



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: SLASC 2019	Type of Change: 2 new data items	RFC 1024
Name and team/company of RFC Originator: Phil Dent, DDU, EDD		
Originator Contact No: 01325 340499	Originator email address: phil.dent@education.gov.uk	
Date RFC Raised: 09/04/2018	Date change required: For 2019 SLASC	
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: Phil Dent		
Change Title: Change 'support' to 'ancillary'		

Data item / Rule Number:

N00494 and N00505

Description of change:

Policy have requested that the word 'support' be replaced with the word 'ancillary'.

Data items N00494 <NewAppsSuppStaffNilReturn> and N00505 <LeaversSuppStaffNilReturn> are replaced by data items:

N00TBA <NewAppsAncillaryStaffNilReturn> and N00TBA <LeaversAncillaryStaffNilReturn>

New data item

Data item N00TBA – Newly appointed ancillary staff nil return

Metadata Requirements:

Identifier 1 – N00TBA

Data Item Name – Newly appointed ancillary staff nil return

Description – The newly appointed ancillary staff nil return indicator

Type and format – A(3)

Code set / Valid values:

Yes, No

Item level validation – None

XML Tag - <NewAppsAncillaryStaffNilReturn>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

New data item

Data item N00TBA – Leaving ancillary staff nil return

Metadata Requirements:

Identifier 1 – N00TBA

Data Item Name –Leaving ancillary staff nil return

Description – The leaving ancillary staff nil return indicator

Type and format – A(3)

Code set / Valid values:

Yes, No

Item level validation – None

XML Tag - <LeaversAncillaryStaffNilReturn>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Reason for change (including benefits):

Policy have requested that 'support' staff be renamed 'ancillary' staff throughout the SLASC census. To properly reflect this, the existing 'support' data items are replaced by the new 'ancillary' data items.

Impact of not doing the change:

The data items would not accurately reflect the data collected.

ISB view of the proposed change:

n/a

Data item relationship: Yes No Not known

Impact assessment to be undertaken by:

Phil Dent DDU, EDD

Louise Shutt TDU, EDD

Alex Miller CSSD

Stephen Bishop IEBT

Date consulted:

Response requested by:

Section 2 - Impact Analysis

(To be completed by Impact Assessors)

Software Suppliers' Summary of Impact Assessment: comments have been received from suppliers.

No issues reported from suppliers

DfE Internal Colleagues' Summary of Impact Assessment:

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: Kirsty Knox, Gary Connell, Phil Dent

Date of Review Meeting: 17/4/2018

Brief Summary of Discussion:

Reviewed proposal and agreed to proceed with change.

Accept / Reject:

Accept

Deferred to:

Type of Funding:

Fund Holder Agreement:

If Defer, provide details:

If Accept, provide details:

Introduction of 2 new data items N00640 and N00641, resulting in the archive old data items N00505 & N00494

If Reject, provide details: