



Department
for Education

2019 School Workforce Collection

Excel to XML Template for School Return

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Purpose

This document has the following purposes:

- To identify related documents that need referencing
- To outline the required data format specification
- To describe the use of the Microsoft Excel template
- To provide a troubleshooting guide

For the purpose of this document a 'School Return' is a return from a school or a return that a local authority provides on behalf of a school. It should only contain workforce members employed by the school. 'Centrally employed' workforce members should be included in the 'Central Return'.

There is a separate Excel to XML template for each type of return:

- SWF 2019 School Return Template v1.0.xls
- SWF 2019 Central Return Template v1.0.xls

References

This document refers to the Department website and associated documentation and downloads:

This guide should be use in conjunction with the 2019 School Workforce Census Specification document '**School Workforce Census 2019: business and technical specification**' as this will provide more information on the content and validation of the School workforce data collection and '**School Workforce Census 2019: guide for school-employed staff**' which are both available on GOV.uk website.

Spreadsheet specification and content

As an alternative to exporting XML from a Management Information System, a local authority may produce a return using the Excel to XML template.

Please note that the e-Government Interoperability Framework encourages the use of XML for data transfer. XML is the Department's format of choice and provides some measure of future proofing. In order to allow schools and local authorities to develop XML facilities, a file may be produced using the supplied Excel to XML template.

For the School Workforce census the school return file must contain a number of different record types:

Record Type	Optional / mandatory	Number of records
Header	Mandatory	One
Workforce member	Mandatory	One per member
Contract / service	Mandatory	One or more per member
Absence	Optional	If applicable, One or more per member ¹
Post additional payments	Optional	If applicable, One or more per contract/post ¹
Role	Mandatory	One or more per contract ²
Role additional payments	Optional	If applicable, One or more per role ¹
Curriculum	Optional	If applicable, One or more per member ¹
Qualification	Optional	If applicable, One or more per member ¹
School	Optional	If applicable, One ¹
Vacancy	Optional	If applicable, One or more ¹
Agency TP Support Staff	Optional	If applicable, One or more

¹ These modules may be absent if there is no applicable data and can be left blank in the relevant section of the converter template.

² Role Identifier is mandatory for each member but all other data items should be left blank if this information is populated at Contract level.

Using the Excel template

Good practice

- Use the same character case as provided in the example e.g. if column states that 1,0,yes, no are valid values then enter 'yes' in the box rather than 'Yes' or 'YES'
- When entering amount used the format specified e.g. if column states 99.99 then enter the full figure e.g. 41.50.
- If extra lines are required click on the 'Add/Remove Rows' button and select the 'Add Blank Rows' option followed by the section and number of rows to be added. This will ensure that all the correct formulae are copied into the new row.

Header record

The first record in the return file must be a header record. There can only be one header record in a file. A header record for a 'School Return' has the following structure:

Field	Description
Record Type	Prepopulated with the value "H"
Collection	Prepopulated with the value "School Workforce Census".
Year	Prepopulated with the value "2019".
Reference Date	Prepopulated with the value "2019-11-07".
Source Level	Prepopulated with the value "S".
LA Code	Enter LEA number.
Estab	Enter Estab number
Software Code	Prepopulated with the value 'SWF Converter'.
Release	Prepopulated with the version of the released template.
Xversion	Prepopulated with the version number of the XSLT released to software suppliers
Serial Number	Prepopulated with the value '1'
Date & Time	Prepopulated in the Format: 'ccyy-mm-ddThh:mm:ss'.

Important Note:

The Collect system uses the 'software code' and the 'sourcelevel' to determine if the file being uploaded is the same as a return that has already been uploaded for that school. If the creation of two separate partial returns for a school is required, the 'software code' must be unique on each return.

Data provided in a file will overwrite any data already held within Collect allocated to the same software code and source level.

If you provide multiple partial returns, you will need to undertake Matching & Reconciliation activity to enable a single 'master' record to be created in COLLECT. Please refer to the relevant [COLLECT Guide](#) for further information.

Most fields will be pre-populated in the template. Commonly, the only fields that need to be completed on the Spreadsheet are LA Code and Estab.

School Workforce Member records

There must be one row per member in this section. The Record type and LA Code will be copied from the header row. A member record has the following structure:

Field	Description
Record Type	This is prepopulated with the value "M".
LA Code	This is automatically picked up from the header record.
Member ID	Mandatory. A unique ID is required for each workforce member. Used to match other records (contract, service, absence, etc.) to that workforce member's record. This can be an Id that is used by the school or local authority - e.g. an employee number, the Teacher Number or NI number can be used. This ID will not appear in the final XML file, nor will it be uploaded to Collect.
Teacher Number	The teacher number should be 7 or 8 digits. If not, then query 4105Q (Teacher number should be 7 or 8 digits) will be raised in COLLECT. Should be provided if the staff member is a qualified teacher and holds QTS, QTLS or EYTS. See section 7.1.1 of the School Workforce Census 2019: guide for school-employed staff' for further information. If the teacher number is missing and QTS is 1, then query 4100Q (Please check: Qualified Teacher with Teacher Number missing) will be raised in COLLECT. Check that there are no duplicate teacher numbers. If there are then these need to be resolved otherwise error 6500 (There is more than one record with the same Teacher Number) will be raised in COLLECT.
Family Name	Mandatory. If not provided, then error 4110 (Family Name is missing or has two or more consecutive spaces) will be raised in COLLECT.
First Given Name (usually first forename)	Mandatory. If not provided, then error 4120 (Given Name is missing or has two or more consecutive spaces) will be raised in COLLECT.
Subsequent Given Name (usually subsequent forenames)	Optional. Must not have 2 consecutive spaces in the name. If there are then error 4120 will be raised in COLLECT.
Former Family Name	Optional. Must not have 2 consecutive spaces in the name. If there are then error 4140 (Former Family Name has two or more consecutive spaces) will be raised in COLLECT.

Field	Description
NI Number	<p>Should be provided. If it is provided, it must be in the correct format. If the NI Number is not in the correct format, error 4150 will be raised in COLLECT.</p> <p>Do not include temporary NI Numbers. If temp numbers are provided, then error 4155 will be raised in COLLECT.</p> <p>If NI Number not provided, then Query 4160Q will be raised in COLLECT.</p> <p>Check that there are not any duplicate entries for the NI Number. If there are when the XML file is uploaded to COLLECT query 6510Q will be raised.</p>
Gender	<p>Mandatory. See D00002 in Annex A for valid codes. If not provided, or is an invalid code, then an 'Invalid Code Value' error will be raised in COLLECT.</p>
Date of Birth	<p>Mandatory and in the format ccyymm-dd. If not provided then error 4190 will be raised in COLLECT.</p> <p>Ensure that the persons age is between 13 and 100 years of age. If not, then error 4200 will be raised in COLLECT.</p> <p>Query 4195Q may be raised if there are 2 or more staff members born on 1st January.</p>
Ethnicity	<p>Mandatory. See D00250 in Annex A for valid codes.</p> <p>Recommendation is that the 'DfE Main Codes' are used rather than the extended ones.</p> <p>If not provided, or is an invalid code, then then an 'Invalid Code Value' error will be raised in COLLECT.</p>
Disability	<p>Mandatory. See D00148 in Annex A for valid codes.</p> <p>If not provided, or is an invalid code, then then an 'Invalid Code Value' error will be raised in COLLECT.</p>
QTS	<p>Mandatory if the staff member is a teacher (including Headteacher, Assistant Head). Valid values 1, true, 0, false. If the value provided does not match one of these four options, then then an 'Invalid Code Value' error will be raised in COLLECT.</p> <p>If not provided then error 4228 will be raised in COLLECT.</p> <p>If the QTS is 1 or true and the staff member date of birth indicates they are under 21, then query 4235Q will be raised in COLLECT.</p>

Field	Description
QTLS	<p>Mandatory if the staff member is a teacher (including Headteacher, Assistant Head). Valid values 1, true, 0, false. If the value provided does not match one of these four options, then an 'Invalid Code Value' error will be raised in COLLECT. If not provided then error 4228 will be raised in COLLECT. If the QTLS is 1 or true and the staff member date of birth indicates they are under 21, then query 4236Q will be raised in COLLECT.</p>
EYTS	<p>Mandatory if the staff member is a teacher (including Headteacher, Assistant Head). Valid values 1, true, 0, false. If the value provided does not match one of these four options, then an 'Invalid Code Value' error will be raised in COLLECT. If not provided then error 4228 will be raised in COLLECT. If the EYTS is 1 or true and the staff member date of birth indicates they are under 21, then query 4237Q will be raised in COLLECT.</p>
HLTA Status	<p>Mandatory for all teachers and teaching assistants included in the return – even if their contract is not current on census reference day. See section 7.1.11 of the School Workforce Census 2019: guide for school-employed staff' for further information. Valid values 1,true, 0 or false. If the value provided does not match one of these four options, then then an 'Invalid Code Value' error will be raised in COLLECT. If not provided then error 4238 will be raised in COLLECT. If the staff member is under 18 and HLTA status is provided as 1 or true, then error 4245 will be raised in COLLECT.</p>
QTS Route	<p>Mandatory for all staff who, in the last year, have taken up their first position since qualifying as a teacher. May also be returned for other staff as well.</p> <p>See D00233 in Annex A for valid codes. If the value provided does not match one of these codes, then an 'Invalid Code Value' error will be raised in COLLECT.</p>

Contract/Service records

There must be one or more rows per member.

Do not include any Temporary and Fixed Term contracts (as well as service agreements) that have lasted less than 28 days.

Do not provide zero hour contract information.

If you do not provide any contract records then this will raise query 4085Q in COLLECT.

A contract/service record has the following structure:

Field	Description
Record Type	This is prepopulated with the value "C".
LA Code	This is automatically picked up from the header record
Member ID	Mandatory. Unique ID. This must have a corresponding 'member' record with the same member id. This can be an Id that is used by the school/LA e.g. an employee contract number. This will not appear in the final XML file, nor will it be uploaded to COLLECT.
ContractID	Mandatory. Unique ID. This can be an Id that is used by the school/LA e.g. an employee contract number. This will not appear in the final XML file, nor will it be uploaded to COLLECT
Contract/Agreement Type	Mandatory. Valid values are PRM, FXT, TMP, SLA, SAG, and SOT. See D00150 in Annex A for valid codes and descriptions. If the Contract/Service Agreement is not provided or does not match one of the above values, then an 'Invalid Code Value' error will be raised in COLLECT.
Start Date	Mandatory. In format cyy-mm-dd. If it is not provided, then error 4350 will be raised in COLLECT. Do not include future start dates. Including future dates will raise error 4355 in COLLECT. If the start date is more than 50 years ago, then error 4357 will be raised in COLLECT.

Field	Description
End Date	<p>Mandatory for 'Fixed' contracts, optional otherwise.</p> <p>Must be in the format ccyy-mm-dd.</p> <p>If not in the correct format, this will be highlighted in the converter for correction.</p> <p>If not provided for Fixed term contracts then error 4380 will be raised in COLLECT.</p> <p>The end date must be in the period from 1st September of preceding calendar year to the collection reference date inclusive. If not, then error 4360 will be raised in COLLECT.</p> <p>The end date must be at least 27 days after the start date. If not, then error 4375 will be raised in COLLECT.</p> <p>If the end date is before the start date, then error 4400 will be raised in COLLECT.</p> <p>If a contract end date is provided for contracts that are not fixed term then query 4377Q will be raised in COLLECT.</p>
Post	<p>Mandatory. See D00253 in Annex A for valid codes and descriptions. If not provided or does not match one of the valid codes, then an 'Invalid Code Value' error will be raised in COLLECT.</p>
Date of Arrival in School	<p>Mandatory for all teachers and teaching assistants that started their current period of continuous service with the school on or after 1 September 2009. It is optional for other staff members.</p> <p>Must be in the format ccyy-mm-dd.</p> <p>If not in the correct format, this will be highlighted in the converter for correction.</p> <p>If not provided for teachers/teaching assistants then query 4430Q will be raised in COLLECT. If the date of arrival is greater than 50 years ago then query 4425Q will be raised in COLLECT.</p> <p>If the date of arrival is after the contract start date then query 4440Q will be raised in COLLECT.</p>

Field	Description
Daily Rate	<p>Optional. Only to be provided for agency / service agreement teachers and it shows if a third party, such as a supply agency or the local authority, is being paid a daily rate for the teacher.</p> <p>Valid values "N" or "Y".</p> <p>If invalid values are provided, then an 'Invalid Code Value' error will be raised in COLLECT.</p> <p>See section 7.1.11 of the School Workforce Census 2019: guide for school-employed staff' for further information.</p> <p>If it is used for other staff then query 4495Q will be raised in COLLECT.</p>
Destination	<p>Optional. See D00155 in Annex A for valid codes and descriptions.</p> <p>If the data provided does not match one of the valid codes, then an 'Invalid Code Value' error will be raised in COLLECT.</p> <p>If an end date has been provided, then the destination code must also be provided. If not, then error 4385 will be raised in COLLECT.</p> <p>If Destination code has been provided then there should be a corresponding end date for this contract. If an end date is not provided, then Query 4390Q will be raised in COLLECT.</p>
Origin	<p>Optional. This must be provided for all teachers and teaching assistants that started their current period of continuous service with the school on or after 1 September 2009.</p> <p>If not provided, then this will raise error 4610 in COLLECT.</p> <p>See D00198 in Annex A for valid codes and descriptions.</p> <p>If the data provided does not match one of the valid codes, then an 'Invalid Code Value' error will be raised in COLLECT.</p>
Leaving Reason	<p>Optional. See D00271 in Annex A for valid codes and descriptions.</p> <p>If the data provided does not match one of the valid codes, then an 'Invalid Code Value' error will be raised in COLLECT.</p>

Field	Description
Pay Review Date	<p>Mandatory for all staff on posts of Executive Head Teacher, Head Teacher, Deputy Head, Assistant Head, Classroom Teacher (regardless of pay range) or Leading Practitioner. Optional for all other staff.</p> <p>If not provided at an individual level then query 4516Q will be raised in COLLECT. If no dates are returned at all for the above staff, then query 4517Q will also be raised.</p> <p>Must be provided in the format ccyymm-dd.</p>
LA/School Level	<p>This is prepopulated with the value "S".</p>
Pay Range	<p>See section 3.2 of the School Workforce Census 2019: guide for school-employed staff' for further information.</p> <p>See D00227 in Annex A for valid codes and descriptions.</p> <p>If the data provided does not match one of the valid codes, then an 'Invalid Code Value' error will be raised in COLLECT.</p> <p>Where provided, ensure that the pay range is appropriate for the staff member. If not, then errors 4480 (for support staff or teaching assistants), 4490 (for Head Teachers, Deputy Heads and Assistant Heads) or 4505 (Leading practitioners) may be raised in COLLECT.</p>

Field	Description
Pay Framework	<p>Mandatory for all leadership teachers.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> • Pre 2014 • 2014 <p>If the data is not provided query 4521Q will be raised in COLLECT.</p> <p>If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT.</p> <p>If a leadership teacher is being paid under 'pre 2014' framework even though they arrived after 31 August 2014 then this will raise query 4522Q in COLLECT.</p>
Pay Range Minimum	<p>Mandatory for leadership teachers. If data not provided then this will raise query 4523Q in COLLECT.</p> <p>In format 999999.99 (e.g. 35243.00)</p> <p>If the data provided is not in the correct format then an 'Invalid Code Value' error will be raised in COLLECT.</p>
Pay Range Maximum	<p>Mandatory for leadership teachers. If data not provided then this will raise query 4524Q in COLLECT.</p> <p>In format 999999.99 (e.g. 35243.00)</p> <p>If the data provided is not in the correct format then an 'Invalid Code Value' error will be raised in COLLECT.</p>

Field	Description
Base Pay	<p>Do not enter Base pay if Daily Rate has been set to 'Y'. If it is provided, error 4550 will be raised in COLLECT.</p> <p>If Daily Rate has been set to 'N' then Base Pay must be provided. If not provided, error 4540 will be raised in COLLECT.</p> <p>As per section 7.2.15 in the School Workforce Census 2019: guide for school-employed staff only provide the pre-tax annual salary of a member of staff as at the census reference date.</p> <p>In format 999999.99 (e.g. 24000.00)</p> <p>If the data provided is not in the correct format then an 'Invalid Code Value' error will be raised in COLLECT.</p>
Safeguarded Salary	<p>As per section 7.2.19 in the School Workforce Census 2019: guide for school-employed staff this is only required if any element of a teacher's salary is subject to safeguarding.</p> <p>Valid values 1, true, 0, false</p> <p>If the data provided is not in the correct format then an 'Invalid Code Value' error will be raised in COLLECT.</p>
Hours Worked per Week	<p>This must be provided. If not provided then this will raise error 4740 in COLLECT.</p> <p>In format 99.99. Hours should be recorded as decimal e.g. 1 hour 30 minutes as 1.50</p> <p>If the Hours per Week is greater than 48, then this will raise query 4745Q in COLLECT.</p> <p>If the Hours per Week is less than 0.5, then this will raise query 4746Q in COLLECT.</p> <p>If the data provided is not in the correct format then an 'Invalid Code Value' error will be raised in COLLECT.</p>

Field	Description
FTE Hours per Week	<p>This must be provided. If not provided then this will raise error 4760 in COLLECT.</p> <p>If the FTE Hours value is less than 24 and greater than 40, then query 4765Q will be raised in COLLECT.</p> <p>In format 99.99. Hours should be recorded as decimal e.g. 1 hour 30 minutes as 1.50</p> <p>If the data provided is not in the correct format then an 'Invalid Code Value' error will be raised in COLLECT.</p>
Weeks per Year	<p>This must be provided. If not provided then this will raise error 4780 in COLLECT.</p> <p>In format 99 (e.g. 37, 40, 52)</p> <p>If the data provided is not in the correct format then an 'Invalid Code Value' error will be raised in COLLECT.</p>

NOTE: the pay detail field (i.e. 'Pay Range' through to 'Weeks per year') should be filled in **either** on the 'Contract/Service' line **or** on the 'Role' line **but not on both**.

Post Additional Payment records

This section is optional, however if there are additional payments to be reported, this section should be included. There can be one or more rows per contract/service agreement in this section.

A post additional payment record has the following structure:

Field	Description
Record Type	This is prepopulated with the value "PAD".
LA Code	This is automatically picked up from the header record
Member ID	Mandatory. Unique ID. This must have a corresponding 'member' record with the same 'member id'.
ContractID	Mandatory. Unique ID. This must have a corresponding 'contract' record with the same 'contract id'.
Category of Additional Payment	<p>If additional payments exist, then this must be provided if staff member is not paid on a daily rate. See D00252 in Annex A for valid codes and descriptions.</p> <p>If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT.</p> <p>If the Category of Additional Payment is provided but the Additional Payment Amount has not, then error 4830 will be raised in COLLECT.</p> <p>Where the Category of Additional Payment is TLR3, then the Pay Start Date and Pay End Date must be provided or error 4833 will be raised in COLLECT.</p>
Additional Payment Amount	<p>If additional payments exist, then this must be provided if staff member is not paid on a daily rate.</p> <p>In format 99999.99</p> <p>If the data provided is not in the correct format then an 'Invalid Code Value' error will be raised in COLLECT.</p> <p>If the Additional Payment Amount is provided but the Category of Additional Payment has not, then error 4810 will be raised in COLLECT.</p>
Pay Start Date	<p>Must be provided if staff member is not paid on a daily rate but only for additional payments of type TL3. This is not required for other additional payment types but will not result in error if provided.</p> <p>In format ccyymm-dd.</p> <p>If the date provided is not in the correct format then the return may fail to load into COLLECT.</p> <p>The start date is expected to be prior to the beginning of previous academic year. If not, then query 4834Q will be raised in COLLECT.</p>

Field	Description
Pay End Date	<p>Must be provided if staff member is not paid on a daily rate but only for additional payments of type TL3. This is not required for other additional payment types but will not result in error if provided.</p> <p>In format ccyy-mm-dd.</p> <p>If the date provided is not in the correct format then the return may fail to load into COLLECT.</p> <p>Where Pay End Date is not prior to Pay Start Date as this will raise error 4832 in COLLECT.</p>

Role records

The provision of role data is mandatory. There **must** be one or more rows per contract/service agreement. A role record has the following structure:

Field	Description
Record Type	This is prepopulated with the value "R".
LA Code	This is automatically picked up from the header record.
Member ID	Mandatory. Unique ID. This must have a corresponding 'member' record with the same 'member id'.
ContractID	Mandatory. Unique ID. This must have a corresponding 'contract' record with the same 'contract id'.
RoleID	Mandatory. Unique ID. This can be an Id that is used by the school/LA e.g. an employee role number This will not appear in the final XML file, nor will it be uploaded to COLLECT
Role Identifier	<p>Mandatory. See D00188 in Annex A for valid codes and descriptions.</p> <p>If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT.</p> <p>If the role identifier is left blank, then error 4700 will be raised in COLLECT.</p> <p>If the post is Executive Head and one of the associated Roles is not Executive Head, then error 4413 will be raised in COLLECT.</p> <p>If the post is Head Teacher and one of the associated Roles is not Head Teacher, then error 4414 will be raised in COLLECT.</p> <p>If the post is Deputy Head and one of the associated Roles is not Deputy Head, then error 4415 will be raised in COLLECT.</p> <p>If the post is Assistant Head Teacher and one of the associated Roles is not Assistant Head, then error 4416 will be raised in COLLECT.</p> <p>If the post is TAS (Teaching Assistant) and one of the associated roles is not TASS (Teaching Assistant) or HLTA (Higher Level Teaching Assistant) then error 4720 will be raised in COLLECT.</p> <p>If the role is HLTA (Higher Level Teaching Assistant) then HLTA Status is expected to be 1 or true in the associated member record. If not, then query 4417Q will be raised in COLLECT.</p> <p>If no role is provided of Head Teacher or Executive Headteacher, then query 6540Q will be raised in COLLECT.</p>

Field	Description
Pay Range	<p>This should only be completed if it has not been provided in the contract record or there are multiple roles.</p> <p>See D00227 in Annex A for valid codes and descriptions. Please refer to the previous contract section for errors/queries that may be raised by incorrect data. If the data is provided at both contract and role level for the same contract then error 4555 will be raised in COLLECT.</p>
Pay Framework	<p>This should only be completed if it has not been provided in the contract record or there are multiple roles.</p> <p>Valid Values: Pre 2014 2014 Please refer to the previous contract section for errors/queries that may be raised by incorrect data.</p>
Pay Range Minimum	<p>This should only be completed if it has not been provided in the contract record or there are multiple roles.</p> <p>In format 999999.99 Please refer to the previous contract section for errors/queries that may be raised by incorrect data.</p>
Pay Range Maximum	<p>This should only be completed if it has not been provided in the contract record or there are multiple roles.</p> <p>In format 999999.99 Please refer to the previous contract section for errors/queries that may be raised by incorrect data.</p>
Base Pay	<p>This should only be completed if it has not been provided in the contract record or there are multiple roles.</p> <p>In format 999999.99 Please refer to the previous contract section for errors/queries that may be raised by incorrect data. If the data is provided at both contract and role level for the same contract then error 4555 will be raised in COLLECT.</p>
Safeguarded Salary	<p>This should only be completed if it has not been provided in the contract record or there are multiple roles.</p> <p>Valid values 1, true, 0, false Please refer to the previous contract section for errors/queries that may be raised by incorrect data.</p>

Field	Description
Hours Worked per Week	<p>This should only be completed if it has not been provided in the contract record or there are multiple roles.</p> <p>In format 99.99. Hours should be recorded as decimals e.g. 1 hour 30 minutes as 1.50</p> <p>Please refer to the previous contract section for errors/queries that may be raised by incorrect data.</p> <p>If the data is provided at both contract and role level for the same contract then error 4735 and query 6530Q will be raised in COLLECT.</p>
FTE Hours per Week	<p>This should only be completed if it has not been provided in the contract record or there are multiple roles.</p> <p>In format 99.99</p> <p>Please refer to the previous contract section for errors/queries that may be raised by incorrect data.</p> <p>If the data is provided at both contract and role level for the same contract then error 4735 will be raised in COLLECT.</p>
Weeks per Year	<p>This should only be completed if it has not been provided in the contract record or there are multiple roles.</p> <p>In format 99</p> <p>Please refer to the previous contract section for errors/queries that may be raised by incorrect data.</p>

If the pay details (field 'Pay Range' to 'Weeks per year') have been provided in the Post record then they should not also be provided in the Role record. Similarly if the pay details have been provided in the Role record then they should not also be included in the Post record.

Role Additional Payment records

This section is optional however if there are additional payments to be reported, this section should be included.

This should only be completed if data has not been provided in the Post Additional Payment section or there are additional payment(s) for more than one role.

There can be one or more rows per role in this section. A role additional payment record has the following structure:

Field	Description
Record Type	This is prepopulated with the value "RAD".
LA Code	This is automatically picked up from the header record.
Member ID	Mandatory. Unique ID. This must have a corresponding 'member' record with the same 'member id'.
ContractID	Mandatory. Unique ID. This must have a corresponding 'contract' record with the same 'contract id'.
RoleID	Mandatory. Unique ID. This can be an Id that is used by the school/LA e.g. an employee role number This will not appear in the final XML file, nor will it be uploaded to COLLECT
Category of Additional Payment	Mandatory. See D00252 in Annex A for valid codes and descriptions. Please refer to the Post Additional Payments section for errors/queries that may be raised by incorrect data.
Additional Payment Amount	Mandatory. In format 999999.99 Please refer to the Post Additional Payments section for errors/queries that may be raised by incorrect data.
Pay Start Date	In format ccyy-mm-dd. Please refer to the Post Additional Payments section for errors/queries that may be raised by incorrect data.
Pay End Date	In format ccyy-mm-dd. Please refer to the Post Additional Payments section for errors/queries that may be raised by incorrect data.

Absence records

You do not need to complete this section if there are no absences to report. If there is absence data for the school, this should be reported, and this section should be included.

There can be one or more rows per member in this section.

As per section 5.4 of the School Workforce Census 2019: guide for school-employed staff absence data are only required for teachers and teaching assistants in regular service working for schools through a contract, not an agency agreement

Note: If no absence details are provided query 4095Q will be raised in COLLECT.

In general, check that there are no duplicate entries for absence as this may raise queries 4950Q (more than one absence record without an end date more than one absence record without an end date) or 4960Q (more than one absence record with Absence Category of Sickness covering the same date(s)) in COLLECT.

An absence record has the following structure:

Field	Description
Record Type	This is prepopulated with the value "A".
LA Code	This is automatically picked up from the header record.
Member ID	Mandatory. Unique ID. This must have a corresponding 'member' record with the same 'member id'.
First day	Mandatory. In format ccyy-mm-dd If the date provided is not in the correct format then the return may fail to load into COLLECT. Ensure the First Day of absence is within the academic year before the census reference date otherwise error 4920 will be raised in COLLECT. If the First Day of absence is not provided then error 4910 will be raised in COLLECT.

Field	Description
Last day	<p>In format ccyy-mm-dd</p> <p>Ensure the Last Day of absence is within the current or preceding academic year before the census reference date otherwise error 4936 will be raised in COLLECT.</p> <p>Ensure the Last Day of absence is after the First Day otherwise error 4940 will be raised in COLLECT.</p> <p>If the date provided is not in the correct format then the return may fail to load into COLLECT.</p> <p>If the last day of absence is missing for a non maternity absence then query 4935Q will be raised.</p> <p>If the last day of absence is after census reference date & the absence category is not maternity or paternity leave, then query 4945Q will be raised in COLLECT.</p>
Working Days Lost	<p>Must be supplied if the Absence Category is 'SIC (Sickness)' otherwise it is optional to provide the data. Must be provided in the format 999.9 to the nearest half day (e.g. 2.5)</p> <p>If the data provided is not in the correct format then an 'Invalid Code Value' error will be raised in COLLECT.</p> <p>Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero. If the WDL is zero in this case then error 4990 will be raised in COLLECT.</p>
Absence Category	<p>Mandatory. See D00159 in Annex A for valid codes and descriptions.</p> <p>If the data provided is not in the correct format then an 'Invalid Code Value' error will be raised in COLLECT.</p>

Curriculums records

This section is optional. Please refer to section 7.4 of the School workforce census 2019: guide for school-employed staff for details of the information required.

There may be one or more curriculums records per member. Where curriculums records are being provided it has the following structure:

Field	Description
Record Type	This is prepopulated with the value "CURR".
LA Code	This is automatically picked up from the header record.
Member ID	Mandatory. Unique ID. This must have a corresponding 'member' record with the same 'member id'.
Subject	Mandatory. See D00220 in Annex A for valid codes and descriptions. If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT If the subject code is missing this will raise error 6100 in COLLECT.
Subject hours	Mandatory. In format 99.99. Records as decimal. e.g. 1 hour 30 minutes is 1.50 If the data provided is not in the correct format then an 'Invalid Code Value' error will be raised in COLLECT. The subject hours should be less than or equal to 40. If subject hours is missing then this will raise error 6120 in COLLECT.
Year Group	Mandatory. Valid codes are 1-14, M and X. See D00020 in Annex A for valid codes and descriptions. If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT. If Year Group is missing then this will raise error 6140 in COLLECT. Check that there are no duplicate curriculum records with the same Subject / Year Group combination. If there are this will raise error 6145 in COLLECT.

Qualifications records

This section is optional. Please refer to section 7.5 of the School workforce census 2019: guide for school-employed staff for details of the information required.

There may be one or more qualifications records per member. A curriculums record has the following structure:

Field	Description
Record Type	This is prepopulated with the value "QUAL".
LA Code	This is automatically picked up from the header record.
Member ID	Mandatory. Unique ID. This must have a corresponding 'member' record with the same 'member id'.
Qualification Code	Mandatory. See D00231 in Annex A for valid codes and descriptions. If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT. If the qualification code is blank then this will raise error 6210 in COLLECT.
Subject Code 1	Mandatory. See D00269 in Annex A for valid codes and descriptions. If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT. Where there is more than one subject code, they must be different otherwise error 6245 will be raised in COLLECT.
Subject Code 2	Optional. See D00269 in Annex A for valid codes and descriptions. If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT.
Class of Degree	Mandatory for teachers with a degree arriving in the school since 1 August 2013 otherwise it is optional. If not provided for these teachers, then error 6205 will be raised in COLLECT. See D00218 in Annex A for valid codes and descriptions. If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT.

School record

Where multiple partial returns are expected this data must be provided in one of the returns. Where a single return is provided this section must be present.

Please refer to section 8.2 of the School workforce census 2019: guide for school-employed staff for details of the information required.

A school record has the following structure:

Field	Description
Record Type	This is prepopulated with the value "S".
LA Code	This is automatically picked up from the header record.
OccasionalsQTS	Mandatory. OccasionalsQTS count. This must contain a figure. It can be either zero or greater than zero but must be a whole number (i.e. no decimal places) If no figure is entered or the school record is missing, error 7100 will be raised in COLLECT. If the value provided is 40 or greater, query 7120Q will be raised in COLLECT.
OccasionalsNOTQTS	Mandatory. OccasionalsNOTQTS count. This must contain a figure. It can be either zero or greater than zero but must be a whole number (i.e. no decimal places) If no figure is entered or the school record is missing, error 7100 will be raised in COLLECT. If the value provided is 10 or greater, query 7121Q will be raised in COLLECT.
OccasionalsNOTKNWN	Mandatory. OccasionalsNOTKNWN count. This must contain a figure. It can be either zero or greater than zero but must be a whole number (i.e. no decimal places) If no figure is entered or the school record is missing, error 7100 will be raised in COLLECT. If the value provided is 10 or greater, query 7122Q will be raised in COLLECT.

Vacancy records

This is an optional item per school, but if required, there can be one or more rows per file in this section. If this section is omitted then query 7240Q will be raised in COLLECT as we would expect many schools to have had at least one vacancy in the census period.

Please refer to section 8.1 of the School workforce census 2019: guide for school-employed staff for details of the information required.

A vacancy record has the following structure:

Field	Description
Record Type	This is prepopulated with the value "V".
LA Code	This is automatically picked up from the header record.
Vacancy Post	Mandatory. See D00232 in Annex A for valid codes and descriptions. If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT. If no post details are provided, error 7005 will be raised in COLLECT.
Vacancy Subject	See D00220 in Annex A for valid codes and descriptions. If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT. If the Vacancy Post is HDT (Head Teacher), DHT (Deputy Head Teacher), EXH (Executive Headteacher) or AHT (Assistant headteacher) then the Vacancy Subject should be left blank or have a value of NAP (No Applicable). If not, then error 7010 will be raised in COLLECT) If the Vacancy Post is not HDT, DHT, EXH or AHT and the Vacancy Subject is left blank, then this will raise error 7120 in COLLECT.
Vacancy Tenure	Mandatory. The only valid values are 'P' for part time or 'F' for full time. If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT. If the Vacancy Tenure is left blank, this will raise error 7070 in COLLECT.

Field	Description
Vacancy Temporarily Filled	<p>Mandatory. Valid values 1, true, 0 or false. See D00088 in Annex A for valid codes and descriptions.</p> <p>If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT.</p> <p>If the Vacancy Temporarily Filled field is left blank, this will raise error 7070 in COLLECT.</p>
Vacancy Advertised	<p>Mandatory. Valid values 1, true, 0 or false</p> <p>If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT.</p> <p>If the Vacancy Advertised field is left blank, this will raise error 7070 in COLLECT.</p>

Agency TP Support Staff records

This is an optional item per school, but if required, there can be one or more rows per school in this section. An agency TP support staff record has the following structure:

Field	Description
RecordType	This is prepopulated with the value "T".
LA Code	This is automatically picked up from the header record.
Category	Mandatory. See D00188 in Annex A for valid codes and descriptions. If the data provided does not match one of the valid values, then an 'Invalid Code Value' error will be raised in COLLECT. If the Category includes any teaching roles then this will raise error 7230 in COLLECT.
Head Count	Mandatory, in format 99. Must be a whole number. If the headcount provided is 50 (or more) then this will raise query 7220Q in COLLECT.

Additional functionality

Adding/deleting blank rows

To insert additional data rows into the template or delete blank data rows you should use the in built functionality that will ensure the structure of the template is unaffected and prevent errors from being encountered when generating the XML file. Click on the 'Add / Remove Rows' button at the top of the workbook to trigger the 'Add / Remove Rows' form.

To insert new blank rows into the template, select the 'Add blank rows' radio button and then the relevant template section from the drop down list. Enter the number of rows you wish to add and click on the 'Execute' button.

To delete blank rows from the template, select the 'Remove blank rows' radio button and then either the relevant template section or 'All Sections' from the drop down list.

Click on the 'Execute' button and the blank rows will be removed. You should remove all blank rows prior to generating the XML file.

Data validation

Updated for School Workforce Census 2017, the template will validate the entered data highlighting any anomalies in either orange or red depending on the nature of the issue and an appropriate message will be displayed. This validation is automatically triggered during the XML generation process but can be manually run at any time by clicking on the 'Validate Data' button.

If any of the entered data fails the validations then a warning message displayed which will include information relating to what data issues have been identified.

The presence of any data format or CBDS data anomalies will not prevent an XML file from being generated but if any are identified during the XML generation process you will be presented with the option to stop generation in order to make further amendments.

Data which has been highlighted red must be corrected before you can generate an XML file. If an XML file contained this data it would subsequently fail on upload into COLLECT, this is why you will not be permitted to generate an XML until the data has been corrected.

Data structure validation

Introduced for School Workforce Census 2015, the template will validate the member, contract and role id's entered in all sections of the template to ensure that there are no

missing, duplicate or inconsistent id's which would generate an incorrectly formed XML file. This validation is automatically triggered by the XML generation process but can be manually run at any time by clicking on the 'Validate Data' button. The XML generation process will be aborted if any errors are identified, highlighting them in red. You will not be able to generate an XML file until all of the errors have been rectified, details of which types will be displayed in an error message.

You will need to check all cells that are highlighted red to ensure that the relevant id is present, not duplicated (valid duplicates e.g. Contract ID in the Role section will not be highlighted) and are also present in the originating section.

If data issues are identified during the XML generation process and you select to continue, the error message will only display details of the issues that will prevent a valid XML file from successfully uploading into COLLECT.

Creation of the XML file

The template allows Schools or Local Authorities to complete their data return by either entering their data directly or copying and pasting data from another source. The template will then convert the return into a file that can be loaded directly into Collect.

Once data editing has been completed, use the "Generate XML" button at the top of the workbook to export the file. You will be prompted for a filename and location for the XML output file.

If you are processing a large file with lots of members/contracts/absence data records, the process may take some time. As the file is processed, an indicator will be updated in Excel's status bar to show progress.

The speed of file conversion is dependent on number of records held within the file, your PC setup and what other programs are running and therefore may vary.

Troubleshooting guide

This provides solutions to issues that local authorities and schools have reported previously.

Having wrong version of template

Please check that you have the most recent version of the template. The current version is as follows:

- SWF 2019 School Return Template v1.0.xls

The zipped XML files will not load into COLLECT

With some versions of Winzip, there are different options for zipping the data. If the following options are used, the zipped file will not load into collect.

- Max Compression Bzip
- Max Compression PPMd

These formats are not supported in the decompression library that Collect uses. Therefore, make sure that the user compresses the data using the 'normal' settings.

Note that Collect doesn't raise a specific error message when incompatible zip formats are encountered.

Annex A – CBDS Code List

D00002 - Gender

Code	Description
0	Not Known (gender has not been recorded). Also covers gender of unborn child.
1	Male
2	Female
9	Not Specified (indeterminate; unable to be classified as either male or female)

D00260 – NC Year Group

Code	Description
1 to 14	Years 1 to 14
M	Mixed Year Class
X	National Curriculum not followed - available only for Special Schools where pupils are not following a particular NC Year

D00088 - Tenure

Code	Description
F	Full Time
P	Part Time

D00148 - Disability

Code	Description
YES	Yes
NO	No
NOBT	Information not yet obtained
REFU	Refused

D00150 – Contract Type

Code	Description
PRM	Permanent
FXT	Fixed Term
TMP	Temporary
SLA	Service Agreement with Local Authority
SAG	Service Agreement with an Agency
SOT	Service Agreement with other source

D00155 - Destination

Code	Description
LEAPRM	Remaining in the same LA - primary school
LEASEC	Remaining in the same LA - secondary school
LEAOTH	Remaining in the same LA - other (including central staff)
OTHPRM	Move to another LA - primary school
OTHSEC	Move to another LA - secondary school
OTHOTH	Move to another LA - other (including central staff)
LEASIX	Sixth form college - same LA area
OTHSIX	Sixth form college - other LA area
INDEPN	Independent school
FHEHUK	University, FE/HE college in UK
NONUKP	Education post outside UK
NONUKO	Non-Education post outside UK
PUBSEC	Non-education employment - public sector
SELFMP	Non-education employment - self-employment
OTHERE	Non-education employment - other employment
NAPPCH	Not Applicable - Change of Contract
OTHERR	Other
NTKNWN	Not known

D00159 – Absence Category

Code	Description
MAT	Maternity /Paternity leave
OTH	Other paid authorised absence, e.g. compassionate leave
PRG	Pregnancy related sickness absence

Code	Description
PUB	Paid absence for public duties
SEC	Secondment
SIC	Sickness
TRN	Training
UNA	Unauthorised absence
UNP	Unpaid, authorised absence

D00188 - Role

Code	Description
ADVT	Advisory Teacher (unattached)
ASHT	Assistant Head
CADV	Careers Advisor
TCHR	Classroom Teacher
DPHT	Deputy Head
HDPT	Head of Department
HDHO	Head of House
HDYR	Head of Year
HDTR	Head Teacher
EXHT	Executive Head Teacher
SPLY	LA Supply Pool
LRNM	Learning Manager
MISC	Miscellaneous Teaching Service for the LA
PERI	Peripatetic Teacher (unattached)
SENC	SEN Co-ordinator
TNON	Teacher: engaged for non-school education
TPRU	Teacher: engaged to teach in a Pupil Referral Unit
TMIS	Teacher: engaged to teach in miscellaneous establishments
BEHM	Behaviour Manager/Specialist
BILN	Bilingual Support Assistant
CARE	Childcare Officer
COVR	Cover Supervisor
CART	Creative Arts Specialist
EPSY	Educational Psychologist
EXTS	Extended Schools Manager/Support
HLTA	Higher Level Teaching Assistant
INST	Instructor (including sports coach)
LANG	Language Support

Code	Description
LMEN	Learning Mentor
LSEN	Learning Support Assistant (for SEN pupils)
LITR	Literacy Worker
MINS	Minority Ethnic Support
MUSS	Music Specialist
MUSC	Music tuition (include peripatetic)
NNSE	Nursery Nurse
NASS	Nursery Officer/Assistant
PAST	Pastoral Support
TASS	Teaching Assistant
THER	Therapist
TRAV	Traveller Support
WELF	Welfare Assistant
ARTD	Art &/or Design Technician
ICTM	ICT Network Manager
ICTT	ICT Technician
OICT	Other ICT Support Staff
OTEC	Other Technician
RPRG	Reprographics Technician
STCH	Science Technician
TTCH	Technology Technician
ADMC	Administrator / Clerk
ATTN	Attendance Officer
BURS	Bursar
BUSS	Business Manager
DATA	Data Manager / Analyst
EDWO	Education Welfare Officer
EXAM	Examinations Officer
FINC	Finance Officer
HSLO	Home-School Liaison Officer
LIBR	Librarian
NURS	Nurse
OMAN	Office Manager
OCSU	Other Central Support Staff
OPSU	Other Pupil Support
OPWE	Other Pupil Welfare
OADM	Other School Admin
PAHT	Personal Assistant to Headteacher
RECP	Receptionist
SSEC	School Secretary

Code	Description
CTKR	Caretaker
CLNR	Cleaner
COOK	Cook
ESCT	Escort
INVG	Exam Invigilator
MIDA	Midday Assistant
MIDS	Midday Supervisor
CATR	Other Catering Staff
OPRE	Other Premises Staff
PREM	Premises Manager

D00198 - Origin

Code	Description
1STIMM	First employment in teaching - immediately after training
1STAFT	First employment in teaching - not immediately after training
1STEBR	First employment in teaching - employment based teacher training
TCHLEA	Teaching post within the LA sector (school or central staff) in England or Wales
TCH6TH	Teaching post within a Sixth form college in England or Wales
TCHIND	Teaching post within an independent school in England or Wales
TCHFHE	Teaching post within a University, FE/HE college in England or Wales
OTHEDU	Other education post in England or Wales
TCHSNI	Teaching post in Scotland or Northern Ireland
OTHSNI	Other education post in Scotland or Northern Ireland
TCHFOR	Teaching post outside the UK
OTHFOR	Other education post outside the UK
EMPPUB	Non-education employment - public sector
EMPSLF	Non-education employment - self-employment
EMPOTH	Non-education employment - other employment
UNEMPL	Unemployed and seeking work
FAMBRK	Break for family reasons
OTHBRK	Other break
OTHERR	Other
NOTKNW	Not known
NOTAPP	Not Applicable - change of contract

D00218 – Class of Degree

Code	Description
1	First class honours
2	Upper second class honours
3	Lower second class honours
4	Undivided second class honours
5	Third class honours
6	Fourth class honours
7	Unclassified honours
8	Aegrotat (whether to honours or pass)
9	Pass – degree awarded without honours following an honours degree course
10	Ordinary (to include divisions of ordinary, if any) - degree awarded following a non-honours course
11	General degree - degree awarded after following a non-honours course/degree that was not available to be classified
12	Degree awarded outside the UK and Eire
13	Masters Degree**
14	Doctorate**
15	Ordinary Or Pass - applicable for a non-degree course**
99	Not Known
	** These codes are not included in the School Workforce Census collection but are available for local use if required.

D00220 – General Subject Code

Code	Description
AAD	Applied Art and Design
ABS	Applied Business Studies
ACC	Accountancy
AHS	Combined Arts / Humanities / Social studies
AIT	Applied ICT
ARA	Arabic
ART	Art and Design / Art
ASC	Applied Science
BEN	Bengali
BIO	Biology / Botany / Zoology / Ecology
CAB	Commercial and Business Studies/Education/Management
CAR	Careers Education

Code	Description
CBE	Construction and Built Environment / Building
CDT	Craft, Design and Technology
CHD	Child Development
CHI	Chinese
CHM	Chemistry
CIT	Citizenship
CLL	Communication Language and Literacy
CLS	Classics
COM	Communication Studies
COS	Community Studies
CRE	Creative Development
CSB	Combined/General Science - Biology
CSC	Combined/General Science - Chemistry
CSI	Computer Science
CSP	Combined/General Science - Physics
CYM	Cymraeg/Welsh (as First Language)
DAN	Danish
DAT	Design and Technology
DNC	Dance
DRA	Drama
DTE	Design and Technology - Electronics
DTF	Design and Technology - Food Technology
DTG	Design and Technology - Graphics
DTR	Design and Technology - Resistant Materials
DTS	Design and Technology - Systems and Control
DTT	Design and Technology - Textiles
DUT	Dutch
ECO	Economics
EDU	Education
ENG	English
ENR	Engineering
ENV	Environmental Science/Studies
EUR	European Studies
FIN	Finnish
FRE	French
EYF	Early Years Foundation Stage Profile (Total)
FSP	Foundation Stage Profile (Total)
GEN	General Studies
GEO	Geography
GER	German

Code	Description
GLG	Geology
GPL	Government and Politics
GRC	Greek (Classical)
GRE	Greek (Modern)
GUJ	Gujerati
HAC	Hospitality and Catering
HBB	Hebrew (Biblical)
HEB	Hebrew (Modern)
HIN	Hindi
HIS	History
HSC	Health and Social Care
HUM	Humanities
ICT	Information and Communication Technology
IND	Industrial Studies
ITA	Italian
JAP	Japanese
KSK	Key Skills (Only if <Stage> = KS4)
KUW	Knowledge and Understanding of World
LAE	Land and Environment / Agriculture
LAT	Latin
LAW	Law
LIF	Life Skills
LTT	Leisure, Travel and Tourism
MAT	Mathematics / Mathematical Development (Early Years)
MED	Media Studies
MFL	Modern Foreign Language
MNF	Manufacturing
MUS	Music
NAP	Not Applicable
OBC	Other Business / Commercial Subject
OCL	Other Classical Studies/Language
OHU	Other Humanities
OLA	Other Language Subject
OMA	Other Mathematical Subject
OPH	Other Physical Subject
OPR	Other Aesthetic / Practical Subject
OSC	Other Sciences
OSS	Other Social Studies
OTE	Other Technological Subject
OTH	Other

Code	Description
OVO	Other Vocational Subject
PAN	Panjabi
PED	Physical Education / Sports
PER	Performing Arts
PHL	Philosophy
PHY	Physics
POR	Portuguese
PRI	Primary Curriculum
PRN	Problem Solving, Reasoning and Numeracy
PSE	Personal Social and Emotional Development
PSH	Personal Social and Health Education (PSHE)
PSY	Psychology
REL	Religious Education
RUS	Russian
RWD	Retail, Warehousing and Distribution
SCI	Science
SEN	Special Educational Needs
SOC	Sociology
SPA	Spanish
SSS	Social Studies/Science
STA	Statistics
SWE	Swedish
TDG	Technical Drawing/Graphics
TUR	Turkish
UFA	Under-5 Activities
URD	Urdu
VNW	Any new GCSE in a vocational subject
WEL	Welsh

D00277 – Pay Range

Code	Description
LD	Leadership
TE	Teachers Main
TU	Teachers Upper
LP	Leading Practitioners
UT	Unqualified Teachers
SO	Soulbury

Code	Description
NJ	National Joint Council (Local Government Services)
OT	Other

D00231 – Qualification Code

Code	Description
PGCE	Post-graduate Initial Teacher Training Qualification (e.g. PGCE)
MAST	Masters Degree
DOCT	Doctorate
BEDO	BEd or other first degree combined with teacher qualifications
FRST	Other First Degree or equivalent
CTED	Certificate in Education or equivalent
NQF4	Any other qualification at NQF level 4 or equivalent
NNUK	Non-UK teaching qualification

D00232 - Post

Code	Description
EXH	Executive Head Teacher*
HDT	Head Teacher*
DHT	Deputy Head*
AHT	Assistant Head*
TCH	Classroom Teacher*
TCM	Classroom Teacher, main pay range*
TCU	Classroom Teacher, upper pay range*
LDP	Leading Practitioner*
APP	Apprentice Teacher*
LNT	Leadership Non-Teacher
OSP	Other Support Staff
AVT	Advisory Teacher
TAS	Teaching Assistant
	* means used in Vacant Post data item (200628)

D00233 – QTS Route

Code	Description
ACEG	Annual College Exit - Graduate course
ACEP	Annual College Exit - Post graduate course
OTTP	Overseas Trained Teacher Programme
RTPR	Registered Teacher programme
GTPR	Graduate Teacher Programme
TFST	Teach First programme
RECG	Mutual Recognition from NI, Scotland or the EEA
FLEX	Flexible Routes
OTTN	Overseas Trained Teacher, not yet on programme
SCD	School Direct
SCDS	School Direct (Salaried)

D00250 – Ethnicity (Extended Codes)

Code	Description
WBRI	White – British
WCOR	White – Cornish
WENG	White - English
WSCO	White – Scottish
WWEL	White – Welsh
WOWB	Other White British
WIRI	White – Irish
WIRT	Traveller of Irish Heritage
WOTH	Any Other White Background
WALB	Albanian
WBOS	Bosnian- Herzegovinian
WCRO	Croatian
WGRE	Greek/ Greek Cypriot
WGRK	Greek
WGRC	Greek Cypriot
WITA	Italian
WKOS	Kosovan
WPOR	Portuguese
WSER	Serbian
WTUR	Turkish/ Turkish Cypriot
WTUK	Turkish
WTUC	Turkish Cypriot

Code	Description
WEUR	White European
WEEU	White Eastern European
WWEU	White Western European
WOTW	White Other
WROM	Gypsy / Roma
WROG	Gypsy
WROR	Roma
WROO	Other Gypsy/Roma
MWBC	White and Black Caribbean
MWBA	White and Black African
MWAS	White and Asian
MWAP	White and Pakistani
MWAI	White and Indian
MWAO	White and Any Other Asian Background
MOTH	Any Other Mixed Background
MAOE	Asian and Any Other Ethnic Group
MABL	Asian and Black
MACH	Asian and Chinese
MBOE	Black and Any Other Ethnic Group
MBCH	Black and Chinese
MCOE	Chinese and Any Other Ethnic Group
MWOE	White and Any Other Ethnic Group
MWCH	White and Chinese
MOTM	Other Mixed Background
AIND	Indian
APKN	Pakistani
AMPK	Mirpuri Pakistani
AKPA	Kashmiri Pakistani
AOPK	Other Pakistani
ABAN	Bangladeshi
AOTH	Any Other Asian Background
AAFR	African Asian
AKAO	Kashmiri Other
ANEP	Nepali
ASNL	Sri Lankan Sinhalese
ASLT	Sri Lankan Tamil
ASRO	Sri Lankan Other
AOTA	Other Asian
BCRB	Black Caribbean
BAFR	Black - African

