



Department  
for Education

# **School workforce census 2016**

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

**September 2016**

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## 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
<input type="text" value="Return Credibility Check"/>	This report performs basic credibility checks against school and central returns. Note: Data from the previous day
	<a href="#">Launch Report</a>

## 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: LA\Estab School Name (Return Status = Amended by agent)**

**Report Date: dd/mm/ccyy**

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

<b>Source: School – A 100</b>						
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 and reconciliation reports

This section outlines the four reports that relate to the matching and 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 matching and reconciliation advice report
- Reconciliation queue report
- Pre reconciliation report
- Post reconciliation report

### Academy matching and reconciliation advice report

This report 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 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 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
- Credibility check staff names report
- Teacher qualifications missing report
- Teacher pay outside range report

### Return credibility check report

The credibility check report 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** DfE Secondary Academy  
**LA/Estab** 0014000

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

### Teacher data consistency report

This report 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

### Credibility check staff names report

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

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

An example of the report is shown below.

### School Credibility Check Staff Names Report

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

### Teacher qualifications missing report

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

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

LA/Estab	School Name	Teacher Name	Date of Birth	Teacher Number
	School#1	Teacher #1		
	School#1	Teacher #2		
	School#2	Teacher #3		

## Teacher pay outside range report

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

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

An example of the report is shown below.

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



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