



Department
for Education

Alternative provision (AP) census 2015

COLLECT guide

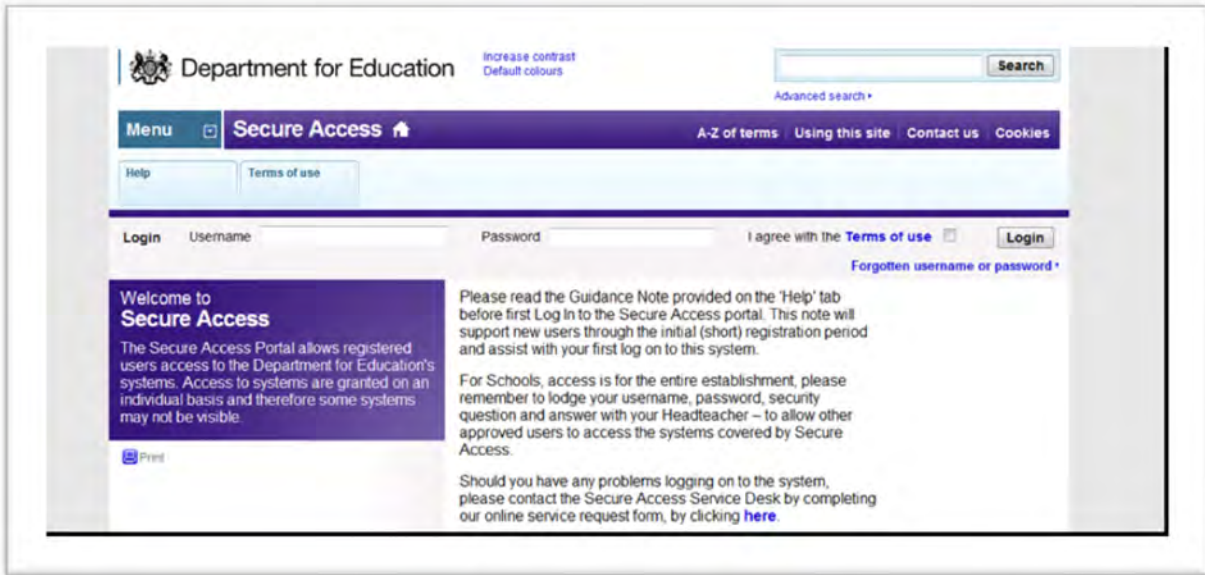
January 2015

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COLLECT and Secure Access

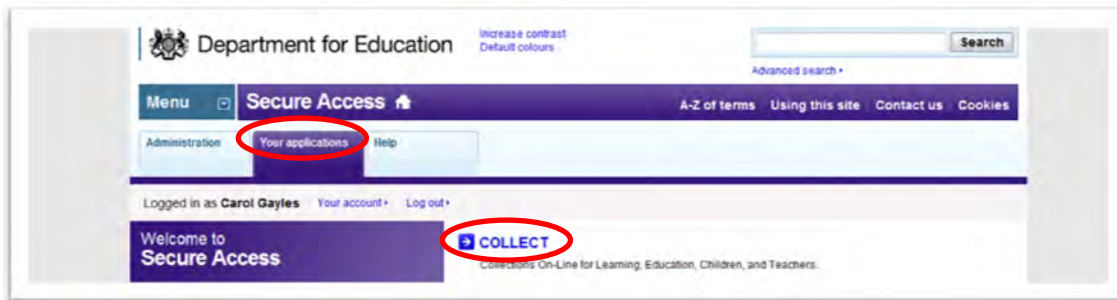
Access to COLLECT is now through the Department's Secure Access System (SA).



If you are a new user and require access to COLLECT, you will need to contact your local authority.

Full Secure Access guidance is published on the [Secure Access Website](#).

Once successfully registered, open the 'Your applications' tab to access COLLECT.



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

***Please note:**

Although some of the screenshots in the guide refer to 2013 and 2014 the process of logging on to SA and completing the return on COLLECT have remained unchanged.

LA (source page) screen

The next screen (Source page) provides a summary of the latest position with respect to the data collection

The screenshot shows a web interface titled "MY DATA RETURN". At the top, it displays "The status of your data return : No_Data" with input fields for "Errors : 0", "Queries : 0", and "OK Errors : 0". Below this is a section "What can I do with My Data Return?" containing several buttons: "Upload Return from file...", "Add Return on screen..." (highlighted in blue), "Open Return...", "Submit Return...", "Export to file...", "Launch Reports..." (highlighted in blue), and "Delete Return...". Each button has a corresponding instruction. The next section is "What is happening to My Data Return?" with three columns: "Data Return Submission" (Date Submitted: [input]), "Data Return Approval" (Date Approved: [input]), and "Data Return Authorisation" (Date Authorised: [input]). At the bottom, there is a "I need some help" section with a link to help pages.

The different status of data is as follows:

No Data – the return has not been added to the system.

Loaded and Validated – A data return has been added and validated but not yet submitted.

Submitted – the return has been submitted by the LA.

Amended by Source - the return has been amended by the LA (source).

Authorised – the return has been checked and authorised by the Collector (DfE).

Status is followed by a series of buttons as listed below:

Upload return form – allows the source to upload a return

Add Return on Screen – allows the source to type the return on screen –this return should be added on screen.

Open Return– This option is unavailable until data has been entered and is used to access the data for editing or viewing.

Submit Return – This option is unavailable until the data has been entered and is used to submit the data to the DfE – this should only be done when the data is complete and clean. Control then passes to the DfE.

Export to File – This is unavailable until the data has been entered and is used to export the data either as a single XML file or a CSV file.

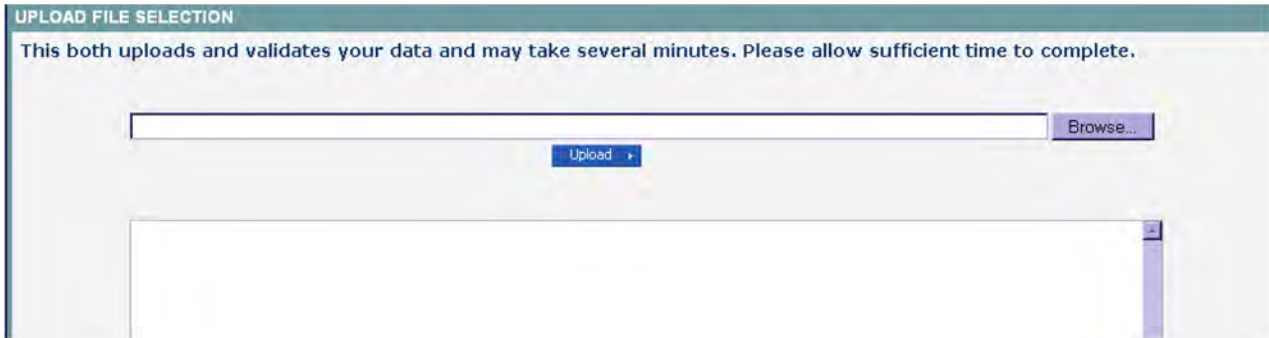
Launch Reports – There are no reports available for this data collection

Delete Return – This option is only available when data has been entered and is used to delete the LA data from the system.

Uploading a return

This is where you can load your XML data files directly into the system. To do this:

Click on the 'Upload Return from file' button on the Source Page. This will display the Upload screen:



The LA can type the file path/name of the return or alternatively click on the 'Browse...' button to navigate to the required file.

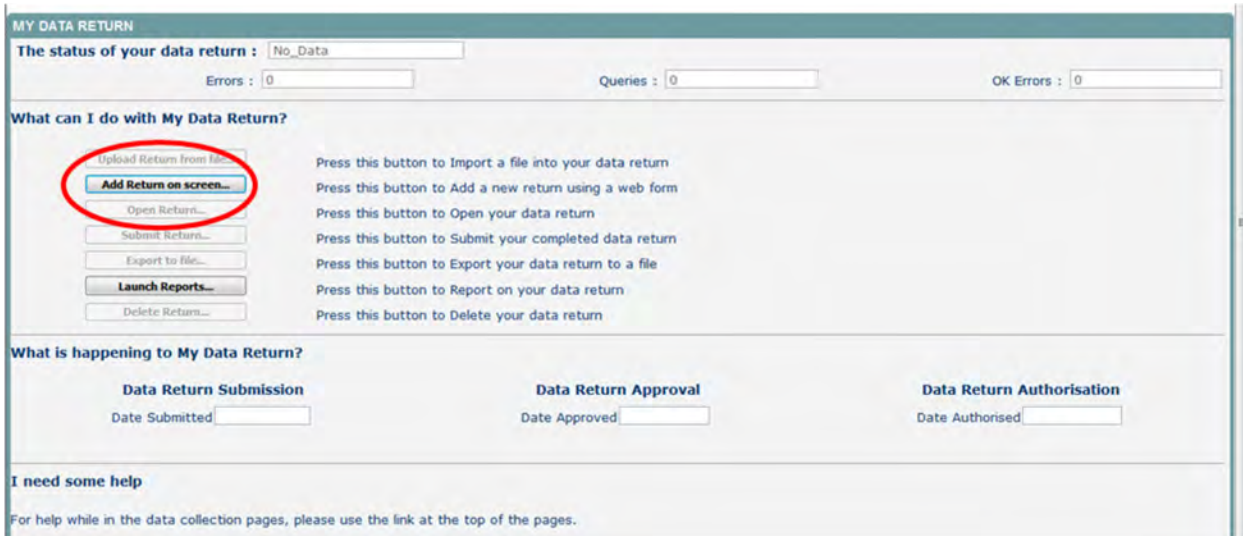
Once the relevant file has been selected the 'Upload' button should be clicked to save the data into COLLECT. If an attempt is made to upload a file that does not belong to the LA the following error message will be displayed:

"The file you are attempting to upload is not for the selected Source Organisation"

Once the file has been successfully uploaded the return status for that AP Setting will change to Loaded.

Adding a return

To add a return, the user must click the 'Add Return on screen' button.



By clicking on the 'Add a Return' button from the Source Page, you are presented with the option to manually add data, simply fill in the fields and use the dropdown lists to add data whilst referring to the specification as defined in the guide.

Once you have completed the data on this page, click the 'Save' button. You can now navigate to the other screens using the 'View All' button at the bottom of the data area.

The screenshot shows a data table interface for 'Alternative Provision Census - Darlington'. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. The table has a header row with columns: 'Data Item', 'Value', 'Errors', 'Queries', 'OK', 'Notes', and 'History'. Below the header, there is a section for 'HEADER INFORMATION' with rows for 'Collection', 'Term', 'Year', 'Reference Date', 'Source Level', 'LA', 'Software Code', 'Release', 'XSLT version', 'Serial No', and 'DateTime'. The 'Source Level' and 'Serial No' rows show 1 error each. Below the header information, there are sections for 'CBDS Levels' and 'AP Pupils' with 'View All' links.

Data Item	Value	Errors	Queries	OK	Notes	History
HEADER INFORMATION						
Collection	APC	0	0	0		
Term	SPR	0	0	0		
Year	2012	0	0	0		
Reference Date	2012-01-19	0	0	0		
Source Level		1	0	0		
LA	841 - DARLINGTON	0	0	0		
Software Code		1	0	0		
Release		0	0	0		
XSLT version		0	0	0		
Serial No		1	0	0		
DateTime		1	0	0		
CBDS Levels						View All
AP Pupils						View All

Clicking here allows you to add, edit and delete AP Pupils or the CBDS Levels for this setting.

The screenshot shows a software interface for managing AP Pupils. On the left is a navigation tree with 'Alternative Provision Census' expanded to 'AP Pupils [1775]'. The main area is titled 'AP Pupils - Identifiers - Darlington'. It features a filter bar with fields for 'Unique Pupil Number', 'Surname', and 'Date of Birth', along with 'Reset' and 'Go' buttons. Below the filter is a table of pupil records with columns: Unique Pupil Number, Surname, Date of Birth, and Pupil Errors. The first record is highlighted in blue. Below the table is a summary bar: 'Page 1 of 60 (Records:593)'. At the bottom is a detailed view for the selected pupil, with tabs for 'Pupil Characteristics', 'SEII Attendance', 'Pupil Identifiers', and 'Home Information'. The 'Pupil Identifiers' tab is active, showing fields like Unique Pupil Number, Surname, Forename, Middle Names, Preferred Surname, and Date of Birth, each with associated counts for Errors, Queries, and OK, and edit/delete icons.

Unique Pupil Number	Surname	Date of Birth	Pupil Errors
A384623982631	A 1619NMS	1994-08-31	1
A	A 1619NOT	1994-08-31	3
A	A 1619NMS	1994-08-31	3
A853109529435	A 1619IND	1994-08-31	2
A	A 1619NMS	1994-08-31	3
A	A 1619IND	1994-08-31	3
A098765432109	A 1619NOT	1994-08-31	2
A	A 1619IND	1994-08-31	3
A	A 1619IND	1994-08-31	3
A	A 1619NMS	1994-08-31	3

Data Item	Value	Errors			Notes	History
		Errors	Queries	OK		
PUPIL IDENTIFIERS						
Unique Pupil Number	A384623982631	1	0	0		
Surname	A 1619NMS	0	0	0		
Forename	A	0	0	0		
Middle Names	B	0	0	0		
Preferred Surname	B	0	0	0		
Date of Birth	1994-08-31	0	0	0		

The user has drilled down to the AP pupils data. Here you can add, delete or edit pupil data.

To add data:

Click on the 'Add' button to add a new record. Once you've filled in the first page, click on 'Save'. You can now complete the rest of the pupil's data by clicking on the 'Edit' button.

To delete data:

Highlight the particular pupil that you wish to delete in the selection area (A), then click on the 'Delete' button. Click 'Yes' to confirm the deletion. The pupil is now removed from the list.

To add Free School Meals (FSM) data:

Highlight the particular pupil in selection area A and click on Pupil Characteristics/SEN/Attendance. The FSM section appears at the bottom of the screen.

AP Pupils - Characteristics - Darlington

Filter By: Unique Pupil Number Surname Date of Birth

Unique Pupil Number	Surname	Date of Birth	Rule Errors
A	A 0304IND	2001-09-01	4
ABCDE64294056	Brown	2007-09-01	3
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4

Page 1 of 59 (Records:582)

DATA ITEM	VALUE	Errors			Notes	History
		Errors	Queries	OK		
PUPIL CHARACTERISTICS / SEN / ATTENDANCE						
Ethnic Code	WCOR: White - Cornish	0	0	0		
Service Child		1	0	0		
Type of Alternative Provision	NMS - Non-maintained Special School	0	0	0		
SEN Provision	A - School Action or Early Years Action	0	0	0		
FSM Eligibility Details						Click To Edit/View
FSM Start Date	FSM End Date	UK Country				
		1				

To make additions/amendments use the 'click to Edit/View' button, then the add button.

This shows the pupil is in receipt of FSM.

AP Pupils - Characteristics - Darlington

Filter By: Unique Pupil Number Surname Date of Birth

Unique Pupil Number	Surname	Date of Birth	Rule Errors
A	A 0304IND	2001-09-01	4
ABCDE64294056	Brown	2007-09-01	3
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4

Page 1 of 59 (Records:582)

DATA ITEM	VALUE	Errors			Notes	History
		Errors	Queries	OK		
PUPIL CHARACTERISTICS / SEN / ATTENDANCE						
Ethnic Code	WCOR: White - Cornish	0	0	0		
Service Child		1	0	0		
Type of Alternative Provision	NMS - Non-maintained Special School	0	0	0		
SEN Provision	A - School Action or Early Years Action	0	0	0		
FSM Eligibility Details						Click To Edit/View
FSM Start Date	FSM End Date	UK Country				
2012-09-20		England				

AP Pupils [2330]

- > Characteristics
- > Home Information
- > Identifiers
- > FSM Period

AP Pupils - Characteristics - Darlington

Filter By: Unique Pupil Number Surname Date of Birth

Unique Pupil Number	Surname	Date of Birth	Rule Errors
A	A 0304IND	2001-09-01	4
ABCDE64294056	Brown	2007-09-01	3
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4
A	A 0304IND	2001-09-01	4

Page 1 of 59 (Records:582)

Pupil Characteristics/SEN/Attendance		Pupil Identifiers		Home Information		
DATA ITEM	VALUE	Errors			Notes	Histo
		Errors	Queries	OK		
PUPIL CHARACTERISTICS / SEN / ATTENDANCE						
Ethnic Code	WCOR: White - Cornish	0	0	0		
Service Child		1	0	0		
Type of Alternative Provision	NMS - Non-maintained Special School	0	0	0		
SEN Provision	A - School Action or Early Years Action	0	0	0		
FSM Eligibility Details						Click To Edit/View
FSM Start Date	FSM End Date	UK Country				
2012-09-20	2012-12-19	England				
						1

This shows the pupil was in receipt of FSM from 29/9/2012 to 19/12/2012.

LA return screen

By clicking on the 'Open Return' button, you are taken to the following screen that contains the data either manually typed or already loaded into Collect:

Alternative Provision Census - Darlington						
RETURN LEVEL ERRORS		Errors	Queries	OK		
(Errors and queries associated with this full return, not individual fields.)		2	2	0		
Data Item	Value	Errors			Notes	History
		Errors	Queries	OK		
HEADER INFORMATION						
Collection	APC	0	0	0		
Term	SPR	0	0	0		
Year	2012	0	0	0		
Reference Date	2012-01-19	0	0	0		
Source Level		1	0	0		
LA	841 - DARLINGTON	0	0	0		
Software Code		1	0	0		
Release		0	0	0		
XSLT version		0	0	0		
Serial No		1	0	0		
DateTime		1	0	0		
CBDS Levels					View All	
AP Pupils					View All	

You can now navigate around the data using the 'View All' links at the bottom of the page.

Click on the 'Viewing a Return' section of this document for an explanation on how to fully navigate the data.

Editing a return

Clicking on the 'Edit' button, opens the value boxes, allowing the user to add and amend their data next to each editable data item.



Clicking on view will close the value boxes and save any data that has been added/amended.

Viewing errors/queries screen A user can view an error by clicking on the 'ALL Errors' button on the first page of the return.



Once a user has clicked on either 'All Errors' or the data field error, they will be taken to the Blade Error Report page.

Rule ID	Return ID	Error Message	Priority	Days	Count	OK	Notes
1500Q		Please check: Child has no UPN	Queries			Details	OK
1500Q		Please check: Child has no UPN	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
1500Q		Please check: Child has no UPN	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK

Page 1 of 2

Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen, as shown below.

Rule ID	Return ID	Error Message	Priority	Days	Count	OK	Notes
1500Q		Please check: Child has no UPN	Queries			Details	OK
1500Q		Please check: Child has no UPN	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
1500Q		Please check: Child has no UPN	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK
8305Q		Please check: pupil over 18 years old	Queries			Details	OK

Field	Value
Date of Birth	Oct 9 1993 12:00AM

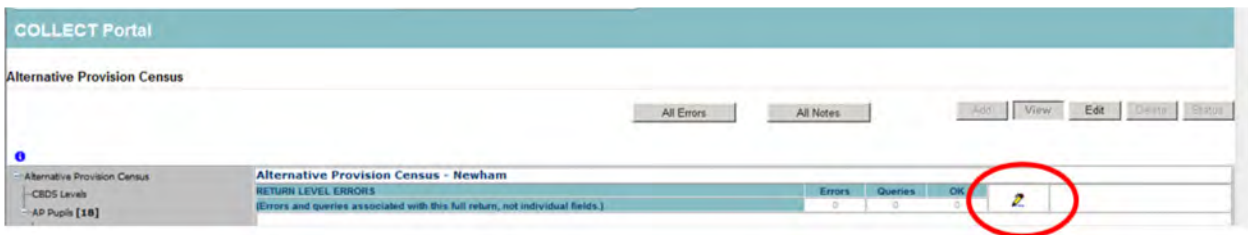
Page 1 of 2

The user can then navigate to an error by clicking the 'Value' of an error on the right hand side of the screen (which is 'null' in this case).

