



Department
for Education

School workforce census 2015

**COLLECT reports available to users with
the role of source**

October 2015

Contents

Background	3
Return Management	3
School Error report	3
Notes report	5
Matching & Reconciliation Reports	5
Academy M&R Advice report	5
Reconciliation Queue report	6
Pre Reconciliation report	7
Post Reconciliation report	9
Contract reports	11
Missing Contracts report	11
Missing Payment Details for Contracts report	11
Teachers with Multiple Contracts report	13
Credibility Checks	15
Return Credibility Check report	15
Teacher Data Consistency report	17

Background

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

The role of Source is provided to COLLECT users at schools, including academies and free schools.

Please note that some of these reports are only available to users with the role of Source within Academies/Free Schools.

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

Reports	Report Description
Return Credibility Check	This report performs basic credibility checks against school and central returns. Note: Data from the previous day
Launch Report	

Return Management

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

The reports available are:

- School Error report
- Notes report

School Error report

The school error report provides an overview of all types of validation error and query that have been raised against a return and whether the error/query is a return level one or specific to a workforce member.

The error report is to be used as a basis for data cleansing activity.

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

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

School Error Report

School: LAI Estab School Name (Return Status = Amended by agent)

Report Date: dd/mm/ccyy

Return Level and Header Errors		
Validation Rule	Error/Query	Error/Query Message
7100	Error	Some Occasional Teacher Count details are missing or invalid

Source: School – A 100						
Workforce Member	Date Of Birth	NI Number	Validation Rule	Error/Query	Error/Query Message	Invalid Code Field Name
Surname, Forename	dd/mm/ccyy	AA123321A	4385	Error	Destination code must be provided for completed contracts	
			4740	Error	Hours per week is missing	
Surname, Forename	dd/mm/ccyy	AA321321A	4760	Error	FTE Hours per week is missing	
			6530Q	Query	The same person has a total Full Time Equivalent ratio greater than 1.5	
Surname, Forename	dd/mm/ccyy	AA121212A	4385	Error	Destination code must be provided for completed contracts	
			4740	Error	Hours per week is missing	
			4760	Error	FTE Hours per week is missing	
			4780	Error	Weeks per year is missing	
Surname, Forename	dd/mm/ccyy	AA321123A		Error	Invalid Code Value	Post
			4740		FTE Hours per week is missing	
			6350Q	Query	The same person has a total Full Time Equivalent ratio greater than 1.5	

Notes report

The Notes report shows all notes linked to a return.

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

An example of the report is shown below.

SchoolWorkforceCensusCCYY - Notes Report

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

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

Matching & Reconciliation Reports

This section outlines the four reports that relate to the Matching & Reconciliation (M&R) functionality within COLLECT and are only available to those establishments whose Agent is the DfE. This mainly includes academies and free schools.

These reports are not available to other schools as Matching & Reconciliation is undertaken by the local authority if required.

The reports available are:

- Academy M&R Advice report
- Reconciliation queue report
- Pre reconciliation report
- Post reconciliation report

Academy M&R Advice report

This report is new for 2015 and is provided for academies/free schools to enable them to quickly identify if Matching & Reconciliation (M&R) is required for the schools return and also identify the current position of the return through M&R should this be required.

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

Matching & Reconciliation Advice

LA/Estab	School Name	Status
LA/Estab	School Name	Please Run Matching

The following statuses may be output within the report:

Status on Report	Description/Criteria	Action Required
M&R Not Required	Only a single source file uploaded onto COLLECT for that Source	No Action
Please Run Matching	Multiple source files uploaded onto COLLECT for that Source so M&R is required	Check that all source files are valid. If multiple file uploaded by mistake, delete these source files. If all source files are valid, then run matching
Manual Matching Required	Unmatched records remain after running matching	Manually match staff records.
Please Run Reconciliation	Matching completed with no unmatched records	Run reconciliation
Manual Reconciliation Required	Reconciliation run but unreconciled records remain	Manually reconcile staff records
M&R Completed	Reconciliation complete and no unreconciled records remain so only single source visible	No further M&R Action required
M&R Issue - Reconciliation cannot be completed	Multiple sources remain after reconciliation. Data issues must be present that require investigation.	Check data in source files

Reconciliation Queue report

This report is new for 2015 and enables an academy/free school or the DfE to monitor the reconciliation queue during the running of Matching & Reconciliation. It displays the position of the returns in the reconciliation queue.

This report runs against the live database.

An example of the report is shown below.

Agent Name	LAEstab	Organisation Name	Queue Position
Department for Education	LAEstab 1	School 1	3

Pre Reconciliation report

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

- Run matching has been completed
- Resolve Matching has been completed
- Run Reconciliation has been completed
- Resolve Reconciliation has **not** been fully completed

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

Pre Reconciliation Report

School: LA|Estab School Name (Module = School Workforce Member)

Report Date: dd/mm/ccyy

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

Post Reconciliation report

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

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

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

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

Post Reconciliation Report

School: LA\Estab School Name (Return Status = Authorised)

Report Date: dd/mm/ccyy

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

Contract reports

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

The reports available are:

- Missing Contracts report
- Missing Payment Details for Contracts report
- Teachers with Multiple Contracts report

Missing Contracts report

This report shows staff members who are included in the return but there is missing contract/service agreement information.

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

Missing Contracts/Service Agreements Report

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

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

Missing Payment Details for Contracts report

This report shows staff members who are included in the return but there are missing payment details from the CONTRACT OR SERVICE AGREEMENT section of the return.

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

Missing Payment Details for Contracts Report

Local Authority:

LA Name

Report Date:

dd/mm/ccyy

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

Teachers with Multiple Contracts report

This report is new for 2015 and enables a school, academy or the DfE to display a list of teachers within a return that have more than one open contract on census reference date where the combined FTE is greater than 1.2.

The report excludes:

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

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

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

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

Teachers with Multiple Contracts Report

Local Authority:

LA Name

Report Date:

dd/mm/ccyy

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

Credibility Checks

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

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

- Return Credibility Check report
- Teacher Data Consistency report

Return Credibility Check report

The credibility check report is new for 2015 and compares data in the return to predefined criteria for both in year and 'year on year' checks to highlight where data inconsistencies may arise. It is available to schools, including academies and free schools, local authorities and the DfE.

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

The school credibility check report checks the credibility of the data within a school return.

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

School Credibility Check Report

Organisation Name: School Name

LA/Estab: LA/Estab number

Credibility Check	Result	Additional Information
There are no absence records	No absences are recorded in this year's return - please check this is correct.	Please check for existence of query 4095Q
Headcount of occasional teachers is zero	There are no occasional teachers employed on census date - please check this is correct.	
Headcount of 3rd party agency support staff is zero	There are no 3rd party agency support staff in the census return - please check this is correct.	
Teachers with multiple open contracts on census day	There are 2 teachers with multiple open contracts on census day where the total FTE ratio is greater than 1.0 - please check this is correct.	
Teachers FTE pay outside of range expected for the grade	There are 4 teachers where FTE pay is outside the expected range - please check this is correct.	
Teachers with an FTE ratio that differs from previous year	There are 13 teachers with a calculated FTE Ratio that differs substantially from previous year data - please check this is correct.	Please run the 'Teacher data consistency report' for further information.
Teachers with more than one additional payment of the same type	There is 1 teacher with additional payments of the same type - please check this is correct.	
QT status is not completed for all teachers	The proportion of teachers without QTS or not stated is 6.29%.	The average percentage of teachers without QT Status for all schools is 5%. Please check that your data is correct
Teachers with a QT status that differs from previous year	There are 2 teachers with a QT status that differs from previous year data – suggesting they no longer have QTS. Please check this is correct.	Please run the 'Teacher data consistency report' for further information.
Staff with no contract information	There are 4 staff members without any contract data - please supply this information if available. Currently, it is not possible to determine the post/role of these staff members or whether they were in service on census day and they will not be counted.	Please run the 'Missing contracts report' for further information.
Teachers with no Teacher Reference Number	There are 5 teachers with no Teacher Reference Number - please make every effort to ensure a valid TRN is submitted for every teacher.	
Teachers with a Teacher Reference Number that differs from previous year	There are 3 teachers with a Teacher Reference Number that differs from previous year data - please check this is correct.	Please run the 'Teacher data consistency report' for further information.
Teachers with a NI Number that differs from previous year	There are 2 teachers with a NI Number that differs from previous year data - please check and ensure the correct TRN is submitted with this return.	Please run the 'Teacher data consistency report' for further information.
Teachers without an open contract on census day	There are no teachers with an open contract on census day – this suggests there were no teachers in service on census day. Please check this is correct	
Qualifications not recorded for all teachers	There are 12 teachers without qualifications recorded on census day - please check this is correct.	
Large number of vacancies supplied by the school	There are 4 vacancies recorded for the school – please check this is correct	Most schools have an average of 3 vacancies.

Teacher Data Consistency report

This report is new for 2015 and provides supplementary information to aid investigation of specific queries identified from running the Return Credibility Check report.

These relate to discrepancies in:

- National Insurance Number
- Teacher Number
- Qualified Teacher Status
- FTE Ratio

This report checks the consistency of this key teacher data against that provided in the previous year collection.

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

Teacher Data Consistency Report

Organisation Name: School

LA/Estab: LAEstab

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



Department
for Education

© Crown copyright 2015

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/form/data-collection-request-form

download www.gov.uk/government/publications

Reference: DFE-00277-2015



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk