School workforce census 2016

COLLECT reports available to users with the role of agent

September 2016

Contents

Background

This document outlines the reports available within COLLECT to users with the role of agent and is to be read in conjunction with the [COLLECT guides](#) available on the school workforce webpage which provides information on how to launch the reports.

The role of agent is provided to COLLECT users at local authorities and within the department.

Reports will either run against the live data or on data in COLLECT on the previous day. Against each report in COLLECT, wording is included within the report description to inform a user whether the report runs against the live data or not.

An example is shown below:

Reports	Report Description
LA Credibility Check ▾	Aggregated data for credibility checks against returns for an LA. Note: Data from the previous day
	Launch Report ▸

Return management reports

This section outlines the 5 reports that are available to assist in the management of returns and in data cleansing.

The reports available are:

- school error report
- school error breakdown report
- notes report
- workforce member report
- amended data report
- return status report

School error report

The main purpose of the school error report is to show a breakdown of errors by individual, which is intended to make it easier to identify which record to check when undertaking data cleansing activity. The report will also show any return or header level errors associated with the return.

Where an 'invalid code' error exists, the report will output the field name that the error relates to.

This report runs against live data so will show the current position of the data should an updated return be loaded into COLLECT.

The school should use this report to identify data anomalies and make corrections to the data.

An example of the report is shown on the following page.

School: LA\Estab School Name (Return Status = Amended by agent)   **Report Date: dd/mm/ccyy**

Return Level and Header Errors

Validation Rule	Error/Query	Error/Query Message
7100	Error	Some Occasional Teacher Count details are missing or invalid

Source: School – A 100

Workforce Member	Date Of Birth	NI Number	Validation Rule	Error/Query	Error/Query Message	Invalid Code Field Name
Surname, Forename	dd/mm/ccyy	AA123321A	4385	Error	Destination code must be provided for completed contracts	
			4740	Error	Hours per week is missing	
Surname, Forename	dd/mm/ccyy	AA321321A	4760	Error	FTE Hours per week is missing	
			6530Q	Query	The same person has a total Full Time Equivalent ratio greater than 1.5	
Surname, Forename	dd/mm/ccyy	AA121212A	4385	Error	Destination code must be provided for completed contracts	
			4740	Error	Hours per week is missing	
			4760	Error	FTE Hours per week is missing	
			4780	Error	Weeks per year is missing	
Surname, Forename	dd/mm/ccyy	AA321123A		Error	Invalid Code Value	Post
			4740		FTE Hours per week is missing	
			6350Q	Query	The same person has a total Full Time Equivalent ratio greater than 1.5	

School error breakdown report

The school error breakdown report displays a breakdown of errors by error type for all schools within the local authority.

School Error Breakdown Report

LA: LA number\LA Name   **Report Date: dd/mm/ccyy**

School Name	Estab	Validation Rule Number	Validation Rule Description	Error Count
School 1	2026		Invalid Code Value	1
		4516Q	Please check: Teacher does not appear to have had a pay review since before September 2014	1
		4745Q	Member of staff is working more than 48 hours a week. Please check.	1
		6530Q	The same person has a total Full Time Equivalent ratio greater than 1.5	1
		TMC1Q	Please check: This return contains 1 teacher records with more than one open contract with a combined FTE greater than 1.2. A list of these teachers can be found in the report 'Teachers with Multiple Contracts'.	1
			Total Errors	5

Notes report

The notes report shows all notes linked to a return and can only be run against a single school at a time.

This report runs against live data so will show the current position of the data should an updated return be loaded into COLLECT.

An example of the report is shown below.

SchoolWorkforceCensusCCYY - Notes Report

A report of Notes linked to School Name (LA/Estab) at All Levels. Report run by: COLLECT user

Note Level	User	Organisation Name	Native ID	Date & Time Note Created	Field Name	Error No.	Notes
Return	COLLECT username	School Name	LA/Estab	dd/mm/ccyy hh:mm:ss			4160Q supply member of staff therefore no personal details available. Paid by agency
Return	COLLECT username	School Name	LA/Estab	dd/mm/ccyy hh:mm:ss			4160Q Permanent NI number not available yet. Applied for
Return	COLLECT username	School Name	LA/Estab	dd/mm/ccyy hh:mm:ss			4545Q Relates to staff who are paid additional lunchtime duty
Return	COLLECT username	School Name	LA/Estab	dd/mm/ccyy hh:mm:ss			Error 4100Q related to teachers who are Irish qualified
Return	COLLECT username	School Name	LA/Estab	dd/mm/ccyy hh:mm:ss			Error 6530Q, Error 4745Q and Error 4745Q All relate to staff who carry out paid additional Senior Mid-Day Staff Duty

