Education Data Division - Request for Change Form for CBDS

Section 1 - Details of Change		
(To be completed by the RFC Originator / CBDS Administrator)		
Project / Service: CBDS	**Type of Change:** Minor updates to codesets and definitions	**RFC*692*** <<Issued by the PSO on receipt of this form>>
Name and team/company of RFC Originator: Gerard Hassett, Data Development Unit, Education Data Division		
Originator Contact No: 020 7340 7921	**Originator email address:** gerard.hassett@education.gsi.gov.uk	
Date RFC Raised: 17 February 2014	**Date change required:** In systems from September 2014 for collection in the school workforce census 2014	
Priority: 3	**1 = Top** - Ministerial or legislative requirement **2 = High** - Senior official customer requirement or clear net benefit / efficiency saving to EDD, department or MIS suppliers **3 = Medium** - Customer requirement, marginal net benefit **4 = Low** - Nice to have, net cost, does not affect functionality, cosmetic change	
EDD Contact: queries.supplier@education.gsi.gov.uk		

Change Title:

Minor changes for SWF

Data item / Rule Number:

Four changes are proposed:

1. CBDS data item 400101, *Weeks per Year*, xml tag *<WeeksPerYear>*

2. Codeset d00160, associated with CBDS data item 400223, *Qualification Code*, xml tag *<QualificationCode>*

3. CBDS data item 400341, *Base Pay*, xml tag *<BasePay>*

4. CBDS data item 200567 "*Category of Agency/TP Support staff*", xml tag *<AgencyTPsupportCategory>*

Description of change:

1. Change valid values for item 400101 to "0-53" and item level validation to "Range 0-53".

2. Change codeset item from NVQ4 standing for "Any other qualification at NVQ level 4 or equivalent" to NQF4 standing for "Any other qualification at NQF level 4 or equivalent"

3. Change description of data item 400341 from "The full-time equivalent annual salary rate, excluding all additional payments" to "The actual annual salary rate, excluding all additional payments".

4. Adjust data item 200567 so that it uses codeset d00188 (Role) instead of codeset d00164.

Reason for change (including benefits):

1. This change would define the number of weeks in a year as being no more than 53, whereas previously it could have been as high as 99. Making this change is equivalent to adding a validation rule to check the number of weeks per year being submitted.

2. This change corrects a typo but does not change the substantive data being collected.

3. The change in description of Base Pay will bring it into line with the school workforce census definitions and the practice of software suppliers and will also reduce ambiguity.

4. The change to this item will bring it in line with the definition in school workforce census and with the practice of school software suppliers.

Impact of not doing the change:

Not making these changes will leave several areas of possible ambiguity when comparing the school workforce census specification and the CBDS. It may also leave the department needing to introduce a validation rule to check that "Weeks per Year" does not exceed 53.

ISB view of the proposed change:

Funding availability:

Not applicable

Impact assessment to be undertaken by:

Core software suppliers

Any additional software suppliers for school workforce census

DfE School Workforce Census Working Group

Date consulted:	Response requested by:
17 February 2014	26 February 2014

Section 2 - Impact Analysis

(To be completed by Impact Assessors)

Software Suppliers' Summary of Impact Assessment:

Supplier No 1:
We are generally happy with these, but regarding the proposed retirement of the NVQ4 code and the additional of the NQF4 code, we would like your view on mapping from the "old" to the "new".

Suppler No 2:
1. No objection. Suitable SWF validation rule requires to be in place

2. No objection. Mapping needs to be confirmed. It looks like NVQ4 is simply changed to NQF4, and any staff member with NVQ4 will simply be changed to NQF4

3. No objection

4. This is fine, brings it in line with how SWF works

Supplier No 3:
Fine.

Supplier No 4:

CBDS data item 400101, Weeks per Year, xml tag <WeeksPerYear> (Change valid values for item 400101 to "0-53" and item level validation to "Range 0-53"), do we need to export decimal places.

In existing software, we are making the decimal places to nearest integer.

> For e.g., If the 'Weeks per Year' is 25.50, then this this will be rounded to 26. If the 'Weeks per Year' is 25.49, then this this will be rounded to 25.

DfE Internal Colleagues' Summary of Impact Assessment:
n/a
Alternative Solutions / Workarounds (if appropriate):
Estimated Cost of Change:
Impact Assessed by (name):   Date:

Section 3 - Outcome / Decision

(To be completed CBDS Administrator)

Review Meeting: CBDS Administrator review	
Attendees: Gary Connell, Amanda Robinson, Gerrard Hassett, Lisa Beadle.	**Date of Review Meeting**: 4 March 2014

Brief Summary of Discussion:

The RFC was accepted by the group. It was confirmed that in response to the supplier 4 question the decimal place should be rounded up to the nearest integer.

Accept / Reject:	**Deferred to:**
Accept	n/a
Type of Funding:	**Fund Holder Agreement:**
n/a	n/a

If Defer, provide details
n/a

If Accept, provide details:

The requirement was to make amendments to the following data items and codesets:-

CBDS data item 400101 has been superseded and a new CBDS data item created: 400346

CBDS data item 400223 has been superseded and a new CBDS data item created: 400437. The associated codeset D00231 has been created and codeset D00160 has now been superseded.

CBDS data item 400341 has been superseded and a new CBDS data item created: 400348

CBDS data item 200567 has been superseded and a new CBDS data item created: 200648. The associated codeset D00188 has replaced codeset D00164

Next steps were agreed in the meeting to update to 18/03/2014 and arrange publication. The completed RFC has been returned to the originator and the RFC register administrator copied in to update the spread sheet to 18/03/14.

If Reject, provide details:

n/a