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: School Workforce Census 2018	Type of Change: New data items for School workforce census	**RFC 1011**
Name and team/company of RFC Originator: **Gerard Hassett, EDD, DDU**		
Originator Contact No: 02073407921	**Originator email address:** Gerard.Hassett@Education.gov.uk	
Date RFC Raised: 13 February 2018	**Date change required:** 23 February 2018	
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: Gerard Hassett		
Change Title: New data items for SWF 2018		

Data item / Rule Number:

4 new data items

Description of change:

4 new data items to be added to CBDS for use in SWF 2018.

Item 1: QTS

Metadata Requirements:

Data Item Name – QTS

Description – Does the member of staff have Qualified Teacher Status (QTS)

Type and format – 4 (A)

Code set / Valid values – '1' or '0' or 'true' or 'false'

Item level validation – None

XML Tag - <QTS>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Item 2: QTLS

Metadata Requirements:

Data Item Name – QTLS

Description – Does the member of staff have Qualified Teacher Learning and Skills Status (QTLS)

Type and format – 4 (A)

Code set / Valid values – '1' or '0' or 'true' or 'false'

Item level validation – None

XML Tag - <QTLS>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Item 3: EYTS

Metadata Requirements:

Data Item Name – EYTS

Description – Does the member of staff have Early Years Teacher Status (EYTS)

Type and format – 4 (A)

Code set / Valid values – '1' or '0' or 'true' or 'false'

Item level validation – None

XML Tag - <EYTS>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Item 4: Leaving Reason

Metadata Requirements:

Data Item Name – Leaving Reason

Description – Reason for a teacher or teaching assistant ending their period of employment with the school or local authority.

Type and format – 3 (A)

Code set / Valid values –

Code	Reason For Leaving code set
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
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

Item level validation – None

XML Tag - <LeavingReason>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Reason for change (including benefits):

    A) QTLS, EYTS and QTS:
These data items will be used to monitor the use of QTLS and EYTS in the school sector and the use of these teachers in schools.

Teachers currently marked as having Qualified Teacher Status may have 'QTS' or 'QTLS'. **Software suppliers may wish to map existing Qualified Teacher Status to 'QTS'.** School Workforce Census guidance will ask schools to check whether teachers qualified since 2014 have QTLS.

It is possible for a member of staff to have all three statuses or any combination of statuses.

    B) <u>Reason for Leaving:</u>
Important for understanding the drivers for teacher and teaching assistant turnover in schools and for informing the teacher supply model.

Impact of not doing the change:

Not collecting QTLS, EYTS and QTS will leave the department unable to monitor the uptake QTLS and EYTS teachers in schools.

Not collecting reason for leaving will affect the department's ability to adjust the teacher supply model to changing circumstances. For example, collecting information on qualified teachers leaving for non-teaching roles in education and collecting information on redundancies will greatly increase our knowledge of the driving forces behind teacher turnover.

ISB view of the proposed change:

Funding availability:

N/A

Impact assessment to be undertaken by:

Core software suppliers

Working Group

ISB

Date consulted:	Response requested by:
13 February 2018	23 February 2018

Section 2 - Impact Analysis

(To be completed by Impact Assessors)

Software Suppliers' Summary of Impact Assessment:

Supplier 1

QTLS, EYTS and QTS is fine for us.

The 'Maternity/Paternity/Break for family reasons' should possibly also be removed from the destination code set and be added to the 'Reason For Leaving' code set.

Supplier 2

We are generally happy with the RFCs, but we would like to know what RFC 1011 means for the existing QTStatus in CBDS.

Response: The new statuses of QTS, EYTS and QTLS will replace QTStatus, so it does need to be archived.

DfE Internal Colleagues' Summary of Impact Assessment:

n/a

Alternative Solutions / Workarounds (if appropriate):

Estimated Cost of Change:

N/A

Impact Assessed by (name):   **Date**

Section 3 - Outcome / Decision

(To be completed CBDS administrator)

Review Meeting: CBDS administrator review

Attendees:	**Date of Review Meeting**:

Brief Summary of Discussion:

New data items – no issues.

Following supplier feedback on the code list and review from policy an updated codeset for reason for leaving has been proposed:

Code	Reason For Leaving code set
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	
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	

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

Accept / Reject:	**Deferred to:**
Accept	n/a
Type of Funding:	**Fund Holder Agreement:**
n/a	n/a

If Defer, provide details

n/a

If Accept, provide details:

Creation of 3 x new data items for SWF 2018: N00633, N00634 & N00635 Update to data item N00179 and codeset CS097 to allow for addition of SWF codes for \<LeavingReason> xml tag.
Archive of data item N00540 to allow for collection of the 3 x new codes above

If Reject, provide details: