



Department  
for Education

# **School workforce census 2014**

**COLLECT guide for academies, CTCs  
and free schools**

**September 2014**

# Contents

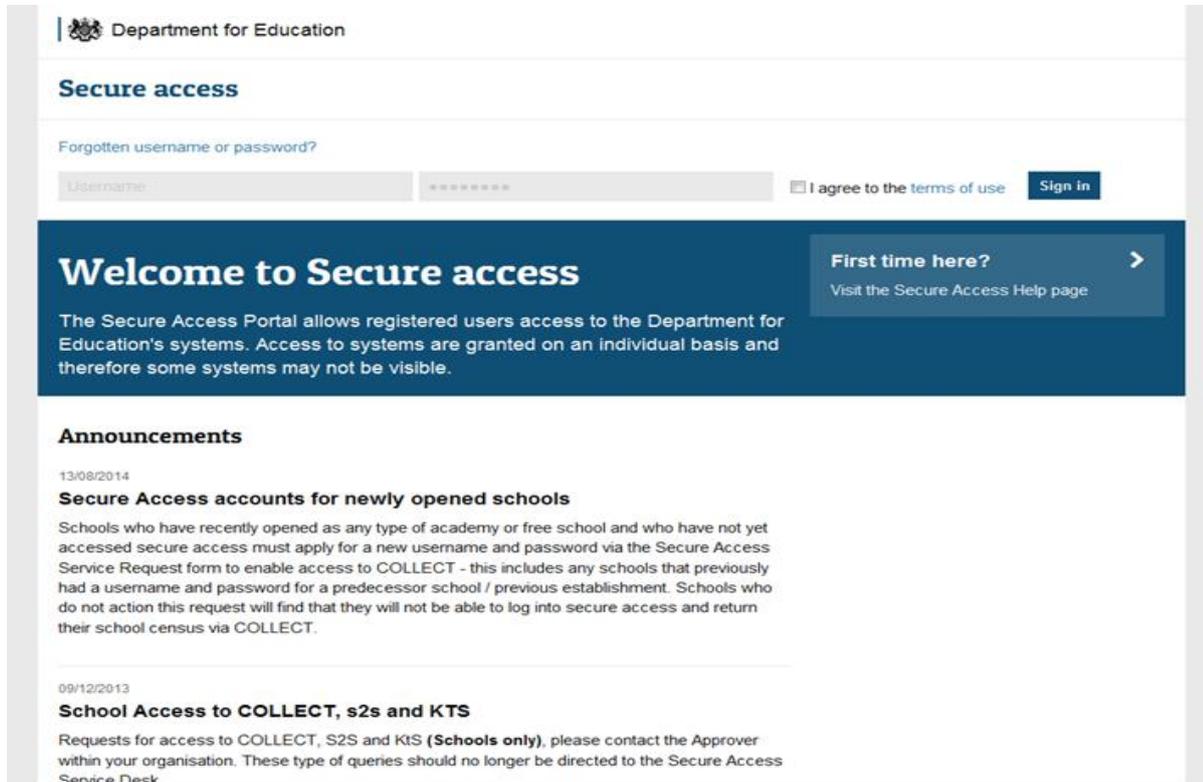
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# COLLECT and Secure Access

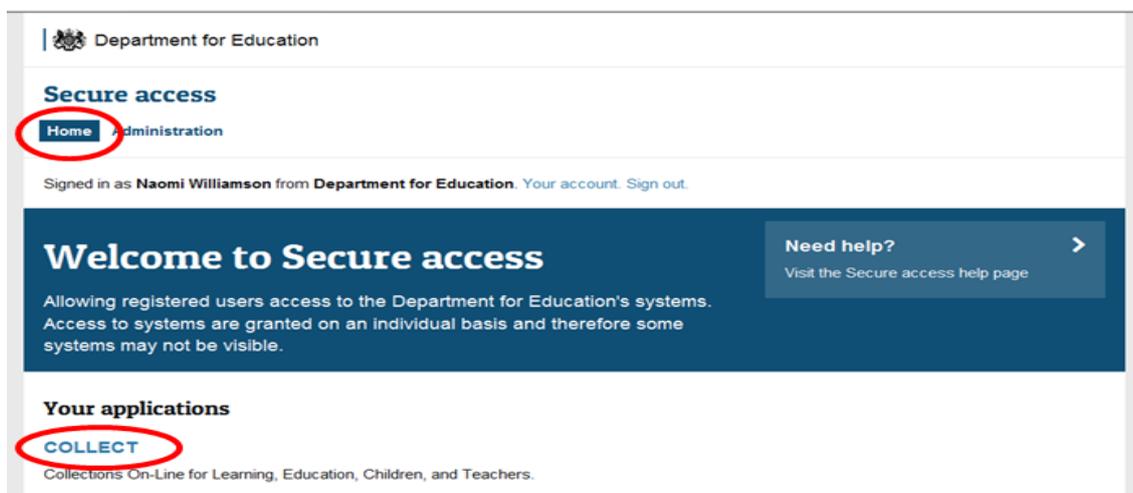
**\*Please note: some screen shots refer to 2013 however the process is the same for all 2014 census collections.\***

Access to COLLECT is now through the Department's [Secure Access System](#) (SA), which was implemented on 10 December 2012.



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

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



Once successfully registered, open COLLECT on the **Home** tab, as shown above.



Then click on to **'Continue'** to enter Collect as above.

If you are bounced back to your homepage at this point please check that you are not trying to access the site from a link within an e-mail. Please copy and paste the address into the address bar then save it to your favourites.

Please follow the steps below to add the web addresses to your trusted sites

Go into the **'Tools'** menu option at the top of the screen.

Select **'Internet Options'** from the drop down menu. Select **'Security'** from the option buttons, Selected **'Trusted Sites'**, Select **'Sites'**, Then select **'Add'** and type the following into the text box:

<https://collectdata.education.gov.uk>

Then select ok and ok. Please check that the secure access site is also in the trusted sites The addresses should appear in the large box.



## Source Page Screen

For the 2014 collection, DFE implemented a change which has amended the COLLECT role for Academies, CTCs and Free schools from the role of Agent to that of Source. As a result, this guide has been updated to reflect this change to provide details of the different screens and functionality now available. The first screen displayed following successfully logging into COLLECT is now the Source main screen.

The Source main screen will be displayed

Data Collection	User Role	Organisation	Status	Due Date	Days Due
Standards Fund 2010	Source	Hackney	Open	12/10/2010 00:00:00	-1044
Standards Fund 2010	Collector	Department for Education	Open	12/10/2010 00:00:00	-1044
SchoolWorkforceCensus2013	Collector	Department for Education	Open	09/12/2012 00:00:00	-255
<b>SchoolWorkforceCensus2013</b>	<b>Source</b>	<b>Alexandra Infant School</b>	<b>Open</b>	<b>09/12/2012 00:00:00</b>	<b>-255</b>
SchoolWorkforceCensus2013	Administrator	Department for Education	Open/Live	09/12/2012 00:00:00	-255
SchoolWorkforceCensus2012	Administrator	Department for Education	Testing/Live	09/12/2012 00:00:00	-255
SchoolWorkforceCensus2012	Collector	Department for Education	Testing	09/12/2012 00:00:00	-255
SchoolWorkforceCensus2011	Administrator	Department for Education	Testing/Offline	11/12/2011 00:00:00	-619
SchoolCensus 2011_Autumn	Collector	Department for Education	Open	06/10/2011 00:00:00	-685
SchoolCensus 2010_Spring	Collector	Department for Education	Open	21/01/2010 00:00:00	-1308

Page 1 of 4

**Select Data Collection**

**News**

**Welcome to GENERIC UAT COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).**  
COLLECT is the DfE Centralised Data Collection and Management System for Education

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 it.

The Source main screen will be displayed

**MY DATA RETURN**

The status of your data return :

Errors :       Queries :       OK Errors :

**What can I do with My Data Return?**

<input type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Return on screen..."/>	Press this button to Add a new return using a web form
<input type="button" value="Open Return..."/>	Press this button to Open your data return
<input type="button" value="Submit Return..."/>	Press this button to Submit your completed data return
<input type="button" value="Export to file..."/>	Press this button to Export your data return to a file
<input type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input type="button" value="Delete Return..."/>	Press this button to Delete your data return

**What is happening to My Data Return?**

<b>Data Return Submission</b> Date Submitted <input type="text"/>	<b>Data Return Approval</b> Date Approved <input type="text"/>	<b>Data Return Authorisation</b> Date Authorised <input type="text"/>
--	---	--

**I need some help**

For help while in the data collection pages, please use the link at the top of the pages.

For further help please contact the help desk on 01325 392626 and select Option 1, or email [dsg.helpdesk@education.gsi.gov.uk](mailto:dsg.helpdesk@education.gsi.gov.uk)

The screen is divided into three main sections:

- Return Status;
- Return Management;
- Return Progress.

## Return Status

The status of your data return :

Errors :       Queries :       OK Errors :

This shows the current status of the returns and a breakdown of the errors within them. All information is read only. In the example above no return data has been uploaded so status reads 'No\_Data'

## Return Management

**What can I do with My Data Return?**

<input type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Return on screen..."/>	Press this button to Add a new return using a web form
<input type="button" value="Open Return..."/>	Press this button to Open your data return
<input type="button" value="Submit Return..."/>	Press this button to Submit your completec data return
<input type="button" value="Export to file..."/>	Press this button to Export your data return to a file
<input type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input type="button" value="Delete Return..."/>	Press this button to Delete your data return

This provides a set of functions that can be used to manage the return. Those with bold text and highlighted borders are available. The availability of the functions is dictated by the status of the return.

## Return Progress

What is happening to My Data Return?

Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted <input type="text"/>	Date Approved <input type="text"/>	Date Authorised <input type="text"/>
<input type="button" value="View submitted data return..."/>	<input type="button" value="View approved data return..."/>	<input type="button" value="View authorised data return..."/>
<input type="button" value="Export submitted data return..."/>	<input type="button" value="Export approved data return..."/>	<input type="button" value="Export authorised data return..."/>

This shows the dates on which the return completed the three process milestones. This section is completed automatically as the return progresses through the workflow process.

