



Department
for Education

Education Data Division - Request for Change Form for CBDS

Section 1 - Details of Change

(To be completed by the RFC Originator / CBDS Administrator)

Project / Service: CBDS	Type of Change: New code-set for existing data items	RFC 793
Name and team/company of RFC Originator: Gerard Hassett		
Originator Contact No: 020 73407921	Originator email address: Gerard.hassett@education.gsi.gov.uk	
Date RFC Raised: 12 March 2015	Date change required: For 2015 School Workforce Census	
Priority: 2	1 = Top - Ministerial or legislative requirement 2 = High - Senior official customer requirement or clear net benefit / efficiency saving to EDD, department or MIS suppliers 3 = Medium - Customer requirement, marginal net benefit 4 = Low - Nice to have, net cost, does not affect functionality, cosmetic change	
EDD Contact: Queries.SUPPLIER@education.gsi.gov.uk		
Change Title: 'Category of Additional Payments' and 'Post'		

Data item / Rule Number:

1) New code set for Category of Additional Payment

Metadata Requirements:

Sequential Number – TBA

CBDS Level – School Workforce

CBDS Module – Contract or Service

Identifier 1 – TBA

Identifier 2 – n/a

Data Item Name – Category of Additional Payment

Description – Identifies the type of payment, for example, for Management or Recruitment and Retention.

Type and format – A(3)

Code set / Valid values – see below

Item level validation – None

XML Tag - <PaymentType>

Status – Active

History Notes – H

Multiplicity Notes – M

2) New code set for Post and Vacancy Post

Metadata Requirements:

Sequential Number – TBA

CBDS Level – School Workforce

CBDS Module – Contract or Service

Identifier 1 – TBA

Identifier 2 – n/a

Data Item Name – 1) Post, and 2) Vacancy Post

Description – 1) Indicates the post of the person within the school or LA, e.g. Teacher, Head teacher, Support staff. 2) The role of the vacant post within the school e.g. HeadTeacher

Type and format – A(3)

Code set / Valid values – see below

Item level validation – None

XML Tag – 1) <Post> 2) <VacancyPost>

Status – Active

History Notes – 1) H, 2) C

Multiplicity Notes – 1) M, 2) S.

Description of change:

1) Change 'Category of additional payment' (CBDS 400142) to remove GTC subscription and add TLR3s and 'performance payments to seconded teachers'. Definition of TLR would change to cover only TLR1 and TLR2 payments, TLR3 payments would be recorded under the new code of TL3

D00157	Additional Payment Type
LIN	Inner London Weighting (Support Staff)
LOT	Outer London Weighting (Support Staff)
LFR	London Fringe Weighting (Support Staff)
MAL	Management Allowances
TLR	Teaching and Learning Responsibility Payments,
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
GTC	GTC subscription
UQT	Unqualified Teachers
OTH	Other
PPS	Performance Payments to Seconded Teachers

2) Change code set for Post (CBDS 400349) and Vacancy Post (CBDS 200649) to add 'classroom teacher'

D00232	Post
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*
SUP	Support Staff
AVT	Advisory Teacher
TAS	Teaching Assistant

Notes: * means used in Vacant Post data item

Reason for change (including benefits):

1) **GTC Subscription:** The General Teaching Council for England no longer exists; therefore this item does not need to be recorded.

TLR3 payments: The collection of TLR 3 payments will allow the monitoring of the take up of the new policy and show how it is being used. TLR3 payments are different in type from TLR1 and 2 payments. TLR3s are fixed term payments and, although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

Performance Payments to Seconded Teachers: The school teachers pay and conditions document defines a category of additional payments to seconded teachers and collecting this will allow the department to see how it is used.

2) **Post:** The introduction in 2014 of separate posts of 'Classroom Teacher, main pay range' and 'Classroom Teacher, upper pay range' caused confusion for some schools. In addition, for many academies the distinction between grades is becoming less clear. For these reasons, re-introducing the 'Classroom Teacher' would improve flexibility of reporting for schools.

Impact of not doing the change:

1) **GTC subscription:** This payment no longer exists, leaving it in the codeset will allow for inaccurate data to be returned.

TLR3 Payments and Performance payments to seconded teachers: Not making the change will mean that the department is unable to monitor the usage of these payments and this will affect the accuracy of pay modelling.

2) **Post:** Not re-introducing this post will make it harder for schools to return data and may result in inaccurate post data being returned.

ISB view of the proposed change:

Funding availability:

Not Applicable

Impact assessment to be undertaken by:

Core and school workforce software suppliers

School Workforce Working Group

ISB

Date consulted:

27 March 2015

Response requested by:

22 April 2015

Section 2 - Impact Analysis**(To be completed by Impact Assessors)****Software Suppliers' Summary of Impact Assessment:****Supplier 1**

Both [parts of the RFC] RFCs are "fine" from our perspective.

DfE Internal Colleagues' Summary of Impact Assessment:

n/a

Alternative Solutions / Workarounds (if appropriate):**Estimated Cost of Change:****Impact Assessed by (name):****Date:****Section 3 - Outcome / Decision****(To be completed CBDS administrator)****Review Meeting:** CBDS administrator review**Attendees:** Gary Connell, Gerard Hassett, Ian Windress, Julian Hartley & Kirsty Bennett**Date of Review Meeting:** 23/04/2015

Brief Summary of Discussion:

The changes and supplier comments were discussed. The group agreed to go ahead with the changes.

Accept / Reject:

Accept

Deferred to:

n/a

Type of Funding:

n/a

Fund Holder Agreement:

n/a

If Defer, provide details

n/a

If Accept, provide details:

Addition of new data item 400360 Category of Additional Payment which supersedes 400142. Creation of new codeset D00251 Additional Payment Type which supersedes D00157

Addition of new data items 400361 Post and 200671 Vacancy Post which supersede 400349 and 200649. Creation of new codeset D00253 Post which supersedes D00232

If Reject, provide details: