# SLASC independent schools 2015

## COLLECT user guide

**December 2014**

# Contents

# COLLECT and Secure access

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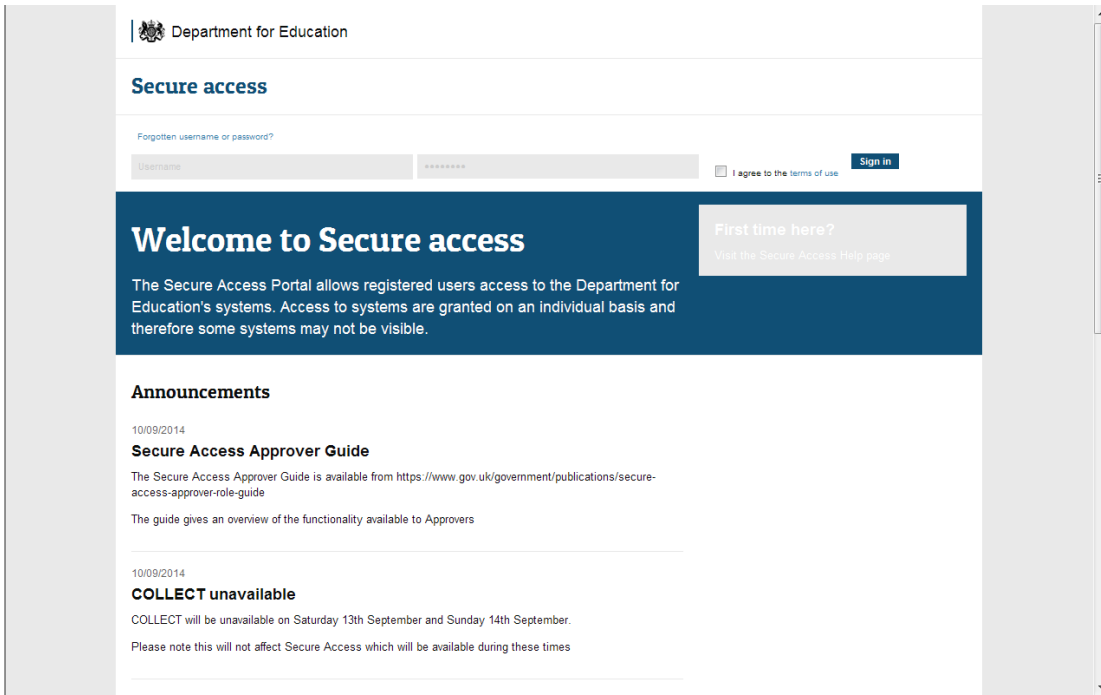


**Please note some screen shots may refer to 2014 however the process is the same for the 2015 collection.**

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

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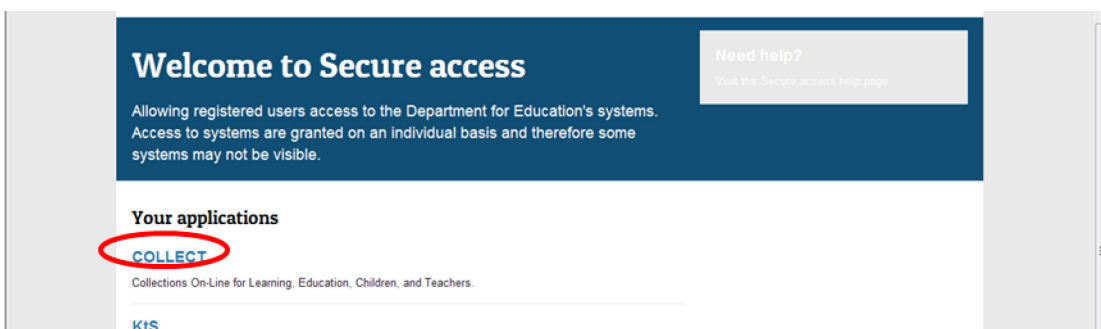
Click on continue