For the 2016 collection, it is now only possible to complete 'return level' notes on an establishments workforce return. As such, the columns 'Field Name' and 'Error No.' are blank when producing this report. These columns have not been removed as the notes report is a generic report used by other collections.

Workforce member report

The workforce member report enables a local authority to identify if an individual workforce member appeared in more than one schools return (to prevent duplication).

This report does not run against the live data. The data output in the report applies to the data loaded by the end of the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day.

There are five report parameters available to enable identification of the specific workforce member. To undertake a search either the 'Person Family Name' must solely be used or a combination of 'Given Name' and one more parameter. You cannot search using just the national insurance number, date of birth or teacher number individually.

You may be presented with data for more than one individual if the value in the parameter selected is contained in multiple returns e.g. if you searched for 'Smith' then the report will include all workforce members with the family name 'Smith'.

Report Parameter Selection

Person Family Name	
Given Name	
Date Of Birth (dd/mm/yy)	
NI Number	
Teacher Number	
	Launch Report

An example of the report is shown below.

LA: LA Number LA Name

LA Number\Estab School Name		
Source: School RM SMS G2		
Module	**Field**	**Value**
School Workforce Member	Teacher Number	
	Person Family Name	**Surname**
	NI Number	
	Gender Current	2
	Person Birth Date	dd/mm/ccyy
	Ethnicity	NOBT
	Disability	NOBT
	QT Status	False
	HLTA Status	False
	QTS Route	
Given Name	Given Name	Forename

No Former Family Name Exists
No Contract or Service Module exists for this Member
No Curriculum Module exists for this Member
No Qualification Module exists for this Member
No Absence Module exists for this Member

Amended data report

The amended data report displays amendments made to the current version (as at close of play the previous evening). If a file has been reloaded or numerous versions of the file have been uploaded, only the changes to the active version of the return are shown.

This report does not run against the live data. The data output in the report applies to the data loaded by the end of the previous day; the changes made to the return will only be reflected in the report the following day.

If no data has been amended and the report is run, the message 'There are currently no records for this school' will be displayed.

An example of the report is shown on the following page.

Amended Data Report

School: LA\Estab School Name (Return Status = Authorised)   **Report Date: dd/mm/ccyy**

Workforce Member	Date Of Birth	NI Number	Source Level	Software Code	Module	Data Item	Original Value	Current Value	Amended By
Surname 1, Forename	dd/mm/ccyy	AA123321A	School	COLLECT System	Contract or Service	FTE Hours Per Week	25.00	32.50	Forename Surname (dd/mm/ccyy hh:mm:ss)
						Spine Point	Leadership Spine, Point 27	[Blank]	Forename Surname (dd/mm/ccyy hh:mm:ss)
						Spine Point	U3	Leadership Spine, Point 27	Forename Surname (dd/mm/ccyy hh:mm:ss)
						Start Date	2001-07-09	2006-09-01	Forename Surname (dd/mm/ccyy hh:mm:ss)
Surname 2, Forename	dd/mm/ccyy	XX123321A	School	COLLECT System	Contract or Service	Contract/Agreement Type	Fixed Term	Permanent	Forename Surname (dd/mm/ccyy hh:mm:ss)
						FTE Hours Per Week	25.00	32.50	Forename Surname (dd/mm/ccyy hh:mm:ss)
						Start Date	2008-09-08	2013-04-01	Forename Surname (dd/mm/ccyy hh:mm:ss)
Surname 3, Forename	dd/mm/ccyy	ZZ123321A	School	COLLECT System	School Workforce Member	QT Status	False	True	Forename Surname (dd/mm/ccyy hh:mm:ss)
						Start Date	2001-04-23	2006-09-01	Forename Surname (dd/mm/ccyy hh:mm:ss)
					Absence	Working Days Lost	1.0	[Blank]	Forename Surname (dd/mm/ccyy hh:mm:ss)

Return status report

The main purpose of this report is to show the status of all returns for the local authority. This report is to enable local authorities track and monitor returns through the production of a report that lists the schools within a local authority and their current COLLECT status.

The return status report is ordered by the DRStatus code (the number used by COLLECT) and then LAEstab so 'No_Data' will be listed first. This can mean any returns in error will be listed last, for example, 'Uploaded _Validation_Failed' is after 'authorised'.

An example of the report is shown below.

SWF Return Status Report

LEA/Estab	School Name	Current Status	Date Submitted	Date Approved	Date Authorised	Errors Outstanding	Queries Outstanding	Queries/Errors Ok'd	Notes
		Approved	04/12/2015	04/12/2015		0	3	0	No
		Submitted	30/11/2015			1	0	0	No
		Loaded and Validated				2	4	0	No
		Approved	02/12/2015	02/12/2015		0	2	0	Yes
		Authorised	07/12/2015	07/12/2015	10/12/2015	0	0	2	Yes
		Approved	20/01/2016	20/01/2016		0	0	1	Yes
		Authorised	13/11/2015	16/11/2015	01/12/2015	0	0	2	Yes

Matching and reconciliation reports

This section outlines the eleven reports that relate to the matching and reconciliation (M&R) functionality within COLLECT.

The reports available are:

- Reconciliation queue report
- M&R number of returns by M&R status
- M&R matching required but not yet started report
- M&R matching required but not yet completed report
- M & R matching started but not yet complete
- M & R reconciliation required but not yet started
- M & R reconciliation not yet complete
- M&R reconciliation – data issues
- Pre reconciliation report
- Post reconciliation report
- Matching and reconciliation status report

Reconciliation Queue report

This report enables the local authority or the Department for Education to monitor the reconciliation queue during the running of matching and reconciliation. It displays the position of the returns in the reconciliation queue.

This report runs against the live database.

An example of the report is shown below.

Reconciliation Queue Report

This report lists the position of your return(s) in the queue to run through reconciliation. An average sized return will take between 5 to 8 mins to run through the reconciliation process. Your return will be processed in due course.

Agent Name	LAEstab	Organisation Name	Queue Position
LA Name	LAEstab1	School1	1
LA Name	LAEstab2	School2	2
LA Name	LAEstab3	School3	8

M&R number of returns by M&R status report

This report enables the local authority to view the total number of returns by each matching and reconciliation status.

M & R - Number of Returns by M&R Status Report

Local Authority: LA Name   Report Date: dd/mm/ccyy

Status	Number of Establishments	Report to Run for list of Establishments
No Data	6	Not Applicable
Matching & Reconciliation Not Required	3	Not Applicable
Matching Not Yet Started	2	M&R Matching Required but Not Yet Started
Matching Started But Not Complete	0	M&R Matching Started but Not Yet Complete
Matching Complete But Reconciliation Not Yet Started	0	M&R Reconciliation Required but Not Yet Started
Reconciliation Started But Not Complete	0	M&R Reconciliation Not Yet Complete
Reconciliation Complete (Single Source)	0	Not Applicable
Reconciliation Cannot Be Completed* *There is a problem with the data that will prevent reconciliation completing successfully. Once all manual reconciliation actions have been taken on the affected return, please contact the helpdesk	0	M&R Reconciliation - Data Issues
Total Returns	11	Not Applicable

M & R matching required but not yet started report

This report enables the local authority to view a list of the returns where matching is required but not yet started.

This report does not run against the live data. The data output in the report applies to the data loaded by the end of the previous day; any changes made to the return will only be reflected in the report the following day.

An example of the report is shown below.

M & R - Matching Required but Not Yet Started Report

Local Authority: LA Name   **Report Date: dd/mm/ccyy**

School	Estab No
School1	LAEstab1
School2	LAEstab2

M & R matching started but not yet complete report

This report enables the local authority view a list of the returns where matching has started but not yet completed.

This report does not run against the live data. The data output in the report applies to the data loaded by the end of the previous day; any changes made to the return will only be reflected in the report the following day.

An example of the report is shown below.

