

Section 6: Workforce Information

- The school workforce census is a statutory data collection each autumn under sections 113 and 114 of the Education Act 2005.

The census collects individual-level data for all teaching and support staff in regular employment.

Census data is submitted to the DFE using COLLECT (Collections Online - Learners, Education, Children and Teachers), their centralised data collection and management system. The data collection for the Schools Workforce Census will be extracted directly from SAP so it is imperative that this information is accurate and up to date.

This census collects individual staff data including:

- Personal details, such as ethnicity, gender and disability.
- Contract or service agreements, including pay.
- Qualifications.
- Absences.
- Origin and destination for those starting or leaving employment during the year.

This allows the DFE to:

- Review the success of equal opportunities policies.
 - Monitor the qualification levels of the workforce.
 - Plan headteacher succession guidelines.
 - Develop better staff recruitment and retention strategies.
 - Identify potential demand for teaching staff in schools.
- Schools starters, adjustments and leavers forms have been updated to capture information relevant to the Schools Workforce Census.
 - Schools are required to update the School Workforce Qualification Section in SAP in preparation for the SWF Census Returns. (This information should be taken from the new starters form which should be photocopied and the copy retained in school).
 - The following information should now be recorded in SAP:
 - Qualification Code
 - Class of Degree
 - Date of Award

N.B. It is the highest qualification held that must be recorded e.g. if employee holds a Degree then a Masters, the Masters will be entered into SAP to override the Degree.

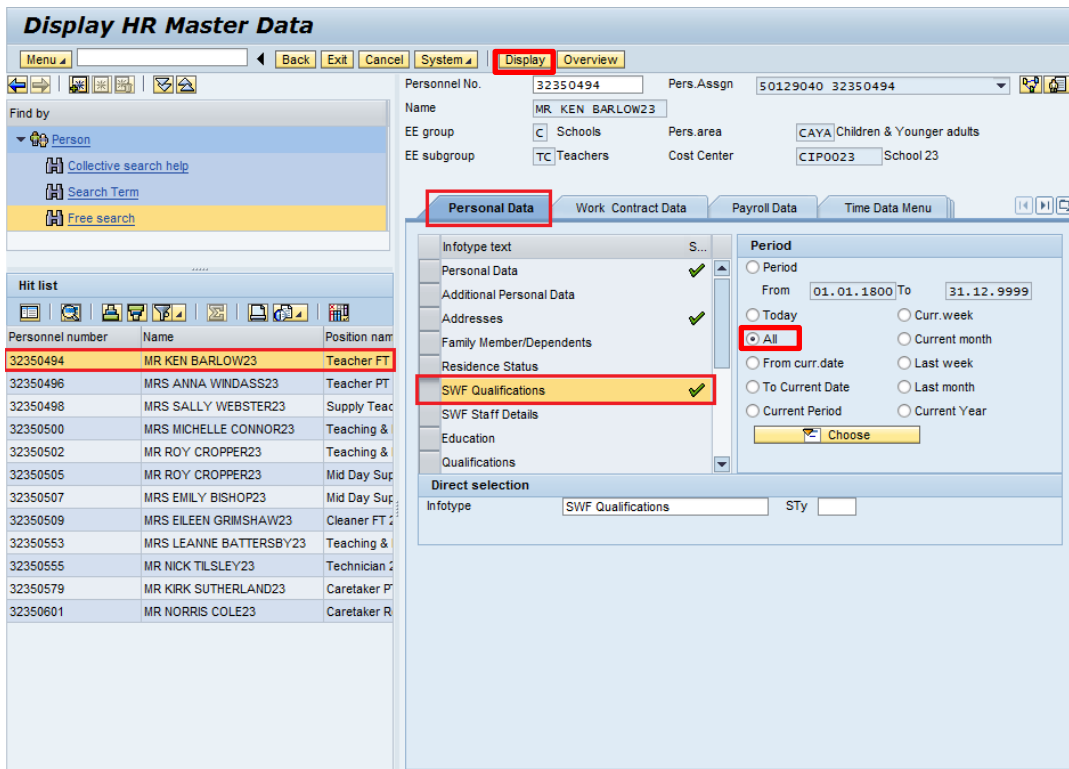
- The following information can also be recorded if known:
 - Country
 - Subject Code
- Schools will have 'read only' access to School Workforce data e.g. QT Status, HLTA Status and the Status Route i.e. Graduate Teacher Programme. This data will be input by Shared Services Centre.
- A report will be run quarterly on the 30th of the month in March, June, September and December each year to allow time for schools to update SAP with any missing qualification data. This report will be uploaded to the secure area of the Schools Learning in Derbyshire System. If you have any entries on the report, please follow section 6.2 of the guidance to populate the information.

6.1 How to display existing qualifications in the School Workforce Qualifications Infotype.

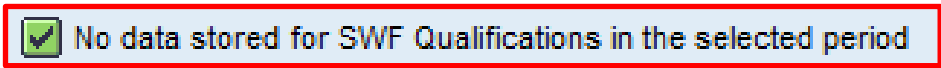
- Double click on ‘PA20 – Display HR Master Data’.



- Select the employee by ‘double clicking’ so that their details appear in the right hand pane.
- Select the ‘Personal Data’ tab
- Select the grey box to the left of ‘SWF Qualifications’ to highlight the line.
- Click ‘Display’.



If there is no data stored, you will see a notification message on the bottom left of the screen.



- To add qualifications, please go to **section 6.2** of this guidance.
- If data exists, you will see a ‘display’ of qualifications, you can use this to determine and review if this is the highest qualification.

The following information identifies the highest qualification details for the employee.

The screenshot shows the SAP 'Display SWF Qualifications' interface. On the left, a 'Hit list' table lists personnel. The main area displays details for the selected employee, including a 'SWF Qualifications' section with a red border around its details.

| Personnel number | Name | Position name |
|------------------|------------------------|---------------|
| 32350494 | MR KEN BARLOW23 | Teacher FT |
| 32350496 | MRS ANNA WINDASS23 | Teacher PT |
| 32350498 | MRS SALLY WEBSTER23 | Supply Tea |
| 32350500 | MRS MICHELLE CONNOR23 | Teaching & |
| 32350502 | MR ROY CROPPER23 | Teaching & |
| 32350505 | MR ROY CROPPER23 | Mid Day Sup |
| 32350507 | MRS EMILY BISHOP23 | Mid Day Sup |
| 32350509 | MRS EILEEN GRIMSHAW23 | Cleaner FT |
| 32350553 | MRS LEANNE BATTERSBY23 | Teaching & |
| 32350555 | MR NICK TILSLEY23 | Technician |
| 32350579 | MR KIRK SUTHERLAND23 | Caretaker P |
| 32350601 | MR NORRIS COLE23 | Caretaker R |

| SWF Qualifications | |
|-----------------------------------|---|
| Qualification Code | BEDO BED or other first degree combined with teacher qu |
| Class of Degree | First class honours |
| Country | United Kingdom |
| Subject Code | |
| Subject Code | |
| Date of Award | 01.02.2009 |
| <input type="checkbox"/> Verified | |

N.B. If the information is incorrect, please update/amend as per **6.3** of this guidance.

- Click ‘**Back**’ or ‘**Exit**’ to return to the home page.

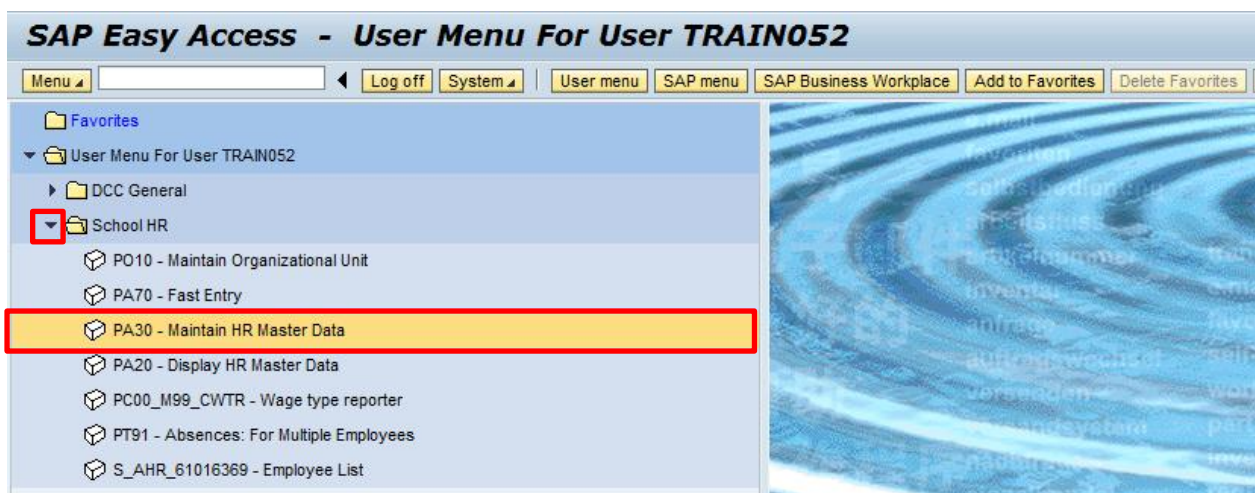
6.2 How to add Qualifications to the School Workforce Qualifications Infotype.

The employee must have been set up by the Shared Services Centre in order for you to complete the following process.

Please take a copy of Section C of the new starter form for your records to enable you to populate the following required fields.

Please note there should only ever be one qualification entry, this should always represent the highest qualification e.g. if the employee holds a Degree and a Masters, the Masters will be entered into SAP to override the Degree.

- Double click on '**PA30 – Maintain HR Master Data**'.



- Select the employee by ‘double clicking’ so that their details appear in the right hand pane.
- Select the ‘**Personal Data**’ tab
- Select the grey box to the left of ‘**SWF Qualifications**’ to highlight the line.
- Click the ‘**All**’ radio button.
- Click ‘**Create**’.

The screenshot shows the SAP 'Maintain HR Master Data' interface. On the left, a 'Hit list' table displays personnel records. The record for 'MRS ANNA WINDASS23' (Personnel number 32350496, Position Teacher PT) is highlighted in yellow. On the right, the 'Personal Data' tab is active, showing fields for Name, EE group, EE subgroup, Pers. area, and Cost Center. A 'Period' selection panel is visible with the 'All' radio button selected. A 'Direct selection' section at the bottom shows 'SWF Qualifications' selected in the 'Infotype' field.

| Personnel number | Name | Position name |
|------------------|------------------------|---------------|
| 32350579 | MR KIRK SUTHERLAND23 | Caretaker P |
| 32350601 | MR NORRIS COLE23 | Caretaker R |
| 32350509 | MRS EILEEN GRIMSHAW23 | Cleaner FT |
| 32350505 | MR ROY CROPPER23 | Mid Day Sup |
| 32350507 | MRS EMILY BISHOP23 | |
| 32350498 | MRS SALLY WEBSTER23 | Supply Tea |
| 32350494 | MR KEN BARLOW23 | Teacher FT |
| 32350496 | MRS ANNA WINDASS23 | Teacher PT |
| 32350500 | MRS MICHELLE CONNOR23 | Teaching & |
| 32350502 | MR ROY CROPPER23 | |
| 32350553 | MRS LEANNE BATTERSBY23 | |
| 32350555 | MR NICK TILSLEY23 | Technician |

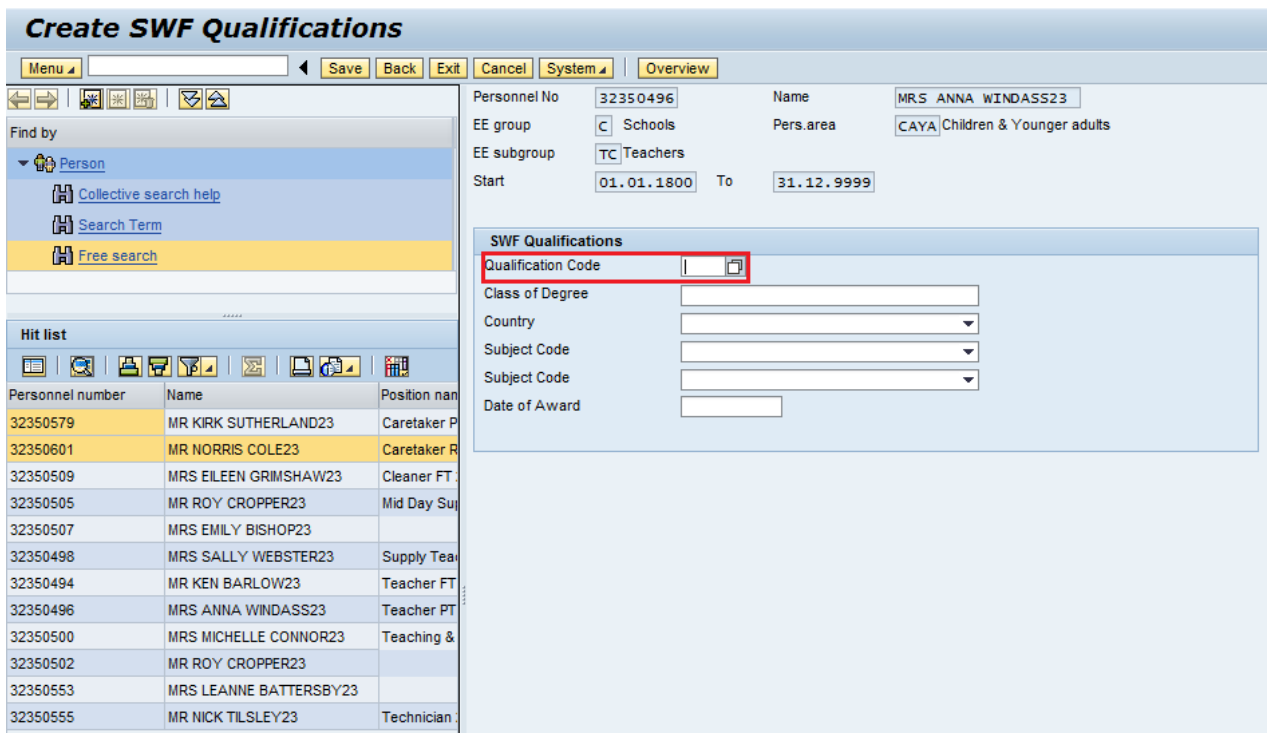
- If a qualification has already been added, you will see the following error message:



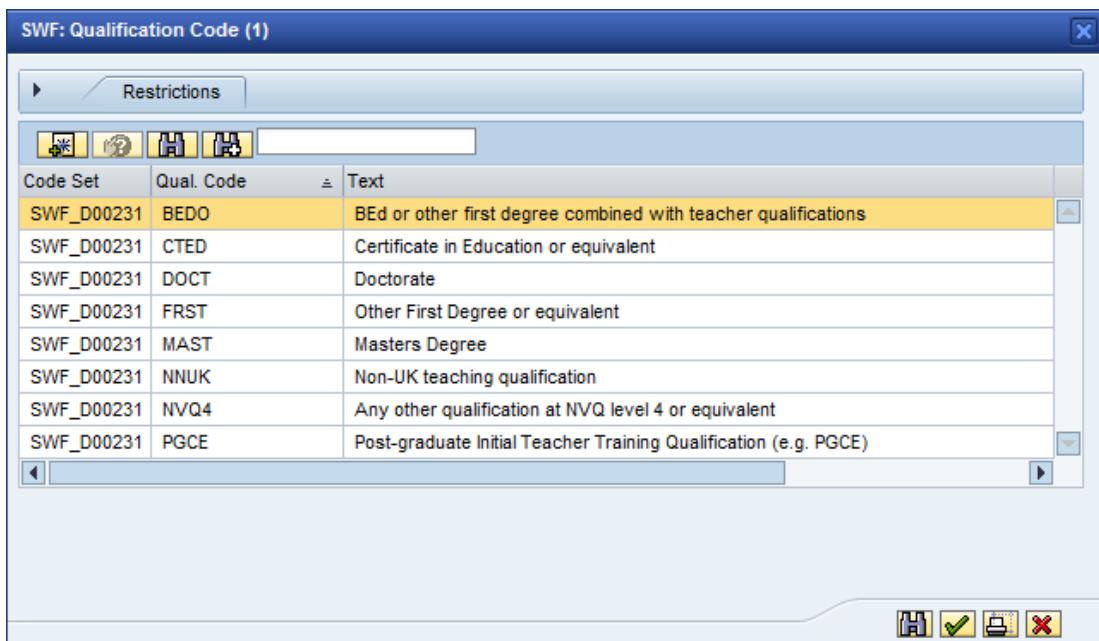
- Please see **section 6.3** of this guidance for how to change an existing entry.
- If you do not receive the message above, please continue with this guidance.

N.B. The ‘**Start**’ date is always displayed as 01.01.1800 and the ‘**To**’ date is always 31.12.9999.

- Click on the search box icon to the right of 'Qualification Code'.



- Select the qualification from the list by double clicking on the left mouse button.



- Click in the 'Class of Degree' field.
- Select the class of degree from the drop down list.

| | | | |
|--------------|-------------|-----------|--------------------------------|
| Personnel No | 32350496 | Name | MRS ANNA WINDASS23 |
| EE group | C Schools | Pers.area | CAYA Children & Younger adults |
| EE subgroup | TC Teachers | | |
| Start | 01.01.1800 | To | 31.12.9999 |

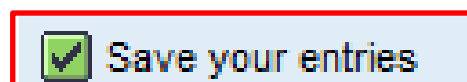
| SWF Qualifications | |
|--------------------|---|
| Qualification Code | MAST |
| Class of Degree | <input type="text" value="First class honours"/> |
| Country | <input type="text" value="First class honours"/> |
| Subject Code | <input type="text" value="Upper second class honours"/> |
| Subject Code | <input type="text" value="Lower second class honours"/> |
| Date of Award | <input type="text" value="Undivided second class honours"/> |

- You can also add the Country and Subject Code if required.
- Click in the '**Date of Award**' field.
- Enter the date of the award in the format **DD.MM.YYYY**.

| | | | |
|--------------|-------------|-----------|--------------------------------|
| Personnel No | 32350496 | Name | MRS ANNA WINDASS23 |
| EE group | C Schools | Pers.area | CAYA Children & Younger adults |
| EE subgroup | TC Teachers | | |
| Start | 01.01.1800 | To | 31.12.9999 |

| SWF Qualifications | |
|--------------------|---------------------------------|
| Qualification Code | MAST |
| Class of Degree | First class honours |
| Country | <input type="text"/> |
| Subject Code | <input type="text"/> |
| Subject Code | <input type="text"/> |
| Date of Award | 01.02.2009 <input type="text"/> |

- Press '**Enter**' on your keyboard.
- You will see a message in the bottom left hand corner advising you to save your entries.



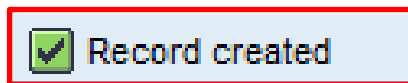
- Click '**Save**' at the top of your screen.

| | | | |
|--------------|-------------|-----------|--------------------------------|
| Personnel No | 32350496 | Name | MRS ANNA WINDASS23 |
| EE group | C Schools | Pers.area | CAYA Children & Younger adults |
| EE subgroup | TC Teachers | | |
| Start | 01.01.1800 | To | 31.12.9999 |

| | |
|---------------------------|--|
| SWF Qualifications | |
| Qualification Code | MAST <input type="checkbox"/> Masters Degree |
| Class of Degree | First class honours |
| Country | |
| Subject Code | |
| Subject Code | |
| Date of Award | 01.02.2009 |

| | |
|---------------|-------------|
| Position name | |
| D23 | Caretaker P |
| | Caretaker R |

- You will see a message in the bottom left hand corner saying '**Record Created**'.

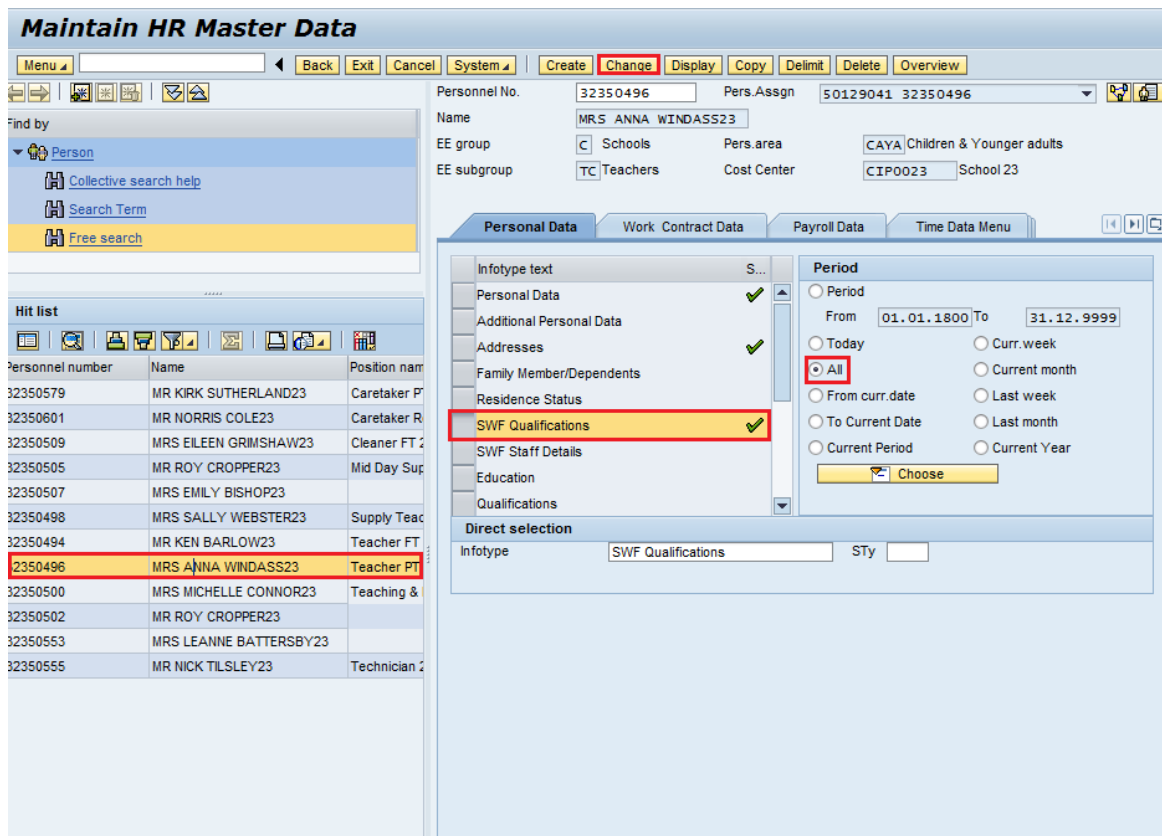


- If the employee has more than one position, the recorded qualification will copy across to all records held both at your school and any other schools along with any other DCC establishments, in which case the qualification may already have been added by another school/establishment.

- Double click on ‘PA30 – Maintain HR Master Data’.



- Select the employee by ‘double clicking’ so that their details appear in the right hand pane.
- Select the ‘Personal Data’ tab
- Select the grey box to the left of ‘SWF Qualifications’ to highlight the line.
- Click the ‘All’ radio button.
- Click ‘Change’.



The following screen will be displayed:

Change SWF Qualifications

Personnel No: 32350496 Name: MRS ANNA WINDASS23
 EE group: C Schools Pers.area: CAYA Children & Younger adults
 EE subgroup: TC Teachers
 Start: 01.01.1800 To: 31.12.9999 Chng: 21.05.2015 01796540

SWF Qualifications

Qualification Code: MASTI Masters Degree
 Class of Degree: First class honours
 Country:
 Subject Code:
 Subject Code:
 Date of Award: 01.02.2009
 Verified

| Personnel number | Name | Position name |
|------------------|------------------------|---------------|
| 32350579 | MR KIRK SUTHERLAND23 | Caretaker P |
| 32350601 | MR NORRIS COLE23 | Caretaker R |
| 32350509 | MRS EILEEN GRIMSHAW23 | Cleaner FT 2 |
| 32350505 | MR ROY CROPPER23 | Mid Day Sup |
| 32350507 | MRS EMILY BISHOP23 | |
| 32350498 | MRS SALLY WEBSTER23 | Supply Teac |
| 32350494 | MR KEN BARLOW23 | Teacher FT |
| 32350496 | MRS ANNA WINDASS23 | Teacher PT |
| 32350500 | MRS MICHELLE CONNOR23 | Teaching & |
| 32350502 | MR ROY CROPPER23 | |
| 32350553 | MRS LEANNE BATTERSBY23 | |
| 32350555 | MR NICK TILSLEY23 | Technician 2 |

N.B. The 'Start' date is always displayed as 01.01.1800 and the 'To' date is always 31.12.9999.

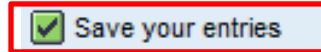
- Amend the fields as required e.g. change the 'Qualification Code' to 'Masters Degree' by selecting 'Masters Degree' from the drop down list.
- Amend the 'Class of Degree' field to reflect 'Masters Degree'.
- Amend the 'Date of Award' by over-typing the original date in the format DD.MM.YYYY.

Personnel No: 32350496 Name: MRS ANNA WINDASS23
 EE group: C Schools Pers.area: CAYA Children & Younger adults
 EE subgroup: TC Teachers
 Start: 01.01.1800 To: 31.12.9999 Chng: 21.05.2015 01796540

SWF Qualifications

Qualification Code: DOCT Doctorate
 Class of Degree: Doctorate
 Country:
 Subject Code:
 Subject Code:
 Date of Award: 01.04.2014
 Verified

- Press **'Enter'** on your keyboard.
- You will see a message in the bottom left hand corner advising you to save your entries.



- Click **'Save'** at the top of your screen.

Change SWF Qualifications

Menu **Save** Back Exit Cancel System Overview

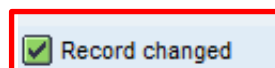
Personnel No: 32350496 Name: MRS ANNA WINDASS23
EE group: C Schools Pers.area: CAYA Children & Younger adults
EE subgroup: TC Teachers
Start: 01.01.1800 To: 31.12.9999 Chng: 21.05.2015 01796540

SWF Qualifications
Qualification Code: DOCT Doctorate
Class of Degree: Doctorate
Country:
Subject Code:
Subject Code:
Date of Award: 01.04.2014
 Verified

Hit list

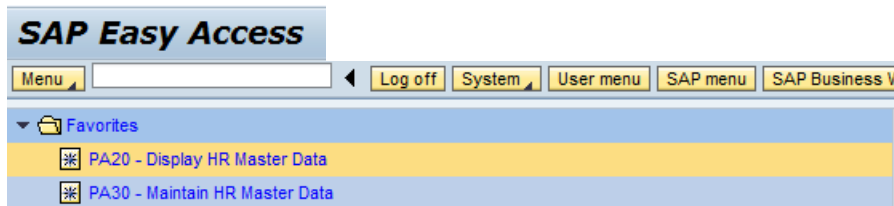
| Personnel number | Name | Position name |
|------------------|------------------------|---------------|
| 32350579 | MR KIRK SUTHERLAND23 | Caretaker P |
| 32350601 | MR NORRIS COLE23 | Caretaker R |
| 32350509 | MRS EILEEN GRIMSHAW23 | Cleaner FT 2 |
| 32350505 | MR ROY CROPPER23 | Mid Day Sup |
| 32350507 | MRS EMILY BISHOP23 | |
| 32350498 | MRS SALLY WEBSTER23 | Supply Teac |
| 32350494 | MR KEN BARLOW23 | Teacher FT |
| 32350496 | MRS ANNA WINDASS23 | Teacher PT |
| 32350500 | MRS MICHELLE CONNOR23 | Teaching & |
| 32350502 | MR ROY CROPPER23 | |
| 32350553 | MRS LEANNE BATTERSBY23 | |
| 32350555 | MR NICK TILSLEY23 | Technician 2 |

- You will see a message in the bottom left hand corner saying **'Record Changed'**.

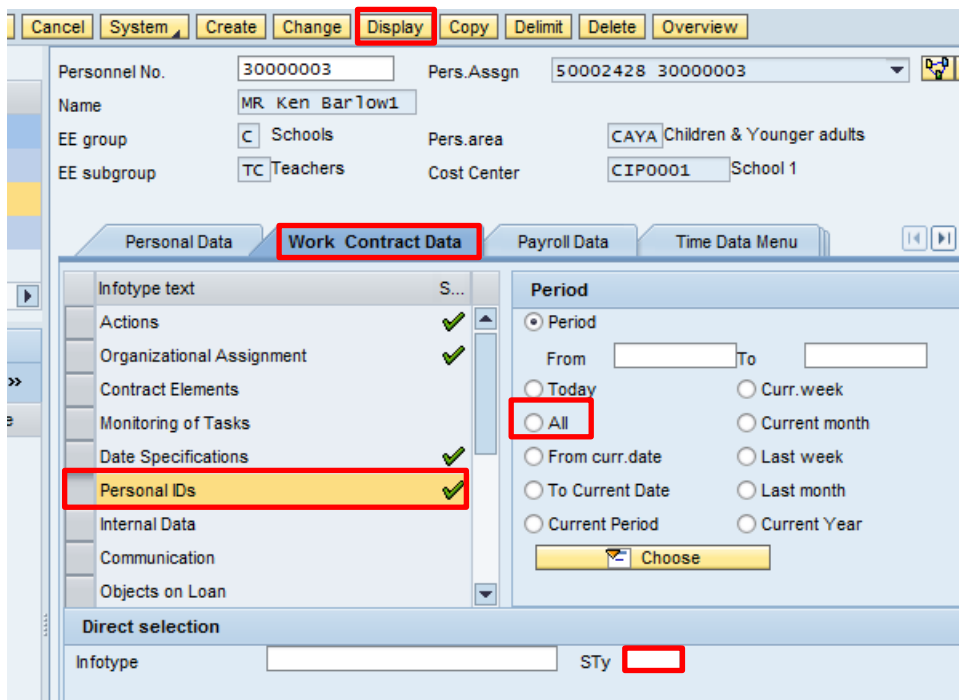


6.4 How to display existing SEN Co-ordinator Working Hrs

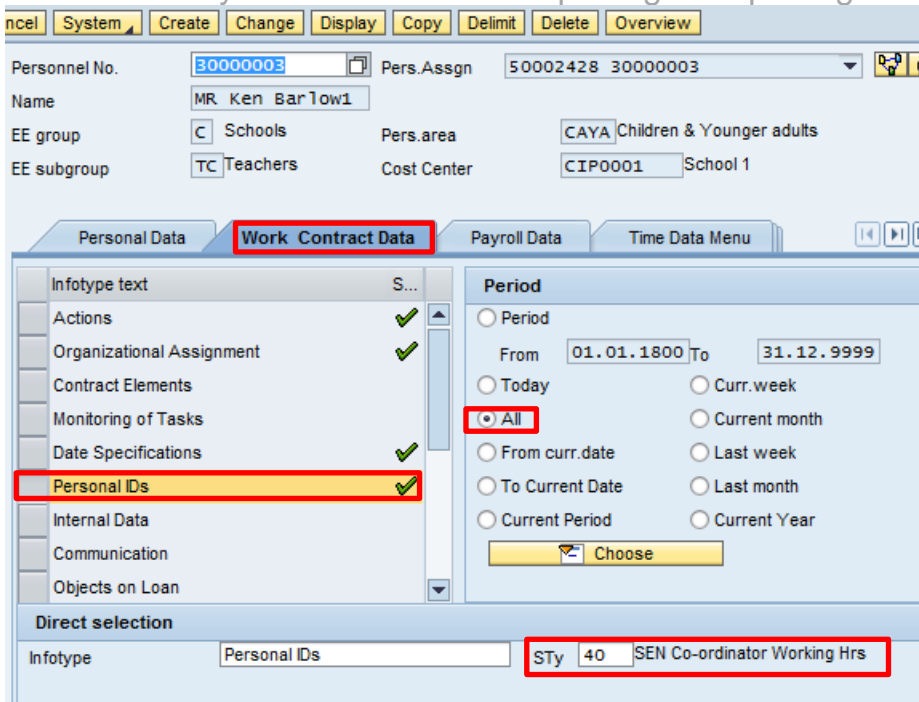
- Double click on ‘PA20 – Display HR Master Data’



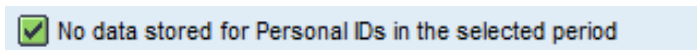
- Select the employee by ‘double clicking’ so that their details appear in the right hand pane.



- Select ‘Work Contract Data’ tab
- Highlight ‘Personal IDs’ Infotype
- Select radio button ‘All’
- Enter Subtype 40 in ‘Sty’ box
- Click ‘Display’

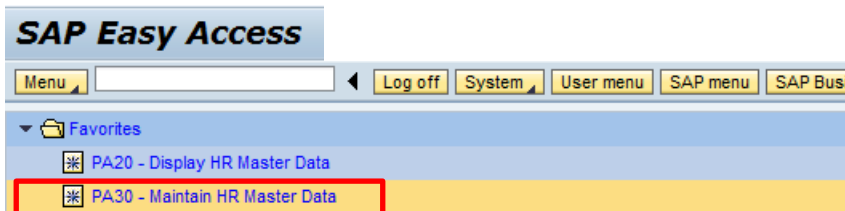


If there is no data stored, you will see the following notification message on the bottom left of the screen.



6.5 How to add SEN Co-ordinator hours to an employee’s record

- Double click on ‘PA30 – Display HR Master Data’



- Select the employee by ‘double clicking’ so that their details appear in the right hand pane.

Personnel No. 30000003 Pers.Assgn 50002428 30000003

Name MR Ken Barlow1

EE group C Schools Pers.area CAYA Children & Younger adults

EE subgroup TC Teachers Cost Center CIP0001 School 1

Personal Data **Work Contract Data** Payroll Data Time Data Menu

Infotype text S...

Personal Data ✓

Additional Personal Data

Addresses ✓

Family Member/Dependents

Residence Status

SWF Qualifications ✓

SWF Staff Details ✓

Education

Qualifications

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Sty

- Select 'Work Contract Data' tab
- Highlight 'Personal IDs'
- Click on the 'Create' button

Personnel No. 30000003 Pers.Assgn 50002428 30000003

Subtypes for infotype "Personal IDs" (1)

Restrictions

| IC | Description |
|----|--------------------------------|
| 23 | Health & safety registrations |
| 24 | Nursing & midwifery council dt |
| 25 | Person number - CPRS |
| 26 | Pre employmt med clearance dt |
| 27 | Referral dt to occupnl health |
| 28 | Eye Care Voucher |
| 29 | Spectacles Voucher |
| 30 | Questionnaire Issued |
| 31 | Questionnaire Returned |
| 32 | Social Care Consent |
| 33 | Social Work Qualification |
| 34 | Night Worker Assessment |
| 35 | Health Surveillance |
| 36 | Workforce extra objection |
| 37 | Credit Union Membership No. |
| 38 | 25 Year Retention |
| 39 | Trade Union Rep Accreditation |
| 40 | SEN Co-ordinator Working Hrs |
| TN | Teacher Ref No |
| TU | Trade union objection |

41 Entries found

Scroll down the list of Subtypes to find and highlight 'Subtype 40 'SEN Co-ordinator Working Hrs' and click the Green tick

Create Personal IDs

Menu Save Back Exit Cancel System Previous record Next record Overview

Personnel No: 30000003 Name: MR Ken BarTow1
 EE group: C Schools Pers.area: CAYA Children & Younger adults
 EE subgroup: TC Teachers Cost Center: CIP0001 School 1
 From: to: 31.12.9999

Personal IDs

ID type: SEN Co-ordinator working Hrs
 ID color:
 ID number:
 Previous ID number:
 Author:
 Issuing number:
 Date of issue:
 Valid to:
 Place of issue:
 Country of issue:
 Country:
 No check:

Start Date is from start of academic year for example, 01.09.2014, or the date the employee has started working as the SEN Co-ordinator. The **End Date** is the end of the academic year or the date the employee has finished working as the SEN Co-ordinator.

The number of hours worked as the SEN Co-ordinator should be entered in 'ID number'.

Click 'Save'

The following message will appear in the bottom left of the screen

Record created

6.6 How to amend a SEN Co-ordinator entry

If the employee **stops** working as the SEN Co-ordinator (e.g. Change of Post, Leaver) change the End Date of the existing entry to the date the last day they worked as the SEN Co-ordinator.

If the number of hours the employee is working as the SEN Co-ordinator changes, **change** the End Date of the existing entry and **create a new entry** from the following day up to the end of the academic year, with the new hours.

As per section 6.5 locate the appropriate employee using transaction PA30

- Select 'Work Contract Data' tab
- Highlight 'Personal IDs'
- Enter '40' in STy box

- Click **'Change'**

Cancel System Create **Change** Display Copy Delimit Delete Overview

Personnel No. 30000003 Pers. Assgn 50002428 30000003

Name MR Ken Barlow1

EE group C Schools Pers. area CAYA Children & Younger adults

EE subgroup TC Teachers Cost Center CIP0001 School 1

Personal Data **Work Contract Data** Payroll Data Time Data Menu

Infotype text S...

Actions ✓

Organizational Assignment ✓

Contract Elements

Monitoring of Tasks

Date Specifications ✓

Personal IDs ✓

Internal Data

Communication

Objects on Loan

Period

Period

From [] []

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Personal IDs **STV 40 SEN Co-ordinator Working Hrs**

Amend as appropriate and click **'Save'**

Personnel No 30000003 Name MR Ken Barlow1

EE group C Schools Pers. area CAYA Children & Younger adults

EE subgroup TC Teachers Cost Center CIP0001 School 1

From 01.09.2014 to 31.08.2016 Chg. 11.09.2015 09350027

Personal IDs

ID type SEN Co-ordinator Working Hrs

ID color

ID number 5

Previous ID number

Author.

Issuing number

Date of issue

Valid to

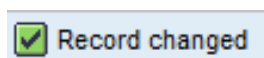
Place of issue

Country of issue

Country

No check

The following message will appear in the bottom left of the screen



6.7 How to delete a SEN Co-ordinator entry

If an SEN Co-ordinator entry is created against an employee in error, use the Delete options to remove the incorrect entry.

As per section 6.5 locate the appropriate employee using transaction PA30

- Select '**Work Contract Data**' tab
- Highlight '**Personal IDs**'
- Enter '**40**' in STy box
- Click '**Delete**'

The screenshot shows the SAP PA30 transaction interface. At the top, there is a menu bar with buttons: Cancel, System, Create, Change, Display, Copy, Delimit, Delete (highlighted in red), and Overview. Below this, the main data area shows: Personnel No. 30000003, Pers. Assgn 50002428 30000003, Name MR Ken Barlow1, EE group C Schools, Pers. area CAYA Children & Younger adults, EE subgroup TC Teachers, and Cost Center CIP0001 School 1. The 'Work Contract Data' tab is selected and highlighted in red. On the left, a list of infotypes is shown, with 'Personal IDs' highlighted in yellow and marked with a green checkmark. On the right, the 'Period' selection options are visible, including 'Today', 'Curr. week', 'All', 'Current month', 'From curr. date', 'Last week', 'To Current Date', 'Last month', 'Current Period', and 'Current Year'. At the bottom, the 'Direct selection' area shows 'Infotype Personal IDs' and 'STy 40 SEN Co-ordinator Working Hrs', with the '40' and the description highlighted in red.

Click 'Delete' again to confirm deletion of the entry

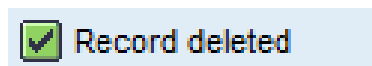
ancel System Previous record Next record Overview **Delete**

Personnel No: 30000003 Name: MR Ken Barlow1
 EE group: C Schools Pers.area: CAYA Children & Younger adults
 EE subgroup: TC Teachers Cost Center: CIP0001 School 1
 From: 01.09.2014 to 31.08.2016 Chg. 11.09.2015 09350027

Personal IDs

ID type: SEN Co-ordinator Working Hrs
 ID color:
 ID number: 5
 Previous ID number:
 Author:
 Issuing number:
 Date of issue:
 Valid to:
 Place of issue:
 Country of issue:
 Country:
 No check:

The following message will appear in the bottom left of the screen



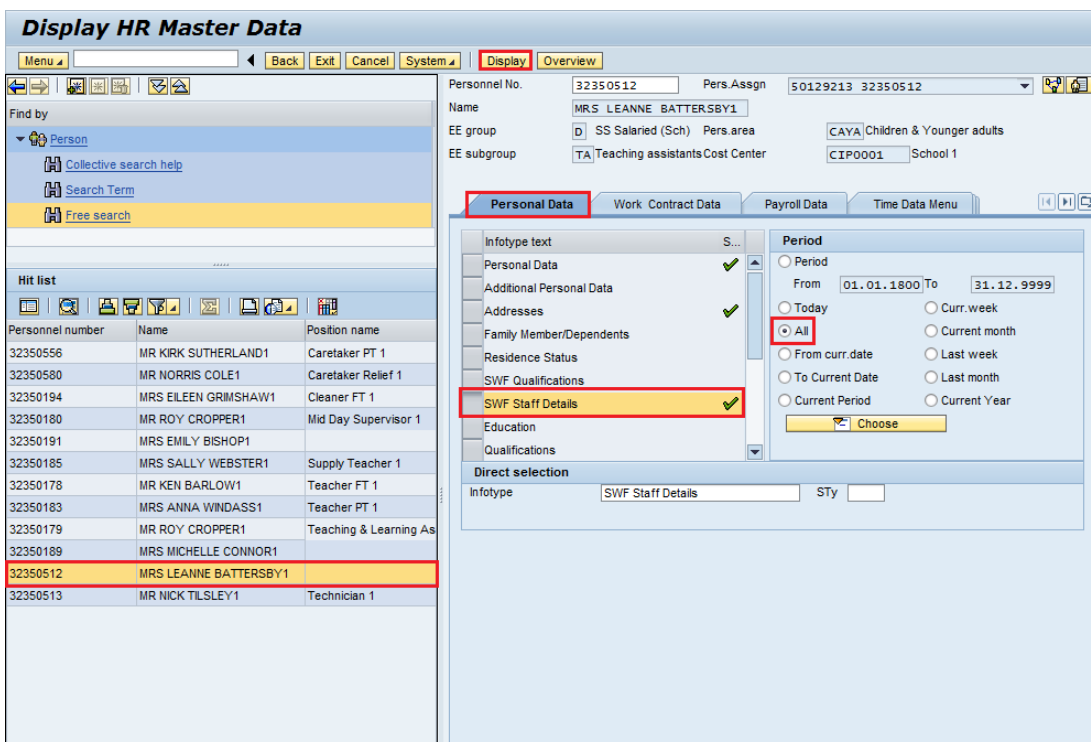
6.8 How to display existing School Workforce Staff Details

These details will be maintained by Shared Services Centre as part of the New Hire process and reflect whether the employee has QT Status, HLTS Status and Status route. If these are incorrect please notify Shared Service Centre.


- Double click on ‘PA20 – Display HR Master Data’.



- Select the employee from the left hand pane by ‘double clicking’ so that their details appear in the right hand pane.
- Select on the ‘Personal Data’ tab
- Select the grey box to the left of ‘SWF Staff Details’ to highlight the line.
- Click ‘Display’.



If there is no data stored, you will see a notification message on the bottom left of the screen. If you receive this message and the employee should have details recorded, please notify Shared services Centre with the relevant details.

 No data stored for SWF Staff Details in the selected period

- If data exists, you will see a 'display' of staff details, you can use this to determine and review which data has already been input by the Shared Services Centre.

The following information identifies if the employee has either QT Status, HLTA Status and Status Route.

Display SWF Staff Details

Menu **Back** **Exit** Cancel System

Personnel No Name
 EE group Schools Pers.area Children & Younger adults
 EE subgroup Teaching assistants
 Start To Chng

SWF Staff Details

QT Status
 HLTA Status
 Status Route
 Overseas Trained Teacher
 In a Pupil Referral Unit

Hit list

| Personnel number | Name | Position name |
|------------------|------------------------|---------------------------------|
| 32350578 | MR KIRK SUTHERLAND22 | Caretaker PT 22 |
| 32350600 | MR NORRIS COLE22 | Caretaker Relief 22 |
| 32350508 | MRS EILEEN GRIMSHAW22 | Cleaner FT 22 |
| 32350503 | MR ROY CROPPER22 | Mid Day Supervisor 22 |
| 32350506 | MRS EMILY BISHOP22 | |
| 32350497 | MRS SALLY WEBSTER22 | Supply Teacher 22 |
| 32350493 | MR KEN BARLOW22 | Teacher FT 22 |
| 32350495 | MRS ANNA WINDASS22 | Teacher PT 22 |
| 32350499 | MRS MICHELLE CONNOR22 | Teaching & Learning Assistant 2 |
| 32350501 | MR ROY CROPPER22 | |
| 32350552 | MRS LEANNE BATTERSBY22 | |
| 32350554 | MR NICK TILSLEY22 | Technician 22 |

N.B. If the information is incorrect, please contact the Shared Services Centre and refer to the original starters form as this is where the information is recorded from.

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