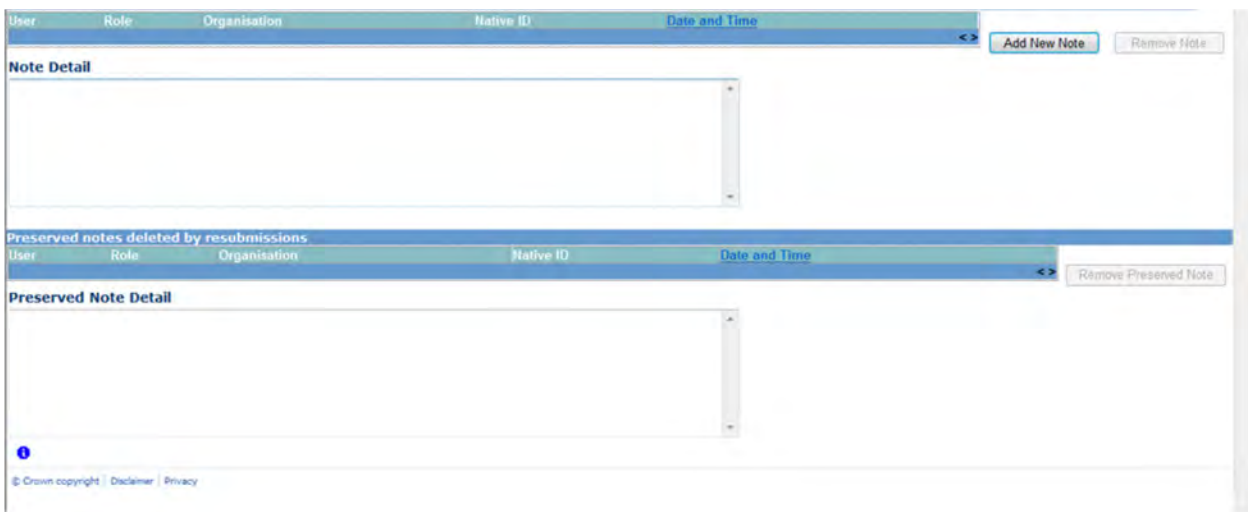
Once the user has clicked this 'Value', they will be taken to the Section where that error is occurring and allow an amendment to be made.

Adding return level notes

There is a pencil icon located next to the return level section. To add a note relating to an outstanding query, please click on the pencil.



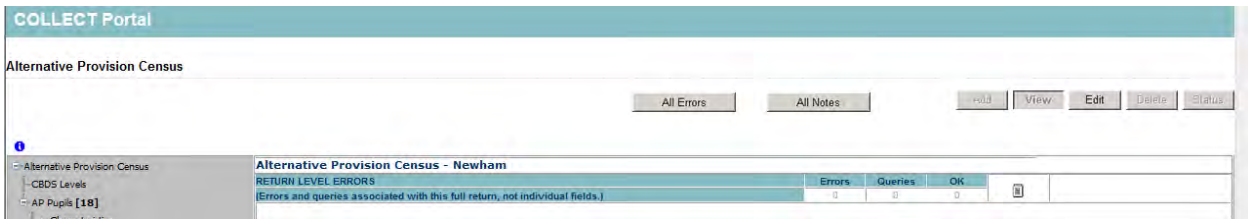
You will then be presented with the Note Page screen below:



The user will need to click on 'Add New Note' to enable them to type in the note detail box.



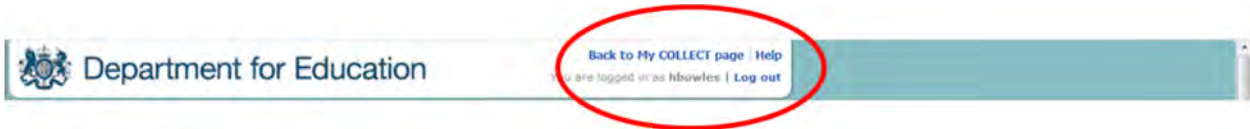
Once a note has been added, click on Create. This will then save that note against the return. The pencil icon will then change to a notepad icon, which indicates a note has been added.



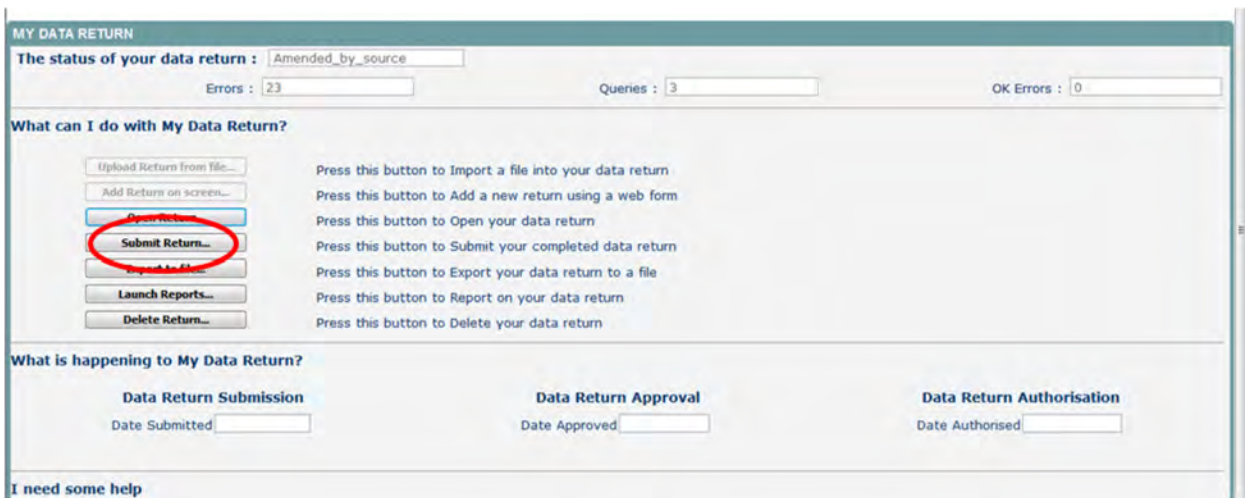
Please Note: All errors must be resolved. Return level notes added against outstanding queries will be reviewed by the Department on submission of the return by the Local Authority.

Submitting a return

Once the LA user is happy for their return to be submitted for DfE access the procedure is very straightforward. First return to the 'Source Page' by clicking on 'Back to my COLLECT page' located at the top of the form.

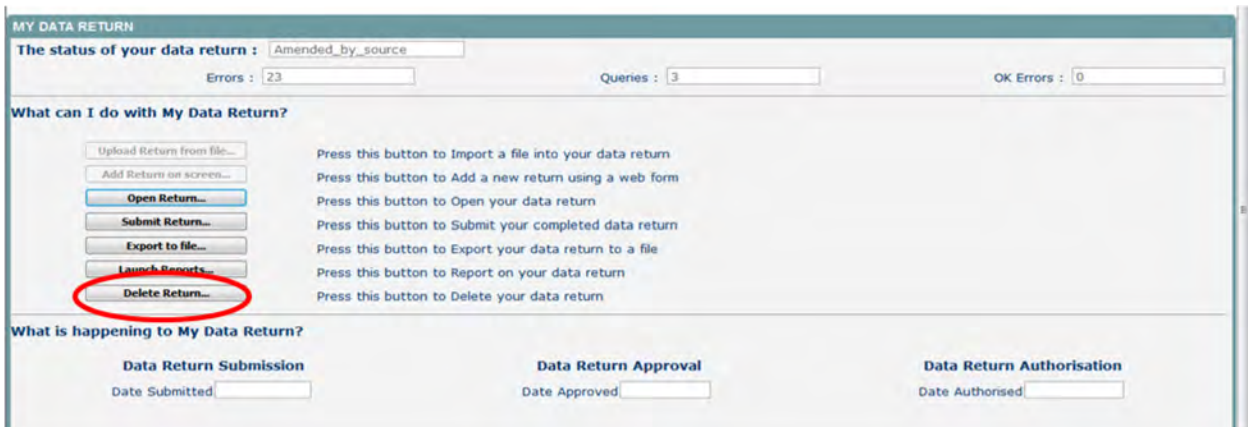


Then select Submit Return.



Deleting a return

If a LA User wants to delete a full return, they can do so by clicking 'Delete Return'.



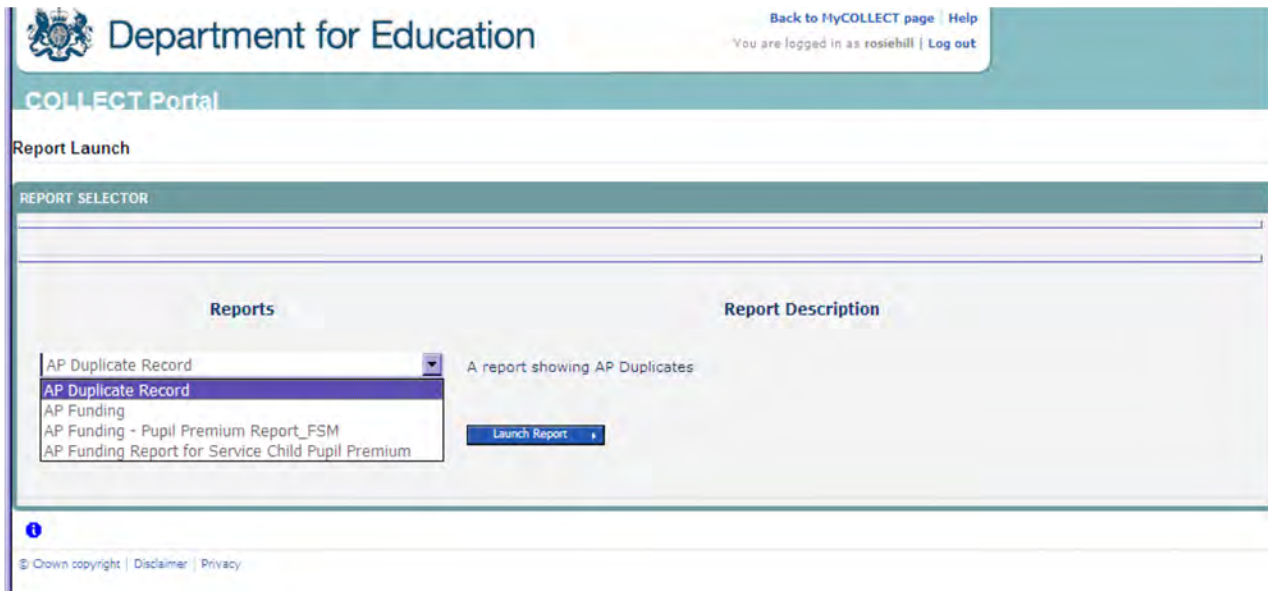
The screenshot shows a web interface titled "MY DATA RETURN". At the top, it displays "The status of your data return : Amended_by_source" and "Errors : 23", "Queries : 3", and "OK Errors : 0". Below this, a section titled "What can I do with My Data Return?" contains several buttons: "Upload Return from file...", "Add Return on screen...", "Open Return...", "Submit Return...", "Export to file...", "Launch Reports...", and "Delete Return...". The "Delete Return..." button is circled in red. To the right of each button is a brief instruction. At the bottom, a section titled "What is happening to My Data Return?" contains three columns: "Data Return Submission" with a "Date Submitted" field, "Data Return Approval" with a "Date Approved" field, and "Data Return Authorisation" with a "Date Authorised" field.

The status of the data return will revert back to 'No Data' and the LA user will need to click on 'Add return on screen' to re-enter their data.

Launching reports

Click on the 'Launch Reports' from the My Source page to view the available reports.

The AP Duplicate Record, AP Funding, AP Funding - Pupil Premium - FSM and AP Funding Report for Service Child Pupil Premium are all available in this census.



The screenshot shows the 'Department for Education COLLECT Portal' interface. At the top, there is a header with the Department for Education logo and the text 'COLLECT Portal'. Below this, there is a 'Report Launch' section. A 'REPORT SELECTOR' box contains a table with two columns: 'Reports' and 'Report Description'. The 'Reports' column has a dropdown menu with the following options: 'AP Duplicate Record', 'AP Duplicate Record', 'AP Funding', 'AP Funding - Pupil Premium Report_FSM', and 'AP Funding Report for Service Child Pupil Premium'. The 'Report Description' column contains the text 'A report showing AP Duplicates'. A 'Launch Report' button is located to the right of the dropdown menu. At the bottom of the page, there is a footer with the text '© Crown copyright | Disclaimer | Privacy'.

Click on the 'Launch Report' button to go to the report selection page, by highlighting the one you require. The instructions are very similar for both reports – we have provided examples for Duplicate Records.

Report Parameter Selection



The screenshot shows a 'Report Parameter Selection' form. It has a label 'Check For Duplicates:' followed by a dropdown menu with the option 'WithinAuthority' selected. Below the dropdown menu is a 'Launch Report' button.

There are two options that you can select from the Check for Duplicates dropdown box.

Within Authority - runs the report to check whether there are duplicate pupils in your data that may need further

Across All Authorities' - runs the report to check whether there are duplicate pupils in your Authority and in with other LAs.

Click on the 'Launch Report' button to run the report. This may take a while to run depending upon the amount of data.

From here, you can navigate the pages, export the data in various formats or print out the report.



Once you have finished viewing the report, click on the 'Back to Reports' link at the top right hand side of the page.

From here, select the 'Back to My COLLECT Page' to return back to your 'My Source' page.

Exporting a return

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

The screenshot shows the 'MY DATA RETURN' interface. At the top, there's a header with the title 'MY DATA RETURN'. Below it, a section titled 'The status of your data return' contains a dropdown menu set to 'Amended_by_source', and three input fields: 'Errors : 23', 'Queries : 3', and 'OK Errors : 0'. The main section is titled 'What can I do with My Data Return?' and lists several actions with corresponding buttons and descriptions:

- 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

Below this, a section titled 'What is happening to My Data Return?' contains three columns: 'Data Return Submission' with a 'Date Submitted' field, 'Data Return Approval' with a 'Date Approved' field, and 'Data Return Authorisation' with a 'Date Authorised' field.

Once the user has clicked 'Export to File' button, they will be taken to the Export Report Format.

The screenshot shows the 'CHOOSE EXPORT FORMAT' dialog box. It has a title bar 'CHOOSE EXPORT FORMAT' and a main content area with the following text:

Export the current data for the selected Source

Please select the format that you wish to export this data:

- Export as XML
- Export as CSV

Please Select the Status that you wish to export this data:
Either:

- All

Or one or more of the following

- Loaded and validated
- Amended by source
- Submitted
- Amended by agent
- Approved
- Amended by collector
- Authorised

At the bottom, there is a blue 'Export' button.

Select the format of exported data that you require and when prompted you can either save the file to a specific location, or can open the file for viewing.

Screen functionality

Before viewing the return it is useful to understand some of the basic controls and screen operations.



Don't use the browser buttons! When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.