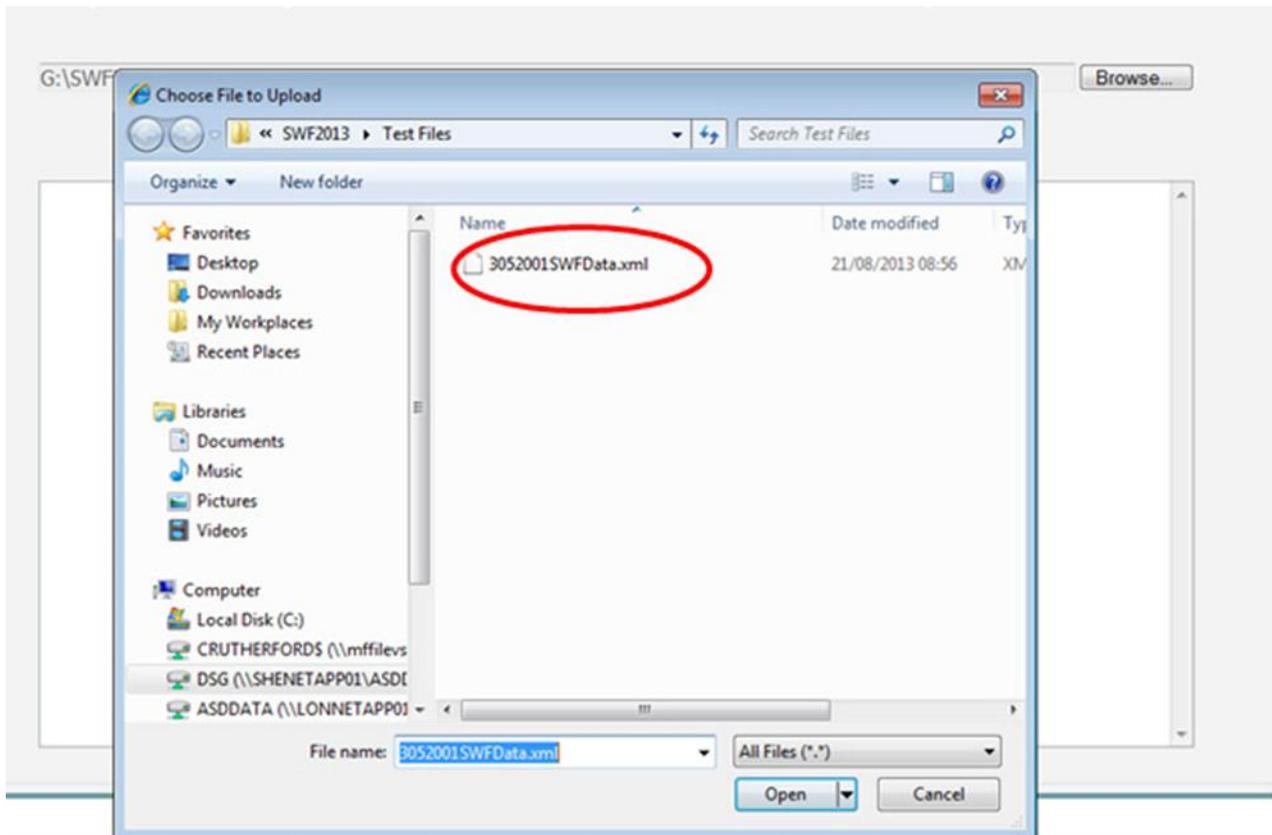
# Uploading a Return

Click on the **Upload return from file** button

What can I do with My Data Return?

<b>Upload Return from file...</b>	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

Browse for file



SchoolWorkforceCensus2013 - Upload File

UPLOAD FILE SELECTION

This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.

Use the **browse** button to locate the XML file. Highlight the file name and click on **Open** to select the return.



Click on the upload button to load the return

Once the return has been loaded, the following message will be displayed on screen

Source UpLoad In Progress



This indicates that the return has successfully loaded and is now placed in the validation queue to be validated. Press the OK button to return to the Source main page. During periods of heavy demand, there may be a delay before the return is validated. Whilst the return has a status of "Waiting\_for\_validation" then the return cannot be viewed or edited. Once the return has been validated, the return status section on the source main page will display "Submitted" and the date. The total number of errors and queries found in the return will also be displayed.

# Viewing the Data Return

## Opening the Return

Open the return by clicking on the **Open Return** button

Source Page SchoolWorkforceCensus2013

**MY DATA RETURN**

The status of your data return :

Errors :       Queries :       OK Errors :

**What can I do with My Data Return?**

<input type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Returns on screen..."/>	Press this button to Add a new return using a web form
<input type="button" value="Open Return..."/>	Press this button to Open your data return
<input type="button" value="Submit Return..."/>	Press this button to Submit your completed data return
<input type="button" value="Export to file..."/>	Press this button to Export your data return to a file
<input type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input type="button" value="Delete Return..."/>	Press this button to Delete your data return

**What is happening to My Data Return?**

<b>Data Return Submission</b> Date Submitted <input type="text"/>	<b>Data Return Approval</b> Date Approved <input type="text"/>	<b>Data Return Authorisation</b> Date Authorised <input type="text"/>
--	---	--

**I need some help**

For help while in the data collection pages, please use the link at the top of the pages

School Workforce Annual Collection

- [-] School Workforce Annual Collection [1]
- [-] Source
- [-] CBDS Levels
- [-] SchoolWorkforceModules
- [-] School Workforce Member [1]
  - [-] Given Name
  - [-] Former Family Name
  - [-] Contract or Service [2]
    - [-] Additional Payment
    - [-] Role [2]
      - [-] Additional Payment
    - [-] Absence
    - [-] Curriculum
    - [-] Qualification
    - [-] Subjects
  - [-] School
    - [-] Vacancy
    - [-] Occasionals
    - [-] Agency TP Support Count

**School Workforce Annual Collection - Alexandra Infant School**

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)				Errors	Queries	OK	Return Level Notes
				0	1	0	
Data Item	Value	Errors			Notes	History	
HEADER INFORMATION							
Collection	School Workforce Census	0	0	0			
Year	2013	0	0	0			
Reference Date	2013-11-07	1	0	0			
<a href="#">View Source Details</a>							

# Screen Functionality

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

## Screen Navigation

School Workforce Member

2001,305,S

School Workforce Annual Collection [1]

Source

- CBOS Levels
- SchoolWorkforceModules
- School Workforce Member [1]
  - Given Name
  - Former Family Name
  - Contract or Service [2]
    - Additional Payment
    - Role [2]
      - Additional Payment
    - Absence
    - Curriculum
    - Qualification
    - Subjects
  - School
    - Vacancy
    - Occasionals
    - Agency TP Support Count
  - LA

School Workforce Member - Alexandra Infant School

Drill Up Error

FilterTeacher By: Number Family Name Gender Date of Birth QT Status Reset Go

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
8023415	Regular Teacher,One	Female	1963-06-08	True	0
80756915	Regular Teacher, Two	Male	1980-09-25	True	1

Data Item	Value	Errors	Errors	OK	Notes	History
WORKFORCE MEMBER						
Staff Details						
Teacher Number	8023415	0	0	0		
Family Name	Regular Teacher	0	0	0		
Given Name						
One						
View Given Name(s) View All						
Former Family Name						
View Former Family Name(S) View All						
Nr Number	WA145678B	0	0	0		
Gender	Female	0	0	0		
Date of Birth	1963-06-08	0	0	0		
Ethnic Code	Any Other White Background	0	0	0		
Disability	No	0	0	0		
QT Status	True	0	0	0		
HLTA Status	False	0	0	0		
QTS Route		0	0	0		
View Contract/Agreement Details View All						

**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

To return to the previous page, press the **'Drill Up'** button.

## Mode Buttons

Those buttons determine which operation mode the on-screen data form 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

## Filter Bars

Only available on screens that could have a large record set e.g. Workforce Member. Allows criteria to be entered to identify a group of related records or a single record. For example if the user type a name in the 'Family Name' box and selects the 'Go' button then only workforce members with that family name will be displayed in the record list. This enables the user to go to specific records rather than having to page through all the records

FilterTeacher By: Number	Family Name	Gender	Date of Birth	QT Status	Reset	Go
-----------------------------	----------------	--------	------------------	-----------	-------	----

## Filter Left Hand Menu

Please avoid using the left hand filter menu (**grey panel on the left hand side of the page**) to navigate through the return as it does not always display sections of the return in the correct format and functions such as Add or Edit are not always available

**i**

- [-] School Workforce Annual Collection
  - [-] Source
    - CBDS Levels
    - SchoolWorkforceModules
    - [-] School Workforce Member
      - Given Name
      - Former Family Name
      - [-] Contract or Service
        - Additional Payment
      - [-] Role
        - Additional Payment
      - Absence
      - Curriculum
      - [-] Qualification
        - Subjects
    - [-] School
      - Vacancy
      - Occasionals
      - Agency TP Support Count
      - LA

Source - Darlington School of Maths and Science		
LA	Estab	Source Level
DARLINGTON	4000	School
Data Item		Va
SOURCE		
Source Level	School	
LA	DARLINGTON	
Estab	4000	
Software Code	SIMS	
Release	2	
Xversion		
Serial No	1	
DateTime	2013-11-08 11:14:05	
<a href="#">View CBDS Levels</a>		
<a href="#">View School Workforce Modules</a>		
<a href="#">View School Workforce Members</a>		
<a href="#">View School Details</a>		
<a href="#">View LA Details</a>		

# Viewing the Return Details

Access the source details by clicking on the **View All** button in the 'View Source Details' row on the original screen displaying the header details for the return.

School Workforce Annual Collection

All Errors All Notes Add View Edit Delete Status

School Workforce Annual Collection [1] School Workforce Annual Collection - Alexandra Infant School

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.) Errors: 0, Queries: 1, OK: 0, Return Level Notes

Data Item	Value	Errors			Notes	History
		Errors	Queries	OK		
HEADER INFORMATION						
Collection	School Workforce Census	0	0	0		
Year	2013	0	0	0		
Reference Date	2013-11-07	1	0	0		
View Source Details						<a href="#">View All</a>

Now access the workforce member details by clicking on the **View All** button in the 'View School Workforce Members' row

Source

All Errors All Notes Add View Edit Delete Status

School Workforce Annual Collection [1] Source - Alexandra Infant School

Drill Up Error All Notes

LA	Estab	Source Level	Software Code	Rule Errors
BROMLEY	2001	School	SIMS	0

Data Item	Value	Errors			Notes	History
		Errors	Queries	OK		
SOURCE						
Source Level	School	0	0	0		
LA	BROMLEY	0	0	0		
Estab	2001	0	0	0		
Software Code	SIMS	0	0	0		
Release	2	0	0	0		
Xversion		0	0	0		
Serial No	1	0	0	0		
DateTime	2013-11-08 11:14:05	0	0	0		
View CBDS Levels						<a href="#">View All</a>
View School Workforce Modules						<a href="#">View All</a>
View School Workforce Members						<a href="#">View All</a>
View School Details						<a href="#">View All</a>
View LA Details						<a href="#">View LA</a>

This displays the 'Records List' section, with all members of staff visible

## Record List

Clicking on one of the blue column headers e.g. 'Date of Birth' will order all the records in date of birth. The record list can be sorted ascending or descending by clicking once or twice on the header of any of the columns.

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
8023415	Regular Teacher,One	Female	1963-06-08	True	0
8035261	Teacher,Three	Male	1973-08-12	True	1
8023416	Teacher,Two	Female	1980-09-25	True	1

The lower part of the screen will show the record details of the record highlighted in the top half of the screen.

**School Workforce Member - Darlington School of Maths and Science**
Drill Up Error

All Notes

Filter Teacher By: Number
Family Name
Gender
Date of Birth
QT Status
Reset
Go

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
8023415	Regular Teacher,One	Female	1963-06-08	True	0

<>

Data Item	Value	Errors			Notes	History
		Errors	Queries	OK		
<b>WORKFORCE MEMBER</b>						
<b>Staff Details</b>						
Teacher Number	8023415	0	0	0		
Family Name	Regular Teacher	0	0	0		
<b>Given Name</b>						
One						
View Given Name(s)						<a href="#">View All</a>
<b>Former Family Name</b>						
View Former Family Name(S)						<a href="#">View All</a>
NI Number	WA145678B	0	0	0		
Gender	Female	0	0	0		
Date of Birth	1963-06-08	0	0	0		
Ethnic Code	Any Other White Background	0	0	0		
Disability	No	0	0	0		
QT Status	True	0	0	0		
HLTA Status	False	0	0	0		
QTS Route		0	0	0		
View Contract/Agreement Details						<a href="#">View All</a>
View Absence Details						<a href="#">View All</a>
View Curriculum Details						<a href="#">View All</a>
View Qualification Details						<a href="#">View All</a>

You can sort the record set by given name by clicking on the 'Name' column in the 'Record List' section

**School Workforce Member**
Drill Up Error

All Notes

Filter Teacher By: Number
Family Name
Gender
Date of Birth
QT Status
Reset
Go

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
8023415	Regular Teacher,One	Female	1963-06-08	True	0
8023514	Teacher Regular,Two	Female	1980-09-25	True	0
8032659	Teacher,Three	Male	1985-07-25	True	0

<>

Data Item	Value	Errors			Notes	History
		Errors	Queries	OK		

You can also filter the record set by typing the surname in the 'Family Name' box in the 'Filter Section' and then click on the **Go** button. The record details for that staff member should be displayed on screen.

School Workforce Member -

Drill Up Error

All Notes

Filter Teacher By: Number  Family Name  Gender  Date of Birth  QT Status  Reset Go

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
8023415	Regular Teacher,One	Female	1963-06-08	True	0
8023514	Teacher Regular,Two	Female	1980-09-25	True	0
8032659	Teacher,Three	Male	1985-07-25	True	0

Data Item	Value	Errors			Notes	History
		Errors	Queries	OK		

# Editing within the Data Return

Where possible data should be amended within the Schools Management Information System and a new return re-uploaded.

The default view when a screen is displayed is 'View' mode. To edit the details click on the 'Edit' button. The details for the workforce member will now be available to edit

School Workforce Member - Alexandra Infant School

Filter Teacher By: Number      Family Name      Gender      Date of Birth      QT Status      Reset      Go

Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors
8023415	Regular Teacher, One	Female	1963-06-08	True	0
80756915	Regular Teacher, Two	Male	1980-09-25	True	1

Data Item	Value	Errors			Notes	History
		Errors	Queries	OK		
<b>WORKFORCE MEMBER</b>						
<b>Staff Details</b>						
Teacher Number	8023415	0	0	0		
Family Name	Regular Teacher	0	0	0		
<b>Given Name</b>						
One						
View Given Name(s)						<a href="#">View All</a>
<b>Former Family Name</b>						
View Former Family Name(S)						<a href="#">View All</a>
NI Number	WA145678B	0	0	0		
Gender	Female	0	0	0		
Date of Birth	1963-06-08	0	0	0		
Ethnic Code	Any Other White Background	0	0	0		
Disability		0	0	0		
QT Status	True	0	0	0		
HLTA Status	False	0	0	0		
QTS Route		0	0	0		
<b>View Contract/Agreement Details</b>						<a href="#">View All</a>
<b>View Absence Details</b>						<a href="#">View All</a>
<b>View Curriculum Details</b>						<a href="#">View All</a>
<b>View Qualification Details</b>						<a href="#">View All</a>
<ul style="list-style-type: none"> <li>Annual College Exit - Graduate Course</li> <li>Annual College Exit - Post Graduate Course</li> <li>Overseas Trained Teacher Programme</li> <li>Overseas Trained Teacher, not yet on Programme</li> <li>Registered Teacher Programme</li> <li>Graduate Teacher Programme</li> <li>Teach First Programme</li> <li>Mutual Recognition from NI, Scotland or the EU</li> <li>Flexible Routes</li> </ul>						

Click on the 'QTS Route' cell in the 'Value' column: a drop down list of selectable values will be displayed.

School Workforce Member - Darlington School of Maths and Science						
Filter Teacher By: Number	Family Name	Gender	Date of Birth	QT Status	Reset	Go
Teacher Number	Name	Gender	Date of Birth	QT Status	Rule Errors	
8023415	Regular Teacher,One	Female	1963-06-08	True	0	
Data Item	Value	Errors			Notes	History
		Errors	Queries	OK		
WORKFORCE MEMBER						
<b>Staff Details</b>						
Teacher Number	8023415	0	0	0		
Family Name	Regular Teacher	0	0	0		
<b>Given Name</b>						
One						
<a href="#">View Given Name(s)</a>						<a href="#">View All</a>
<b>Former Family Name</b>						
<a href="#">View Former Family Name(S)</a>						<a href="#">View All</a>
NI Number	WA145678B	0	0	0		
Gender	Female	0	0	0		
Date of Birth	1963-06-08	0	0	0		
Ethnic Code	Any Other White Background	0	0	0		
Disability		0	0	0		
QT Status	True	0	0	0		
HLTA Status	False	0	0	0		
QTS Route		0	0	0		
<a href="#">View Contract/Agreement Details</a>						<a href="#">View All</a>
<a href="#">View Absence Details</a>						<a href="#">View All</a>
<a href="#">View Curriculum Details</a>						<a href="#">View All</a>
<a href="#">View Qualification Details</a>						<a href="#">View All</a>
<ul style="list-style-type: none"> <li>Annual College Exit - Graduate Course</li> <li>Annual College Exit - Post Graduate Course</li> <li>Overseas Trained Teacher Programme</li> <li>Overseas Trained Teacher, not yet on Programme</li> <li>Registered Teacher Programme</li> <li>Graduate Teacher Programme</li> <li>Teach First Programme</li> <li>Mutual Recognition from NI, Scotland or the EU</li> <li>Flexible Routes</li> </ul>						

Selecting Annual College Exit – Graduate Course from the list. The selected value will be displayed and the details will be saved. If data is entered rather than selected from a list, navigating to another field or hitting the return/enter key will save the data

Editing existing information will create a history record for the item that has been changed/added

School Workforce Member - Darlington School of Maths and Science						
Filter Teacher By: Number	Family Name	Gender	Date of Birth	QT Status	Reset	Go
8023415	Regular Teacher,One	Female	1963-06-08	True	0	
Data Item	Value	Errors			Notes	History
WORKFORCE MEMBER						
Staff Details						
Teacher Number	8023415	0	0	0		
Family Name	Regular Teacher	0	0	0		
Given Name						
One						
View Given Name(s)						<a href="#">View All</a>
Former Family Name						
View Former Family Name(S)						<a href="#">View All</a>
NI Number	WA145678B	0	0	0		
Gender	Female	0	0	0		
Date of Birth	1963-06-08	0	0	0		
Ethnic Code	Any Other White Background	0	0	0		
Disability		0	0	0		
QT Status	True	0	0	0		
HLTA Status	False	0	0	0		
QTS Route	Annual College Exit - Graduate Course	0	0	0		
View Contract/Agreement Details						<a href="#">View All</a>
View Absence Details						<a href="#">View All</a>
View Curriculum Details						<a href="#">View All</a>
View Qualification Details						<a href="#">View All</a>

Changed items are identified by an icon displayed in the 'History' column

Click on the 'History' icon for the 'QTS Route' item that we have just amended. Details of all changes made to the item are displayed (1 row per change), including the name of the user who made the change

Data Log Page						
History Report - SchoolWorkforceCensus2013						Back
Darlington School of Maths and Science						
History report on 13/08/2013 at 10:21:57						
Data QTS Route						
Filter By:	Action	User	Start Date	End Date	Go	Reset
Action	Old Value	New Value	User	Role	Organisation	Date
Update		Annual College Exit - Graduate Course	Christine Rutherford	Agent	Department for Education	13/08/2013 10:20:20

## Errors

When a return has been uploaded a number of validation checks are run against the data in that return and all errors and queries are highlighted in red against the relevant data item. There are different levels of errors, 'Return Level' and 'Data Item Level'

## Total Return Errors

The breakdown of errors for a school return is shown in the Return Status section of the school's main screen

MY DATA RETURN

The status of your data return :

Errors :       Queries :       OK Errors :

## Return Level Errors

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, e.g. the school return must contain details on occasional teachers and a return-level error is generated if this information is missing.

