| Q06                                                          | Carpenter and Joiner                                |
| Q07                                                          | Construction Worker                                 |
| Q08                                                          | Plasterer, Painter, Decorator                       |
| Q09                                                          | Cook                                                |
| Q10                                                          | Printer                                             |
|                                                              |                                                     |
| <b>Construction and Transport Roles</b>                      |                                                     |
| R01                                                          | Road Construction Operative                         |
| R02                                                          | Other Construction Operative                        |
| R03                                                          | Heavy Goods Vehicle Driver                          |
| R04                                                          | Community Driver                                    |
| R05                                                          | Other Transport Driver/Operative                    |
| R06                                                          | Labourer in Construction and Building Trades        |
| R07                                                          | Storeman, Warehouseman, Porter                      |
|                                                              |                                                     |
| <b>Other Skilled Trade, Construction and Transport Roles</b> |                                                     |
| S01                                                          | Other Skilled Trade, Construction or Transport Role |
|                                                              |                                                     |

| <b>Elementary Service Roles</b> |                                  |
|---------------------------------|----------------------------------|
| T01                             | Kitchen and Catering Assistant   |
| T02                             | Cleaner                          |
| T03                             | Midday Assistant                 |
| T04                             | Midday Supervisor                |
| T05                             | School Crossing Patrol Attendant |
| T06                             | Refuse and Salvage Roles         |
| T07                             | Street Scene Operative           |
| T08                             | Civil Enforcement Officer        |
| T09                             | Security Guard and Related Roles |
| T10                             | Crematoria Worker                |
| T11                             | Other Elementary Service Role    |

| <b>Code set Notes</b>                                                                                                                                                                                                                                                          |                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <p>A) The highest level of the above hierarchy is equivalent to the SOC major groups. The other levels of the hierarchy need to be compared with national figures with some care.</p> <p>B) A detailed set of guidance notes on Role will be required as part of adoption.</p> |                                                                                              |
| <b>Source(s)</b>                                                                                                                                                                                                                                                               | Derivation:<br>SOC<br>LGASOC<br>NMDS-SC Individual Q.9<br>SWF: CBDS Role Identifier (400098) |
| <a href="#">To the Index</a>                                                                                                                                                                                                                                                   |                                                                                              |

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|                       |                               |                             |                       |
|-----------------------|-------------------------------|-----------------------------|-----------------------|
| <b>Ref Number</b>     | D065                          | <b>Domain Name</b>          | <b>Salary Scheme</b>  |
| <b>Class</b>          | n/a                           | <b>Status</b>               | Under External Review |
| <b>Domain used by</b> |                               |                             |                       |
|                       | <a href="#">Salary Scheme</a> | <a href="#">Spine Point</a> |                       |

|                                              |                                                        |
|----------------------------------------------|--------------------------------------------------------|
| <b>Item Type</b>                             | Enumeration                                            |
| <b>Format</b>                                | Code: A(2)<br>Description: A(60)                       |
| <b>Default value</b>                         | n/a                                                    |
| <b>Domain Level Validation</b>               | None.                                                  |
| <b>Code set / enumeration / coding frame</b> |                                                        |
| <b>Code value</b>                            | <b>Description</b>                                     |
| LD                                           | School Leadership                                      |
| TE                                           | Teachers Main                                          |
| TU                                           | Teachers Upper                                         |
| AS                                           | Advanced Skills Teachers                               |
| EX                                           | Excellent Teacher                                      |
| UT                                           | Unqualified Teachers                                   |
| SO                                           | Soulbury                                               |
| NJ                                           | National Joint Council for Local Government Services   |
| YC                                           | Joint National Council for Youth and Community Workers |
| CO                                           | National Joint Council for Chief Officers              |
| CR                                           | Craftworkers                                           |
| OT                                           | Other National Salary Scheme                           |
| NO                                           | Not on a National Salary Scheme                        |

**Code set Notes**

A) Within the ESCS sector, the following schemes should be recorded and reported as Other National Salary Scheme (OT):  
     Teacher in Residential Establishment \*\*  
     Workshops for the Blind

\*\* Please note that the "Teacher in Residential Establishment" scheme refers to the separate negotiating body of that name, and not to residential staff paid under the School Teachers Pay and Conditions document.

B) Not on a National Salary Scheme (NO) includes those paid under local agreements as well as staff whose remuneration is by individually negotiated arrangements.

C) Spine point ranges:

For teachers paid under STRB recommendations the following spine point ranges are defined:

- Leadership (LD), 1 to 43
- Teachers Main (TE), 1 to 6
- Teachers Upper (TU), 1 to 3
- Advanced Skills Teachers (AS), 1 to 18
- Unqualified Teachers (UT), 1 to 6

For other salary schemes the following ranges are defined:

- National Joint Council for Local Government Services (NJ), 2 to 49 in Inner London and 4 to 49 elsewhere in England and Wales
- Joint National Council for Youth and Community Workers (YC), 1 to 30. The agreement defines two groups; a) Support work with a range from 1 - 6 (first level) and 7 - 17 (second level) and b) Professional with a range from 11 - 30.
- Soulbury (SO) defines separate spine point ranges for:
  - Educational Advisors / Inspectors, from 1 to 49
  - Educational Psychologists, from 1 to 16
  - Senior and Principal Educational Psychologists, from 1 to 19

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|                                                                                                                                                                                                                                                                                                             |                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <p>Assistant Educational Psychologists, from 1 to 4<br/>Youth &amp; Community Service Officers, from 1 to 18<br/>For teachers on the Excellent Teacher scheme (EX) and for staff paid under the National Joint Council for Chief Officers (CO) or Craftworkers (CR) schemes, there are no spine points.</p> |                                                                                                                           |
| <b>Source(s)</b>                                                                                                                                                                                                                                                                                            | Standard code set adapted from the SWF census, with reference to other sectors<br>NMDS-SC does not include any equivalent |
| <a href="#">To the Index</a>                                                                                                                                                                                                                                                                                |                                                                                                                           |



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|                       |                              |                    |                       |
|-----------------------|------------------------------|--------------------|-----------------------|
| <b>Ref Number</b>     | D070                         | <b>Domain Name</b> | <b>Service Area</b>   |
| <b>Class</b>          | Common                       | <b>Status</b>      | Under External Review |
| <b>Domain used by</b> |                              |                    |                       |
|                       | <a href="#">Service Area</a> |                    |                       |

|                                              |                                  |
|----------------------------------------------|----------------------------------|
| <b>Item Type</b>                             | Enumeration                      |
| <b>Format</b>                                | Code: A(4)<br>Description: A(30) |
| <b>Default value</b>                         | None.                            |
| <b>Domain Level Validation</b>               | None.                            |
| <b>Code set / enumeration / coding frame</b> |                                  |
| <b>Code value</b>                            | <b>Description</b>               |
| CORP                                         | Corporate/Democratic             |
| ESCS                                         | Education and Children's         |
| ASOC                                         | Adults Social Care               |
| LAHS                                         | Local Authority Health           |
| HOUS                                         | Housing                          |
| CRSP                                         | Culture, Recreation and Sport    |
| HIGH                                         | Highways, Roads and Transport    |
| ENVR                                         | Environmental                    |
| PLAN                                         | Planning and Development         |

|                                                                                                                                                                                                                                                         |                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Code set Notes</b>                                                                                                                                                                                                                                   |                                                                                                                              |
| Please note that corporate services such as HR and planning are, depending on the local authority, placed within the Corporate / Democratic service area, placed within an individual service such as Education and Children's, or placed between both. |                                                                                                                              |
| <b>Source(s)</b>                                                                                                                                                                                                                                        | Sources:<br>a) Major groups as per the CIPFA best value code of practice categorisation;<br>b) NMDS-SC, Organisation Q.13/14 |
| <a href="#">To the Index</a>                                                                                                                                                                                                                            |                                                                                                                              |

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|                       |                                             |                    |                               |
|-----------------------|---------------------------------------------|--------------------|-------------------------------|
| <b>Ref Number</b>     | D071                                        | <b>Domain Name</b> | <b>Service Provision Unit</b> |
| <b>Class</b>          | Sector                                      | <b>Status</b>      | Under External Review         |
| <b>Domain used by</b> |                                             |                    |                               |
|                       | <a href="#">Service Provision Unit Type</a> |                    |                               |

|                                              |                               |
|----------------------------------------------|-------------------------------|
| <b>Item Type</b>                             | Enumeration                   |
| <b>Format</b>                                | Code: 9<br>Description: A(15) |
| <b>Default value</b>                         | None.                         |
| <b>Domain Level Validation</b>               | None.                         |
| <b>Code set / enumeration / coding frame</b> |                               |
| <b>Code value</b>                            | <b>Description</b>            |
| 1                                            | places                        |
| 2                                            | beds                          |
| 3                                            | hours                         |
| 4                                            | service users                 |
| 5                                            | meals                         |
| 6                                            | family places                 |
| 7                                            | enrolled                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Code set Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                 |
| <p>Most entries in this code set are self-explanatory. 'Hours' can be used to indicate the total capacity of a provision such as meals on wheels or home nursing care. 'Enrolled' applies to the take up of service provision in organisations such as Nurseries or Holiday Clubs and indicates how many services users, normally children, were enrolled on the completion date.</p> <p>Specific business rules for each collection indicate which units are applicable to which types of Service Provision. See for example the NMDS-SC Organisation Questionnaire, and associated guidance.</p> |                                                 |
| <b>Source(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Taken from the NMDS-SC, Organisation Q. 16 & 17 |
| <a href="#">To the Index</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                 |

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|                       |                              |                    |                       |
|-----------------------|------------------------------|--------------------|-----------------------|
| <b>Ref Number</b>     | D072                         | <b>Domain Name</b> | <b>Service Type</b>   |
| <b>Class</b>          | n/a                          | <b>Status</b>      | Under External Review |
| <b>Domain used by</b> |                              |                    |                       |
|                       | <a href="#">Service Type</a> |                    |                       |

|                                              |                                                      |
|----------------------------------------------|------------------------------------------------------|
| <b>Item Type</b>                             | Enumeration                                          |
| <b>Format</b>                                | Code: A(4)<br>Description: A(70)                     |
| <b>Default value</b>                         | n/a                                                  |
| <b>Domain Level Validation</b>               | n/a                                                  |
| <b>Code set / enumeration / coding frame</b> |                                                      |
| <b>Code value</b>                            | <b>Description</b>                                   |
|                                              | Corporate/Departmental Services                      |
| ST01                                         | Finance                                              |
| ST02                                         | HR/Personnel Services                                |
| ST03                                         | ICT/Computer Services                                |
| ST04                                         | Other Corporate/Democratic Core Services             |
| ST05                                         | Central Services to the Public                       |
|                                              | Adult Residential                                    |
| ST06                                         | Care home with nursing provision                     |
| ST07                                         | Care home without nursing provision/care only        |
| ST08                                         | Adult placement home                                 |
| ST09                                         | Sheltered housing                                    |
| ST10                                         | Other adult residential care service (describe)      |
|                                              | Adult Day                                            |
| ST11                                         | Day care or day services                             |
| ST12                                         | Other adult day care service (describe)              |
|                                              | Adult Domiciliary                                    |
| ST13                                         | Domiciliary care/home care                           |
| ST14                                         | Home nursing care                                    |
| ST15                                         | Domestic services and home help                      |
| ST16                                         | Meals on wheels                                      |
| ST17                                         | Other adult domiciliary care service (describe)      |
|                                              | Adult Community Care                                 |
| ST18                                         | Carers' support                                      |
| ST19                                         | Short breaks / respite care                          |
| ST20                                         | Community support and outreach                       |
| ST21                                         | Social work and care management                      |
| ST22                                         | Adult placement service                              |
| ST23                                         | Disability adaptations/assistive technology services |
| ST24                                         | Occupational/employment-related services             |
| ST25                                         | Information and advice services                      |
| ST26                                         | Other adult community care service (describe)        |
|                                              | Children's Residential                               |
| ST27                                         | Care home / hostel                                   |
| ST28                                         | Family centre (residential)                          |
| ST29                                         | Residential school                                   |
| ST30                                         | Other children's residential care service (describe) |
|                                              | Children's Day                                       |
| ST31                                         | Full day care, e.g. day nursery                      |
| ST32                                         | Sessional day care e.g. play group/preschool         |
| ST33                                         | Out of school club                                   |
| ST34                                         | Holiday club                                         |

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|      |                                                                   |
|------|-------------------------------------------------------------------|
| ST35 | Crèche                                                            |
| ST36 | Childminder                                                       |
| ST37 | Other children's day care service (describe)                      |
|      | Children's Domiciliary                                            |
| ST38 | Any Children's Domiciliary                                        |
|      | Children's Community                                              |
| ST39 | Fostering or adoption service / agency                            |
| ST40 | Child protection                                                  |
| ST41 | Family centre                                                     |
| ST42 | Social work and care management                                   |
| ST43 | Family support                                                    |
| ST44 | Information and advice services                                   |
| ST45 | Mental health                                                     |
| ST46 | Other children's community care service (describe)                |
|      | Healthcare                                                        |
| ST47 | NHS Primary Care Trust                                            |
| ST48 | Social Care NHS Trust                                             |
| ST49 | Mental Health NHS Trust                                           |
| ST50 | Other NHS Trust or NHS Foundation Trust                           |
| ST51 | Any other part of NHS Hospital & Community Health Services (HCHS) |
| ST52 | Any other part of the NHS (describe)                              |
| ST53 | Independent acute or mental health hospital                       |
| ST54 | Independent hospice                                               |
| ST55 | Independent out-patient service, day service, clinic              |
| ST56 | Other independent healthcare setting (describe)                   |
|      | Education - Schools                                               |
| ST57 | Maintained Nursery                                                |
| ST58 | Maintained Primary                                                |
| ST59 | Maintained Secondary                                              |
| ST60 | Maintained Special                                                |
| ST61 | Independent                                                       |
| ST62 | Academy / CTC                                                     |
| ST63 | Sixth form colleges                                               |
| ST64 | Colleges                                                          |
|      | Education - Non school                                            |
| ST65 | Early Years Provision                                             |
| ST66 | Adult and Community learning                                      |
| ST67 | Authority-wide Services (e.g. music)                              |
| ST68 | Soulbury Services                                                 |
|      | Youth Services                                                    |
| ST69 | Youth Justice                                                     |
| ST70 | Youth and Community Services                                      |
| ST71 | Connexions                                                        |
|      | Housing Services                                                  |
| ST72 | Homelessness                                                      |
| ST73 | Private Sector Housing                                            |
| ST74 | Housing Benefit                                                   |
| ST75 | Housing Welfare Services                                          |
| ST76 | Other Housing Services                                            |
|      | Culture, Recreation and Sport                                     |
| ST77 | Culture and Heritage                                              |
| ST78 | Recreation and Sport                                              |
| ST79 | Open Spaces                                                       |
| ST80 | Tourism                                                           |

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|      |                                         |
|------|-----------------------------------------|
| ST81 | Library Service                         |
|      | Highways, Roads and Transport           |
| ST82 | Transport planning, policy and strategy |
| ST83 | Highways and roads - maintenance        |
| ST84 | Traffic management and road safety      |
| ST85 | Parking services                        |
| ST86 | Public transport                        |
|      | Environmental                           |
| ST87 | Environmental health                    |
| ST88 | Trading Standards                       |
| ST89 | Street cleansing                        |
| ST90 | Waste management                        |
| ST91 | Community Safety                        |
| ST92 | Other Environmental Services            |
|      | Planning and Development                |
| ST93 | Economic development                    |
| ST94 | Building control                        |
| ST95 | Development control                     |
| ST96 | Planning policy                         |
| ST97 | Other planning and development services |
|      | Other                                   |
| ST98 | Other Service                           |

**Code set Notes**

**Source(s)**

Sources:  
a) NMDS-SC, Organisation Q.13/14;  
b) LGA categorisation.

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|                       |                                       |                    |                              |
|-----------------------|---------------------------------------|--------------------|------------------------------|
| <b>Ref Number</b>     | D073                                  | <b>Domain Name</b> | <b>Sickness Absence Type</b> |
| <b>Class</b>          | n/a                                   | <b>Status</b>      | Under External Review        |
| <b>Domain used by</b> |                                       |                    |                              |
|                       | <a href="#">Sickness Absence Type</a> |                    |                              |

|                                              |                                                        |
|----------------------------------------------|--------------------------------------------------------|
| <b>Item Type</b>                             | Enumeration                                            |
| <b>Format</b>                                | Code: A(4)<br>Description: A(60)                       |
| <b>Default value</b>                         | n/a                                                    |
| <b>Domain Level Validation</b>               |                                                        |
| <b>Code set / enumeration / coding frame</b> |                                                        |
| <b>Code value</b>                            | <b>Description</b>                                     |
| SA01                                         | Back and neck problems                                 |
| SA02                                         | Other musculo-skeletal problems                        |
| SA03                                         | Stress, depression, anxiety, mental health and fatigue |
| SA04                                         | Infections                                             |
| SA05                                         | Neurological, headaches and migraines                  |
| SA06                                         | Eye, ear, nose & mouth/dental; sinusitis               |
| SA07                                         | Genito-urinary; menstrual problems                     |
| SA08                                         | Pregnancy related                                      |
| SA09                                         | Stomach, liver, kidney, digestion                      |
| SA10                                         | Heart, blood pressure, circulation                     |
| SA11                                         | Chest, respiratory                                     |
| SA12                                         | Sickness not otherwise classified                      |

|                              |                                    |
|------------------------------|------------------------------------|
| <b>Code set Notes</b>        |                                    |
|                              |                                    |
| <b>Source(s)</b>             | LGA Annual Sickness Absence survey |
| <a href="#">To the Index</a> |                                    |

**Data Standards for the Children & Young People's Workforce  
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|                   |           |                    |                       |
|-------------------|-----------|--------------------|-----------------------|
| <b>Ref Number</b> | D075      | <b>Domain Name</b> | <b>Standard Date</b>  |
| <b>Class</b>      | Universal | <b>Status</b>      | Under External Review |

| <b>Domain used by</b>                             |                                                               |                                             |
|---------------------------------------------------|---------------------------------------------------------------|---------------------------------------------|
| <a href="#">Person Birth Date</a>                 | <a href="#">Date Awarded QT Status</a>                        | <a href="#">Date Of First Role As QT</a>    |
| <a href="#">Start Date of Contract</a>            | <a href="#">End Date of Contract</a>                          | <a href="#">Start Date of Role</a>          |
| <a href="#">End Date of Role</a>                  | <a href="#">Date Check Requested</a>                          | <a href="#">Date Check Results Returned</a> |
| <a href="#">Call-up Date for Re-check</a>         | <a href="#">Date completed CWDC Induction</a>                 | <a href="#">Date of first role as HLTA</a>  |
| <a href="#">Date of CSCI Registration</a>         | <a href="#">Pay Year End Date</a>                             | <a href="#">First Day of Absence</a>        |
| <a href="#">Last Day of Absence</a>               | <a href="#">Date Checking Process Initiated</a>               | <a href="#">Date Verific'n Check Passed</a> |
| <a href="#">Date Agency Confirmation Received</a> | <a href="#">Expiry Date of Right to Work in the UK</a>        | <a href="#">CRB Expiry Date</a>             |
| <a href="#">CRB Review Date</a>                   | <a href="#">Date Obtained Chartered London Teacher Status</a> |                                             |
| <a href="#">Date of Entry to the UK</a>           |                                                               |                                             |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item Type</b>                             | Date                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Format</b>                                | Storage formats will vary between applications. Many database and spreadsheets applications use a Julian date internally. Display formats will vary according to local standards. Interchange format should use the e-GIF standards, which is YYYY-MM-DD. This is derived from the XML Schema standard date definition. All usages should ensure there are no problems with the century and four-digit years should be used unless display space is an issue. |
| <b>Default value</b>                         | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Domain Level Validation</b>               | Must be a valid date, i.e.<br>- a valid month<br>- a number of days that is valid for the month<br>- inclusion of 29 February if a leap year                                                                                                                                                                                                                                                                                                                  |
| <b>Code set / enumeration / coding frame</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Code value</b>                            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| n/a                                          | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                              |                                                     |
|------------------------------|-----------------------------------------------------|
| <b>Source(s)</b>             | ISO 8601 – Numeric Representation of Dates and Time |
| <a href="#">To the Index</a> |                                                     |

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|                       |                                          |                                            |                                         |
|-----------------------|------------------------------------------|--------------------------------------------|-----------------------------------------|
| <b>Ref Number</b>     | D080                                     | <b>Domain Name</b>                         | <b>Standard Hours &amp; Minutes</b>     |
| <b>Class</b>          | n/a                                      | <b>Status</b>                              | Under External Review                   |
| <b>Domain used by</b> |                                          |                                            |                                         |
|                       | <a href="#">Contracted Working Hours</a> | <a href="#">Equivalent full-time hours</a> | <a href="#">Additional Hours Worked</a> |

|                                              |                                                                  |
|----------------------------------------------|------------------------------------------------------------------|
| <b>Item Type</b>                             | Text (formatted representation of time)                          |
| <b>Format</b>                                | hh:mm                                                            |
| <b>Default value</b>                         | n/a                                                              |
| <b>Domain Level Validation</b>               | hh – Integer in range 00 to 23<br>mm – Integer in range 00 to 59 |
| <b>Code set / enumeration / coding frame</b> |                                                                  |
| <b>Code value</b>                            | <b>Description</b>                                               |
| n/a                                          | n/a                                                              |

|                              |                                                                                                                       |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Source(s)</b>             | The SWG. This definition is compatible with the ONS Annual Survey of Hours and Earnings, which uses hours and minutes |
| <a href="#">To the Index</a> |                                                                                                                       |



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|                       |                                    |                    |                                 |
|-----------------------|------------------------------------|--------------------|---------------------------------|
| <b>Ref Number</b>     | D085                               | <b>Domain Name</b> | <b>Standard NC Subject Code</b> |
| <b>Class</b>          | n/a                                | <b>Status</b>      | Under External Review           |
| <b>Domain used by</b> |                                    |                    |                                 |
|                       | <a href="#">Curriculum Subject</a> |                    |                                 |

|                                              |                                                    |
|----------------------------------------------|----------------------------------------------------|
| <b>Item Type</b>                             | Enumeration                                        |
| <b>Format</b>                                | Code: A(3)<br>Description: A(100)                  |
| <b>Default value</b>                         | n/a                                                |
| <b>Domain Level Validation</b>               | None.                                              |
| <b>Code set / enumeration / coding frame</b> |                                                    |
| <b>Code value</b>                            | <b>Description</b>                                 |
| AAD                                          | Applied Art & Design                               |
| ABS                                          | Applied Business Studies                           |
| ACC                                          | Accountancy                                        |
| AHS                                          | Combined Arts / Humanities / Social studies        |
| AIT                                          | Applied ICT                                        |
| ARA                                          | Arabic                                             |
| ART                                          | Art & Design / Art                                 |
| ASC                                          | Applied Science                                    |
| BEN                                          | Bengali                                            |
| BIO                                          | Biology / Botany / Zoology / Ecology               |
| CAB                                          | Commercial & Business Studies/Education/Management |
| CAR                                          | Careers Education                                  |
| CBE                                          | Construction and Built Environment / Building      |
| CDT                                          | Craft, Design & Technology                         |
| CHD                                          | Child Development                                  |
| CHI                                          | Chinese                                            |
| CHM                                          | Chemistry                                          |
| CIT                                          | Citizenship                                        |
| CLS                                          | Classics                                           |
| COM                                          | Communication Studies                              |
| COS                                          | Community Studies                                  |
| CSB                                          | Combined/General Science - Biology                 |
| CSC                                          | Combined/General Science - Chemistry               |
| CSP                                          | Combined/General Science - Physics                 |
| CYM                                          | Cymraeg/Welsh (as First Language)                  |
| DAN                                          | Danish                                             |
| DAT                                          | Design and Technology                              |
| DNC                                          | Dance                                              |
| DRA                                          | Drama                                              |
| DTE                                          | Design and Technology - Electronics                |
| DTF                                          | Design and Technology - Food Technology            |
| DTG                                          | Design and Technology - Graphics                   |
| DTR                                          | Design and Technology - Resistant Materials        |
| DTS                                          | Design and Technology - Systems & Control          |
| DTT                                          | Design and Technology - Textiles                   |
| DUT                                          | Dutch                                              |
| ECO                                          | Economics                                          |
| EDU                                          | Education                                          |
| ENG                                          | English                                            |
| ENR                                          | Engineering                                        |
| ENV                                          | Environmental Science/Studies                      |
| EUR                                          | European Studies                                   |
| FIN                                          | Finnish                                            |

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|     |                                           |
|-----|-------------------------------------------|
| FRE | French                                    |
| GEN | General Studies                           |
| GEO | Geography                                 |
| GER | German                                    |
| GLG | Geology                                   |
| GPL | Government & Politics                     |
| GRC | Greek (Classical)                         |
| GRE | Greek (Modern)                            |
| GUJ | Gujerati                                  |
| HAC | Hospitality and Catering                  |
| HBB | Hebrew (Biblical)                         |
| HEB | Hebrew (Modern)                           |
| HIN | Hindi                                     |
| HIS | History                                   |
| HSC | Health and Social Care                    |
| HUM | Humanities                                |
| ICT | Information & Communication Technology    |
| IND | Industrial Studies                        |
| ITA | Italian                                   |
| JAP | Japanese                                  |
| KSK | Key Skills (Only if <KeyStage> = 4)       |
| LAE | Land & Environment / Agriculture          |
| LAT | Latin                                     |
| LAW | Law                                       |
| LIF | Life Skills                               |
| LTT | Leisure, Travel and Tourism               |
| MAT | Mathematics                               |
| MED | Media Studies                             |
| MFL | Modern Foreign Language                   |
| MNF | Manufacturing                             |
| MUS | Music                                     |
| OBC | Other Business / Commercial Subject       |
| OHU | Other Humanities                          |
| OLA | Other Language Subject                    |
| OMA | Other Mathematical Subject                |
| OPH | Other Physical Subject                    |
| OPR | Other Aesthetic / Practical Subject       |
| OSC | Other Sciences                            |
| OSS | Other Social Studies                      |
| OTE | Other Technological Subject               |
| OTH | Other (not otherwise specified)           |
| OVO | Other Vocational Subject                  |
| PAN | Panjabi                                   |
| PED | Physical Education / Sports               |
| PER | Performing Arts                           |
| PHL | Philosophy                                |
| PHY | Physics                                   |
| POR | Portuguese                                |
| PRI | Primary Curriculum                        |
| PSH | Personal Social & Health Education (PSHE) |
| PSY | Psychology                                |
| REL | Religious Education                       |
| RUS | Russian                                   |
| RWD | Retail, Warehousing & Distribution        |
| SCI | Science                                   |
| SEN | Special Educational Needs                 |
| SOC | Sociology                                 |
| SPA | Spanish                                   |

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|     |                                      |
|-----|--------------------------------------|
| SSS | Social Studies/Science               |
| STA | Statistics                           |
| SWE | Swedish                              |
| TDG | Technical Drawing/Graphics           |
| TUR | Turkish                              |
| UFA | Under-5 Activities                   |
| URD | Urdu                                 |
| VNW | Any new GCSE in a vocational subject |
| WEL | Welsh                                |

|                              |                                  |
|------------------------------|----------------------------------|
| <b>Code set Notes</b>        |                                  |
| None.                        |                                  |
| <b>Source(s)</b>             | The SWF census (CBDS ref 400220) |
| <a href="#">To the Index</a> |                                  |

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|                       |                                           |                    |                               |
|-----------------------|-------------------------------------------|--------------------|-------------------------------|
| <b>Ref Number</b>     | D087                                      | <b>Domain Name</b> | <b>Standard NC Year Group</b> |
| <b>Class</b>          | n/a                                       | <b>Status</b>      | Under External Review         |
| <b>Domain used by</b> |                                           |                    |                               |
|                       | <a href="#">Curriculum Teaching Level</a> |                    |                               |

|                                              |                                  |
|----------------------------------------------|----------------------------------|
| <b>Item Type</b>                             | Enumeration                      |
| <b>Format</b>                                | Code: A(2)<br>Text: A(35)        |
| <b>Default value</b>                         | None.                            |
| <b>Domain Level Validation</b>               | None.                            |
| <b>Code set / enumeration / coding frame</b> |                                  |
| <b>Code value</b>                            | <b>Description</b>               |
| N1                                           | Nursery first year               |
| N2                                           | Nursery second year              |
| R                                            | Reception                        |
| 1                                            | Year 1                           |
| 2                                            | Year 2                           |
| 3                                            | Year 3                           |
| 4                                            | Year 4                           |
| 5                                            | Year 5                           |
| 6                                            | Year 6                           |
| 7                                            | Year 7                           |
| 8                                            | Year 8                           |
| 9                                            | Year 9                           |
| 10                                           | Year 10                          |
| 11                                           | Year 11                          |
| 12                                           | Year 12                          |
| 13                                           | Year 13                          |
| 14                                           | Year 14                          |
| X                                            | National Curriculum not followed |
| M                                            | Mixed yeargroup class            |

|                              |                                  |
|------------------------------|----------------------------------|
| <b>Code set Notes</b>        |                                  |
| None.                        |                                  |
| <b>Source(s)</b>             | The SWF census (CBDS ref 400222) |
| <a href="#">To the Index</a> |                                  |

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|                                             |                                                 |                                   |                             |
|---------------------------------------------|-------------------------------------------------|-----------------------------------|-----------------------------|
| <b>Ref Number</b>                           | D090                                            | <b>Domain Name</b>                | <b>Standard Yes/No Type</b> |
| <b>Class</b>                                | n/a                                             | <b>Status</b>                     | Under External Review       |
| <b>Domain used by</b>                       |                                                 |                                   |                             |
| <a href="#">Person Family Name First</a>    | <a href="#">QT Status</a>                       | <a href="#">HLTA Status</a>       |                             |
| <a href="#">Safeguarding Indicator</a>      | <a href="#">Piecework / Sessional Ind'r</a>     | <a href="#">Check passed?</a>     |                             |
| <a href="#">Probation In Role Completed</a> | <a href="#">Chartered London Teacher Status</a> | <a href="#">Disability Status</a> |                             |

|                                              |                              |
|----------------------------------------------|------------------------------|
| <b>Item Type</b>                             | Boolean                      |
| <b>Format</b>                                | 4 or 5 character text string |
| <b>Default value</b>                         | n/a                          |
| <b>Domain Level Validation</b>               | n/a                          |
| <b>Code set / enumeration / coding frame</b> |                              |
| <b>Code value</b>                            | <b>Description</b>           |
| True                                         | True                         |
| False                                        | False                        |

|                                                                                                                                                            |                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Code set Notes</b>                                                                                                                                      |                                             |
| a) In interchange standards, XML / XSD allows 0 and 1 as lexical alternatives to True and False;                                                           |                                             |
| b) Within XML that is defined according to standard W3C schema definition of xs:boolean, True and False are case sensitive and must be presented as shown. |                                             |
| <b>Source(s)</b>                                                                                                                                           | Based on the ADD data types and W3C schema. |
| <a href="#">To the Index</a>                                                                                                                               |                                             |

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|                       |                                        |                    |                                          |
|-----------------------|----------------------------------------|--------------------|------------------------------------------|
| <b>Ref Number</b>     | D100                                   | <b>Domain Name</b> | <b>School Workforce Destination code</b> |
| <b>Class</b>          | n/a                                    | <b>Status</b>      | Under External Review                    |
| <b>Domain used by</b> |                                        |                    |                                          |
|                       | <a href="#">Destination on Leaving</a> |                    |                                          |

|                                              |                                                            |
|----------------------------------------------|------------------------------------------------------------|
| <b>Item Type</b>                             | Enumeration                                                |
| <b>Format</b>                                | Code: A(6)<br>Description: A(60)                           |
| <b>Default value</b>                         | n/a                                                        |
| <b>Domain Level Validation</b>               | n/a                                                        |
| <b>Code set / enumeration / coding frame</b> |                                                            |
| <b>Code value</b>                            | <b>Description</b>                                         |
| LEAPRM                                       | Remaining in the same LA - primary school                  |
| LEASEC                                       | Remaining in the same LA - secondary school                |
| LEAOTH                                       | Remaining in the same LA - other (including central staff) |
| OTHPRM                                       | Move to another LA - primary school                        |
| OTHSEC                                       | Move to another LA - secondary school                      |
| OTHOTH                                       | Move to another LA - other (including central staff)       |
| LEASIX                                       | Sixth form college – same LA area                          |
| OTHSIX                                       | Sixth form college - other LA area                         |
| INDEPN                                       | Independent school                                         |
| FHEHUK                                       | University, FE/HE college in UK                            |
| NONUKP                                       | Education post outside UK                                  |
| PUBSEC                                       | Non-education employment - public sector                   |
| SELFMP                                       | Non-education employment - self-employment                 |
| OTHERE                                       | Non-education employment - other employment                |
| RETAGE                                       | Retirement – normal age                                    |
| RETILL                                       | Retirement - ill-health                                    |
| RETPRM                                       | Retirement - premature                                     |
| MATFAM                                       | Maternity/Paternity/Break for family reasons               |
| NAPPCH                                       | Not Applicable - Change of Contract                        |
| OTHERR                                       | Other                                                      |
| NTKNWN                                       | Not known                                                  |
| DECESD                                       | Deceased                                                   |

|                              |                                                 |
|------------------------------|-------------------------------------------------|
| <b>Code set Notes</b>        |                                                 |
| [To be completed]            |                                                 |
| <b>Source(s)</b>             | From the SWF census, CBDS Destination (400097). |
| <a href="#">To the Index</a> |                                                 |

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|                       |                                |                    |                       |
|-----------------------|--------------------------------|--------------------|-----------------------|
| <b>Ref Number</b>     | D110                           | <b>Domain Name</b> | <b>Teacher Number</b> |
| <b>Class</b>          | Sector                         | <b>Status</b>      | Under External Review |
| <b>Domain used by</b> |                                |                    |                       |
|                       | <a href="#">Teacher Number</a> |                    |                       |

|                                              |                            |
|----------------------------------------------|----------------------------|
| <b>Item Type</b>                             | Text                       |
| <b>Format</b>                                | 9(7)                       |
| <b>Default value</b>                         | n/a                        |
| <b>Domain Level Validation</b>               | Must be seven full digits. |
| <b>Code set / enumeration / coding frame</b> |                            |
| <b>Code value</b>                            | <b>Description</b>         |
| n/a                                          | n/a                        |

|                              |                                   |
|------------------------------|-----------------------------------|
| <b>Source(s)</b>             | From the SWF Census, CBDS 400014. |
| <a href="#">To the Index</a> |                                   |

|                       |                                  |                    |                         |
|-----------------------|----------------------------------|--------------------|-------------------------|
| <b>Ref Number</b>     | D120                             | <b>Domain Name</b> | <b>Type of Contract</b> |
| <b>Class</b>          | n/a                              | <b>Status</b>      | Under External Review   |
| <b>Domain used by</b> |                                  |                    |                         |
|                       | <a href="#">Type of Contract</a> |                    |                         |

|                                              |                                                                                                                                                                            |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item Type</b>                             | Enumeration                                                                                                                                                                |
| <b>Format</b>                                | Code is 9                                                                                                                                                                  |
| <b>Default value</b>                         | n/a                                                                                                                                                                        |
| <b>Domain Level Validation</b>               | Type of contract only applicable where Nature of relationship has certain values is one of<br>Employed directly<br>Self-employed<br>Student on placement / work experience |
| <b>Code set / enumeration / coding frame</b> |                                                                                                                                                                            |
| <b>Code value</b>                            | <b>Description</b>                                                                                                                                                         |
| 1                                            | Permanent                                                                                                                                                                  |
| 2                                            | Fixed Term                                                                                                                                                                 |
| 3                                            | Temporary                                                                                                                                                                  |
| 4                                            | Call-off                                                                                                                                                                   |
| 5                                            | Casual                                                                                                                                                                     |
| 6                                            | Bank                                                                                                                                                                       |
| 7                                            | Pool                                                                                                                                                                       |
| 8                                            | Sessional                                                                                                                                                                  |
| 9                                            | Other                                                                                                                                                                      |

|                                                                                                          |         |
|----------------------------------------------------------------------------------------------------------|---------|
| <b>Code set Notes</b>                                                                                    |         |
| A) Guidance notes to be completed. Some categories described as follows:                                 |         |
| Permanent – This applies where the contract is open-ended, i.e. no end date has been set.                |         |
| Fixed Term – has both a start and an end date.                                                           |         |
| Temporary – used in Education where a person may be a temporary appointment but the length is not known. |         |
| Call-off – This applies where the contract is open-ended and engagement is on an 'as-needed' basis.      |         |
| Casual – [to be completed] Will include Seasonal work                                                    |         |
| Bank – [to be completed]                                                                                 |         |
| Pool – [to be completed]                                                                                 |         |
| Sessional – [to be completed]                                                                            |         |
| Other – [to be completed]                                                                                |         |
| <b>Source(s)</b>                                                                                         | The SWG |
| <a href="#">To the Index</a>                                                                             |         |



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|                                           |                                          |                                  |                       |
|-------------------------------------------|------------------------------------------|----------------------------------|-----------------------|
| <b>Ref Number</b>                         | D130                                     | <b>Domain Name</b>               | <b>UK Currency</b>    |
| <b>Class</b>                              | n/a                                      | <b>Status</b>                    | Under External Review |
| <b>Domain used by</b>                     |                                          |                                  |                       |
| <a href="#">Annual Basic Salary Rate</a>  | <a href="#">Gross Annual Pay</a>         | <a href="#">Monthly Pay Rate</a> |                       |
| <a href="#">Weekly Pay Rate</a>           | <a href="#">Daily Pay Rate</a>           | <a href="#">Hourly Pay Rate</a>  |                       |
| <a href="#">Additional Payment Amount</a> | <a href="#">Taxable Benefits in Kind</a> |                                  |                       |

|                                              |                                                                                                                                                                      |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item Type</b>                             | Decimal                                                                                                                                                              |
| <b>Format</b>                                | -999999999999.99 (unformatted)<br>£-999,999,999,999.99 (formatted)                                                                                                   |
| <b>Default value</b>                         | None.                                                                                                                                                                |
| <b>Domain Level Validation</b>               | Maximum 16 characters<br>A sign (+ or -) followed by a maximum of 14 numeric characters representing the amount expressed in pounds and pence to two decimal places. |
| <b>Code set / enumeration / coding frame</b> |                                                                                                                                                                      |
| <b>Code value</b>                            | <b>Description</b>                                                                                                                                                   |
| [none]                                       | [none]                                                                                                                                                               |

|                              |                                                                                                                                                                                                                                                                                                                    |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Source(s)</b>             | As GDSC "Amount Sterling"<br>The standard assumes that Pounds Sterling will be the currency used throughout the ESCS sector. Any system or data collection designers that need to use multiple currencies should use ISO 4217 to denote the currency (e.g. GBP- Pound sterling, EUR – Euro, USD – US dollar, etc.) |
| <a href="#">To the Index</a> |                                                                                                                                                                                                                                                                                                                    |

|                       |                                         |                    |                                |
|-----------------------|-----------------------------------------|--------------------|--------------------------------|
| <b>Ref Number</b>     | D140                                    | <b>Domain Name</b> | <b>Verification Check Type</b> |
| <b>Class</b>          | n/a                                     | <b>Status</b>      | Under External Review          |
| <b>Domain used by</b> |                                         |                    |                                |
|                       | <a href="#">Verification Check Type</a> |                    |                                |

|                                              |                                  |
|----------------------------------------------|----------------------------------|
| <b>Item Type</b>                             | Enumeration                      |
| <b>Format</b>                                | Code: A(2)<br>Description: A(30) |
| <b>Default value</b>                         | None.                            |
| <b>Domain Level Validation</b>               | None.                            |
| <b>Code set / enumeration / coding frame</b> |                                  |
| <b>Code value</b>                            | <b>Description</b>               |
| 01                                           | Identity Verification            |
| 02                                           | Medical Fitness                  |
| 03                                           | References                       |
| 04                                           | Qualifications for Post          |
| 05                                           | CRB Check                        |
| 06                                           | Right to work in the UK          |
| 07                                           | Additional overseas checks       |
| 08                                           | List 99 Check                    |
| 09                                           | GTC Registration                 |
| 10                                           | Social Work Registration         |

#### **Code set Notes**

##### **Identity Verification**

A check by the employer or the supplying Agency on the Name, Date of Birth and Address of the applicant or post holder.

##### **Medical Fitness**

A medical check by the employer or the supplying Agency on the applicant or post holder.

##### **References**

A check by the employer or the supplying Agency on references supplied by the applicant or post holder.

##### **Qualifications for Post**

A check by the employer or the supplying Agency that the applicant or post holder has the required Qualifications for the Post.

##### **CRB Check**

The operation of the CRB clearance process for the applicant or post holder by the employer or the supplying Agency.

##### **Right to work in the UK**

A check by the employer or the supplying Agency that the applicant or post holder has the right to work in the UK.

##### **Additional overseas checks**

Additional checks, such as a certificate of good conduct, that may be carried out by the employer or the supplying Agency for an applicant or post holder who has lived or worked outside the UK.

##### **List 99 Check**

A check by the employer or the supplying Agency against List 99 for the applicant or post holder.

**GTC Registration**

A check by the employer or the supplying Agency that the applicant or post holder has the appropriate level of GTC Registration.

**Social Worker Registration**

A check by the employer or the supplying Agency that the applicant or post holder is a registered Social Worker.

|                  |                                            |
|------------------|--------------------------------------------|
| <b>Source(s)</b> | From the CBDS, Person Verification module. |
|------------------|--------------------------------------------|

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# **ANNEXES**

**Annex A – Extended Character set support**

**Annex B – Scope of definitions on the Children's and Young People's Workforce**

**Annex C – Data model fragments**

**Annex D – Meta-data model in use with these standards**

**Annex E – The Standards Working Group**

**Annex F – References**

**Annex G – Document Control**

## Annex A – Extended Character set support

Terminology: In this annex, the term “extended characters” refers to those characters that are beyond the range of basic ASCII characters, i.e. beyond code points 0000 through 007F. Extended characters thus include upper or lowercase Latin characters that also have an accent, or special characters such as the Inverted Question Mark, as used in Spanish.

At the present time DCSF policy is to process, or plan towards future processing of, all Latin-based characters for names, addresses and general text fields. Other character types, such as Chinese, Greek or Cyrillic, are not within the scope of this policy. This appears to fulfil present expectations of central government and its partners. It is also in line with current public sector practice.

For this reason, the policy is to support all Latin-based characters for names, addresses and general text fields. This includes extended characters. It is defined in terms of the following Unicode charts: <sup>1</sup>

| Code Chart                | Character Range | Notes                                                                                                       |
|---------------------------|-----------------|-------------------------------------------------------------------------------------------------------------|
| Basic Latin               | U+0000 - U+007F | Basic ASCII. Includes C0 control characters U+0000 - U+001F                                                 |
| Latin-1                   | U+0080 - U+00FF | Includes characters required for Welsh and Gaelic languages. Includes C1 control characters U+0080 - U+009F |
| Latin Extended A          | U+0100 - U+017F | Required for Irish Gaelic dotted consonants.                                                                |
| Latin Extended B          | U+0180 - U+024F |                                                                                                             |
| Latin Extended Additional | U+1E00 - U+1EFF | Required for Irish Gaelic dotted consonants.                                                                |

The Unicode Standards are available online at <http://www.unicode.org/>.

Individual code charts can be downloaded from <http://www.unicode.org/charts/>.

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<sup>1</sup> Some of the material in this section is taken from the MIAP programme, see “Implementation of the MIAP Common Data Definitions”, version 1.0, May 2006.

## **Annex B – Scope of definitions on the Children's and Young People's Workforce**

### **Introduction**

The data standards for the Children's and Young People's Workforce are intended to inform those who commission, build, populate and analyse data systems involving this workforce, including collections and surveys. This document lists those members of the Children's Workforce who the standards are primarily designed to cover.

It also shows, for completeness, those that have not been directly in the scope of the standards definition work and who therefore may not be covered, or may only partially be covered. The boundaries of the children's workforce can be difficult to define; some service delivery may cross sectors, for example staff working in both adult and children's social care; some staff working with children may fall within the scope of other definitions depending on context, for example school nurses may be part of both the Children's Workforce and the local Primary Care Trust. Those using these standards should check and compare other relevant definitions.

The lists below broadly follow the divisions within DCSF publication "2020 Children and Young People's Workforce Strategy" (December 2008, figure 1.2, page 14). This publication describes two main groups:

- **Core Children's Workforce:** People who work or volunteer with children, young people and their families, or are responsible for their outcomes all the time.
- **Wider Children's Workforce:** People who work or volunteer with children, young people, and/or their families part of the time, or are responsible for their outcomes as part of their jobs.

As a general rule, most of the roles described within the core groups have been directly taken into account within the development of the standards. Most roles described as part of the wider workforce are out of the direct scope of standards development. Where we have not followed this approach, this is because we have judged them to be of direct interest to existing or proposed data collections.

Please also note that simultaneous to the development of the Children's Workforce data standards the Local Government Association has developed standards that are an extension of the definitions and that apply across the whole of the local government sector. For some data items, therefore, a wider set of standards exists than those included in the Children's Workforce standards documentation.

### **Children's Workforce Included**

The current standards are designed to cover management information on the following members of the children's workforce:

Managers and Leaders:

- Strategic, senior and middle managers in all Children's Trust partner organisations

Education:

- Head Teachers
- Teachers
- School support staff
- Providers of extended schools activities
- Learning mentors
- Behaviour & Educational Support Teams
- Tutors, trainers and support workers within 14–19 Providers

- Educational Psychologists
- Educational Welfare Officers
- School meal staff

Health:

- Health visiting teams
- School Nurses
- Community Children's nurses
- Children's nurses
- Child Psychologists
- CAMHS
- Paediatricians and sub-specialists
- Community paediatricians
- Children's allied health professionals
- Teenage pregnancy workers

Social, Family and Community Support:

- Children and families social workers
- CAFCASS advisers
- Foster carers
- Private foster carers
- Outreach and family support workers
- Managers and staff in:
  - family centres, day centres
  - residential children's homes
- Portage workers
- Play Workers
- Drug and alcohol workers

Early Years & Childcare:

- Managers, deputies, assistants and workers in:
  - Playgroups,
  - Children's Centres,
  - Day Nurseries,
  - Nursery Schools,
  - Nursery classes in Primary schools
- Registered childminders
- Nannies

Youth:

- Connexions Personal Advisers
- Youth workers
- Youth support workers
- Youth workers in voluntary, community or faith sector
- Young people's housing and accommodation support workers

Justice and Crime Prevention:

- Youth offending teams
- Staff and managers of:
  - Youth Offending Institutions
  - Secure Training Centres
  - Secure Children's Homes

Sport and Culture:

- Sports Coaches and Officials
- School and FE Sport Co-ordinators
- School library service

- Performers in visual and literary arts
- Teachers of music and performing arts

### **Children's Workforce beyond the direct scope of the standards**

The following members of the children's workforce are not covered, or may be only partially covered, by the standards.

#### Managers and Leaders:

- All commissioners of services for children and/or young people
- Planners, Housing and Transport providers/commissioners
- HR in organisations that provide services to children/young people

#### Education:

- Non-teaching staff and leaders of 14-19 providers
- Adult and Community education providers

#### Health:

- GPs
- Dentists
- Primary and community health practitioners
- Clinical practitioners
- Hospitals
- Community health services
- Sexual health services
- Drugs and alcohol
- Adult mental health services

#### Social, Family and Community Support:

- Parenting practitioners
- Adult social care workers
- Supporting People teams
- Housing Officers and Accommodation Support workers
- Job Centre Plus Advisers
- Child Support Agency workers

#### Justice and Crime Prevention:

- Police in school liaison/ child protection roles
- Probation officers
- Multi agency public protection teams
- Policing and law enforcement
- Prosecution services
- Custodial care

#### Sport and Culture:

- County Sports Development Officers
- Sport Competition Managers
- Health and fitness providers
- Outdoor education/recreation providers
- Workers in cultural heritage, museums and galleries
- Library staff



## Annex C – Data model fragments

This Annex contains a series of conceptual entity-relationship views of the data defined in this document, and shows a fuller set of relationships to those shown in the Introduction. The purpose of these models is to aid implementation of the standards in the design of operational, analytical or data collection systems. However, they are not a normative part of the standards themselves. Real-world systems will of necessity have more complex models, based on wider requirements, than those below. Despite this, there should be consistency between the model and real-world implementations.

Some note on the diagrammatic conventions in these diagrams are presented at the end of this Annex, on page 174.

### C1. Contract Data

The following diagrams show the relationship between the data items that describe a person’s contractual status, from Role (S400) through to Additional hours worked (S480).

Two scenarios are shown. The first is for the situation where a member of the children’s workforce is directly contracted to the service organisation (e.g. the school or care home).

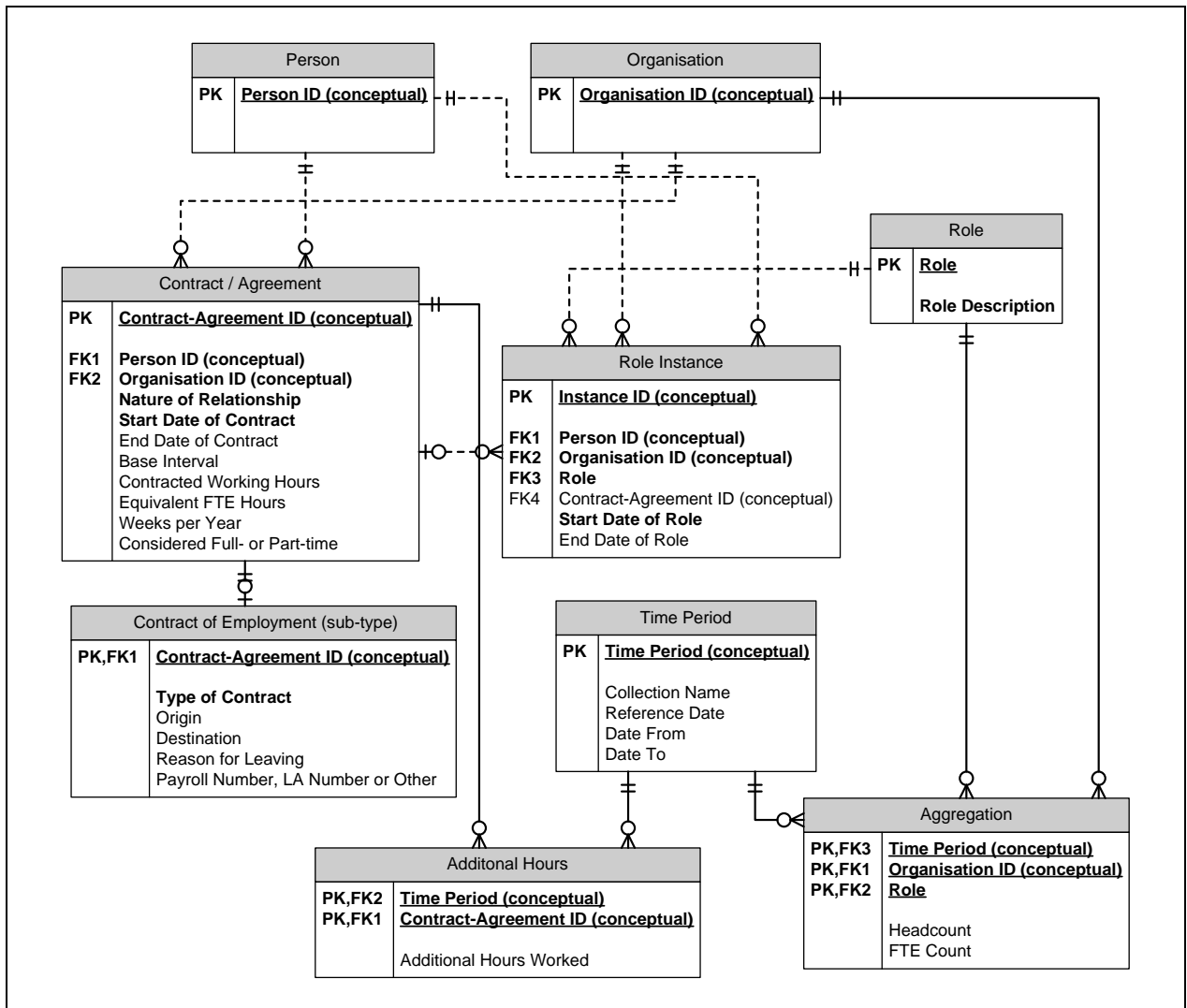
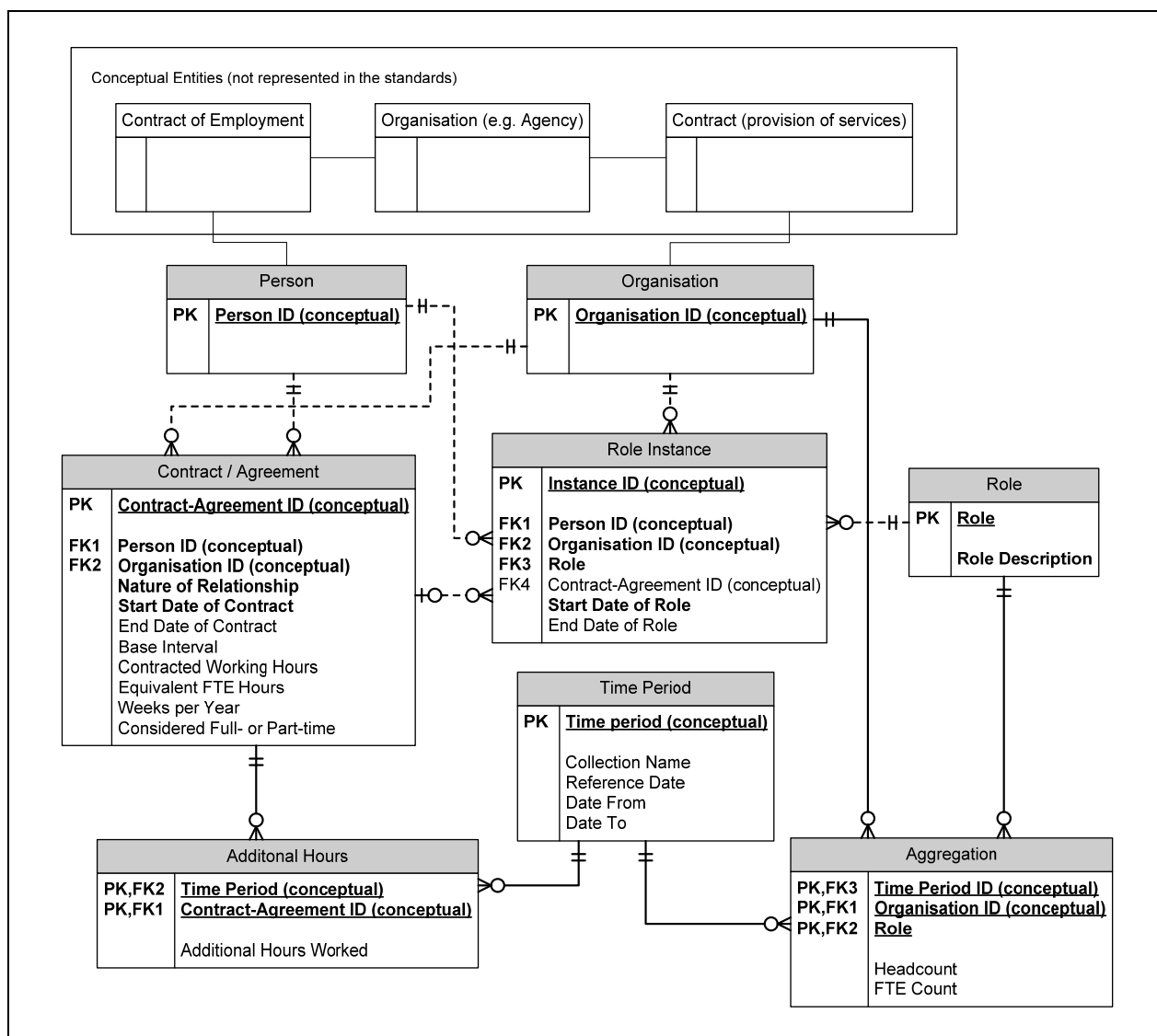


Figure 2: Contract of Employment data entity-relationship fragment

The second represents the situation where a member of the workforce is employed by an agency or some organisation other than the place where they work.



*Figure 3: Service Agreement data entity-relationship fragment*

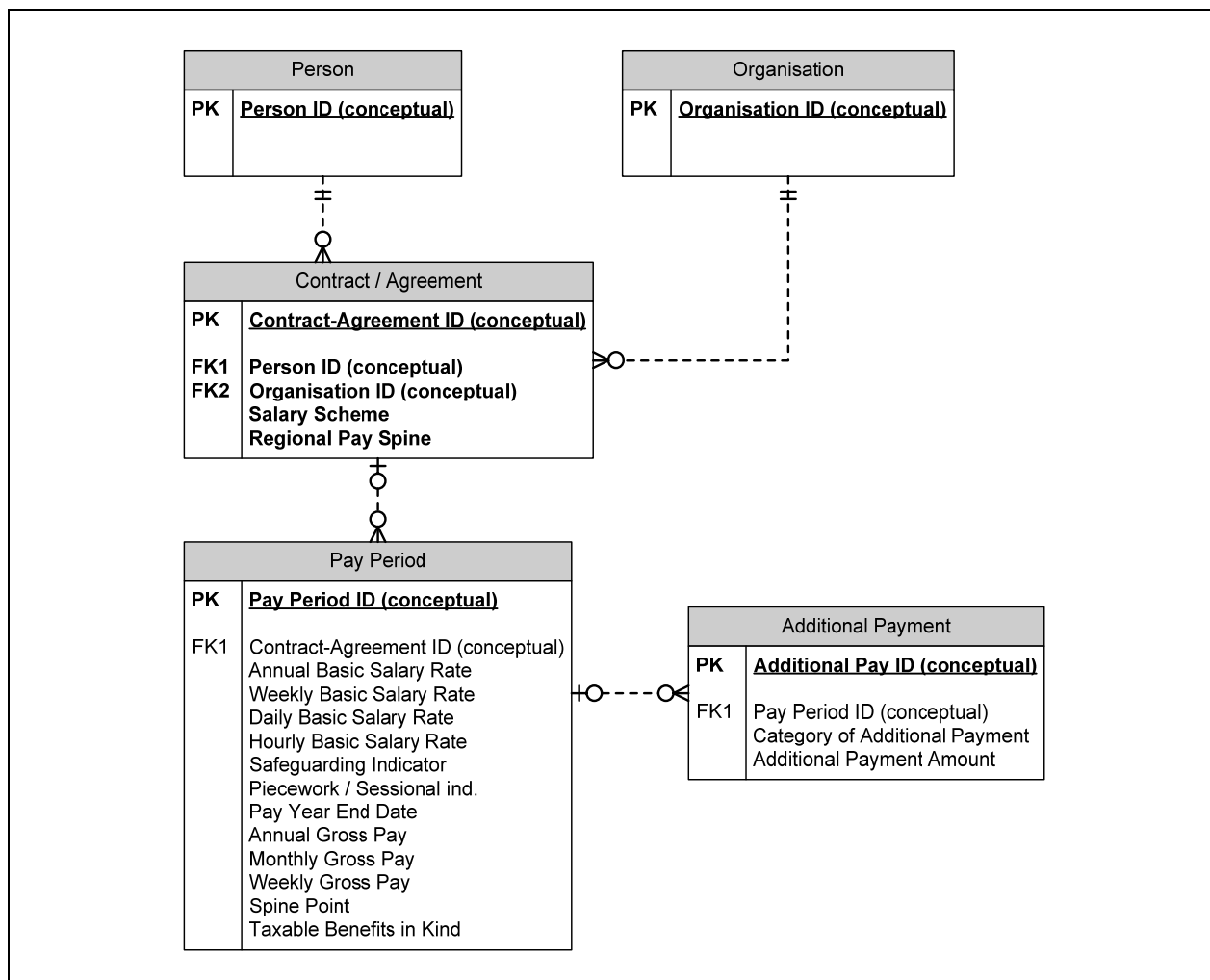
The two data items Nature of Relationship (S405) and Type of Contract (S410), together determine which of the two above models applies:

- Where the member of the workforce is a direct employee, the Type of Contract is provided and the applicable values in Nature of Relationship are one of
  - Employed Directly
  - Self-employed
  - Student on placement / work experience
- Where the member of the workforce is not a direct employee, the Type of Contract is omitted and the applicable values in Nature of Relationship are one of
  - Engaged through an agency
  - Engaged through a service provider
  - Employed to another organisation as part of a partnership/shared service
  - Employed in a bank or pool of workers by a parent or otherwise related organisation
  - Student on placement / work experience
  - Voluntary worker

In both of the above models the entity ‘Time Period’ is conceptual: it allows for the concept of providing aggregations by Role on either a snapshot basis or over a period of time.

### C2. Pay Data

The following diagram shows the relationship between the data items that describe a person’s pay, from Salary Scheme (S500) through to Taxable Benefits in Kind (575).



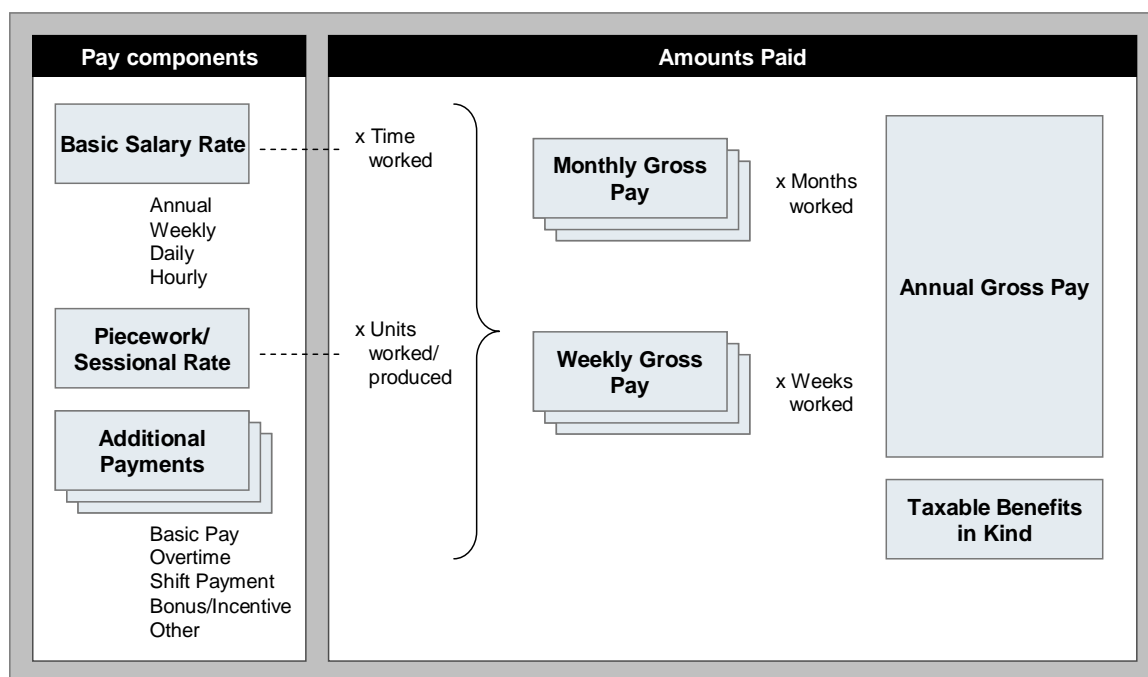
*Figure 4: Pay data entity-relationship fragment*

Please note:

- Depending on circumstances, “Contract” may represent a contract of employment or it may represent a formal or informal agreement between an Organisation and a Person who works there, perhaps being employed by a third part such as an Agency
- The most problematic area is the relationship between Contract and Role, especially where the “Contract” represents an agreement. This area will be explored more fully in future versions of this document.

### C3. Pay Items schematic

The view taken of pay in these standards can be represented in the following schematic:



*Figure 5: Pay items schematic*

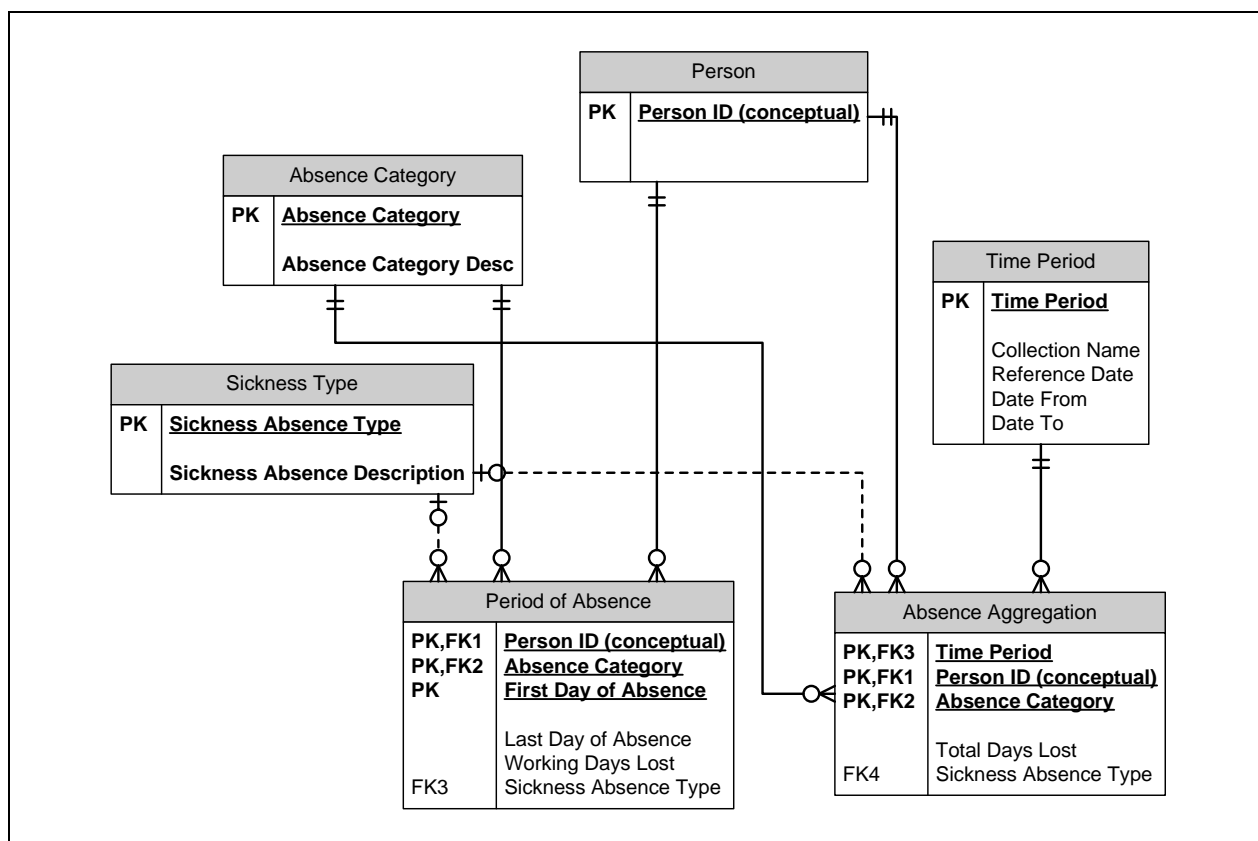
The shaded boxes in this diagram represent data items defined in these standards.

The standards distinguish between rates (Annual Basic Salary Rate, Weekly Basic Salary Rate, etc.) and Gross Pay (Weekly, Monthly, Annual). The rates are essentially the building blocks of pay entitlement whereas the gross pay represents overall pay and is always retrospective.

Time worked is represented in the standards by the contractual hours. However, data items for actual time worked are not included as separate items but can be adapted from other standards. For piecework or sessional work, gross pay is determined from units produced. Items for the Units are not included in the standards and collections or systems needing these data must add their own definitions.

**C4. Absence Data**

The following model covers Absence data items from Absence Category (S665) through to Working Days Lost (S685).



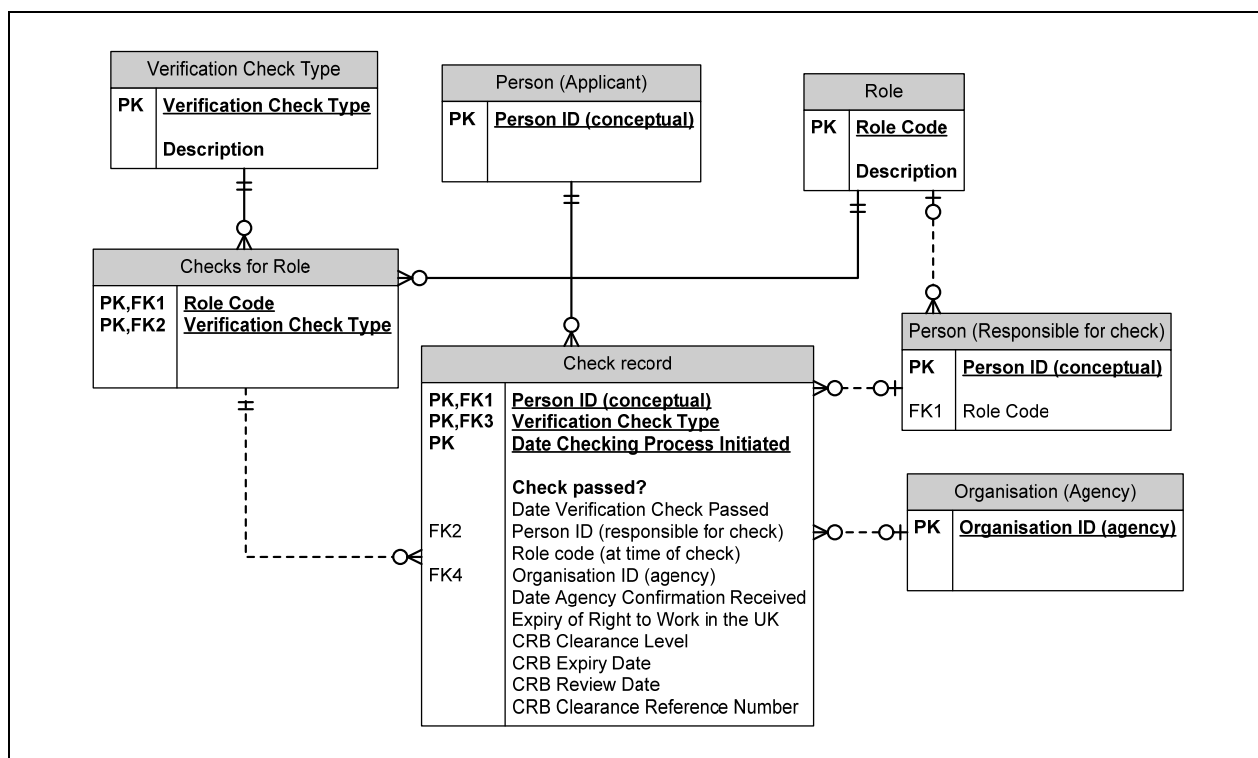
*Figure 6: Absence Data entity-relationship fragment*

**C5. Verification Data**

The following model covers data items relating to the verification of new employees, from Verification Check Type (S580) to CRB Clearance Reference Number (S625).

This area of the model originates from CBDS work to support good record keeping practice in schools. As part of their inspections, OFSTED require schools to be able to demonstrate that a proper verification / checking process is in operation. While it is not mandatory for the records to be kept electronically, many schools have been keen to do so and their MIS suppliers have supported and enabled this using the CBDS definitions.

The fragment suggests that it is possible to define the checks that are relevant to each Role and that a separate record is retained for each check. This approach is extensible, in that the addition of new verification types to the standards will enable requirements from other parts of ESCS to be supported to the same record keeping standards.



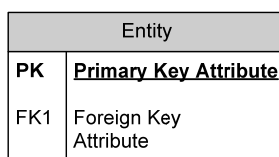
*Figure 7: Verification Data entity-relationship fragment*

### C6. Notes on the data model diagrams

The fragments in this Annex all present views of sub-sets of the data in these standards. The key features of the diagrams are as follows

#### *Entities and entity keys:*

An entity is represented by a box showing the name of the entity and listing its primary key, foreign key and non-key attributes:



The attributes for each entity are annotated to show which are key attributes, using the following:

- The primary key is an attribute, or combination of attributes, that uniquely identifies one instance of the entity. Primary key attributes are identified with the initial PK, and are also shown in bold and underlined;
- Foreign-key attributes, identified by the initials FK, are attributes that are the primary key, or part of the primary key, of a related table;
- An attribute shown in bold type is considered mandatory. Attributes in plain type are optional, or at least may not be present when a record based on the entity is created.

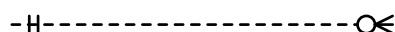
So that the relationships in the fragments are clear, some ID items have been added that are not defined in the standards. These are identified as "... (conceptual)" for example Person ID (conceptual).

*Entity sub-types:*

An entity may have one or more sub-types. This is shown on the diagram by a one-to-one optional relationship (see below) as well as the entity name including the words sub-type. An entity sub-type inherits all the attributes items from its super-type, as well as having its own particular attributes.

*Relationships:*

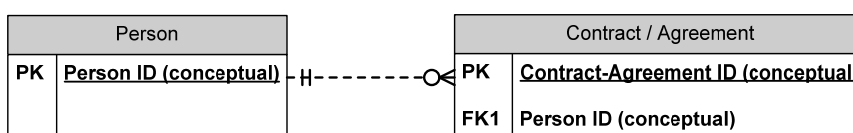
The relationship between two entities is shown as a line:



This line can vary in three ways:

- The symbol at each end of the line is either a crow's-foot or a single dash;
- An additional symbol, either a circle or a second dash crossing the line, shows the optionality between the entities;
- The line can be solid or dotted.

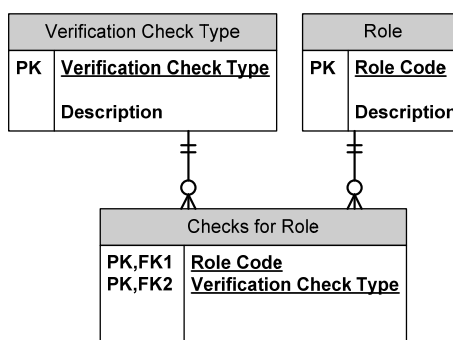
The crow's-foot / single dash symbols show the number of entities at each end of the relationship. For example, in the following ...



... a person may have many contracts of employment, either simultaneously or over time, but a contract of employment must be for one and only one person. The crow's-foot therefore indicates the “many” end of the relationship. Most relationships in the fragments are “one-to-many”. Occasionally a “one-to-one” relationship appears.

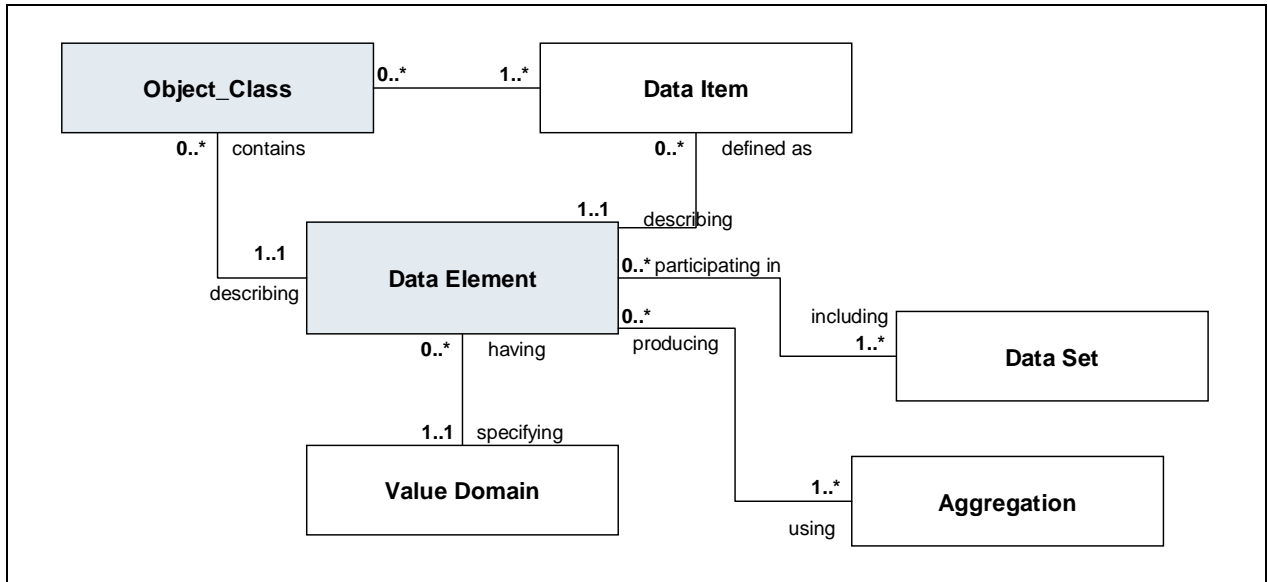
The second symbol at the end of each line shows whether the existence of one entity must be associated with the existence of another. In the above example a person may exist without having a contract, shown by the “o” at the right-hand end of the line. However a contract of employment can only exist in relationship to a person, shown by the second single-dash across the left-hand end of the line.

The majority of lines in the fragments are dotted. A solid line, where shown, indicates that an attribute that is (part of) the primary key of one entity is also present in the related entity, as in this extract from Figure 7, above:



## Annex D – Meta data model in use with these standards

The documentation of the Children’ Workforce standards is organised around the following object model, which is adapted from the ISO 11179 standard for meta-data:



*Figure 8: Meta-data model*

Within this version of the standards, the highlighted objects are not populated. The Object Classes are assumed to equate to the high level entities, as per the Introduction above. It is also assumed that context will enable users of these standards to translate Data Item definitions into Data Elements where appropriate.

Accordingly the bulk of these standards cover definitions of Data Items, Aggregations and Value Domains (simplified to Domains in the documentation).

Data Sets will be added at a later stage of the work. However at this stage, the inclusion of Data Items within the main course data sets, the School Workforce census and the NMDS-SC, can be deduced from the Source entries with the Development Notes for each entry.



## **Annex E – The Standards Working Group**

The Standards Working Group (SWG), which began meeting as the Workforce Harmonisation Group in 2008, comprised the following organisations and people:

|                                                   |                                                                                                                                                                                                                                                                        |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DCSF                                              | Helen Walker (New Relationship with Schools)<br>Gerard Doyle (New Relationship with Schools)<br>Jim Foley (Schools Analysis and Research Division)<br>Rob Bauling (Data Services Group)<br>Ian Casey (Data Services Group)<br>Steve Ward (Consultant Business Analyst) |
| LGA                                               | Ben Hickman (Analysis and Research)                                                                                                                                                                                                                                    |
| CWDC                                              | Lisa Baldwin                                                                                                                                                                                                                                                           |
| SKILLS FOR CARE                                   | Christine Eborall                                                                                                                                                                                                                                                      |
| ONS                                               | Becki Aquilina                                                                                                                                                                                                                                                         |
| TDA                                               | Nicolette Hartell                                                                                                                                                                                                                                                      |
| HESA                                              | Andy Youell                                                                                                                                                                                                                                                            |
| LSC / MIAP                                        | Barry Eaton<br>Colin Rogers                                                                                                                                                                                                                                            |
| The Information Authority                         | Peter Ashton                                                                                                                                                                                                                                                           |
| ISB for Education, Skills and Children's Services | Terry Knowles                                                                                                                                                                                                                                                          |

The SWG has received contributions and advice from many people in drawing up these proposals and would like to thank the following in particular for their input:

|                      |                                               |
|----------------------|-----------------------------------------------|
| DCSF                 | (Paul Stoker, Richard Bartholomew, Jo Mackie) |
| LGA                  | (Jon Sutcliffe)                               |
| IDeA                 | (Kathryn Kelly)                               |
| CWDC                 | (Gurdeep Singh)                               |
| TDA                  | (Graham McLatchie, Christopher Brown)         |
| Skills for Care      | (Dave Griffiths)                              |
| Lifelong Learning UK | (Tynan Roger)                                 |
| CLG                  | (Hema Pandya)                                 |
| OGC                  | (Georgina Aplin)                              |

## **Annex F – References**

[This Annex will be completed later. It will include an index of available mappings, where to find them, plus contact details. It will also include a full reference index to other standards and supporting information.]

## Annex G – Document Control

### CHANGE HISTORY

| VERSION | DATE          | CHANGES                                             |
|---------|---------------|-----------------------------------------------------|
| 0.1     | August 2008   | Initial draft, all items.                           |
| 0.2     | December 2008 | Incorporation of Contract and Pay sub-group items.  |
| 0.3     | February 2009 | Incorporation of changes from Review-1 set of items |
| 0.4     | March 2009    | Incorporation of review 2 and 3 sets.               |
| 1.0     | April 2009    | Completion of version for Consultation.             |