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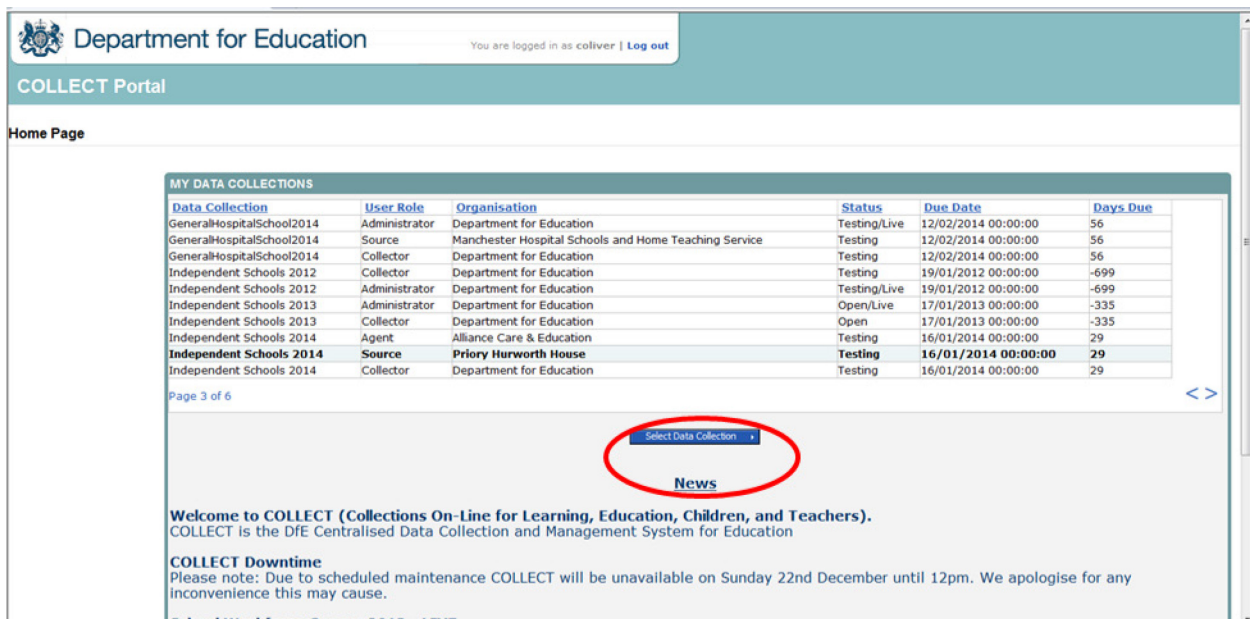


There are a number of independent schools which have installed IE11, those users have experienced problems with column spacing when adding and editing returns in COLLECT making it impossible to enter data in some cases. We have tested a fix which has been successful.

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

To change your Compatibility View settings

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

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

# Adding your return on screen

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

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



## Sections 1-3

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

After saving the user will be able to edit this page and access each part of the form section by section from this page.
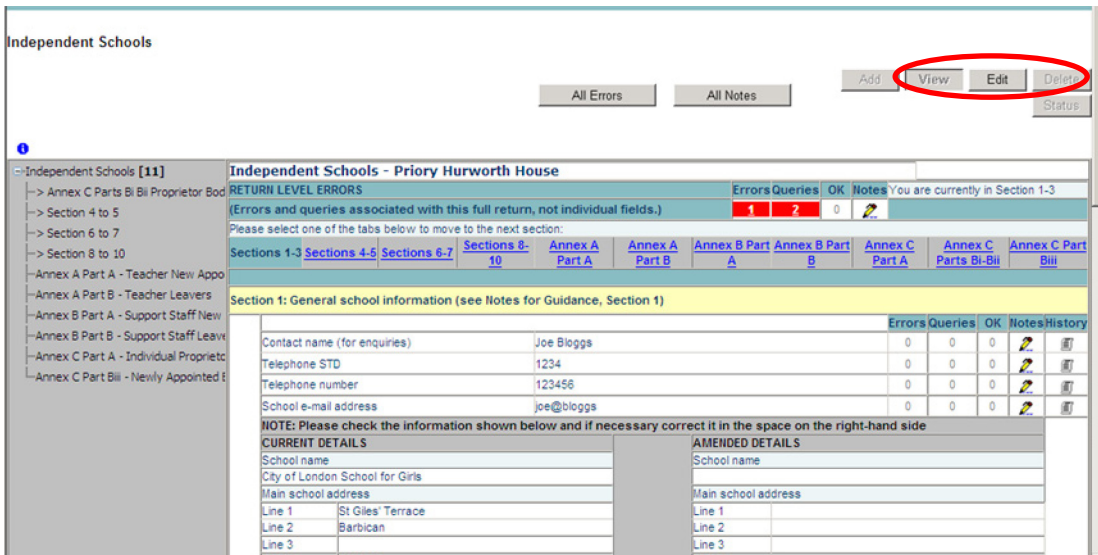
The first time the user accesses this section there will be no data present as with the previous screen you will need to click on the grey edit button on the top right hand side.

## Sections 4 - 5

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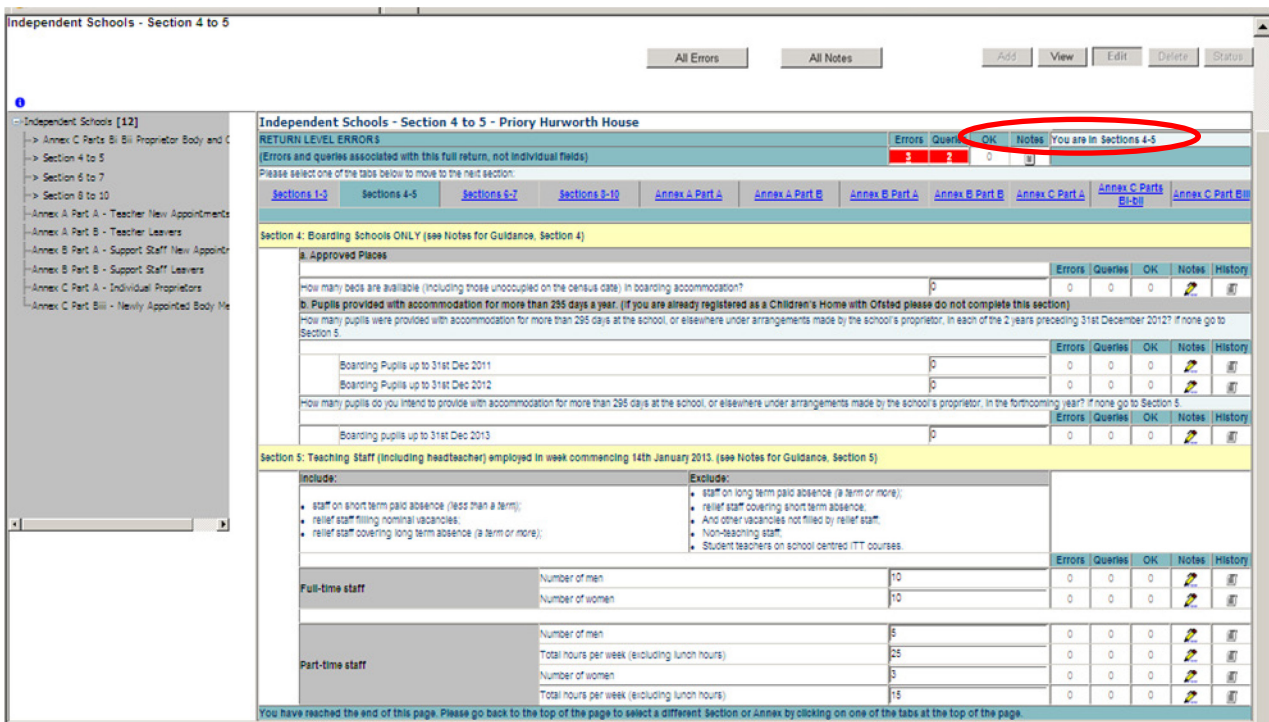


## Sections 6-7

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

Independent Schools - Section 6 to 7

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

Independent Schools [6]
 -> Annex C Parts Bi Bii Proprietor Body
 -> Section 4 to 5
 -> Section 6 to 7
 -> Section 8 to 10
 Annex A Part A - Teacher New Appoin
 Annex A Part B - Teacher Leavers
 Annex B Part A - Support Staff New Ap
 Annex B Part B - Support Staff Leavers
 Annex C Part A - Individual Proprietor
 Annex C Part Biii - Newly Appointed Bc

**Independent Schools - Section 6 to 7 - Priory Hurworth House**

RETURN LEVEL ERRORS — Errors Queries OK Notes — You are in Sections 6-7
(Errors and queries associated with this full return, not individual fields)  1  0  0
Please select one of the tabs below to move to the next section:

Sections 1-3 | Sections 4-5 | Sections 6-7 | Sections 8-10 | Annex A Part A | Annex A Part B | Annex B Part A | Annex B Part B | Annex C Part A | Annex C Parts Bi-Bii | Annex C Part Biii

Section 6: Pupils on the register (see Notes for Guidance, Section 6)

6.1 ALL pupils on the register on Thursday 17th January 2013
• Only show those pupils who are entered on an Admissions Register in accordance with Regulation 5 of the Education (Pupil Registration)(England) Regulations 2006
• Do not enter zeros in the boxes where no entry is required

| Age on 31.8.12 | Date of Birth | Full-time Boys | Full-time Girls | Part-time Boys | Part-time Girls | Errors | Queries | OK | Notes |
|---|---|---|---|---|---|---|---|---|---|
| 19 and over | 31.8.93 and earlier | | | | | 0 | 0 | 0 | |
| 18 | 1.9.93 to 31.8.94 | | | | | 0 | 0 | 0 | |
| 17 | 1.9.94 to 31.8.95 | | | | | 0 | 0 | 0 | |
| 16 | 1.9.95 to 31.8.96 | | | | | 0 | 0 | 0 | |
| 15 | 1.9.96 to 31.8.97 | | | | | 0 | 0 | 0 | |
| 14 | 1.9.97 to 31.8.98 | | | | | 0 | 0 | 0 | |
| 13 | 1.9.98 to 31.8.99 | | | | | 0 | 0 | 0 | |
| 12 | 1.9.99 to 31.8.00 | | | | | 0 | 0 | 0 | |
| 11 | 1.9.00 to 31.8.01 | | | | | 0 | 0 | 0 | |
| 10 | 1.9.01 to 31.8.02 | | | | | 0 | 0 | 0 | |
| 9 | 1.9.02 to 31.8.03 | | | | | 0 | 0 | 0 | |
| 8 | 1.9.03 to 31.8.04 | | | | | 0 | 0 | 0 | |
| 7 | 1.9.04 to 31.8.05 | | | | | 0 | 0 | 0 | |
| 6 | 1.9.05 to 31.8.06 | | | | | 0 | 0 | 0 | |
| 5 | 1.9.06 to 31.8.07 | | | | | 0 | 0 | 0 | |
| | 1.9.07 to 31.12.07 | | | | | 0 | 0 | 0 | |
| 4 | 1.1.08 to 31.3.08 | | | | | 0 | 0 | 0 | |
| | 1.4.08 to 31.8.08 | | | | | 0 | 0 | 0 | |
| | 1.9.08 to 31.12.08 | | | | | 0 | 0 | 0 | |
| 3 | 1.1.09 to 31.3.09 | | | | | 0 | 0 | 0 | |
| | 1.4.09 to 31.8.09 | | | | | 0 | 0 | 0 | |
| 2 | 1.9.09 to 31.8.10 | | | | | 0 | 0 | 0 | |
| 1 | 1.9.10 to 31.8.11 | | | | | 0 | 0 | 0 | |
| Under 1 | 1.9.11 and later | | | | | 0 | 0 | 0 | |
| TOTALS | | | | | | 1 | 1 | 0 | |

6.2 Total number of pupils on the register on Thursday 17th January 2013 — Errors Queries OK Notes History
• This figure must agree with the sum of the TOTALS boxes in 6.1   0   0  0  0

6.3 BOARDING pupils on the register on Thursday 17th January 2013 (included in 6.1) — Errors Queries OK Notes History
• Do not enter zeros in the boxes where no entry is required
Number of boy boarders   0  0  0
Number of girl boarders   0  0  0

6.4 Pupils in care (see Notes for Guidance, Section 6.4) — Errors Queries OK Notes History
Please enter the number of pupils who as at the 17th January 2013 are looked after by a local authority (within the meaning of Section 22 of the Children Act 1989)   0  0  0

Section 7: Pupils with special educational needs (SEN) (see Notes for Guidance, Section 7)

Errors Queries OK Notes History
7.1 Number of pupils (full-time and part-time) for whom a statement of SEN is maintained by a LA   0  1  0

Errors Queries OK Notes History
7.2 Number of pupils (full-time and part-time) with SEN but no statement   0  1  0

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

# Sections 8 – 10

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

All Errors    All Notes    Add    View    Edit    Delete    Status

**Independent Schools [6]**
- → Annex C Parts Bi Bii Proprietor Body
- → Section 4 to 5
- → Section 6 to 7
- → Section 8 to 10
- Annex A Part A - Teacher New Appoint
- Annex A Part B - Teacher Leavers
- Annex B Part A - Support Staff New Ap
- Annex B Part B - Support Staff Leavers
- Annex C Part A - Individual Proprietors
- Annex C Part Bii - Newly Appointed Bo

**Independent Schools - Section 8 to 10 - Priory Hurworth House**

| RETURN LEVEL ERRORS | Errors | Queries | OK | Notes | You are currently in Sections 8-10 |
|---|---|---|---|---|---|
| (Errors and queries associated with this full return, not individual fields.) | 1 | 0 | 0 | ✏ | |

Please select one of the tabs below to move to the next section:

| Sections 1-3 | Sections 4-5 | Sections 6-7 | Sections 8-10 | Annex A Part A | Annex A Part B | Annex B Part A | Annex B Part B | Annex C Part A | Annex C Parts Bi-Bii | Annex C Part Biii |
|---|---|---|---|---|---|---|---|---|---|---|

**Section 8: Courses of study for all pupils aged 15 and over as at 31st August 2012**

**8.1 Courses of study for boys**

| Principal aim of study | 15 | | 16 | | 17 | | 18 and over | | Errors | Queries | OK | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Level 4 and above | | | | | | | | | 0 | 0 | 0 | ✏ |
| International Baccalaureate | | | | | | | | | 0 | 0 | 0 | ✏ |
| GCE 'A' Level/Pre-U Principal Subject | | | | | | | | | 0 | 0 | 0 | ✏ |
| GCE 'AS' Level/Pre-U Short Course Subject | | | | | | | | | 0 | 0 | 0 | ✏ |
| Other Level 3 Equivalents (e.g. BTEC National Diploma) | | | | | | | | | 0 | 0 | 0 | ✏ |
| GCSE / IGCSE | | | | | | | | | 0 | 0 | 0 | ✏ |
| Other Level 2 Courses | | | | | | | | | 0 | 0 | 0 | ✏ |
| Other Level 1 Courses | | | | | | | | | 0 | 0 | 0 | ✏ |
| Other Courses | | | | | | | | | 0 | 0 | 0 | ✏ |
| TOTALS (must agree with the relevant boxes in 6.1) | 0 | | 0 | | 0 | | 0 | | 0 | 0 | 0 | ✏ |