Return level errors are displayed and are accessible from the 'Header Information' screen

School Workforce Annual Collection - Alexandra Infant School							
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)				Errors	Queries	OK	Return Level Notes
				0	1	0	
Data Item	Value	Errors			Notes	History	
HEADER INFORMATION							
Collection	School Workforce Census	0	0	0			
Year	2013	0	0	0			
Reference Date	2013-11-07	1	0	0			
View Source Details						<a href="#">View All</a>	

## Data Item Level Errors and Queries

Data item 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. E.g. the rule that checks whether a person appears to be aged over 100 years compares the date of birth with the date of the census, so both items would be flagged if that validation failed, even though it is probably only the date of birth that is wrong.

From the Workforce Members screen, select the record, then click **View All** in the 'View Absence Details' row. Errors are displayed against the 'First Day' and 'Last Day' data items in the 'Errors' section of the screen.

Click on the red box in the row for 'Last Day'. An error report will be displayed showing all errors and queries associated with that data item

Absence - Alexandra Infant School					Drill Up	Error		
All Notes								
Name	NI Number	First Day	Last Day	Absence Category	Rule Errors			
Regular Teacher,One	WA145678B	2013-06-04	2013-06-03	Sickness	1			
Data Item	Value			Errors	Queries	OK	Notes	History
ABSENCE								
First Day	2013-06-04			1	0	0		
Last Day	2013-06-03			1	0	0		
Working Days Lost	2.0			0	0	0		
Absence Category	Sickness			0	0	0		
Estab	2222			0	0	0		

**Blade Error Report - SchoolWorkforceCensus2013**

Darlington School of Maths and Science				Error report on 13/08/2013 at 10:40		Return
Data Field	FirstDayOfAbsence		Count	1		
Priority	Errors		Count	1		
Rule No.	Error Message	Priority	OK	Notes		
4940	Last Day of absence cannot be before First Day of absence	Errors	<a href="#">Details</a>			
Page 1 of 1						
Priority	Queries		Count	0		
Rule No.	Error Message	Priority	OK	Notes		
Page 1 of 1						
Priority	OK		Count	0		
Rule No.	Error Message	Priority	OK	Notes		
Page 1 of 1						

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The report shows that 'Last Day of absence' cannot be before the 'First Day of absence'. To see all the data items that are possibly affected by this validation click on the **Details** button next to the error message.

Darlington School of Maths and Science				Error report on 13/08/2013 at 10:46		Return
				Count	2	
Rule No.	Return Level	Error Message	Priority	OK	Notes	Details
6540Q	Y	At least one staff record in this school's return should show a role of Head Teacher	Queries			
4940		Last Day of absence cannot be before First Day of absence	Errors	<a href="#">Details</a>		
Page 1 of 1						

Field	Value
First Day	Jun 5 2013 12:00AM
Last Day	Jun 4 2013 12:00AM

## Correcting Errors

Identify which of the fields contains the incorrect value and return to the screen that contains it by clicking on the field value in the details section. Change the mode of the form to 'Edit' and then click on the data item that needs to be changed

## Viewing Errors and queries

To view all errors and queries on the return click on the 'All Errors' button

2001,305,S > Regular Teacher,WA145678B,08/06/1963

**All Errors** All Notes Add View Edit Delete Status

School Workforce Annual Collection [1] Absence - Alexandra Infant School

Name	NI Number	First Day	Last Day	Absence Category	Rule Errors
Regular Teacher,One	WA145678B	2013-06-04	2013-06-03	Sickness	1

Data Item	Value	Errors			Notes	History
		Errors	Queries	OK		
ABSENCE						
First Day	2013-06-04	1	0	0		
Last Day	2013-06-03	1	0	0		
Working Days Lost	2.0	0	0	0		
Absence Category	Sickness	0	0	0		
Estab	2222	0	0	0		

This will show you a list of all queries and errors. You can see the error number, message and also click on 'details' to see what data is not passing validation

You can click on the underlined data values to the left of the screen to be taken to that field in the return

Blade Error Report - SchoolWorkforceCensus2013

Darlington School of Maths and Science Error report on 13/08/2013 at 10:53

Rule No.	Return Level	Error Message	Priority	OK'd	Count	Notes	Field	Value
6540Q	Y	At least one staff record in this school's return should show a role of Head Teacher	Queries				NI Number	<u>2222</u>
4940		Last Day of absence cannot be before First Day of absence	Errors	<a href="#">Details</a>				
4160Q		Member of workforce with missing NI Number	Queries	<a href="#">Details</a>				

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# Providing Clarification/ Supplementary Information

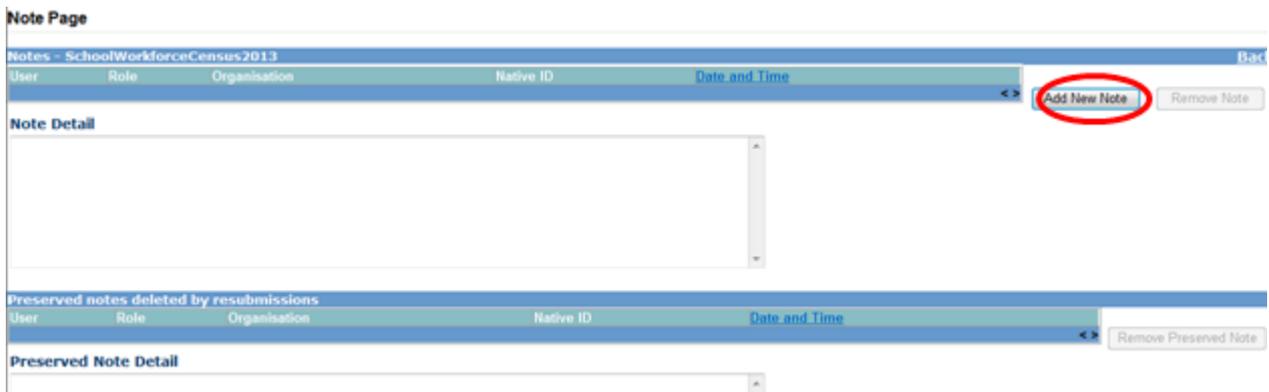
In some instances it may be useful to add explanatory information about a data value, in particular when an item has an associated query against it.

There are several levels where you can add Notes, return level, field level, Error level and in All errors against the query. **All Notes should be in the return level section on the front page of the return to avoid being deleted should you need re upload the return**

To add a return level note click on the pen icon in the return level notes section



Click add new note and type your note and the error number in the box provided and click create. – Do this for all queries/errors you need to provide extra information for. The pencil icon will then change to a notepad icon showing that a note has been added



## Note Page

### Create New Note

type explanation here

Create

Cancel



## Submitting your return

Once the school is happy with their return they will need to submit it. Until the return has been submitted the Authority will not be able to edit and approve the return; prior to submission they will only be able to view it **so it is important that the School, having corrected the errors remembers to go in and 'Submit' the return in order that their LA can approve the return and the DfE can authorise the return.**

To submit the return, navigate to the school main screen by clicking on **Back to MyCOLLECT page** and click on the **Submit Return** button in the 'Return Management' section. The status of the return will change to 'Submitted'.

The screenshot shows a web interface titled 'Source Page SchoolWorkforceCensus2013'. Below the title is a section 'MY DATA RETURN'. It displays 'The status of your data return : Amended\_by\_source' and three statistics: 'Errors : 3', 'Queries : 2', and 'OK Errors : 0'. 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...' (circled in red), 'Export to File...', 'Launch Reports...', and 'Delete Return...'. Each button has a corresponding instruction. Below this is a section 'What is happening to My Data Return?' with three columns: 'Data Return Submission' (Date Submitted: [ ]), 'Data Return Approval' (Date Approved: [ ]), and 'Data Return Authorisation' (Date Authorised: [ ]). At the bottom, there is a link 'I need some help'.

Once the school is happy with their return they will need to submit it. Until the return has been submitted the DfE will not be able to approve the return; prior to submission they will only be able to view it **so it is important that the School, having corrected the errors remembers to go in and 'Submit' the return in order that the DfE can approve and authorise the return.**

To submit the return, navigate to the school main screen by clicking on **Back to MyCOLLECT page** and click on the **Submit Return** button in the 'Return Management' section. The status of the return will change to 'Submitted'.

You will be asked to confirm this function,

The screenshot shows a confirmation dialog box with a teal header 'Submit Return Confirmation'. The main text asks 'Are you sure you wish to submit this Data Return?'. At the bottom, there are two buttons: 'Yes' and 'No', both with right-pointing arrows.

MY DATA RETURN

The status of your data return : Submitted

Errors :  Queries :  OK Errors :

What can I do with My Data Return?

<a href="#">Upload Return from file...</a>	Press this button to Import a file into your data return
<a href="#">Add Return on screen...</a>	Press this button to Add a new return using a web form
<a href="#">Open Return...</a>	Press this button to Open your data return
<a href="#">Submit Return...</a>	Press this button to Submit your completed data return
<a href="#">Export to file...</a>	Press this button to Export your data return to a file
<a href="#">Launch Reports...</a>	Press this button to Report on your data return
<a href="#">Delete Return...</a>	Press this button to Delete your data return

What is happening to My Data Return?

<b>Data Return Submission</b>	<b>Data Return Approval</b>	<b>Data Return Authorisation</b>
Date Submitted: <input type="text" value="21/08/2013"/>	Date Approved: <input type="text"/>	Date Authorised: <input type="text"/>

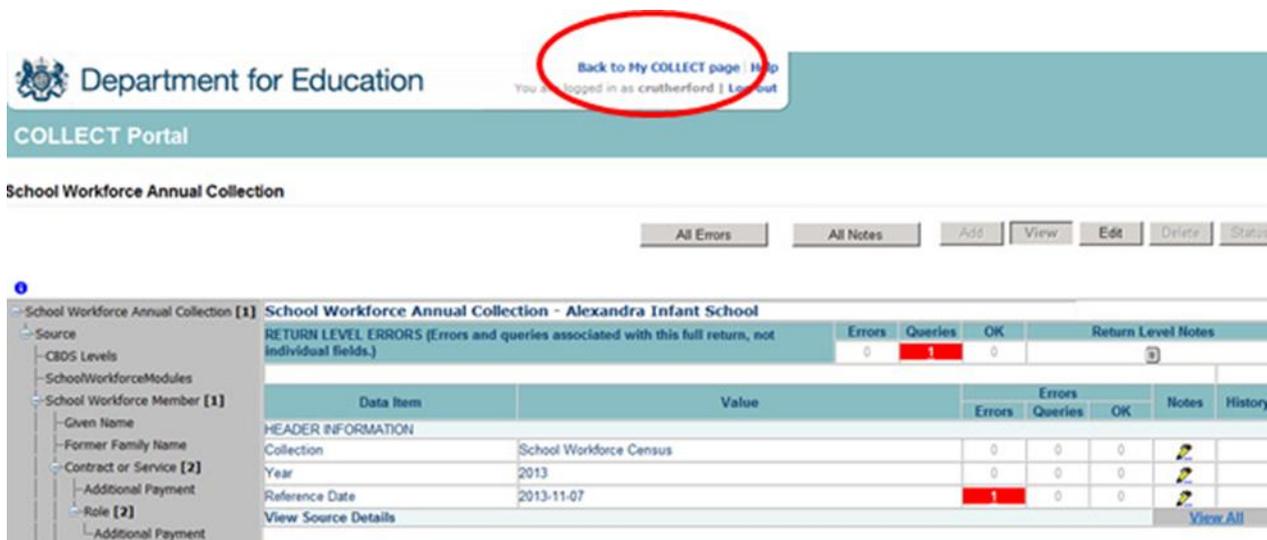
[I need some help](#)

Once you have submitted the button will be greyed out and the box “The status of your data return” will show as “Submitted” & the date will appear in the data submitted box in the “what is happening to my data return” section of the screen.

Your LA will then take a look at the return and they may come back to you with queries. Once they are happy with the return it will be Approved by them and the DFE will then take a look at the data and Authorise the return. Once these have been completed the subsequent dates will appear

# Reports

A number of reports are available on COLLECT, return to the **Source page** by selecting **Back to My Collect page** at the top of the page and click on the **Launch Reports** button. A drop down menu will be displayed and a report can be selected from that drop down list. The following reports are available to schools.



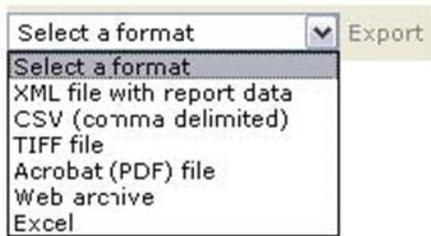
- **Missing Contract Report** - This report identifies staff members that do not have a contract record. All staff members should have at least one 'Contract' Record unless the workforce member is included in the return only because they had an absence in the previous academic year or the school is returning a partial return i.e. the LA are providing the contract data.
- **Missing Payment Details for Contracts Report** - This report identifies staff that have one of more contract records but no payment details have been provided. People that are included in the return only because that had an absence in the previous academic year do not need payment details
- **School Error Report** - This report lists all the outstanding errors and queries on the return.
- **Notes Report** – This report allows user to select 'Alllevels', 'Returnlevel', 'Fieldlevel' and 'Errorlevel' notes. The report will included the note, the error number and id information on the school workforce member.
- **Staff Breakdown by Gender and FT/PT Report** - This report provided a breakdown of all staff members by gender and part time/full time indicator.

Along the top of the report you will see a toolbar with various functions



- Navigate between pages of the report.

- Zoom control for viewing the report at various zoom levels.
- Enter text, to find on the report
- Refreshes the report output
- Produces a hard-copy output of the report
- Save the output created



Clicking the drop-down menu, results in the display of a list-box showing various formats in which you can export the report. Select one of the formats, click the **Export** button and you will then be prompted to 'Open' or 'Save' the output file. Click on the 'Save' button to save the report file.

# Exporting a return

A return can be exported in xml or csv format by using the **Export Selected** button.

The screenshot shows the 'MY DATA RETURN' interface. At the top, it displays 'The status of your data return : Submitted', 'Errors : 3', 'Queries : 2', and 'OK Errors : 0'. Below this, a section titled 'What can I do with My Data Return?' lists several actions with corresponding buttons and descriptions. The 'Export to file...' button is circled in red. Other buttons include 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Launch Reports...', and 'Delete Return...'. A section titled 'What is happening to My Data Return?' shows 'Data Return Submission' (Date Submitted: 21/08/2013), 'Data Return Approval' (Date Approved: [empty]), and 'Data Return Authorisation' (Date Authorised: [empty]). At the bottom, there is a link 'I need some help'.

## SchoolWorkforceCensus2013 Export

The screenshot shows the 'CHOOSE EXPORT FORMAT' dialog box. It contains the following text and options:

- Export the current data for your selected Sources**
- 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
- Export** button

If not already selected, select the **Export as xml option** and then click on the **Export** button. A progress message will be displayed.

**Important Note:** If the export process fails, with a message stating that Internet Explorer has blocked download of a file, you might succeed if you try again. On the second attempt, hold down the Ctrl key down continuously from before you click on **Export** until after you see the resulting files displayed in Windows Explorer. If this is still not successful, you will have to adjust the security settings on your internet browser.

When complete the result of the export will be displayed and you will be offered the options of saving or opening the export file. Click on the **Open** button

The security settings on your pc may prevent the '**File Download**' appearing If this is the case then go into the '**Tools**' menu option at the top of the screen.

Select '**Internet Options**' from the drop down menu.

Select '**Security**' from the option buttons

Selected '**Trusted Sites**'

Select '**Sites**'

The select '**Add**' and type the following into the text box:

https://collectdata.education.gov.uk

Then select ok and ok.

Alternatively you could try changing you security settings by

Going into the **Tools** menu option at the top of the screen, Select **Internet Options**, Select **Security**, Click on the **custom level** button, then make sure that **automatic prompting for file downloads** is set to **enabled** (it's a third of the way down the list)

Then trying producing the export again and this time the Open/Save/Cancel dialogue box should appear

#### Export Results Page

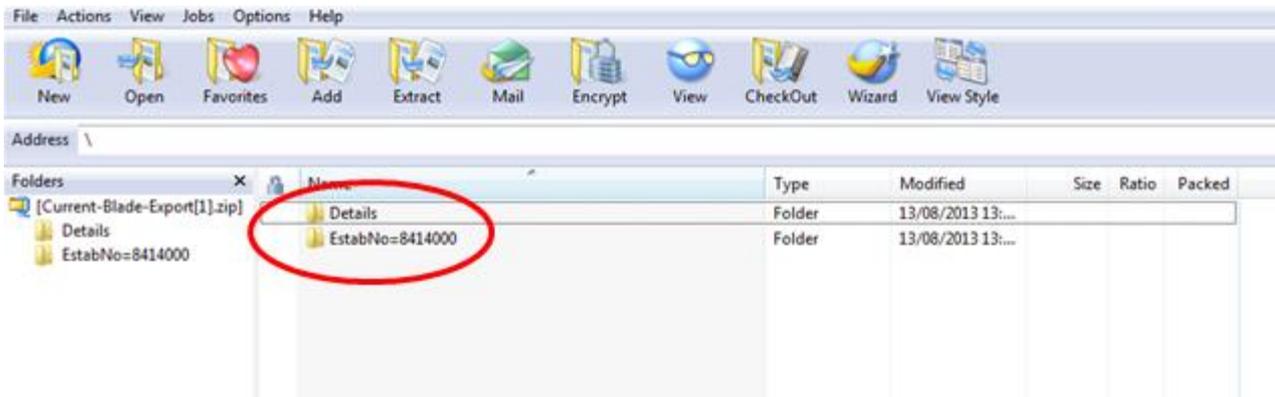
The screenshot shows a web application interface with a 'File Download' dialog box. The background page has a header 'INFORMATION' with 'Export Finished.' and a section 'EXPORT RESULTS' with a table 'Results of export'. The dialog box asks 'Do you want to open or save this file?' and provides details for a file named 'Current-Blade-Export.zip' from 'collectdataat.education.gov.uk'. It has 'Open', 'Save', and 'Cancel' buttons. A security warning is visible at the bottom of the dialog.

Folder	Organisation Name
/EstabNo=8414000	Darlington School of

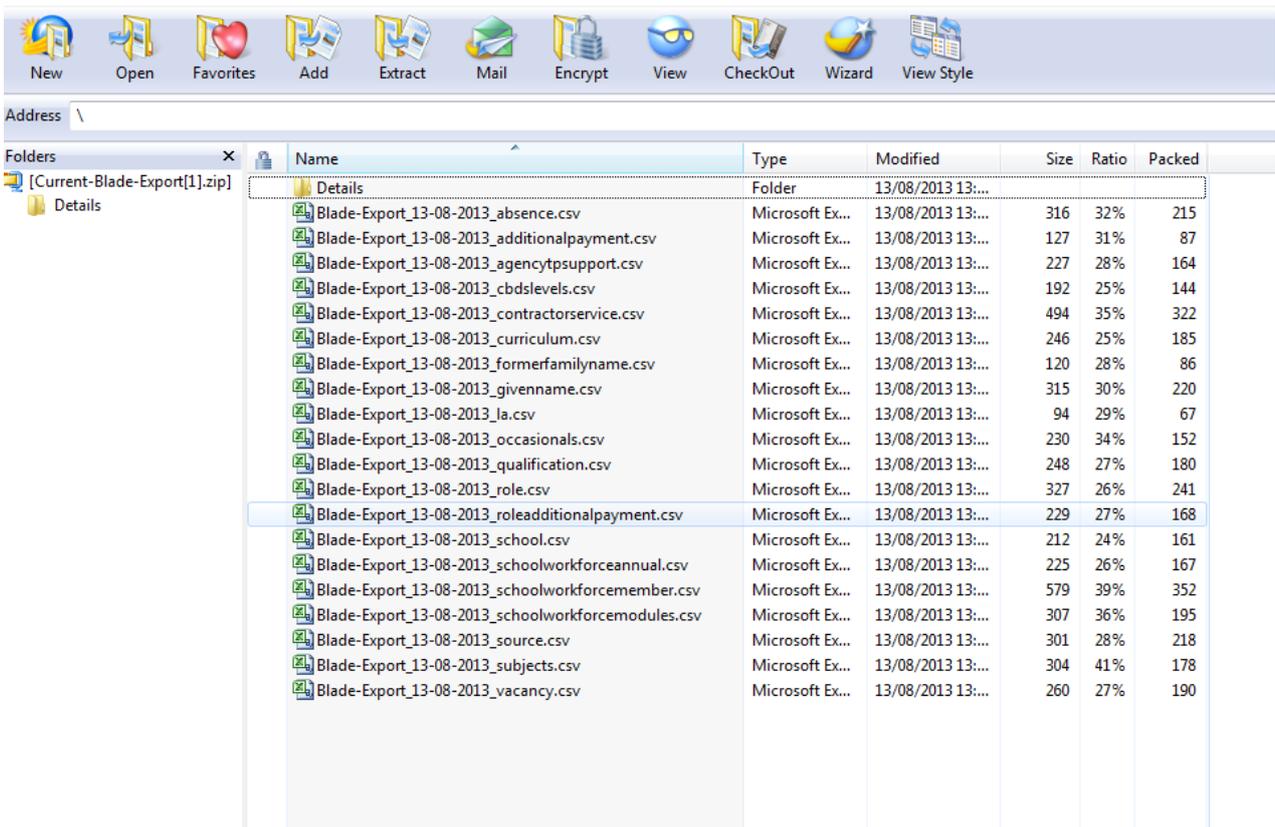
Native Id	Result
8414000	Data Collected

Click on the **Open** button to bring up the file details in Windows Explorer

Double click on the folder '**EstabNo=**' to open it; it contains the exported XML file, which you can double click to display the data.



Exports can also be provided in CSV format. Select 'Export as CSV' and when the **Save** and **Open** options appear click on the **Open** button



## Matching and Reconciliation

**IMPORTANT INFORMATION:** You only need to complete matching and reconciliation if you have uploaded data from two separate sources e.g. staff information from the MIS and pay details from your HR system.

There are four stages to this process:

- Run Matching
- Resolve Matching
- Run Reconciliation
- Resolve Reconciliation

This process allows Academies who have more than one return for their schools to merge the data from the multiple returns thereby creating one return only per school. Academies that only have one return per school do not need to run M & R.

**IMPORTANT INFORMATION:** The guidance below is provided due to issues that arose around M & R in previous collections.

1. After completing Matching and Reconciliation the return should be 're-validated'. Do this by highlighting the return and selecting the 'Validate Selected Return' button from the main agent screen. This will remove all the errors associated with the original partial returns and re-validate the data in the 'Master Collect' return.
2. Issues with data – Some returns had multiple records with very similar or the same data in them. For example curriculum records with the same Year Group and Subject and multiple contract records which had the same role and post and overlapping start and end periods. The M & R process does not handle these as they would seem to be duplication in the original data from the MIS system. If the Academy experience this then they should investigate why these are occurring in the XML file before trying to complete the M & R process. Reason being that they might need to produce new XSLT files from their MIS to eliminate these duplicates and then run M & R against the new files. This was typically occurring on Contract, Curriculum and Absence records
3. Data edited or added or deleted records during the M & R process. Once the process of M & R has been started or is part way through i.e. return has been matched but not yet reconciled then the data in the original returns and the master collect returns should not be edited or records added or deleted as these will corrupt the M & R process. If it is necessary to add, edit or delete data then the user should go back amend the original return data and then re-run M & R on the amended return.
4. Some LAs found it difficult to see which schools were at which stage of the M & R process, particular now that M & R has been decoupled and returns were in queues for the Matching or Reconciliation processing. To help Academies with this a number of new reports have been provided in. These are only relevant for LAs using M & R and we would not recommend that these are run by Academies who do not use M & R. Please see details on M & R reports at the end of this section.
5. Matching functionality will only be available on schools or a central return with more than one return associated with it.

6. Reconciliation' functionality will only be available when more than one return for that school has been uploaded and matching has been successfully completed on that return.
7. Please note when matching, if one return has blanks, or NOBT in a field e.g. QTS Route, Ethnic Code, Disability and the other return has these fields populated then the 'Master Collect' return will be populated with the valid values rather than the nulls or 'NOBT' values.
8. After M & R has been successfully completed there should only be one visible source in COLLECT for that school. This should be 'Collect Master' source. If there is still more than one source then M & R has not yet been fully completed.
9. **WARNING:** If a return has already been reconciled, re-running the matching again will undo any reconciliation action previously taken.
10. There are a number of business rules which are used to determine when two records should be **matched**. Please see Annex A for these rules.
11. There are a number of business rules which are used to determine when two records should be **reconciled**. Please see Annex B for these rules.
12. Whenever contract data is supplied then the post and allowance data should also be supplied alongside the contract data in the same return. If some contract information comes in on one return and post and allowance information comes in on another return then this can result in two contract records being generated even after matching and reconciliation.
13. If data is edited either by the source or the agent after matching but before reconciliation then it is recommended that matching is rerun as new matches may be required. If this is not done then sometimes after running reconciliation the will return will have a status of 'Reconciliation\_Failed'. If this happens then re-run matching again, resolve any outstanding matches and then re-run reconciliation.

## Matching

Matching is the first part of the M & R process and is concerned with identifying and matching the data at staff member level. Staff members will only be matched using a predefined set of business rules (see Annex A). Using these rules the majority of the staff workforce members will be matched but a few will need to be matched manually if some of the key id fields vary so the system cannot be certain that two or more member records are the same person.

All returns for a school should have a status of submitted or amended by source or agent in order to run Matching.

To run matching, go into the Agent page and select the 'Run Matching' button

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
1	0	1	0	0	2	2	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
8414000	Darlington School of Maths and Science	Submitted	13/08/2013				2	2	0

Page 1 of 1

Highlight the school and selected the 'Add' button. This will move the school highlighted across to the right hand box. Then select the 'Run Matching' button

Matching

SELECT SOURCES TO MATCH

AVAILABLE SOURCES FOR MATCHING

Available Sources: Darlington School of Maths and Science

Selected Sources:

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By selecting this button you will have started the matching process for the return. The user will be returned to the main agent screen and the matching process will be queued. The status of the return will allow you to see the stage the return is at in the process

## Status of Return during Matching Process

Return with a status of 'Awaiting\_Matching' then the return has been marked ready for matching but is still in a queue waiting for the matching process to start.

Return with a status of 'Matching\_in\_Progress'. This is when the matching is actually being completed on that return. While the return has this status then a user cannot view or edit that return.

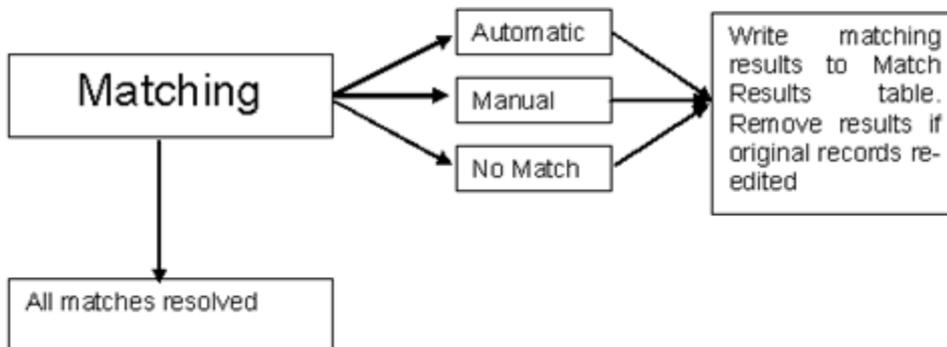
Return with a status of 'Matching\_Failed'. This is when the matching process has failed to complete. In these cases then matching will need to be rerun.

Return with a status of 'Amended\_By\_Agent' then the matching has been completed and is now ready for the user to check whether a records need to be manually matched.

## Rules for Matching

Please refer to Annex A for more detail on the rules used for producing the matches. Matching will be performed at Staff Details level i.e. identifying whether the individual staff members are the same individual or could be the same individual. There are two levels of matching, automatic and manual.

Automatic Matches - no manual intervention is required, the record will be marked as a match and resolved  
Potential Matches – will need to be manually matched  
No Matched identified



## Resolve Matching

Once the Matching has been run and the 'Amended\_By\_Agent' is shown as the status you will need to resolve any records not automatically matched. Click on the resolve Matching button to run this

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
1	0	1	0	0	2	2	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
8414000	Darlington School of Maths and Science	Amended_by_agent	13/08/2013				2	2	0

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## Automatic Matches

The example below shows where there are two records one from each return which can be automatically matched as they match on a number of 'key' fields. The given name and NI number are different but teacher number, family name and DOB all match. So this will result in one individual going through to reconciliation rather than two. Please see example below.

### Manual Matching

Darlington School of Maths and Science

Select match type: Automatic Matches

### Automatic Matches

No of Automati  
Matches:

AUTOMATICALLY MATCHED DATA ITEMS

First record in set No of records in set  
**8023415: Regular Teacher, One - 08/06/1963** **2**  
 Page 1 of 1

MATCHES FOR THIS DATA ITEM

Result	Teacher Number	Family Name	Given Name(s)	Former Family Name(s)	Date of Birth	Gender	NI Number	LA No	Estab No	Software Code	Source Level
Match - 1	8023415	Regular Teacher	One		08/06/1963	Female	WA145678B	841	4000	HR	School
Match - 1	8023415	Regular Teacher	One		08/06/1963	Female	WA145678B	841	4000	SIMS	School

AUTOMATICALLY MATCHED DATA ITEMS

First record in set No of records in set  
**8023415: Regular Teacher, One - 08/06/1963** **2**  
 Page 1 of 1

MATCHES FOR THIS DATA ITEM

Result	Teacher Number	Family Name	Given Name(s)	Former Family Name(s)	Date of Birth	Gender	NI Number	LA No	Estab No	Software Code	Source Level
Match - 1	8023415	Regular Teacher	One		08/06/1963	Female	WA145678B	841	4000	HR	School
Match - 1	8023415	Regular Teacher	One		08/06/1963	Female	WA145678B	841	4000	SIMS	School

The user does not have to take any action on these matches unless they do not want them to be a match. If user decides that these are in fact not a match then they can change the result from 'Match - 1' to 'No match' by either using the 'Flip all match results' button or change each line by selecting from the 'Result' column, then select the 'Update Matches'. This will result in two workforce members going through to reconciliation rather than one.

