

## **Instructions for Schools Workforce Census 2015**

**The deadline for schools to submit their Schools Workforce Census via COLLECT is Friday 20th November 2015.**

Information and guidance about the returns can be found at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf>

### **Log-in and Testing**

It is advised that all schools **test their log-in** details at the earliest opportunity. Should your log-in not work, you will need to raise a Service Request Form for your log in details to be re-set via COLLECT. If you do not get a response from the online request form then please email the Education Data Division Helpdesk at [edd.helpdesk@education.gsi.gov.uk](mailto:edd.helpdesk@education.gsi.gov.uk).

A familiarisation site is available for training purposes and to perform “dry runs”. The link to this site is:

[https://collectdatauat.education.gov.uk/Familiarisation\\_CollectPortal/Login.aspx](https://collectdatauat.education.gov.uk/Familiarisation_CollectPortal/Login.aspx)

### **Changes since the 2014 return**

- The ethnicity codes for ‘Gypsy/Roma’ are now available
- Date of last pay review has been added. The data item **Date of the last pay review** requires the date of the pay determination. If the 2015 pay determinations were agreed on 15 Oct 2015 backdated to the 1 Sep 2015 and put into payment on 30 Oct then the 15 Oct 2015 should be recorded. If the 2015 pay determination has not yet been recorded and the 2014 pay determination salaries are to be reported in the 2015 School Workforce Census then that date should be recorded in the field.
- Following changes brought in by the School Teachers Pay and Conditions document 2014 (STPC 2014) ‘Pay Scale’ and ‘Regional Spine’ have become ‘Pay Range’ and ‘Regional Pay Range’
- Pay Framework has been introduced as a new data item. **Pre 2014 framework** or **2014 pay framework** is now required for leadership teachers and indicates the pay framework under which leadership teachers are paid. Current values are "Pre 2014 framework" and "2014 pay framework". For contracts with a start date before 1/9/2014 the MIS will default to "Pre 2014 framework" and for those with a start date from 1/9/2014 will default to "2014 framework".
- Payment **start date** and **end date** is required for **TLR3s**
- Pay range **minimum** and **maximum** is required for **leadership** teachers. Spine Point has been **removed** from the collection as a result of STPCD 2014.
- Minor changes to guidance on Teacher Number, National Insurance Number and Category of Additional Payment are indicated within the Workforce Census guide.