**8.2 Courses of study for girls**

| Principal aim of study | 15 | | 16 | | 17 | | 18 and over | | Errors | Queries | OK | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Level 4 and above | | | | | | | | | 0 | 0 | 0 | ✏ |
| International Baccalaureate | | | | | | | | | 0 | 0 | 0 | ✏ |
| GCE 'A' Level/Pre-U Principal Subject | | | | | | | | | 0 | 0 | 0 | ✏ |
| GCE 'AS' Level/Pre-U Short Course Subject | | | | | | | | | 0 | 0 | 0 | ✏ |
| Other Level 3 Equivalents (e.g. BTEC National Diploma) | | | | | | | | | 0 | 0 | 0 | ✏ |
| GCSE / IGCSE | | | | | | | | | 0 | 0 | 0 | ✏ |
| Other Level 2 Courses | | | | | | | | | 0 | 0 | 0 | ✏ |
| Other Level 1 Courses | | | | | | | | | 0 | 0 | 0 | ✏ |
| Other Courses | | | | | | | | | 0 | 0 | 0 | ✏ |
| TOTALS (must agree with the relevant boxes in 6.1) | 0 | | 0 | | 0 | | 0 | | 0 | 0 | 0 | ✏ |

**Section 9: Final year of Key Stage 4 study**

| Please enter the number of pupils (regardless of age) who are in the final year of Key Stage 4 study | | Errors | Queries | OK | Notes | History |
|---|---|---|---|---|---|---|
| Number of boys in final year of Key Stage 4 study | | 0 | 0 | 0 | ✏ | |
| Number of girls in final year of Key Stage 4 study | | 0 | 0 | 0 | ✏ | |

**Section 10: Annex Completions**

| Annex A: Teachers who are newly appointed or have left | | Errors | Queries | OK | Notes | History |
|---|---|---|---|---|---|---|
| Have any new teachers been appointed since 19 January 2012? If yes, please enter details in Annex A Part A and select 'Yes' from the drop down. | | 0 | 0 | 0 | ✏ | |
| Have any new teachers left your employment since 19 January 2012? If yes, please enter details in Annex A Part B and select 'Yes' from the drop down. | | 0 | 0 | 0 | ✏ | |
| **Annex B: Non-teaching and ancilliary staff who are newly appointed or have left** | | **Errors** | **Queries** | **OK** | **Notes** | **History** |
| Have any non teaching or ancillary staff been appointed since 19 January 2012? If yes, please enter details in Annex B Part A and select 'Yes' from the drop down. | | 0 | 0 | 0 | ✏ | |
| Have any non teaching or ancillary staff left your employment since 19 January 2012? If yes, please enter details in Annex B Part B and select 'Yes' from the drop down. | | 0 | 0 | 0 | ✏ | |
| **Annex C: Details of Individual Proprietors and Proprietorial Bodies including chair and members** | | **Errors** | **Queries** | **OK** | **Notes** | **History** |
| Have you individual proprietors, regardless of the date of appointment? If yes, please enter details in Annex C Part A and select 'Yes' from the drop down. | | 0 | 0 | 0 | ✏ | |
| Do you have a corporate or unincorporated body or Chair? If yes, please enter details in Annex C Parts Bi - Bii and select 'Yes' from the drop down. | | 0 | 0 | 0 | ✏ | |
| Have you any newly appointed members of the proprietorial body since 19 January 2012? If yes, please enter details in Annex C Part Biii and select 'Yes' from the drop down. | | 0 | 0 | 0 | ✏ | |

You have reached the end of this page. Please go back to the top of the page to select a different Section or Annex by clicking on one of the tabs at the top of the page.

