

# SLASC independent schools 2015

# **COLLECT user guide**

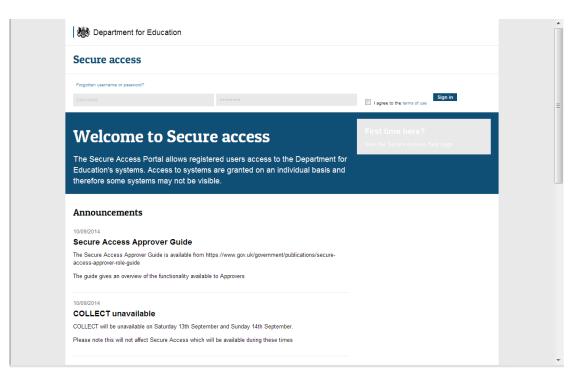
December 2014

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## **COLLECT and Secure access**

Access to COLLECT is through the department's secure access system (SA).



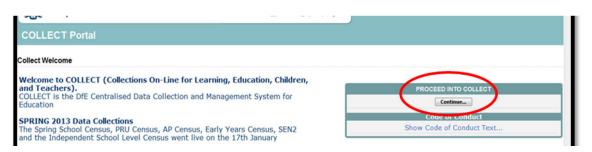
Please note some screen shots may refer to 2014 however the process is the same for the 2015 collection.

If you are a new user and require access to COLLECT, you will need to contact the approver within your school.

Full secure access guidance is published on the <u>Secure Access Website</u>. Once successfully registered, open the 'Your applications' tab to access COLLECT, as below.

Welcome to Secure access	Need help? Visit the Secure access help page
Allowing registered users access to the Department for Education's systems. Access to systems are granted on an individual basis and therefore some systems may not be visible.	
Your applications	
COLLECT Collections On-Line for Learning, Education, Children, and Teachers.	

#### Click on continue



Select the collection by clicking on the collection name to highlight it (if there is only one it will be automatically highlighted) and then click on the Select Data Collection button to open

LLECT	Dortol						
LLECI	Portai						
100							
Page							
	MY DATA COLLECTIONS						
	Data Collection	User Role	Organisation	Status	Due Date	Days Due	
	GeneralHospitalSchool2014	Administrator	Department for Education	Testing/Live	12/02/2014 00:00:00	56	
	GeneralHospitalSchool2014	Source	Manchester Hospital Schools and Home Teaching Service	Testing	12/02/2014 00:00:00	56	
	GeneralHospitalSchool2014	Collector	Department for Education	Testing	12/02/2014 00:00:00	56	
	Independent Schools 2012	Collector	Department for Education	Testing	19/01/2012 00:00:00	-699	
	Independent Schools 2012	Administrator	Department for Education	Testing/Live	19/01/2012 00:00:00	-699	
	Independent Schools 2013	Administrator	Department for Education	Open/Live	17/01/2013 00:00:00	-335	
	Independent Schools 2013	Collector	Department for Education	Open	17/01/2013 00:00:00	-335	
	Independent Schools 2014	Agent	Alliance Care & Education	Testing	16/01/2014 00:00:00	29	
	Independent Schools 2014	Source	Priory Hurworth House	Testing	16/01/2014 00:00:00	29	
	Independent Schools 2014	Collector	Department for Education	Testing	16/01/2014 00:00:00	29	
	Day 10 - 11 - 1						<
	Page 3 of 6						
	Welcome to COLLECT		News	eachers).			
	COLLECT Downtime		enance COLLECT will be unavailable on Sunday 22	nd December un	til 12pm. We apologise	e for any	

There are a number of independent schools which have installed IE11, those users have experienced problems with column spacing when adding and editing returns in COLLECT making it impossible to enter data in some cases. We have tested a fix which has been successful.

In Microsoft Internet Explorer IE11 the traditional compatibility button has been removed and replaced with Compatibility View settings where you add affected sites to a list. The instructions below have been taken directly from Microsoft Support:

To change your Compatibility View settings

- 1. Open Internet Explorer for the desktop, click **Tools**, and then click **Compatibility View settings**.
- 2. In the **Compatibility View Settings** box, add the problematic website URL, and then click **Add**.
- 3. Compatibility View is turned on for this single website, for this specific computer.

4. Decide if you want your intranet sites displayed using Compatibility View, decide whether to use Microsoft compatibility lists, and then click **Close**.

## Adding your return on screen

Please note that you can only add a full return on screen using this function when there is a status of "No Data". If the status has any value other than "No Data" then the "Add Return on screen" button will be disabled, you will then only be able to make changes using "Open Return".

DATA RETURN		
status of your data return : No_Data		
Errors : 0	Queries : 0	OK Errors : 0
t can I do with My Data Return?		
Upload Return from file	Press this button to Import a file into your data return	
Add Return on screen	Press this button to Add a new return using a web form	
Open Return	Press this button to Open your data return	
Submit Return	Press this button to Submit your completed data return	
Export to file	Press this button to Export your data return to a file	
Launch Reports	Press this button to Report on your data return	
Delete Return	Press this button to Delete your data return	
t is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
ed some help		
elp while in the data collection pages, please	and the first state of the second	

To add a return manually click the 'Add Return on screen'

#### **Sections 1-3**

The first time the user accesses this section you will need to select 'Save' to verify the opening page of the form

After saving the user will be able to edit this page and access each part of the form section by section from this page.

lependent Schools						All Erro	rs	All Notes		-	Add	/iew	Edi		Delete Status
Independent Schools [11]	Ind	ependent	Schools -	Priory H	urworth Ho	use				_					
-> Annex C Parts Bi Bil Proprietor Bo	RETU	IRN LEVEL E	ERRORS					Error	sQueries	OK N	lotes You a	re current	ly in Se	ection 1	-3
-> Section 4 to 5				iated with th	nis full return	, not individua	l fields.)	1	2	0	2				
> Section 6 to 7	Pleas	e select one	of the tabs I	below to mov	e to the next se	ection:									
> Section 8 to 10	Sect	ions 1-3 Se	ctions 4-5 S	ections 6-7	Sections 8-	Annex A	Annex A	Annex B Par	t Annex B	Part	Annex C	Anne		Annex	
Annex A Part A - Teacher New App					10	Part A	Part B	<u>A</u>	B		Part A	Parts I	BI-BII	1 1	<u>Siii</u>
Anney A Part R - Teacher Leavers															
		ion 1: Gene	ral school i	nformation	(see Notes fo	or Guidance, S	ection 1)								
Annex B Part A - Support Staff New	-						ection 1)					Queries	-		
Annex B Part A - Support Staff New Annex B Part B - Support Staff Leav	/ /e	Contact nar	me (for enqui			Joe Bloggs	ection 1)				0	s Queries	<b>ОК</b>	2	Histo II
Annex B Part A - Support Staff New Annex B Part B - Support Staff Leav Annex C Part A - Individual Propriet	ve to		me (for enqui				ection 1)						-		
Annex B Part A - Support Staff New Annex B Part B - Support Staff Leav Annex C Part A - Individual Propriet	ve to	Contact nar	me (for enqui STD			Joe Bloggs	ection 1)				0	0	0	2	Ø
-Annex B Part A - Support Staff New -Annex B Part B - Support Staff Leav -Annex C Part A - Individual Propriet	ve to	Contact nar Telephone :	me (for enqui STD number			Joe Bloggs 1234	ection 1)				0	0	0	2	T T
-Annex B Part A - Support Staff New -Annex B Part B - Support Staff Leav -Annex C Part A - Individual Propriet	ve to	Contact nar Telephone : Telephone of School e-m	me (for enqu STD number ail address	ries)		Joe Bloggs 1234 123456 joe@bloggs		rect it in the s	pace on th	e righ	0 0 0 0	0 0 0	0 0 0	2 2 2	T T
Annex B Part A - Support Staff New Annex B Part B - Support Staff Leav Annex C Part A - Individual Propriet	ve to	Contact nar Telephone : Telephone of School e-m	me (for enqui STD number ail address ase check ti	ries)		Joe Bloggs 1234 123456 joe@bloggs		rect it in the s		e righ	0 0 0 0	0 0 0	0 0 0	2 2 2	E T
Annex B Part A - Support Staff New Annex B Part B - Support Staff Leav Annex C Part A - Individual Propriet	ve to	Contact nam Telephone i School e-m NOTE: Plea CURRENT I School nam	me (for enqui STD number Iail address ase check ti DETAILS ne	ries) he informat		Joe Bloggs 1234 123456 joe@bloggs				e righ	0 0 0 0	0 0 0	0 0 0	2 2 2	E T
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-Annex B Part A - Support Staff New -Annex B Part B - Support Staff Leav -Annex C Part A - Individual Propriet	ve to	Contact nar Telephone I School e-m NOTE: Plea CURRENT I School nam City of Lond Main school	me (for enqui STD number ail address ase check to DETAILS ne don School fo ol address	iries) he informat or Girls		Joe Bloggs 1234 123456 joe@bloggs		AMENDED DE School name Main school a	TAILS	e righ	0 0 0 0	0 0 0	0 0 0	2 2 2	T T
	ve to	Contact nam Telephone S School e-m NOTE: Plea CURRENT I School nam City of Lono Line 1	me (for enqui STD number vall address ase check to DETAILS ne don School fr ol address St Giles'	iries) he informat or Girls		Joe Bloggs 1234 123456 joe@bloggs		AMENDED DE School name Main school a Line 1	TAILS	ie righ	0 0 0 0	0 0 0	0 0 0	2 2 2	T T
Annex B Part A - Support Staff New	ve to	Contact nar Telephone I School e-m NOTE: Plea CURRENT I School nam City of Lond Main school	me (for enqui STD number ail address ase check to DETAILS ne don School fo ol address	iries) he informat or Girls		Joe Bloggs 1234 123456 joe@bloggs		AMENDED DE School name Main school a	TAILS	e righ	0 0 0 0	0 0 0	0 0 0	2 2 2	T T

The first time the user accesses this section there will be no data present as with the previous screen you will need to click on the grey edit button on the top right hand side.