M & R - Matching Started but Not Yet Complete Report

Local Authority: LA Name   **Report Date: dd/mm/ccyy**

School	Estab No
School1	LAEstab1
School2	LAEstab2

M & R reconciliation required but not yet started report

This report enables the local authority view a list of the returns where reconciliation is required but not yet started.

This report does not run against the live data. The data output in the report applies to the data loaded by the end of the previous day; any changes made to the return will only be reflected in the report the following day.

An example of the report is shown below.

M & R - Reconciliation Required But Not Yet Started Report

Local Authority: LA Name　　　　　　　**Report Date: dd/mm/ccyy**

School	Estab No
School1	LAEstab1
School2	LAEstab2

M & R reconciliation not yet complete report

This report enables the local authority view a list of the returns where reconciliation has been started but has not been completed. This report can be used to both identify those schools where data needs to be reconciled, in conjunction with the 'Pre reconciliation report' and also those where the data has been reconciled but

This report does not run against the live data. The data output in the report applies to the data loaded by the end of the previous day; any changes made to the return will only be reflected in the report the following day.

An example of the report is shown below.

M & R - Reconciliation Not Yet Complete Report

Local Authority: LA Name   **Report Date: dd/mm/ccyy**

School	Estab No
School1	LAEstab1
School2	LAEstab2

M&R reconciliation – data issues report

This report displays a list of the returns where there are data issues after matching and reconciliation has completed.

This report does not run against the live data. The data output in the report applies to the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day.

An example of the report is below.

M & R Reconciliation - Data Issues Report

Local Authority: LA Name   **Report Date: dd/mm/ccyy**

School	Estab No
School1	LAEstab1
School2	LAEstab2

Pre reconciliation report

This report displays all the potential data items that need to be reconciled for an academy/free school's workforce members. This report will only output any information when the following criteria have been met:

- Run matching has been completed
- Resolve matching has been completed
- Run reconciliation has been completed
- Resolve reconciliation has **not** been fully completed

This report does not run against the live data. The data output in the report applies to the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day. An example of the report is shown below on the following page.

School: LA\Estab School Name (Module = School Workforce Member)   **Report Date: dd/mm/ccyy**

Workforce Member	Date Of Birth	NI Number	Source Level	Software Code	Teacher Number	Family Name	NI Number	Gender	Date of Birth	Ethnic Code	Disability	QT Status	HLTA Status	QTS Route		
Staff-Member, One	dd/mm/ccyy	LT123444D	School	SIMS		Staff-Member	LT123444D	2	Mmm dd ccyy	WOTH	No	0	0			
Staff-Member, Two	dd/mm/ccyy	JJ145678B	School	SIMS	0261425	Staff-Member	JJ145678B	2	Mmm dd ccyy	WOTH	No	0	0	ACEG		
Staff-Member, Three	dd/mm/ccyy	WA123666D	School	SIMS		Staff-Member	WA123666D	1	Mmm dd ccyy	WOTH	No	0	0			

Post reconciliation report

This report displays any changes made to originally submitted data as a result of matching and reconciliation.

This report does not run against the live data. The data output in the report applies to the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day.

If no data has been changed, then the message 'There are currently no reconciled records for this school' will be displayed.

An example of the report output where data has changed is shown on the following page.

School: LA\Estab School Name (Return Status = Authorised)   **Report Date: dd/mm/ccyy**

COLLECT System Identifiers																
Workforce Member	Date Of Birth	NI Number	Reconciled By	Module												
Surname, Forename	dd/mm/ccyy	AA123123A	Forename Surname	School Workforce Member	Source Level	Software Code	Teacher Number	Family Name	NI Number	Gender	Date of Birth	Ethnic Code	Disability	QT Status	HLTA Status	QTS Route
					School	CCS-SIMS		Name	AA123123A	1	Apr dd ccyy	WBRI	NOBT	1	0	
					LA	SAP LA	TRN	Name	AA123123A	1	Apr dd ccyy	WOTH	NOBT	1	0	
					School	COLLECT System	TRN	Name	AA123123A	1	Apr dd ccyy	WOTH	NOBT	1	0	
Surname, Forename	dd/mm/ccyy	PW451257B	Forename Surname	School Workforce Member	Source Level	Software Code	Teacher Number	Family Name	NI Number	Gender	Date of Birth	Ethnic Code	Disability	QT Status	HLTA Status	
					School	CCS-SIMS		Name 1	AA321321A	2	Jan dd ccyy	ABAN	NOBT		0	
					LA	SAP LA		Name 2	AA321321A	2	Jan dd ccyy	NOBT	NOBT	0	0	
					School	COLLECT System		Name 1	AA321321A	2	Jan dd ccyy	ABAN	NOBT	0	0	

Matching and reconciliation status report

This report enables the local authority to view whether matching and/or reconciliation has been undertaken for a particular source.