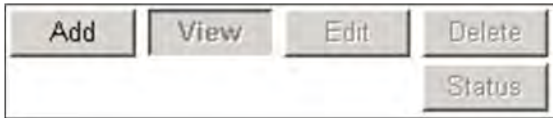
Navigation through a return

To navigate through the system, links are provided on all pages either as **Back** or **Drill Up** options. Please use these links to navigate between screens when using the system.

Control	Usually located	Action
Back to MyCOLLECT page	All screens within a return except the main page which shows Back to Home page	Returns you to the main page for your user role (Agent, Source etc)
Drill Up	Any data screen within a return apart from the header screen	Returns you to the previous data screen
Return	Report screens, e.g. History and errors	Returns you to the previous screen
Back	Notes screens	Returns you to the previous screen
View All	Data entry screens that have additional linked data, e.g. assessments	Takes you to the sub module level details

Mode Buttons

Those 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

Left Hand Menu

The left hand menu can also be used to migrate to different screens although this may disable 'edit' functionality.

COLLECT Portal

Alternative Provision Census

All Errors All Notes Add View Edit Delete Status

Alternative Provision Census - Newham

RETURN LEVEL ERRORS Errors Queries OK

(Errors and queries associated with this full return, not individual fields.)

Data Item	Value	Errors			Notes	History
		Errors	Queries	OK		
HEADER INFORMATION						
Collection	APC	0	0	0		
Term	SPR	0	0	0		
Year	2014	0	0	0		
Reference Date	2014-01-16	0	0	0		
Source Level	L	0	0	0		
LA	316 - NEWHAM	0	0	0		
Software Code	LA Spreadsheet	0	0	0		
Release		0	0	0		
XSLT version		0	0	0		
Serial No	1	0	0	0		
DateTime	2013-02-20 11:37:46	0	0	0		
CBD5 Levels						View All
AP Pupils						View All

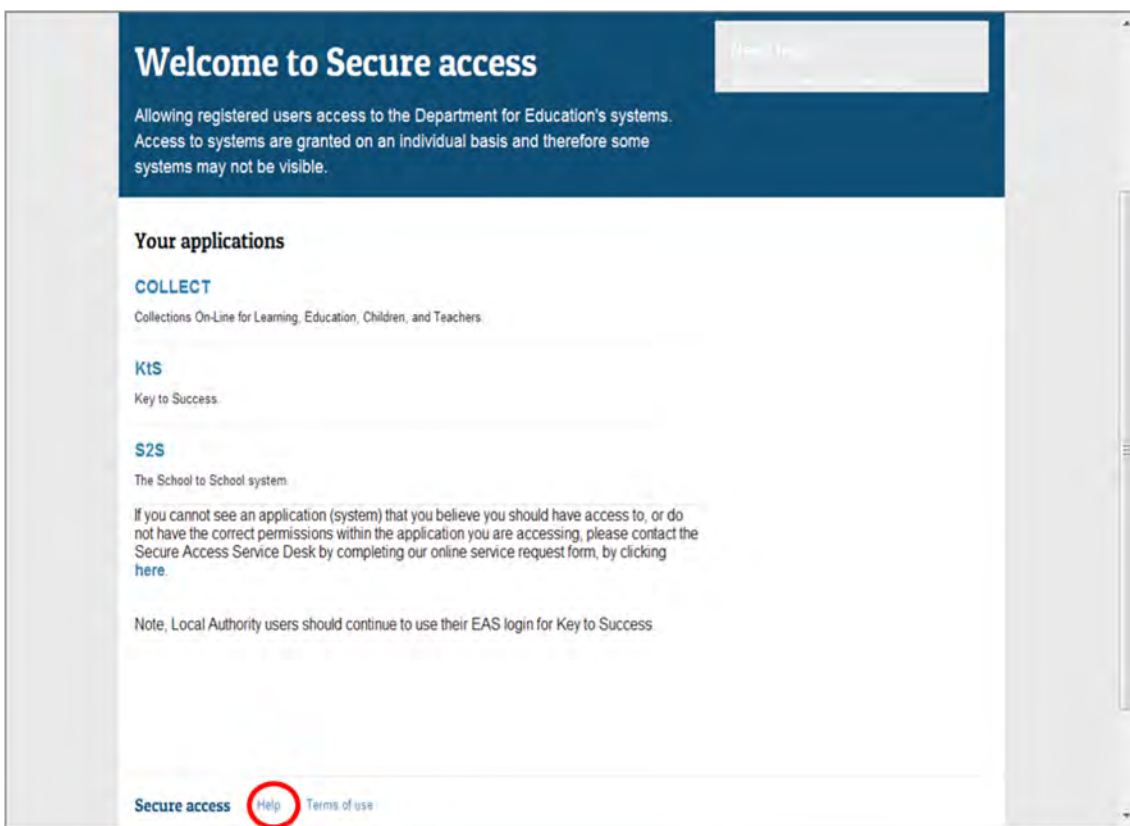
Help

COLLECT issues and data collection queries

If you are experiencing problems with COLLECT or have a data collection query, please submit a [service request form](#) to the data collections helpdesk.

Secure Access issues

If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access. If you are still unable to resolve your issue, please submit a [service request](#) to the SA Service desk.





Department
for Education

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