# Annexes

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

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



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

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

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

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

# Uploading your return

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

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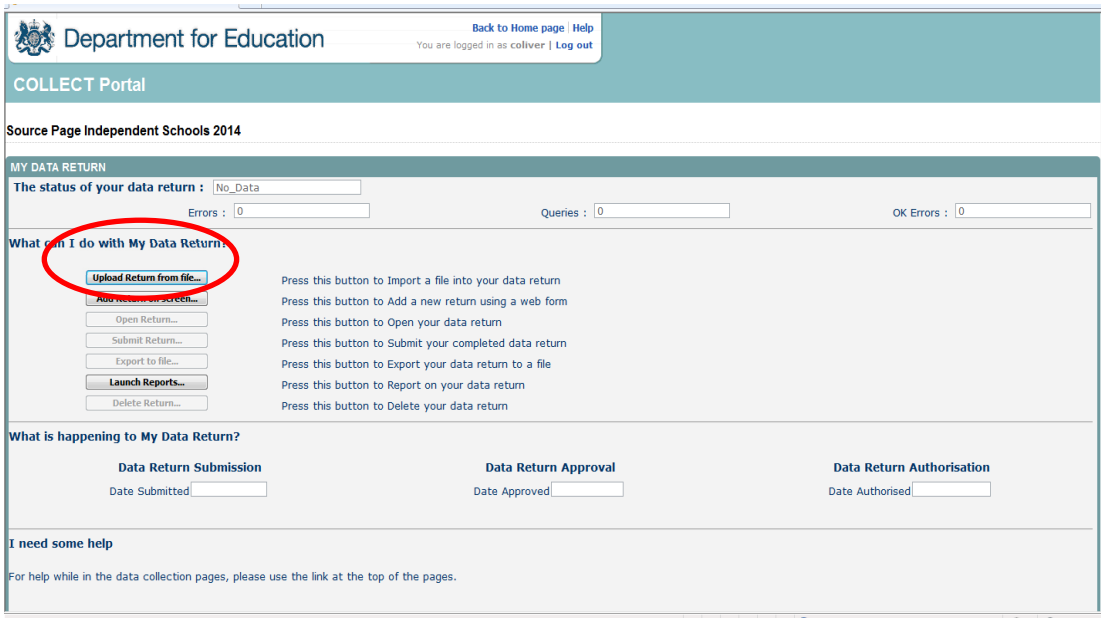


Enter the file path/name of the return or alternatively click on the 'Browse…' button to navigate to the required file.
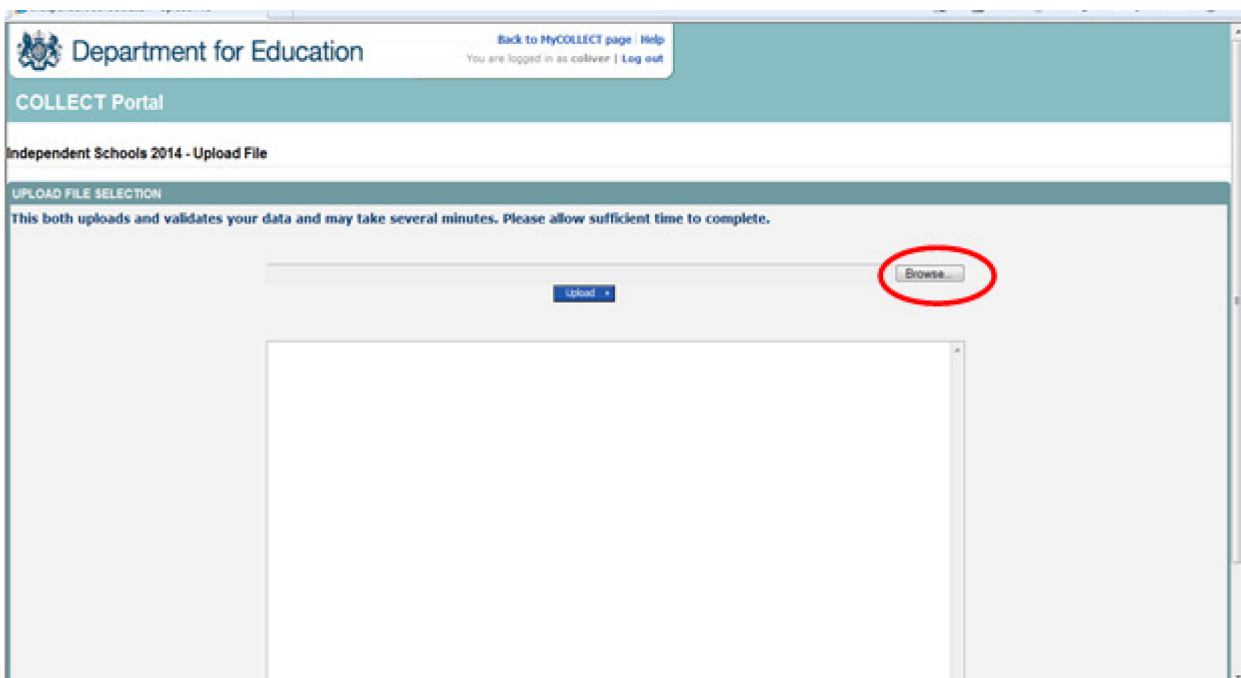
If you have used the 'Browse...' option, once the relevant file has been located, either highlight the file and click on the 'open' button or double click on the file name. With the file name displayed click on the 'Upload' button to load the data into COLLECT.