This report does not run against the live data. The data output in the report applies to the data loaded by the end of the previous day; any changes made to the return will only be reflected in the report the following day.

Matching & Reconciliation Status Report

Local Authority: LA Number – LA Name   **Report Date:** dd/mm/ccyy

School	Estab No	Matching Last Run	Matching Complete	Reconciliation Last Run	Reconciliation Complete
School Name 1	LAEstab	Mmm dd ccyy hh:mmAM	Yes	Mmm dd ccyy hh:mmAM	Yes
School Name 2	LAEstab	Mmm dd ccyy hh:mmPM	Yes	Mmm dd ccyy hh:mmPM	Yes
School Name 3	LAEstab	Mmm dd ccyy hh:mmPM	Yes		No
Local Authority	LA Number		No		No

Contract reports

The following three reports relate to the contract module provided within the SWF return and highlight where data is missing or where there are anomalies.

The reports available are:

- Missing contracts report
- Missing payment details for contracts report
- Teachers with multiple contracts report

Missing contracts report

This report shows all staff members who are included in the return but have no contract/service agreement record.

This report does not run against the live data. The data output in the report applies to the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day. An example of the report is shown below.

Missing Contracts/Service Agreements Report

Local Authority: **LA Name** **Report Date:** **dd/mm/ccyy**

School	Estab No	Source	Serial Number	Staff Member	Date of Birth	NI Number
School Name	LA/Estab					
		CCS-SIMS	1			
				Surname, Name 1, Name 2	dd/mm/ccyyy	AA123456A

Missing payment details for contracts report

This report will identify staff members that have one or more contract records where payment details are expected but have not been provided. It will only show records where payment details are expected.

This report does not run against the live data. The data output in the report applies to the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day. An example of the report is shown below.

Missing Payment Details for Contracts Report

Local Authority: LA Name   **Report Date:**   dd/mm/ccyy

School	Estab No	Source	Serial Number	Staff Member	Date of Birth	NI Number	Contract Type	Contract Start Date	Contract End Date
School Name	LAEstab								
		A100	1						
				Surname, Name 1, Name 2	dd/mm/ccyy	AA123456A	TMP	dd/mm/ccyy	

Teachers with multiple contracts report

This report enables a school, academy, local authority or the Department for Education to display a list of teachers within a return that have more than one open contract on census reference date where the combined full time equivalent is greater than 1.2.

The report excludes:

- Support staff and teaching assistant contracts
- Contracts in other returns
- Closed contract records (records where the end date has been provided and is prior to the census reference date)
- Non visible records – these are contracts that were part of an original return that has been matched and reconciled into a COLLECT master record.

If no teachers have multiple contracts on the schools return, then the report will only output the header information.

This report runs against live data so will show the current position of the data should an updated return be loaded into COLLECT.

An example of the report is shown on the following page.

Teachers with Multiple Contracts Report

Local Authority: **LA Name**   **Report Date:**   dd/mm/ccyy

School	Estab No	Return Status	Source	Serial Number	Teacher	Date of Birth	Teacher Number	NI Number	Number of Open Teaching Contracts	FTE
School 1	LAEstab	Approved								
			SIMS	13						
					Surname, Forename	dd/mm/ccyy	nnnnnnn	IU636433U	2	9.50
							nnnnnnn		2	9.50

Credibility checks

Credibility checks compare data in the schools or local authority return against predefined criteria for both in year and 'year on year' checks to highlight where data inconsistencies may arise.

The following reports have been developed to aid in delivering improvements in workforce data quality.

- Return credibility check report
- LA credibility check report
- Teacher data consistency report
- Teacher headcount variance report
- Teacher qualifications missing report
- Teacher pay outside range report
- Credibility check detailed name report

Return credibility check report

The 'Return credibility check' compares data in a return to predefined criteria for both in year and 'year on year' checks to highlight where data inconsistencies may arise.

Where the credibility check does not breach any of the tolerances, the message 'no action required' will be displayed in the report. If no return has been uploaded, then the report will output the message 'no data present'

There are two versions of the report output available within COLLECT and the output is dependent upon which type of return is being checked. The first is the school version which checks the credibility of the data within a school return and this report is to be used by schools, including academies and free schools, local authorities and the DfE.

The second version of the report is the central return version which checks the credibility of the data within the local authority central return and this report is only to be used by local authorities and the Department for Education.

This report will run against all returns rather than those at submitted or above.

This report is available to COLLECT users with the role of source, agent or collector.

Both versions of the report do not run against the live data. The data output in the report applies to the data loaded by the end of the previous day, thus, if any changes have been

made to the return, these will only be reflected in the report the following day. An example of each report is shown below.

School Credibility Check Report

Organisation   **DfE Secondary Academy**
LA/Estab   0014000

Credibility Check	Result	Additional Information
Return should contain sick or	No sick or pregnancy related sickness absences are	Please check for existence of
Headcount of occasional teachers is	There are no occasional teachers employed on	
Headcount of 3rd party agency	There are no 3rd party agency support staff in the	
Teachers with multiple open	There are 2 teachers with multiple open contracts on	
Teachers FTE pay outside of range	There are 4 teachers where the FTE pay is outside	
Teachers with an FTE ratio that	There are 4 teachers with a calculated FTE Ratio	Please run the 'Teacher data
Teachers with more than one	There are 2 teachers with additional payments of the	
QT status is not completed for all	The proportion of teachers without QTS or not stated	The average percentage of
Teachers with a QT status that differs	There is 1 teacher with a QT status that differs from	Please run the 'Teacher data
Staff with no contract information	There are 2 staff members without any contract data -	Please run the 'Missing
Teachers with no Teacher Reference	There is 1 teacher with no Teacher Reference	
Teachers with a Teacher Reference	There is 1 teacher with a Teacher Reference Number	Please run the 'Teacher data
Teachers with a NI Number that	There are 2 teachers with a NI Number that differs	Please run the 'Teacher data
Teachers without an open contract	There are no teachers with an open contract on	
Qualifications not recorded for all	There are 4 teachers without qualifications recorded	
Large number of vacancies supplied	There are 10 vacancies supplied for the school -	Most schools have an average

Please run the individual Return Credibility Check reports for the following schools for further details:

LAEstab	School Name
LAEstab1	School 1
LAEstab2	School 2
LAEstab3	School 3

LA credibility check report

This report provides an aggregated version of the school credibility check report. This report is available to COLLECT users with the role of agent or collector.

This report will output information pertaining to all schools that are attached to that local authority on COLLECT. To obtain information on individual schools, the return credibility check report has been developed for this purpose.

Where no schools within a local authority breach any of the check tolerances, the message 'No action required' will be displayed in the report. If no returns have been uploaded for the local authority, then the report will output the message 'no data present'

This report does not run against the live data. The data output in the report applies to the data loaded by the end of the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day. An example of the report is shown on the following pages.

Central Return Credibility Check Report

Organisation   **Department for Education - Central Return**
LA: **001**

Credibility Check	Result	Additional Information
Teachers with multiple open	There is 1 teacher with multiple open contracts on	
Teachers with an FTE ratio that	There are 2 teachers with a calculated FTE Ratio	Please run the 'Teacher data
Teachers with more than one	There are 2 teachers with additional payments of the	
QT status is not completed for all	The proportion of teachers without QTS or not stated	The average percentage of
Teachers with a QT status that differs	There is 1 teacher with a QT status that differs from	Please run the 'Teacher data
Staff with no contract information	There are 2 staff members without any contract data	Please run the 'Missing
Teachers with no Teacher Reference	There is 1 teacher with no Teacher Reference	
Teachers with a Teacher Reference	There are 2 teachers with a Teacher Reference	Please run the 'Teacher data
Teachers with a NI Number that	There are 2 teachers with a NI Number that differs	Please run the 'Teacher data
Teachers without an open contract	There are no teachers with an open contract on	
Qualifications not recorded for all	There is 1 teacher without qualifications recorded on	
Headcount of Educational	There are no educational psychologists employed on	