## Manual Matches

If there are records which match on a few of the key ID fields e.g. Teacher Number, family name, DOB, NI Number but not enough of them then they will be identified in the 'Manual Matches – unresolved' as COLLECT does not know whether to treat them as one person or not so the user has to resolve these, please see example below.

If these are the same person then select 'Update Matches' and that will treat them as one individual, if user selects 'Flip all match results' button and set them to no match then that will be treated as two none matching individuals.

## Reconciliation

The aim of reconciliation is to allow the system to decide how to process more than one set of data for a school e.g. should the records be merged and which records should be merged and which kept separate. Data reconciliation will be performed automatically using a set of predefined business rules (please see Annex B): however there is also a requirement for manual reconciliation where data differences across records cannot be resolved automatically.

Unlike Matching which is just done at 'Workforce member' level reconciliation is carried out at record level for example all the 'curriculum' records for an individual will be reconciled, 'absences' records for an individual will be reconciled.

To run reconciliation, select the 'Run Reconciliation' button from the Agent screen. Schools will only be included in the picklist of schools to reconcile if they have more than one return and matching has been run and all manual matches have been resolved.

If return has a status of 'Matching\_Failed' then again Matching will have to be rerun before reconciliation can be run.

The screenshot shows the 'MY SOURCES' interface. At the top, there is a filter section with fields for Name, Native ID, Status, Org Group, and Queue, along with 'Go' and 'Reset' buttons. Below this is a 'Performance summary' table:

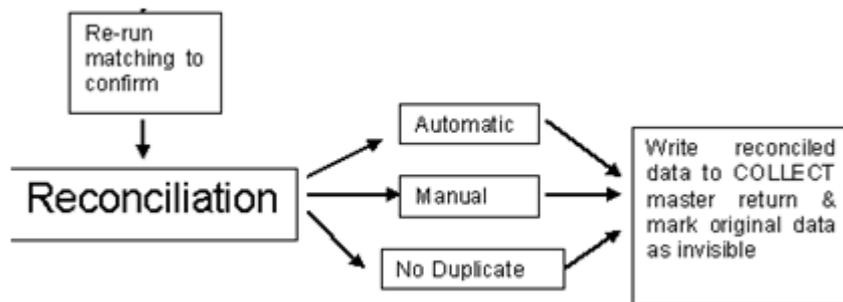
Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
1	0	1	0	0	2	2	0

Below the summary is a 'Sources' table with columns: Source ID, Source Name, Status, SubmittedDate, ApprovedDate, AuthorisedDate, Queue, Errors, Queries, OK Errors. A single source is listed: 8414000, Darlington School of Maths and Science, Amended\_by\_agent, 13/08/2013, with 2 errors and 2 queries.

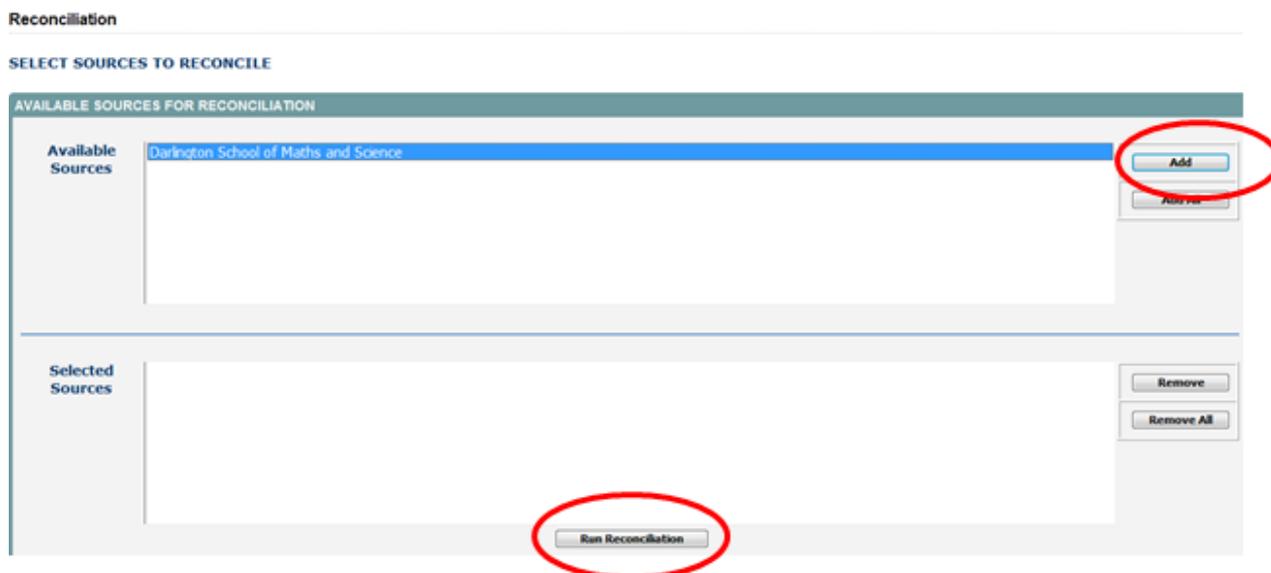
At the bottom, there is a toolbar with various action buttons. The 'Run Reconciliation' button is circled in red.

## Reconciliation (Running)

Once all the manual matches on a return have been resolved then the user can go on and run 'Reconciliation' against that return.



Highlight the School, click add and then select the 'Run Reconciliation'.



This will start the reconciliation process which will now run in the background so a number of schools can be run overnight and will then be ready to work on the next day. Use the status of the return to identify whether reconciliation has been run successfully or not.

Return with a status of 'Awaiting\_Reconciliation' is when the return has been placed in the reconciliation queue but reconciliation has not yet been completed.

Return with a status of 'Reconciliation\_in\_Progress'. This is when the return has reached the top of the reconciliation queue and is currently being Reconciled.

Return with a status of 'Reconciliation\_Failed'. This shows that there has been an error during the reconciliation process. This can be caused because the return has been editing between matching being completed and reconciliation being run and unresolved matches have been generated. These need to be resolved before reconciliation should be re-run. Return with a status of 'Amended\_By\_Agent' then the reconciliation has been completed and is now ready for the user to check whether all records have been automatically reconciled or whether some need to be manually reconciled

While the process of reconciliation is being carried out on the return then the user will not be able to added/edit/delete.

## Resolve Reconciliation

Once the reconciliation has been run and the 'Amended\_By\_Agent' is shown as the status you will need to resolve any records not automatically reconciled. Click on the run reconciliation button to run this.

The screenshot shows the 'MY SOURCES' interface. At the top, there is a filter section with fields for Name, Native ID, Status, Org Group, and Queue, along with 'Go' and 'Reset' buttons. Below this is a 'Performance summary' table:

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
1	0	1	0	0	3	2	0

Below the summary is a 'Sources' table with the following data:

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
8414000	Darlington School of Maths and Science	Amended_by_agent	13/08/2013				3	2	0

At the bottom of the interface, there are several action buttons. The 'Resolve Reconciliation' button is highlighted with a red circle.

## Reconciliation Business Rules

To be able to combine multiple records into one record, the SWF Collect system uses defined business rules (please refer to Annex B) to determine when these can be reconciled automatically and when they have to be reconciled manually.

When the return status returns to 'Amended\_By\_Agent' then the user's needs to go in and check the results of the reconciliation. To go in and check the result of the reconciliation select the 'Resolve Reconciliation' button. The following screen will appear and you have the choice of checking the 'Reconciled Records' or the 'Unreconciled Records'.

There is no action required on the 'Reconciled Records' as these are the ones that COLLECT has been able to automatically reconcile. The number in brackets is the number of records which were reconciled.

Annual Reconciliation

Select reconciliation type: Reconciled Records

Select record type: SchoolWorkforceMember (1) Undo Reconciliation

Reconciled SchoolWorkforceMember records

No of Reconciled Records: 1

RECONCILED SCHOOLWORKFORCEMEMBER				RN							
Software Code	Source Level	TeacherNumber	PersonFamilyName	Current	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTAS	Status	QT
COLLECT System	School	7932786	Brown	PN802417A	Male	09/11/1957	White - British		Yes	False	Anr Col Exit Gra Cot

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Unreconciled Records – These are records that cannot be resolved using the predefined business rules. In these cases the user has to make decisions as to which data should be included in the ‘Master’ record.

The user should work down the list of record types, reconciling the SchoolWorkforceMembers first, then the ‘GivenName’ then the ‘ContractorService’ and so on.

Select reconciliation type: Unreconciled Records

Select record type: SchoolWorkforceMember (2)

Unreconciled SchoolWorkforceMember Record: No of Unr

SCHOOLWORKFORCEMEMBER DETAILS											
Software Code	Source Level	TeacherNumber	PersonFamilyName	Current	PersonBirthDate	Ethnicity	Disability	QTStatus	HLTAS	Status	QT
CSV B	School	999999	Smithy	AB234567D	Not Known	10/01/1960	White - British	Yes	Yes	Yes	Tr
CSV B	School	999888	Brown	AD99999D	Male	10/01/1960	White - British	Yes	Yes	Yes	Tr

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If we look at this example of a workforce member that needs manual reconciling. The bottom half of the screen shows that there are two workforce member records, which have some of the same information and some different. The different fields are PersonFamilyName and Teacher Number. By selecting from the drop down options for these fields the user can select the values that will be included in the ‘Master Collect’ record, and then select the ‘Update Master’ button to save those selections

POSSIBLE SOURCES FOR MASTER RECORD										
Software Code	Source Level	TeacherNumber	PersonFamilyName	NI Number	GenderCurrent	PersonBirthDate	Ethnicity	Disability	QTStatu	
CSV B	School	999999	Smithy	AB234567D	Not Known	10/01/1960	White - British	Yes	Yes	
csv A	School	1234567	Smith	AB234567D	Not Known	10/01/1960	White - British	Yes	Yes	
		999999	Smithy	AB234567D	Not Known	10/01/1960	White - British	Yes	Yes	

In the next example, this is where there are two 'Given name' entries for the workforce member 'Brown'. The middle part of the screen provides details of the workforce member, the bottom part of the screen show the two 'Given name' records.

The user can either save both entries to 'Master Collect' by first selecting the 'Copy to COLLECT Master' button to save one entry then select the 'Update Master' to save the second entry. The result of this is that Brown will have two 'Given name' records in the 'Master Collect' return

If the users only want to have one 'Given Name' entry included in the 'Master Collect' return then select the entry from the 'PersonGivenName' drop down list and the select 'Update Master' button.

In this final example there are two 'Additional Payment' records for Smith with exactly the same data in them from the same return. In this case there are no different values to pick from but the user must decide whether they should be treated as two separate 'Additional Payments' for Smith in which case they must use the 'copy to COLLECT master' and 'Update Master' buttons to take them both into 'Master Collect' return. If they are genuine duplicates and only one 'Additional Payment' is required then just select the 'Update Master' and only one of the 'Additional Payment' will be copied across to the 'Master Collect' return

PARENT MASTER RECORD (CONTRACTORSERVICE) HAS NOT BEEN CREATED				
POSSIBLE SOURCES FOR MASTER RECORD				
	Software Code	Source Level	PaymentType	PaymentAmount
<input type="button" value="Copy to COLLECT Master"/>	csv A	School	Inner London Weighting (Support Staff)	1000.99
<input type="button" value="Copy to COLLECT Master"/>	csv A	School	Inner London Weighting (Support Staff)	1000.99
			Inner London Weighting	1000.99

## Rolling back a manual reconciliation

If the user has incorrectly reconciled a record then they can undo the last reconciliation. To do this select 'Reconciled Records' from the drop down list on the 'Manual Reconciliation' screen.

## Manual Reconciliation

SWF Training School 1

Select reconciliation type: Reconciled Records

Select record type: GivenName (3)

Undo Reconciliation

Reconciled GivenName Records

No of Reconciled Records: 3

RECONCILED GIVENNAME RECORDS IN MASTER RETURN		
Software Code	Source Level	PersonGivenName
COLLECT System	School	James
<b>COLLECT System</b>	<b>School</b>	<b>Baby John</b>
COLLECT System	School	Peter

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Select the appropriate record type from the 'Select record type' drop down list and highlight the select the relevant record from the list of records which have been reconciled then select the 'Undo Reconciliation' button. The user can then work back unreconciling more records if required.

When all the manual outstanding reconciliations have been resolved by the user then reconciliation has been completed and there should only be one return visible in the COLLECT system for the school, namely 'Master Collect' return. If there are still more than one return then reconciliation has not been completed.

Once you are happy with your data please remember to Approve the data from your front screen.

## M & R Specific Reports

These are all new reports for this year which have been introduced which should help Academies to monitor returns through the M & R process. These reports will be run against the previous day's data rather than the current day's data.

1. **M & R Matching Required** but Not Yet Started report: - This enabled an Academies to list all the schools where M & R is required i.e. they have more than on return but no matching action has been initiated yet.
2. **M & R Reconciliation Required** but Not Yet Started report: - This enabled an Academies to list all the schools where matching has been completed but reconciliation has not yet been initiated.
3. **M & R Reconciliation Started** but Not Yet Completed report: - This enabled an Academies to list all the schools where reconciliation has been started but not completed i.e. there are still records which need manually reconciling.
4. **M & R Remaining Visible Source Records after completing M & R report:** - This enabled an Academies to list all the schools where reconciliation has been completed but some original source records are still invisible. If the M & R process has been completed successfully then there should be no original sources records left so these

need individual investigation by the Academy. Reasons why this could be occurring are provided earlier on in this guide at the top of the M & R section.

5. **M & R Number of Returns By M & R Status report:** - This provides an Academy with a breakdown of their returns in relation to the Matching and Reconciliation process. The report provides figures for the following:-
- Total No Data = Number of schools where return status = 'No Data'
  - Total not requiring M & R = Number of schools with only one return associated with it so no M & R is required
  - Total Matching not yet started = Number of schools with more than one return and matching has not been started
  - Total Matching started but not complete = Number of schools with more than one return where Matching has been run but has not yet been completed
  - Total Matching completed but Reconciliation not yet started = Number of schools with more than one return where matching has been completed but reconciliation has not been run (started)
  - Total Reconciliation started but not complete = Number of schools with more than one return where Reconciliation has been run but has not yet been completed
  - Total Reconciliation completed, single source = Number of schools where reconciliation has been completed and they now have once single return.
  - Total Reconciliation completed, multiple sources = Number of schools where reconciliation has been completed but they still have more than one return associated with them.
  - In the case of this last category them please investigated then schools and check M & R Important Information and if none of that explains the reason why there are multiple sources then please contact the helpdesk.

#### Annex A – Matching Business Rules

Rule No	Description
1.	Matching will be performed at the Staff Details level. Within a data return, data items on the staff details record will be compared against other staff details records within the data return and to matching individual across all the data returns for that source.
2.	Matching will only be carried out on Data Returns with a status of submitted or above in the workflow.
3.	If records are not matched automatically but are identified as potential matches manual matching will be required.
4.	Incorrect automatic matches will be available to be manually marked as not matched and should not subsequently be display unless an amendment is made to the data either online or via a resubmission.
5.	If records cannot be reconciled automatically as the data is found to differ in the data sources manual reconciliation will be required.

6.	A data agent is expected to have completed matching and reconciliation prior to Approving a Data Return.
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#### Staff Module

Ref	Rule	Notes
1	If two records within the returns for that source have the same Teacher Number and NI Number	Records Matched Automatically
2	If two records within the returns for that source have the same Teacher Number, Person Family Name and Date Of Birth where the records have differing NI Numbers.	Records Matched Automatically
3	If two records within the returns for that source have the same NI Number, Person Family Name and Date Of Birth where the records have differing Teacher Numbers	Records Matched Automatically
4	If two records within the returns for that source have the same Teacher Number, Person Family Name where the records have differing Date Of Birth and NI Numbers	Possible Match Resolve manually
5	If two records within the returns for that source have the same Teacher Number, Date Of Birth where the records have differing Person Family Name and NI Numbers	Possible Match Resolve manually
6	If two records within the returns for that source have the same NI Number and Person Family Name but records have differing Date Of Birth and Teacher Numbers.	Possible Match Resolve manually
7	If two records within the returns for that source have the same NI Number and Date Of Birth but the records have differing Person Family Name and Teacher Numbers.	Possible Match Resolve manually
8	If two records have the same NI Number but none of the other identifying fields match.	Possible Match Resolve manually
9	If two records have the same Teacher Number but none of the other identifying fields match.	Possible Match Resolve manually
10	If two records have the same Surname and DOB but records have differing Teacher Numbers and NI Numbers.	Possible Match

		Resolve manually
11	If two records have a Surname equal to the Former	Possible Match
12	All other records will not be classified as having a match.	No Match

**NOTE: Two or more records would be identified as matches using the above rules. The exception to this is where one record has a Contract Type of Contract – where the Contract Type = ‘PRM’, ‘FXT’ or ‘TMP’ – and another record has a Contract Type of Service Agreement – where the Contract Type = ‘SLA’, ‘SAG’ or ‘SOT’. In this case the records will not be matched.**

#### Annex B – Reconciliation Business Rules

#### Contract / Service Agreement Module

Ref	Rule	Notes
1	If two contract records have the same Start Date, Contract Type, Role, Post and Estab Number where one is a school level record (Source Level = ‘S’) and the other is a LA record (Source Level = ‘L’) <b>Note: where one or both post records are provided the record would still be classified as a duplicate</b>	Potential Duplicate Resolve Manually
2	If two contact records have the same Start Date, Contract Type, Role, Post, Estab Number and record levels are equal (both source level records equal to ‘S’ or both equal to ‘L’) <b>Note: where one or both post records are provided the record would still be classified as a duplicate</b>	Potential Duplicate Resolve Manually
3	If two contact records have the same End Date, Contract Type, Role, Post and Estab Number and record levels are equal (both source level records equal to ‘S’ or both equal to ‘L’) <b>Note: where one or both post records are provided the record would still be classified as a duplicate</b>	Potential Duplicate Resolve Manually
4	If two contact records have the same Start Date, Role, Post, Estab and Level and Contract Type is equal to PRM, TEMP or FXT <b>Note: where one or both post records are provided the record would still be classified as a duplicate</b>	Potential Duplicate Resolve Manually
5	All other records will not be classified as having a match and therefore no reconciliation action will be required.	Automatically include in master record

#### Role Module

Ref	Rule	Notes
1	If two Role Records for a contract have the same Role Identifier	Potential Duplicate Resolve Manually
2	All other records will not be classified as having a match and therefore no reconciliation action will be required for them	Automatically include in master record

### Role Additional Payments Module

Ref	Rule	Notes
1	If two Additional Payment Records within the same <RoleLevelDetails> group have the same Additional Payment Category and Payment Amount where one is a school level record (Source Level = 'S') and the other is a LA record (Source Level = 'L')	Potential Duplicate Resolve Manually
2	All other records will not be classified as having a match and there no reconciliation action will be required for them	Automatically include in master record

### Additional Payments Module

Ref	Rule	Notes
1	If two Additional Payment Records within the same <PostLevelDetails> group have the same Additional Payment Category and Payment Amount where one is a school level record (Source Level = 'S') and the other is a LA record (Source Level = 'L')	Potential Duplicate Resolve Manually
2	All other records will not be classified as having a match and there no reconciliation action will be required for them	Automatically include in master record

### Absence Module

Ref	Rule	Notes
1	If two Absence Records have the same First Day of Absence and Absence Category	Potential Duplicate Resolve Manually
2	All other records will not be classified as having a match and therefore no reconciliation action will be required for them	Automatically include in master record

### Curriculum Module

Ref	Rule	Notes
1	If two Curriculum Records have the same Subject Code and NC Year Group	Records Matched Automatically
2	All other records will not be classified as having a match and therefore no reconciliation action will be required for them	Automatically include in master record

### Qualification Module

Ref	Rule	Notes
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1	If two Qualification Records have the same Qualification Code and Subject Code 1	Records Matched Automatically
2	All other records will not be classified as having a match and therefore no reconciliation action will be required for them	Automatically include in master record

## Help

If you have any queries or have a change to your contact details please could you complete [Service Request form](#) a Service Request form and select the option School Workforce.



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