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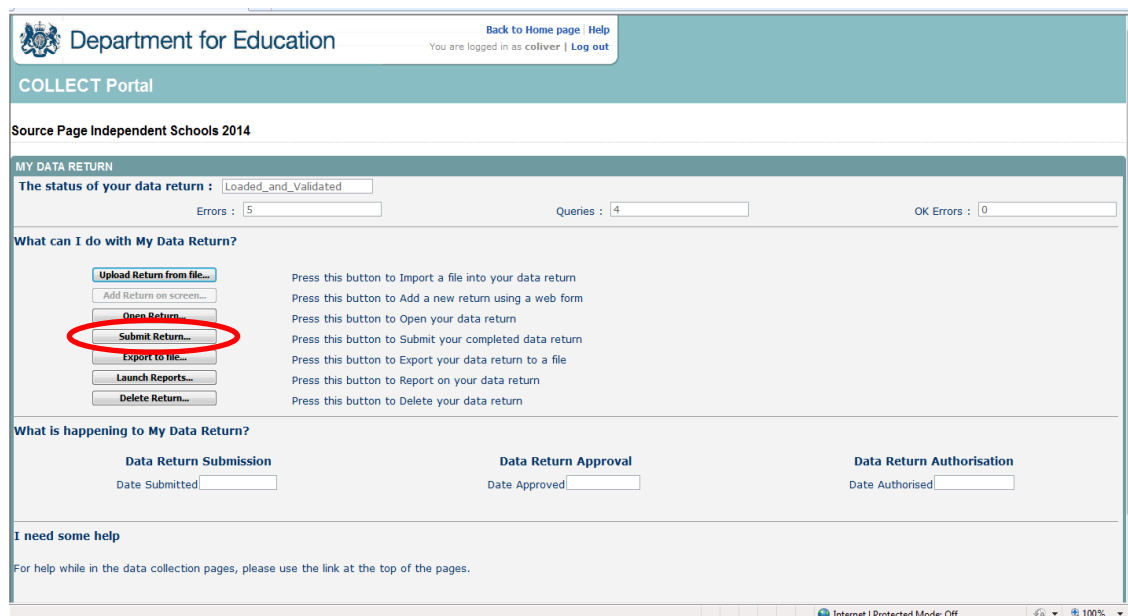


The return has now been placed in a queue to be validated. When COLLECT is busy this process may take some time and users can come back later to view any validation errors present within the return.

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

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

# Submitting a return

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



# Awaiting submission

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

At this stage the user can:

- *Upload Return from file…*- if the user needs to re-upload the file for any reason they can do so at this stage. This will delete the current submission and replace it with the new return. The return will re-join the queue to be validated.

- *Open Return…*- the user can open and view the return they have made, all errors will now be available to view.

- *Launch Reports…*- the user is able to launch reports.

- *Delete Return…*- if the user is unhappy with the return submitted, they can delete it at this point. This will completely delete the return. Any new uploads will join at the end of the validation queue.

## Submission in progress

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

## Submitted

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

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

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

# My data return

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

Status will be one of the following:

No_Data                     Data hasn't been loaded

Waiting_for_Validation      Data loaded and waiting to be validated

Validation_in_progress      Data loaded and validation in progress

Loaded                      Data loaded and validated but not submitted

Amended_by_Source           Data has been manually edited by the school

Awaiting_Submission         Data queued, waiting for submission

Submission_in_progress      Submitted snapshot is being created

Submitted                   Data loaded and submitted

Amended_by_Collector        Data has been manually edited by DfE after submission

Authorised                  Data loaded, submitted by school and Authorised by DfE

Rejected                    Data load rejected – due to invalid format and/or contents


# Navigating around your return on COLLECT

To open your return, click 'Open return'.

# Table of contents

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

# All errors and all notes

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





By selecting

(a) DETAILS, you can see the details that the error sits against.

(b) VALUE, COLLECT will take you to the field and allow you to correct the error.

(c) RETURN, once pressed this will return you to the previous screen.

| Rule No. | Return Level | Error Message | Priority | OK'd | | Notes |
|---|---|---|---|---|---|---|
| | | Invalid Code Value | Errors | | | ✎ |
| 3239 | Y | There must be details for either individual proprietors (Annex C Part A) or proprietor body (Annex C Part B) | Errors | | | ✎ |
| 3005d | | Total of boys aged 18 and 19 and over on the register does not equal boys aged 18+ on a course of study | Errors | | Details | ✎ |
| 3005h | | Total of girls aged 18 and 19 and over on the register does not equal girls aged 18+ on a course of study | Errors | | Details | ✎ |
| 3005g | | Total of girls aged 17 on the register does not equal girls aged 17 on a course of study | Errors | | Details | ✎ |
| 3005f | | Total of girls aged 16 on the register does not equal girls aged 16 on a course of study | Errors | | Details | ✎ |
| 3005e | | Total of girls aged 15 on the register does not equal girls aged 15 on a course of study | Errors | | Details | ✎ |
| 3010b | | Girl pupils aged 15+ on the register but no course of study data provided | Errors | | Details | ✎ |
| YonY01 | Y | There are significantly more pupils than last year | Queries | | | ✎ |
| YonY04 | Y | There are significantly less pupils with a Statement of SEN than last year | Queries | | | ✎ |

# Return level errors and queries

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

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



# Notes and history

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



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

To save this the user should select Create.
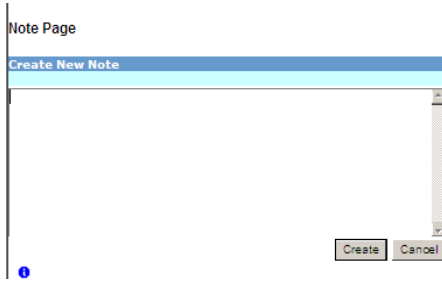


When the user returns to the main screen the pen icon will have changed to a note pad icon.