LA Credibility Check Report

Local Authority Name: LA Name

Credibility Check	Result
There are no absence records	There are 3 returns where no absences are recorded - please check this is correct
Headcount of occasional teachers is zero	There are 2 returns where no occasional teachers are recorded - please check this is correct.
Headcount of 3rd party agency support staff is zero	There is 1 return where no 3rd party agency support staff are recorded - please check this is correct.
Teachers with multiple open contracts on census day	There are 2 returns containing teachers with multiple open contracts on census day where the total FTE ratio is greater than 1.0 – please check this is correct
Teachers FTE pay outside of range expected for the grade	There are 3 returns containing teachers where the FTE pay is outside the expected range - please check this is correct.
Teachers with an FTE ratio that differs from previous year	There is 1 return containing teachers with a calculated FTE ratio that differs substantially from the previous years – please check this is correct
Teachers with more than one additional payment of the same type	There are 2 returns containing teachers with multiple additional payments of the same type - please check this is correct.
QT status is not completed for all teachers	There are 3 returns where the proportion of teachers without QT status is more than the 5% average for schools - please check this is correct.
Teachers with a QT status that differs from previous year	There is 1 return containing teachers with QT status that differs from the previous year – suggesting they no longer have QTS. Please check this is correct.
Staff with no contract information	There are 4 returns containing staff members without any contract data - please supply this information if available. Currently, it is not possible to determine the post/role of these staff members or whether they were in service on census day and they will not be counted.
Teachers with no Teacher Reference Number	There are 2 returns containing teachers with no Teacher Reference Number - please make every effort to ensure a valid TRN is submitted for every teacher.
Teachers with a Teacher Reference Number that differs from previous year	There is 1 return containing teachers with a Teacher Reference Number that differs from previous years - please check and ensure the correct TRN is submitted with the return.
Teachers with a NI Number that differs from previous year	There is 1 return containing teachers with a NI Number that differs from previous years – please check this is correct.
Teachers without an open contract on census day	There are 5 returns which do not have any teachers with an open contract on census day – this suggests the schools had no teachers in service on census day for the relevant establishments. Please check this is correct.
Qualifications not recorded for teachers	There are 4 returns containing teachers without qualifications - please check this is correct.
Large number of vacancies supplied by the school	There are 4 returns containing more than 3 vacancies - please check this is correct.

Teacher data consistency report

This report provides supplementary information to aid investigation of specific queries identified from running the return credibility check report. This report can be used for both school and central returns.

The report provides a comparison between all returns for the current census with that provided in the previous census. This report is available for the school to run or the local authority can run it for each individual school.

The specific data items that are compared are:

- National insurance number
- Teacher number
- Qualified teacher status
- FTE ratio

This report is available to COLLECT users with the role of source, agent or collector.

This report does not run against the live data. The data output in the report applies to the data loaded by the end of the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day. An example of the report is shown on the following page.

Teacher Data Consistency Report

Organisation Name: School

LA/Estab: LAEstab

Teacher Name	D.O.B	Current NI Number	Previous NI Number	Current Teacher Number	Previous Teacher Number	Current QT Status	Previous QT Status	Current FTE Ratio	Previous FTE Ratio
SURNAME_2, NAME_2, MIDNAME_2	dd/mm/ccyy	*Data OK*	*Data OK*	*Data OK*	*Data OK*	True	False	*Data OK*	*Data OK*
SURNAME_3, NAME_3, MIDNAME_3	dd/mm/ccyy	Missing on Return	XX999997C	*Data OK*	*Data OK*	*Data OK*	*Data OK*	*Data OK*	*Data OK*

Teacher headcount variance report

This report shows the breakdown of teacher headcount numbers between current and previous census, the variance between the two censuses for both volume and percentage and is intended to be used in conjunction with the validation check 'YonY1'.

This report does not run against the live data. The data output in the report applies to the data loaded at the end of the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day.

Teacher Headcount Variance Report

Local Authority: **LA Name**

LAEstab	Organisation Name	Previous Year Headcount	Current Year Headcount	Variance: Volume	Variance: Percentage
LAEstab1	School 1	29	50	21	72.41%
LAEstab2	School 2	20	26	6	30.00%
LAEstab3	School 3	15	12	-3	20.00%
LAEstab4	School 4	108	108	0	0.00%

Note: Headcount figures include advisory teachers.

Teacher Qualifications Missing report

This report is to enable schools/local authorities to identify specific teachers where qualifications are missing. This report is to supplement the return credibility check report implemented for the 2015 data collection and provides lower level detailed information to enable the resolution of data quality issues.

This report does not run against the live data. The data output in the report applies to the data loaded at the end of the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day. An example of the report is shown below
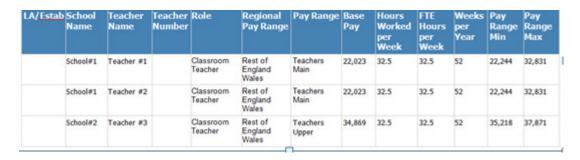
LA/Estab	School Name	Teacher Name	Date of Birth	Teacher Number
	School#1	Teacher #1		
	School#1	Teacher #2		
	School#2	Teacher #3		

Teacher pay outside range report

This report is to enable schools/local authorities to identify specific teachers where their base pay is outside the expected range. This report is to supplement the return credibility check report implemented for the 2015 data collection and provides lower level detailed information to enable the resolution of data quality issues.

This report does not run against the live data. The data output in the report applies to the data loaded at the end of the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day.

An example of the report is shown below.

LA/Estab	School Name	Teacher Name	Teacher Number	Role	Regional Pay Range	Pay Range	Base Pay	Hours Worked per Week	FTE Hours per Week	Weeks per Year	Pay Range Min	Pay Range Max
	School#1	Teacher #1		Classroom Teacher	Rest of England Wales	Teachers Main	22,023	32.5	32.5	52	22,244	32,831
	School#1	Teacher #2		Classroom Teacher	Rest of England Wales	Teachers Main	22,023	32.5	32.5	52	22,244	32,831
	School#2	Teacher #3		Classroom Teacher	Rest of England Wales	Teachers Upper	34,869	32.5	32.5	52	35,218	37,871

Credibility check staff Names report

This report is to provide a detailed list of teachers that have failed any of the checks included in the school credibility check report. This is to enable local authorities and schools to quickly identify the staff member that may have data errors and correct these to enable an improvement in the overall data quality of the workforce return.

This report does not run against the live data. The data output in the report applies to the data loaded at the end of the previous day, thus, if any changes have been made to the return, these will only be reflected in the report the following day.

An example of the report is shown below.

School Credibility Check Staff Names Report

LAEstab	School Name	Staff Member Name	Failed Teacher Multiple Contract Check (Y/N)	Failed Pay not in Range Check (Y/N)	Failed Multiple Additional Payments Check (Y/N)	Failed Staff No Contract Check (Y/N)	Failed Teacher with no TRN Check (Y/N)	Failed Teacher with no Contract Check (Y/N)	Failed Teacher with no Qualifications Check (Y/N)
0014001	TDUSchool2	SURNAME_2, NAME_2,		Y					Y
0014001	TDUSchool2	SURNAME_3, NAME_3,		Y					Y
0014001	TDUSchool2	SURNAME_1, NAME_1,							Y
0014002	TDUSchool3	SURNAME_1, NAME_1,		Y					Y
0014004	TDUSchool5	No-MatchSix, Six				Y		Y	Y
0014004	TDUSchool5	Manual-MatchTwo, Two				Y		Y	Y
0014004	TDUSchool5	Auto-MatchOne, One						Y	Y
0014004	TDUSchool5	Identifiers, Nokey				Y	Y	Y	Y
0014004	TDUSchool5	No-MatchTwo, Two						Y	Y
0014004	TDUSchool5	Match-ManualThree, Three				Y		Y	Y
0014004	TDUSchool5	No-MatchThree, Three				Y		Y	Y
0014004	TDUSchool5	Manual-MatchingFive, Fiveish				Y		Y	
0014004	TDUSchool5	No-MatchFive, Five						Y	Y

Follow us on Twitter:
@educationgovuk

Like us on Facebook:
facebook.com/educationgovuk