#### Sections 4 - 5

The first time the user accesses this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

pendent Schools - Section 4 to 5									
Andent Schools - Section 4 to 5			All Errors All N	A	dd View	Edit	Del	ete	Status
dependent Schools [12]	Independent Schools - Section 4 to	o 5 - Priory Hurworth House		_				_	
Annex C Parts Bi Bli Proprietor Body and C	RETURN LEVEL ERRORS			Errors Querk OK	Notes You are	In Section	16 4-5	$\mathbf{>}$	
Section 4 to 5	(Errors and queries associated with this full rel	urn, not individual fields)		<b>3 2 2 0</b>	1				
Section 6 to 7	Please select one of the tabs below to move to the n	ert section:							
Section 8 to 10	Sections 1-3 Sections 4-5 Sections 4-5	ections 6-7 Sections 8-10 Ar	nex A Part A Annex A Part B	Annex B Part A Annex B Part B	Annex C Part A	Annex	C Parts	Annex C	Part E
nex A Part A - Teacher New Appointments						1 50	<u>en</u> 1		
nex A Part 8 - Teacher Leavers	Section 4: Boarding Schools ONLY (see Notes	for Guidance Section ()							_
nex 8 Part A - Support Staff New Appointr	a. Approved Places	in Guidante, ascion 4)							_
nex 8 Part 8 - Support Staff Leavers	a. Approved Places				Errors	Queries	OK	Notes	Histo
ex C Part A - Individual Proprietors	How many beds are available (including t	hose unoccupied on the census date) in boardin	a accommodation?	0	0	0	0	2	Ø
ex C Part Bill - Newly Appointed Body Me		ion for more than 295 days a year. (if you are		me with Ofsted please do not complet	e this section)				
	How many pupils were provided with acco Section 5.	mmodation for more than 295 days at the schoo	, or elsewhere under arrangements made	by the school's proprietor, in each of the	2 years preceding 3	1st Decemi	ber 2012?	if none g	o to
					Errors	Queries	OK	Notes	Histo
	Boarding Pupils up to 31st Dec	2011		jo	0	0	0	2	1
	Boarding Pupils up to 31st Dec	2012		p	0	0	0	2	10
	How many pupils do you intend to provide	with accommodation for more than 295 days at t	he school, or elsewhere under arrangem	ents made by the school's proprietor, in th					
						Queries	_	Notes	-
	Boarding pupils up to 31st Dec	2013		jo	0	0	0	2	Ø
	Section 5: Teaching Staff (including headteach	her) employed in week commencing 14th Ja	nuary 2013. (see Notes for Guidance,	Section 5)					
	include:		Exclude:						
	<ul> <li>staff on short term paid absence (less</li> </ul>	than a term);	<ul> <li>staff on long term paid absence</li> <li>relief staff covering short term a</li> <li>And other vacancies not filled by</li> </ul>	bsence;					
Þ	<ul> <li>relief staff filling nominal vacancies;</li> <li>relief staff covering long term absence</li> </ul>	i (a term or more);	<ul> <li>Non-teaching staff;</li> <li>Student teachers on school cent</li> </ul>			10		Made	lame?
			<ul> <li>Non-teaching staff;</li> </ul>	red ITT courses.		Queries		Notes	-
		Number of men	<ul> <li>Non-teaching staff;</li> </ul>	red ITT courses.	0	0	0	2	10
	relief staff covering long term absence		<ul> <li>Non-teaching staff;</li> </ul>	red ITT courses.					Ø
	relief staff covering long term absence	Number of men	<ul> <li>Non-teaching staff;</li> </ul>	red ITT courses. 10 10 5	0	0	0	2 2 2	<b>1</b> <b>1</b>
	<ul> <li>relief staff covering long term absence</li> <li>Full-time staff</li> </ul>	Number of men Number of women	Non-teaching staff;     Student teachers on school cent	red ITT courses.	0	0	0	2 2	10 10 10
	relief staff covering long term absence	Number of men Number of women Number of men	Non-teaching staff;     Student teachers on school cent	red ITT courses. 10 10 5	0	0	0	2 2 2	Histo E E E

### Sections 6-7

The first time the user accesses this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

				l	A	II Errors		All Notes		Ad	d	View	Edit		Delet Statu
ependent Schools [6]	ndependent :	Schools -	Section 6 t	o 7 - Priory	Hurw	orth Hou	se								_
Annex C Parts Bi Bil Proprietor Body	ETURN LEVEL EF	RORS						Erro	rs Querie	s OK Note	You an	e in Sec	tions 6-7		
Section 4 to 5	Errors and querie	s associated	with this full r	eturn, not indiv	vidual fi	elds)		1	0	0 2					
Section 6 to 7	lease select one of	f the tabs be	low to move to	the next section	n:							-			_
Section 8 to 10	Sections 1-3 Se	ctions 4-5	Sections 6-7	Sections 8-10	2 Anne	A Part An	B B	Annex B Pa	t <u>Annex</u>	B Part Ar B F	ant A	Annex Bi-	C Parts Bii	Annex	
nnex A Part A - Teacher New Appoin															
nnex A Part B - Teacher Leavers	ection 6: Pupils o	n the registe	er (see Notes fo	or Guidance, S	ection 6	6)									
nnex B Part A - Support Staff New Ap				day 17th Janua				and the							
nnex B Part B - Support Staff Leavers	<ul> <li>Only show</li> <li>2006</li> </ul>	those pupils	who are entered	ed on an Admis	sions Re	egister in acc	ordance wi	th Regulation	5 of the I	Education (P	upil Reg	istration)(	England	) Regul	atio
nnex C Part A - Individual Proprietors		ter zeros in th		no entry is requ	uired										
nnex C Part Bill - Newly Appointed Bc	Age on 31.8	12 Date of B	lirth	Full-time Rows		Girls		Part-time Rows		Girls		Errors	Queries	ОК	No
		er 31.8.93 a		Boys		Giris		Boys		GITIS		0	0	0	2
	18	1.9.93 to				-	_				-	0	0	0	2
	17	1.9.94 to					_			<u> </u>	-	0	0	0	1
	16	1.9.95 to					_				-	0	0	0	1
	15	1.9.96 to									-	0	0	0	1
	14	1.9.97 to									-	0	0	0	2
	13	1.9.98 to				-						0	0	0	2
	12	1.9.99 to					_	l			-	0	0	0	1
	11	1.9.00 to			-	-	_				-	0	0	0	2
	10	1.9.01 to			-		_				-	0	0	0	2
	9	1.9.02 to			-		_				-	0	0	0	2
	8		31.8.04		-		_				-	0	0	0	2
	5 4 3 2 1	1.1.08 to 1.4.08 to 1.9.08 to 1.1.09 to 1.4.09 to 1.9.09 to 1.9.10 to	31.12.07 31.3.08 31.8.08 31.12.08 31.3.09 31.8.09 31.8.10 31.8.11									0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	2 2 2 2 2 2 2 2 2 2
	Under 1	1.9.11 an	nd later									0	0	0	2
	TOTALS											1	1	0	2
				er on Thursday f the TOTALS b				0			Errors 0	Queries 0	<b>ОК</b> 0	Notes 2	Hist
				Thursday 17th		ry 2013 (incl	uded in 6.1	)			Errors	Queries	ок	Notes	Hist
	<ul> <li>Do not en</li> <li>Number of br</li> </ul>		ic boxes wriere	no entry is requ	med						0	0	0	2	
	Number of gi										0	0	0	2	_
														×	_
	6.4 Pupils in	care (see N	otes for Guida	nce, Section 6.	4}						Errors	Queries	ок	Notes	Hist
	Please enter	the number (	of pupils who a	s at the 17th Ja	nuary 20	013 are looke	d after by	a local			_				
	authority (wit	hin the mean	ing of Section	22 of the Child	ren Act	1989)					0	0	0	2	
S	ection 7: Pupils v											Queries		Notes	Hist
	7.1 Number	of pupils (full	-time and part-	time) for whom	n a state	ment of SEM	l is mainta	ined by a LA			0	1	0	2	
											-	Queries	ОК	Notes	

On completing your data you must select 'Save' to continue or 'Cancel' to delete the data you have just added

#### Sections 8 – 10

The first time the user accesses this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

									Ad				
				All E	irrors		All Notes		Ad	a	View	Edit	
hools [6] Ind	dependent Schools - Sectio	on 8 to	10 - Priory	Hurw	orth House					_			
rts Bi Bii Proprietor Body							Errors		OK Not		re current	tly in Se	ctions 8
	rors and queries associated with th			dual field	is.)		1	0	0 🧷				
·	ase select one of the tabs below to n	nove to th	he next section:	Annex	A Part Annex A	A Part	Annex B Part	Annex F	Part A	nnex C	Annex	C Parts	Anne
	ctions 1-3 Sections 4-5 Section	ns 6-7	Sections 8-10	A	B		A	B		Part A	Annex Bi	-Bii	E
A - Teacher New Appoint B - Teacher Leavers Sec	ation (). Courses of a turbula for all sur-		45	-1 04-1	0.0040								
A - Support Staff New Ap	ction 8: Courses of study for all pup 8.1 Courses of study for boys	nis ageo	15 and over as	atorst	August 2012								
B - Support Staff Leavers	Principal aim of study		15		16		17		18 and	over	Errors	Queries	OK
A - Individual Proprietors	Level 4 and above										0	0	0
Biii - Newly Appointed Bc	International Baccalaureate										0	0	0
	GCE 'A' Level/Pre-U Principal St										0	0	0
	GCE 'AS' Level/Pre-U Short Cour Subject	rse									0	0	0
	Other Level 3 Equivalents (e.g.	BTEC									0	0	0
	National Diploma)					_					0		
	GCSE / IGCSE										0	0	0
	Other Level 2 Courses										0	0	0
	Other Level 1 Courses Other Courses										0	0	0
	TOTALS (must agree with the rel	levant -					-		-	-			<u> </u>
	boxes in 6.1)	0	)	0			0		U		0	0	0
	8.2 Courses of study for girls												
	Principal aim of study		15		16		17		18 and	over	Errors		
	Level 4 and above										0	0	0
											-	-	
	International Baccalaureate										0	0	0
	GCE 141 Excel/Des 11 Debeter 1 St International Debeter Debeter GCE 141 Level/Pre-U Principal St										0 0 0	0	0
	GCE 'A' Level/Pre-U Principal St GCE 'A' Level/Pre-U Principal St GCE 'AS' Level/Pre-U Short Cours Subject	rse									0 	0 	- 0 0
	GCE 'A' Level/Pre-U Principal St GCE 'A' Level/Pre-U Principal St	rse									0 0 0	0	0
	GCE 'A' Level/Pre-U Principal St GCE 'A' Level/Pre-U Principal St GCE 'AS' Level/Pre-U Short Cour Subject Other Level 3 Equivalents (e.g.	rse									0 	0 	- 0 0
	GCE 'A' Level/Pre-U Principal St GCE 'A' Level/Pre-U Principal St GCE 'A' S' Level/Pre-U Principal St Subject Other Level 3 Equivalents (e.g. National Diploma)	rse									0 0 0 0	0 0 0 0	0 0 0
	GCE 'A' Level/Pre-U Principal St GCE 'A' Level/Pre-U Short Cou Subject Other Level 3 Equivalents (e.g. National Diploma) GCSE / IGCSE	rse									0 0 0 0 0	0 0 0 0	0 0 0 0 0 0
	GCE 'A' Level/Pre-U Principal St GCE 'A' Level/Pre-U Principal St GCE 'A S' Level/Pre-U Short Cou Subject Other Level 3 Equivalents (e.g. National Diploma) GCSE / IGCSE Other Level 2 Courses Other Level 1 Courses Other Courses	BTEC									0 0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0
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Sec	GCE 'A' Level/Pre-U Principal St GCE 'A' Level/Pre-U Short Cou subject Other Level 3 Equivalents (e.g. National Diploma) GCSE / IGCSE Other Level 2 Courses Other Level 1 Courses Other Level 1 Courses TOTALS (must agree with the rel boxes in 6.1)	rse BTEC levant ( tudy			n the final year		۲ – ۱		2				0 0 0 0 0 0 0 0 0
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## Annexes