# History

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



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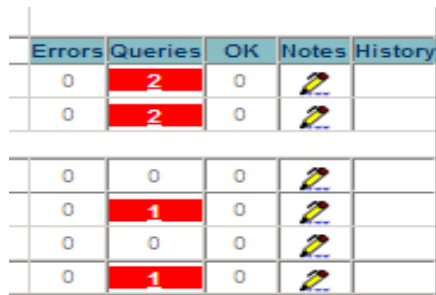
# Errors

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

To view the error, select the red marker.



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

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

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

# Mode buttons

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

- Dark grey text on sunken button with light border = Active mode

- Black text on button and highlighted border = Available mode

- Light grey text on button with light border = Unavailable mode



1. Add - Allows the user to add a new record to the return.

2. View - Allows the user to view the record data.

3. Edit - Allows the user to edit existing record data.

4. Status - Allows the user to view the status of the record.

5. Delete - Allows the user to delete the record.

# Exporting data

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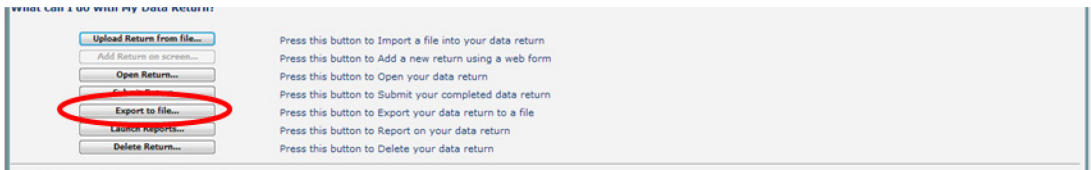


This then displays the output options of either CSV or XML.
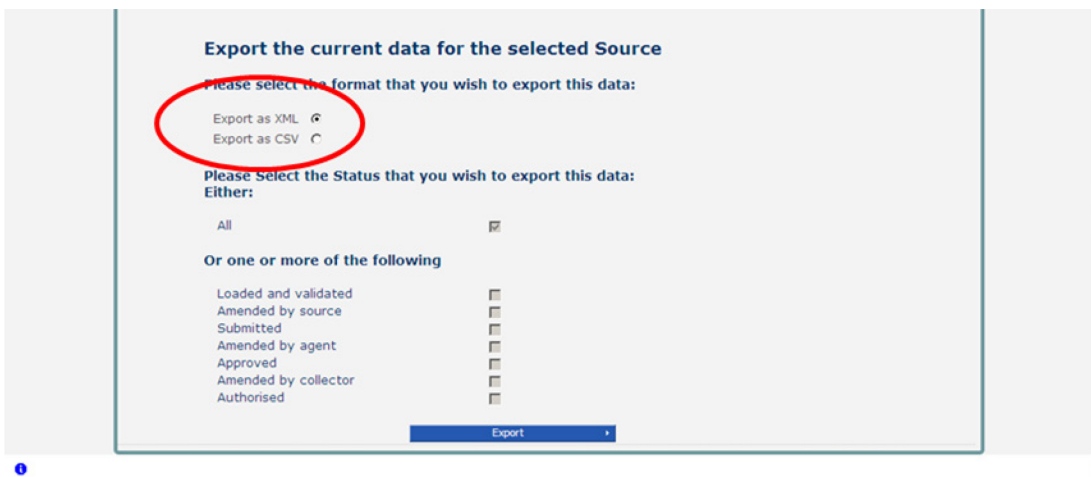


Exporting as XML will generate a zip file containing the export XML data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT i.e. 1 file per table in the database.

# Reports

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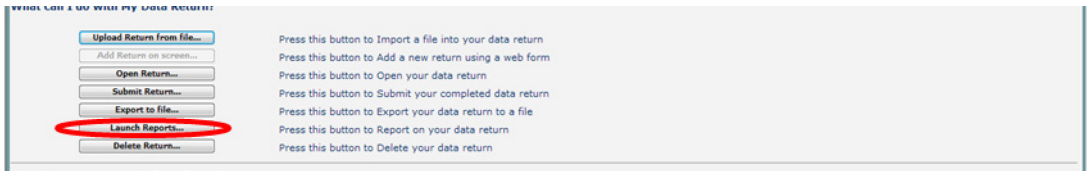


Selecting Launch Reports gives you the report page with a drop down list of any reports which are available.

# Help

For all queries regarding COLLECT or SLASC - IS in general please contact the Data Collections Helpdesk via a [service request form.](#)

Department for Education

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