



Department  
for Education

## Education Data Division - Request for Change Form for CBDS

<b>Section 1 - Details of Change</b> <b>(To be completed by the RFC Originator / CBDS Administrator)</b>		
<b>Project / Service:</b> School Workforce Census 2018	<b>Type of Change:</b> Code set changes for SWF 2018	<b>RFC 1010</b>
<b>Name and team/company of RFC Originator:</b> Gerard Hassett, EDD, DDU		
<b>Originator Contact No:</b> 02073407921	<b>Originator email address:</b> Gerard.Hassett@Education.gov.uk	
<b>Date RFC Raised:</b> 13 February 2018	<b>Date change required:</b> 23 February 2018	
<b>Priority:</b> 2	<b>1 = Top</b> - Ministerial or legislative requirement <b>2 = High</b> - Senior official customer requirement or clear net benefit / efficiency saving to EDD, department or MIS suppliers <b>3 = Medium</b> - Customer requirement, marginal net benefit <b>4 = Low</b> - Nice to have, net cost, does not affect functionality, cosmetic change	
<b>EDD Contact:</b> Gerard Hassett		
<b>Change Title:</b> Code set changes for SWF 2018		

**Data item / Rule Number:**

Change to code set for Destination (CBDS N00546, code set CS042)

Change to code set for Role (CBDS items N00282 and N00560, code set CS050)

**Description of change:**

Item 1: Destination

*Metadata Requirements:*

Number – N00546

Data Item Name – Destination

Description – completed after a contract has been terminated; this captures a post-holder's destination.

Type and format – 6 (A)

Code set / Valid values –

<b>CS042 / D00155</b>	<b>Destination</b>
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
RETAGE	<del>Retirement – normal age</del>
RETILL	<del>Retirement – ill health</del>
RETPRM	<del>Retirement – premature</del>
MATFAM	Maternity/Paternity/Break for family reasons
NAPPCH	Not Applicable - Change of Contract
OTHERR	Other
NTKNWN	Not known
DECESD	<del>Deceased</del>

Item 2: Role

*Metadata Requirements:*

Number – N00282 and N00560

Data Item Name – 'Category of Agency/TP Support staff' and ' Role Identifier'

Description – 'The category (role) of third party support staff.' and ' Identifies the role performed under the contract.'

Type and format – 4 (A)

Code set / Valid values –

<b>CS050 / D00188</b>	<b>Role</b>
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
CXPA	<del>Connexions Personal Adviser</del>
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
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
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

**Reason for change (including benefits):**

A) Destination:

The proposed new field of 'Reason for Leaving' will have a code set that overlaps with that for 'Destination' unless changes are made. The new destination of 'Non education post outside the UK' fills an obvious gap in the code set and also will enable better data gathering in a post Brexit environment.

B) Role:

'Connexions Personal Adviser is a post which no longer exists, removing it from the code set is a tidying up exercise.

**Impact of not doing the change:**

Not removing the overlap between 'Destination' and 'Reason for Leaving' will lead to confusion among schools submitting data. Not including 'Non Education Post outside UK' will hamper attempts to plot the impact of Brexit on the School Workforce.

Not removing the 'Connexions' role will leave a code set that does not reflect current realities in the school workforce, though the impact will not be major.

**ISB view of the proposed change:**

**Funding availability:**

N/A

**Impact assessment to be undertaken by:**

Core software suppliers

Working Group

ISB	
<b>Date consulted:</b> 13 February 2018	<b>Response requested by:</b> 23 February 2018
<h2>Section 2 - Impact Analysis</h2> <h3>(To be completed by Impact Assessors)</h3>	
<p><b>Software Suppliers' Summary of Impact Assessment:</b></p> <p><b>Supplier 1</b></p> <p>We would argue that this 'Maternity/Paternity/Break for family reasons' is not really a destination. In the same way as the 'Retirement' and 'Deceased' destinations have been removed, 'Maternity/Paternity/Break for family reasons' should possibly also be removed from this code set and instead be added to the 'Reason For Leaving' code set along with the other deleted values.</p> <p>All other suggestions are fine.</p>	
<p><b>DfE Internal Colleagues' Summary of Impact Assessment:</b></p> <p>n/a</p>	
<p><b>Alternative Solutions / Workarounds (if appropriate):</b></p> <p>The 'Maternity/Paternity/Break for family reasons' should possibly also be removed from this code set and instead be added to the 'Reason For Leaving' code set along with the other deleted values?</p>	
<p><b>Estimated Cost of Change:</b></p> <p>N/A</p>	
<p><b>Impact Assessed by (name): Date</b></p>	
<h2>Section 3 - Outcome / Decision</h2> <h3>(To be completed CBDS administrator)</h3>	
<p><b>Review Meeting:</b> CBDS administrator review</p>	
<p><b>Attendees:</b> Kirsty Knox, Gerard Hassett</p>	<p><b>Date of Review Meeting:</b> Wednesday 21<sup>st</sup> March</p>

**Brief Summary of Discussion:**

Following supplier feedback and review from policy, an updated codeset for destination has been proposed:

<b>New Destination code set</b>
Remaining in the same LA - primary school
Remaining in the same LA - secondary school
Remaining in the same LA - other (including central staff)
Move to another LA - primary school
Move to another LA - secondary school
Move to another LA - other (including central staff)
Sixth form college - same LA area
Sixth form college - other LA area
Independent school
University, FE/HE college in UK
Education post outside UK
Non-Education post outside UK
Non-education employment - public sector
Non-education employment - self-employment
Non-education employment - other employment
Not Applicable - Change of Contract
Other
Not known

On behalf of DDU, we sign off the RFC based on the updated codeset.

<b>Accept / Reject:</b> Accept	<b>Deferred to:</b> n/a
<b>Type of Funding:</b> n/a	<b>Fund Holder Agreement:</b> n/a
<b>If Defer, provide details</b> n/a	

**If Accept, provide details:**

Updated codeset CS042 to add one code NONUKO & remove 5 x codes RETAGE, RETILL, RETPRM, MATFAM & DECESD RFC 1010

Codeset CS050 - Removal of code CXPA as no longer exists. RFC 1010

**If Reject, provide details:**