On each of the annexes the user can add multiple records.

The first time the user accesses this section there will be no data present please click on the 'Add' button, this will activate the screen to enable you to add your data.

Annex A Part A - Teacher New Appo	ointme	ents									
INFORMATION											
No matching NewAppointmentTeacher reco	ords found	d									
0				All Errors	All Notes		Add Vi	BW	Edit	_	)elete itatus
- Independent Schools [4] -> Annex C Parts Bi Bi Proprietor Body and -> Section 4 to 5 -> Section 6 to 7	Annex	c A Part A - Tea	acher New Appointm	ients - Priory Hu	rworth House				Drill Up Error Al Note		
-> Section 8 to 10	Post	Surname	Previous Sur	name	Fir	st Name	Rule	Errors			
-Annex A Part A - Teacher New Appointment											1
-Annex A Part B - Teacher Leavers		LEVEL ERRORS				Frors Queries OK		e in Ann	ex A Pa	rt A	
-Annex B Part A - Support Staff New Appoin	n		iated with this full return, n			3 1 0	2				
-Annex B Part B - Support Staff Leavers			s below to move to the nex								
-Annex C Part A - Individual Proprietors	Section	is 1-3 Sections 4-5	i Sections 6-7 Sections	8-10 Annex A Part A	Please click the 'Drill	Up' button to select a	different An	nex page	e.		
Annex C Part Biii - Newly Appointed Body N											
		A Part A: New Teach									
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		lease select which ap	pplies				-	0	0	2	
	II E	urname					0	0	0	2	
		revious surname (mo	ost recent)				0	0	0	2	
		irst name(s)	of the page and click on the	Save button Them	to add another entry -!!	ak on the Mdd butter	0	0	0	2	
	rease	go back to the top o	or the page and click on the	e save button. Then	to add another entry cli	ok on the Add Dutto	n.				

On completing your data you must select 'Save' to continue or 'Cancel' to delete the data you have just added if necessary.

After saving, the user will be able to Add, Edit or Delete. This is applicable to each annexe completed.

By drilling up the user will return to the Nil Return page.

On completing your data you must select 'Save' to continue or 'Cancel' to delete the data you have just added if necessary.

## Uploading your return

If you have output an XML file direct from your management information system (MIS) you should follow this section for guidance on how to load the file into COLLECT.

To upload a file, click the 'Upload Return from File' button; the following screen will be displayed.

Department for Edu	cation	Back to Home page Help You are logged in as coliver   Log out	
COLLECT Portal			
Source Page Independent Schools 2014			
MY DATA RETURN			
The status of your data return : No_Data			
Errors : 0		Queries : 0	OK Errors : 0
What com I do with My Data Return:			
Upload Return from file		to Import a file into your data return	
Aug neter on screen		to Add a new return using a web form	
Open Return	Press this button	to Open your data return	
Submit Return	Press this button	to Submit your completed data return	
Export to file	Press this button	to Export your data return to a file	
Launch Reports	Press this button	to Report on your data return	
Delete Return	Press this button	to Delete your data return	
What is happening to My Data Return?			
Data Return Submission		Data Return Approval	Data Return Authorisation
Date Submitted		Date Approved	Date Authorised
I need some help			
For help while in the data collection pages, please	use the link at the t	top of the pages.	
			▲ 1

Enter the file path/name of the return or alternatively click on the 'Browse...' button to navigate to the required file.

Department for Education	Back to MyCOLLECT page   Help You are logged in as colliver   Log out		
COLLECT Portal			
Independent Schools 2014 - Upload File			
UPLOAD FILE SELECTION			
	Liblad •	Browse	

If you have used the 'Browse...' option, once the relevant file has been located, either highlight the file and click on the 'open' button or double click on the file name. With the file name displayed click on the 'Upload' button to load the data into COLLECT.

Once the file has been successfully loaded the following message MAY appear if the system is busy.

Loading and Validation Message	
Your data return has been successfully loaded and is queued for validation. Please return later to view any validation errors identified.	
OK to Return to Status Page	
	Your data return has been successfully loaded and is queued for validation. Please return later to view any validation errors

The return has now been placed in a queue to be validated. When COLLECT is busy this process may take some time and users can come back later to view any validation errors present within the return.

IMPORTANT: If you have uploaded a return from a XML file, it is important that you check the amended address and amended chairperson sections of the return in COLLECT to confirm that the data currently held by the department is correct as amendments will not be brought through into COLLECT from your uploaded XML file (where details are no longer correct amendments should be made directly in COLLECT).

You must also return to COLLECT in order to submit your data return to the Department for Education (See Section 2.3 below).

## Submitting a return

Once your return has been completed or loaded, you have checked the amended address and chairperson sections and you are satisfied with its content, the data is ready to be submitted; to do this, click the 'Submit Return' button.

bepartment for Educat	ION You are logged in as coliver   Log out		
COLLECT Portal			
Source Page Independent Schools 2014			
MY DATA RETURN			
The status of your data return : Loaded_and_Va	lidated		
Errors : 5	Queries : 4	OK Errors : 0	
What can I do with My Data Return?			
Upload Return from file Pri	ess this button to Import a file into your data return		
	ess this button to Add a new return using a web form		
Open Return	ess this button to Open your data return		
Submit Return Pro	ess this button to Submit your completed data return		
Export to tile Pro	ess this button to Export your data return to a file		
Launch Reports Pro	ess this button to Report on your data return		
Delete Return Pro	ess this button to Delete your data return		
What is happening to My Data Return?			
Data Return Submission	Data Return Approval	Data Return Authorisation	
Date Submitted	Date Approved	Date Authorised	
I need some help			
For help while in the data collection pages, please use 1	he link at the top of the pages.		
1		Internet   Protected Mode: Off	

## Awaiting submission

Once the user has selected "Submit Return", the status MAY change to awaiting submission if the system is busy. This is in a queue. The user still has several options at this stage.

At this stage the user can:

- Upload Return from file...- if the user needs to re-upload the file for any reason they can do so at this stage. This will delete the current submission and replace it with the new return. The return will re-join the queue to be validated.
- Open Return...- the user can open and view the return they have made, all errors will now be available to view.
- Launch Reports...- the user is able to launch reports.
- *Delete Return...* if the user is unhappy with the return submitted, they can delete it at this point. This will completely delete the return. Any new uploads will join at the end of the validation queue.

### Submission in progress

At this stage submission has begun. The user at this stage cannot make any further changes to the return.

### **Submitted**

At this stage the return has been submitted to the DfE. This means that the return is now available for any appropriate checking and verification actions by the Department for Education (DfE).

If required, you can reload a data return or edit it, on doing so, the status will return 'Loaded' after loading or 'Amended by Source' if amended on line.

NOTE: After making changes you must "Submit Return" again to pass the return back to the DfE.

## My data return

This area shows the status of the return, the number of errors, queries and OK errors.

Status will be one of the following:

No_Data	Data hasn't been loaded
Waiting_for_Validation	Data loaded and waiting to be validated
Validation_in_progress	Data loaded and validation in progress
Loaded	Data loaded and validated but not submitted
Amended_by_Source	Data has been manually edited by the school
Awaiting_Submission	Data queued, waiting for submission
Submission_in_progress	Submitted snapshot is being created
Submitted	Data loaded and submitted
Amended_by_Collector	Data has been manually edited by DfE after submission
Authorised	Data loaded, submitted by school and Authorised by DfE
Rejected	Data load rejected – due to invalid format and/or contents

## Navigating around your return on COLLECT

To open your return, click 'Open return'.

## **Table of contents**

The table of Contents allows the user to navigate to a specific part of the collection. For example, if the user was to select an item from the table of Contents, the user would be taken directly to that corresponding page.

	All Errors All Notes Add	View	Edit	Dele	te Stati
					)
ndependent Schools [6]	Independent Schools - Section 4 to 5 - Priory Hurworth House				
> Annex C Parts Bi Bii Proprietor Body	RETURN LEVEL ERRORS Errors Queries OK	Notes You a	re in Sec	otions	4-5
> Section 4 to 5	(Errors and queries associated with this full return, not individual fields)	2			
> Section 6 to 7	Please select one of the tabs below to move to the next section:				
> Section 8 to 10	Sections 1- Sections 4-5 Sections 6-7 Sections 8-10 Annex A Part A Annex A Part B Annex B Part A Annex B Part	t <u>Annex C</u> Part A	Annex ( Bi-		Annex C F Biii
Annex A Part A - Teacher New Appoin		FaitA	014	<u></u>	000
Annex A Part B - Teacher Leavers	Section 4: Boarding Schools ONLY (see Notes for Guidance, Section 4)				
Annex B Part A - Support Staff New A					
Annex B Part B - Support Staff Leavers		Errors	Queries	OK	Notes His
Annex C Part A - Individual Proprietor		0	0	0	
Annex C Part Biii - Newly Appointed B	accommodation?		-	-	
	b. Pupils provided with accommodation for more than 295 days a year. (If you are already registered as a Children'	's Home with	Ofsted p	lease	lo not
	complete this section) How many pupils were provided with accommodation for more than 295 days at the school, or elsewhere under arrange	ments made b	w the seb	nol's o	roorietor, ir
			y and 200		repricter, in
	each of the 2 years preceding 31st December 2012? If none go to Section 5.				
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## All errors and all notes

Selecting this option will allow the user to see all errors/queries that currently exist against the collection.

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	Image: The are no pupils with SEN recorded. Are you sure?     Oueries     Details     2       Image: The school must have a reasonable ratio of teachers to pupils     Oueries     Details     2       Image: Total pupils entry is missing     Errors     Details     2       School accommodation change value must be present.     Errors     Details     2       Image: Voltable must is for ether individual proprietors (Annex C Part A) or proprietor     Errors     Image: Voltable must be present.     Image: Voltable must be present.	y Hurworth House No. Return Error Message School contact name is n Telephone number of cont	Error report on 13 iissing. act is missing	Priority OK'd Errors Details Errors Details	Notes 2. 2.		Return		
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School email address is missing     Queries     Details     Ø       There are no full time staff present     Queries     Details     Ø       There are no pupils with SEN recorded. Are you sure?     Queries     Details     Ø	School accommodation change value must be present. Errors Details 2	ry Hurworth House No. Return Level School centact name is n Fielphone number of con School email address is r There are no full time stat There are no pupils with S	Error report on 13 iissing. act is missing missing present EN recorded. Are you sure?	Priority OCd Errors Details Cueries Details Queries Details Queries Details Queries Details	Notes 2. 2. 2. 2. 2. 2. 2.		Return		
School email address is missing     Queries     Details     Ø       There are no full time staff present     Queries     Details     Ø       There are no pupils with SEN recorded. Are you sure?     Queries     Details     Ø	There must be details for either individual proprietors (Annex C Part A) or proprietor	ry Hurworth House No. Return Level School centact name is n Fielphone number of con School email address is r There are no full time stat There are no pupils with S	Error report on 13 iissing. act is missing missing present EN recorded. Are you sure?	Priority OCd Errors Details Cueries Details Queries Details Queries Details Queries Details	Notes 2. 2. 2. 2. 2. 2. 2.		Return		
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School email address is missing     Oueries     Details     2       There are no full time staff pesent     Oueries     Details     2       There are no pupils with SEN recorded. Are you sure?     Oueries     Details     2       There are no pupils with SEN recorded. Are you sure?     Oueries     Details     2       There are no pupils with SEN recorded. Are you sure?     Oueries     Details     2       There are no pupils with sen accorded reation of teachers to pupils     Oueries     Details     2       Total pupils entry is missing     Errors     Details     2		y Hurworth House Inn. Return Error Mensage School contact name is in Felsphone number of cont School email address is i There are no pupils with There are no pupils with There are no pupils with are Total pupils entry is missi	Error report on 11 issing. act is missing issing present EN recorded. Are you sure? assonable ratio of teachers to pupils ng	Priority OKd Errors Details Queries Details Queries Details Queries Details Queries Details Queries Details Errors Details	Notes 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2.		Return		

By selecting

- (a) DETAILS, you can see the details that the error sits against.
- (b) VALUE, COLLECT will take you to the field and allow you to correct the error.
- (c) RETURN, once pressed this will return you to the previous screen.

Priory H	/ Hurworth House Error report on 24/10/2012 at 11:30				or report on 24/10/2012 at 11:30			Return
						Cou	<b>nt</b> 14	4 Details
<u>Rule No.</u>	<u>Return</u> Level	Error Message	Priority	<mark>ОК'</mark> d			lotes	Field Value
		Invalid Code Value	Errors		Details		2	
3239	Y	There must be details for either individual proprietors (Annex C Part A) or proprietor body (Annex C Part B)	Errors				2	-
3005d		boys aged 18+ on a course of study	Errors		Details		2	
3005h		Total of girls aged 18 and 19 and over on the register does not equal girls aged 18+ on a course of study	Errors		Details		2	
3005g		Total of girls aged 17 on the register does not equal girls aged 17 on a course of study	Errors		Details		2	
30051		Total of girls aged 16 on the register does not equal girls aged 16 on a course of study	Errors		Details		2	
3005e		Total of girls aged 15 on the register does not equal girls aged 15 on a course of study	Errors		Details		2	
3010b		Girl pupils aged 15+ on the register but no course of study data provided	Errors		Details		2	
YonY01	Y	There are significantly more pupils than last year	Queries				2	
YonY04	Y	There are significantly less pupils with a Statement of SEN than last year	Queries				2	-
Page 1 of	2						1 2	2

#### **Return level errors and queries**

Return level errors and queries relate to a validation rule that applies to the return as a whole rather than an individual data item within the return.

Return level errors and queries are displayed and are accessible from the 'Header Information' screen by selecting the field when highlighted in red.

Independent Schools - Priory Hurworth House					
RETURN LEVEL ERRORS	Errors	Queries	OK	Notes	You are currently in Section 1-3
Errors and queries associated with this full return, not individual fields.)	1	0	0	2	

#### **Notes and history**

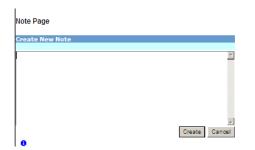
Each data item within the return has a note field. This allows the user to add explanatory information about a data value, in particular when an item has an associated query against it. To add a note the user should select the pen icon.

Errors	Queries	ОК	Notes	History
0	0	0		Ø
0	0	0	2	Ø
0	0	0	2	Ø
0	0	0	2	Ø

This will take the user to the note page; by selecting Add New Note the user can then add free text to the box.

Note Page						
Notes - In	dependent Sc	hools 2013				Back
Validatio	n Rule: 3239					
User	Role	Organisation	Native ID	Date and Time		
					Add New Note	Remove Note
Note Det	ail			×		

To save this the user should select Create.



When the user returns to the main screen the pen icon will have changed to a note pad icon.

Errors	Queries	ОК	Notes	History
0	0	0		Ø
0	0	0	2	Ø
0	0	0	2	Ø
0	0	0	2	Ø

#### **History**

The history item appears next to a field every time a data item is changed. By selecting the history scroll icon any previous entries can be viewed.

Errors	Queries	ОК	Notes	History
0	0	0		Ø
0	0	0	2	Ø
0	0	0	2	Ø
0	0	0	2	Ø
0	0	0	2	Ø

The user can view the changes of value, user details and the date when the changes were made.

Data Log F	age										
History Re	port - Independe	ent Schools 2013					<u>Back</u>				
History r Data Cor	iory Hurworth House story report on 25/10/2012 at 14:18:04 Ita Contact Name (for enquiries):										
Filter By:	Action	User	Start	Date		End Date		Go Reset			
Action	Old Value	New Value	User	Role	Organisation		Date				
Update		Adrian Smith	Linda May	Source	Department for Education		25/10/2012 14:13:32				

#### **Errors**

Data item errors/queries/OK errors are highlighted against the item to which they relate. All data items that are part of a failed validation rule will contain an error marker, not only the item containing the potentially invalid value. Return level errors relate to a validation rule that applies to the return as a whole rather than an individual data item within the return.

To view the error, select the red marker.

Errors	Queries	OK	Notes	History
0	2	0	2	
0	2	0	2	
0	0	0	2	
0	1	0	2	
0	0	0	2	
0	1	0	2	

Selecting this option will allow the user to see all errors that currently exist against the field. From here the user can view the field details that the error sits against. As with "All Errors" errors can be edited from here.

IMPORTANT: If the user has completed this form using an XML file output from a MIS any changes made directly in COLLECT must also be made to the MIS. If there are large numbers of changes it is advised that changes are made in the MIS first, and the users file is reloaded to the collection.

Changes by the agent/collector (ie the DfE) will always be done in consultation with the source (ie the school).

## **Mode buttons**

Mode buttons determine which operation mode the data form on screen is in, and which operations are available.

- Dark grey text on sunken button with light border = Active mode
- Black text on button and highlighted border = Available mode
- Light grey text on button with light border = Unavailable mode



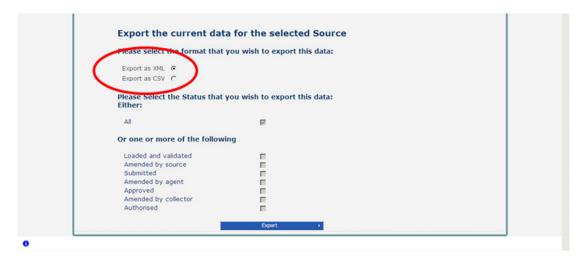
- 1. Add Allows the user to add a new record to the return.
- 2. View Allows the user to view the record data.
- 3. Edit Allows the user to edit existing record data.
- 4. Status Allows the user to view the status of the record.
- 5. Delete Allows the user to delete the record.

## **Exporting data**

COLLECT provides options to export data returns in CSV or XML format. Exporting data can be performed by clicking on the 'Export...' button.

nat can 1 uu	with My Data Return:		
	Upload Return from file	Press this button to Import a file into your data return	
	Add Return on screen	Press this button to Add a new return using a web form	
	Open Return	Press this button to Open your data return	
	Coloris Barrow	Press this button to Submit your completed data return	
	Export to file	Press this button to Export your data return to a file	
	Launce Reports	Press this button to Report on your data return	
	Delete Return	Press this button to Delete your data return	

This then displays the output options of either CSV or XML.



Exporting as XML will generate a zip file containing the export XML data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT i.e. 1 file per table in the database.

## Reports

There are a number of reports available, which can be run at any time once data has been loaded for your school. These can be accessed by selecting Launch Reports on the COLLECT portal screen.

what can 1 do with My Data Return:	
Upload Return from file	Press this button to Import a file into your data return
Add Return on screen	Press this button to Add a new return using a web form
Open Return	Press this button to Open your data return
Submit Return	Press this button to Submit your completed data return
Export to file	Press this button to Export your data return to a file
Launch Reports	Press this button to Report on your data return
Delete Return	Press this button to Delete your data return

Selecting Launch Reports gives you the report page with a drop down list of any reports which are available.

# Help

For all queries regarding COLLECT or SLASC - IS in general please contact the Data Collections Helpdesk via a <u>service request form.</u>



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