Code	Description
BANN	Black - Angolan
BCON	Black - Congolese
BGHA	Black - Ghanaian
BNGN	Black - Nigerian
BSLN	Black - Sierra Leonean
BSOM	Black - Somali
BSUD	Black - Sudanese
BAOF	Other Black African
BOTH	Any Other Black Background
BEUR	Black European
BNAM	Black North American
BOTB	Other Black
CHNE	Chinese
CHKC	Hong Kong Chinese
CMAL	Malaysian Chinese
CSNG	Singaporean Chinese
CTWN	Taiwanese
COCH	Other Chinese
OOEH	Any Other Ethnic Group
OAFG	Afghan
OARA	Arab Other
OEGY	Egyptian
OFIL	Filipino
OIRN	Iranian
OIRQ	Iraqi
OJPN	Japanese
OKOR	Korean
OKRD	Kurdish
OLAM	Latin/ South/ Central American
OLEB	Lebanese
OLIB	Libyan
OMAL	Malay
OMRC	Moroccan
OPOL	Polynesian
OTHA	Thai
OVIE	Vietnamese
OYEM	Yemeni
OOEG	Other Ethnic Group
REFU	Refused
NOBT	Information Not Yet Obtained

D00252 – Additional Payment Type

Code	Description
LIN	Inner London Weighting (Support Staff)
LOT	Outer London Weighting (Support Staff)
LFR	London Fringe Weighting (Support Staff)
MAL	Management Allowances
TLE	First and second Teaching and Learning Responsibility Payments, aka TLR1 and TLR2
TL3	Teaching and Learning Responsibility 3 Payments
RAR	Recruitment and Retention
SEN	SEN Allowances
ACT	Acting
RES	Residential duties
INS	INSET
OOS	Out of School Activities
RCP	Recruitment Incentive (Pay)
RCC	Recruitment Incentive (One Off Payment)
RCA	Recruitment Incentive (Other)
WEL	Welcome Back
UQT	Unqualified Teachers
OTH	Other
PPS	Performance Payments to Seconded Teachers

D00269 – Degree Subject

Code	Description
A100	Pre-Clinical Medicine
A200	Pre-Clinical Dentistry
A300	Clinical Medicine
A400	Clinical Dentistry
B100	Anatomy, Physiology and Pathology
B200	Pharmacology, Toxicology and Pharmacy
B300	Complementary Medicines, Therapies and Well Being
B400	Nutrition
B500	Ophthalmics
B600	Aural and Oral Sciences
B700	Nursing
B800	Medical Technology
B900	Others in Subjects Allied to Medicine

Code	Description
C100	Biology
C200	Botany
C300	Zoology
C400	Genetics
C500	Microbiology
C600	Sport and Exercise Science
C700	Molecular Biology, Biophysics and Biochemistry
C800	Psychology
C900	Others in Biological Sciences
D100	Pre-Clinical Veterinary Medicine
D200	Clinical Veterinary Medicine and Dentistry
D300	Animal Science
D400	Agriculture
D500	Forestry and Arboriculture
D600	Food and Beverage Studies
D700	Agricultural Sciences
D900	Others in Veterinary Sciences, Agriculture and Related Subjects
F100	Chemistry
F200	Materials Science
F300	Physics
F400	Forensic and Archaeological Sciences
F500	Astronomy
F600	Geology
F700	Science of Aquatic and Terrestrial Environments
F800	Physical Geographical Sciences
F900	Others in Physical Sciences
G100	Mathematics
G200	Operational Research
G300	Statistics
I100	Computer Science
I200	Information Systems
I300	Software Engineering
I400	Artificial Intelligence
G900	Others in Mathematical Sciences
H100	General Engineering
H200	Civil Engineering
H300	Mechanical Engineering
H400	Aerospace Engineering
H500	Naval Architecture
H600	Electronic and Electrical Engineering

Code	Description
H700	Production and Manufacturing Engineering
H800	Chemical, Process and Energy Engineering
H900	Others in Engineering
J100	Minerals Technology
J200	Metallurgy
J300	Ceramics and Glass
J400	Polymers and Textiles
J500	Materials Technology not Otherwise Specified
J600	Maritime Technology
J700	Biotechnology
J900	Others in Technology
K100	Architecture
K200	Building
K300	Landscape Design
K400	Planning (Urban, Rural and Regional)
K900	Others in Architecture, Building and Planning
L100	Economics
L200	Politics
L300	Sociology
L400	Social Policy
L500	Social Work
L600	Anthropology
L700	Human and Social Geography
L900	Others in Social Studies
M100	Law by Area
M200	Law by Topic
M900	Other in Law
N100	Business Studies
N200	Management Studies
N300	Finance
N400	Accounting
N500	Marketing
N600	Human Resource Management
N700	Office Skills
N800	Hospitality, Leisure, Sport Tourism and Transport
N900	Others in Business and Administrative Studies
P100	Information Services
P200	Publicity Studies
P300	Media Studies
P400	Publishing

Code	Description
P500	Journalism
P900	Others in Mass Communications and Documentation
Q100	Linguistics
Q200	Comparative Literary Studies
Q300	English Studies
Q400	Ancient Language Studies
Q500	Celtic Studies
Q600	Latin Studies
Q700	Classical Greek Studies
Q800	Classical Studies
Q900	Others in Linguistics, Classics and Related Subjects
R100	French Studies
R200	German Studies
R300	Italian Studies
R400	Spanish Studies
R500	Portuguese Studies
R600	Scandinavian Studies
R700	Russian and East European Studies
R900	Others in European Languages, Literature and Related Subjects
T100	Chinese Studies
T200	Japanese Studies
T300	South Asian Studies
T400	Other Asian Studies
T500	African Studies
T600	Modern Middle Eastern Studies
T700	American Studies
T900	Others in Eastern, Asiatic, African, American, Australasian Languages, Literature & Related Subjects
V100	History by Period
V200	History by Area
V300	History by Topic
V400	Archaeology
V500	Philosophy
V600	Theology and Religious Studies
V900	Others in Historical and Philosophical Studies
W100	Fine Art
W200	Design Studies
W300	Music
W400	Drama
W500	Dance

Code	Description
W600	Cinematics and Photography
W700	Crafts
W800	Imaginative Writing
W900	Others in Creative Arts and Design
X100	Training Teachers
X200	Research and Study Skills in Education
X300	Academic Studies in Education
X900	Others in Education
A900	Others in Medicine and Dentistry
T800	Australasian studies
Z102	Applied Science
Z103	Citizenship
Z104	Design and Technology
Z105	Geography
Z106	Manufacturing
Z107	Modern Languages
Z101	Science
Z205	SEN - Other
Z204	SEN - Profound and Multiple Learning Difficulties
Z201	SEN - SENCO
Z202	SEN - Sensory Impairment
Z203	SEN - Severe Learning Difficulties
I500	Health informatics
I600	Games
I700	Computer Generated Visual and Audio Effects
I900	Others in Computer sciences
L800	Development studies
R800	European Studies
V700	Heritage Studies

D00271 – Leaving Reason

Code	Description
VOR	Voluntary redundancy
COR	Compulsory redundancy
OTT	Left for other teaching post
OTE	No longer teaching but still in education
LET	Left the teaching profession

Code	Description
OTR	Other
DCS	Deceased
REN	Retirement - normal age
REI	Retirement - ill-health
REP	Retirement – premature
NAC	Not Applicable - Change of Contract
NOK	Not Known
DIS	Dismissed
FAM	Maternity/Paternity/Break for family reasons



Department
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