



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

### Section 1 - Details of Change

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

<b>Project / Service:</b> CBDS	<b>Type of Change:</b> Amend a code set	<b>RFC 1033</b>
<b>Name and team/company of RFC Originator:</b> Gerard Hassett: DDU, EDD, DfE		
<b>Originator Contact No:</b> 020 7340 7921	<b>Originator email address:</b> Gerard.hassett@education.gov.uk	
<b>Date RFC Raised:</b> 9 May 2018	<b>Date change required:</b> 25 May 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> Queries.SUPPLIER@education.gov.uk		
<b>Change Title:</b> Revision of Post code set for 2018-19 year and for 2019 School Workforce Census		

**Data item / Rule Number:**

N00577 - code set CS083

**Description of change:**

Creating a new post of 'Apprentice Teacher' to cover those teachers on the new teaching apprenticeship programme.

Creating two new posts to replace the previously existing post of 'Support Staff', which would be removed. These are 'Leadership - non Teacher' and 'Other Support Staff'. Software suppliers are asked to map existing 'Support Staff' posts to 'Other Support Staff' to reduce the burden on schools.

CS083 / D00253	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*
APP	Apprentice Teacher*
LNT	Leadership - Non Teacher
OSP	Other Support Staff
AVT	Advisory Teacher
TAS	Teaching Assistant
Notes:	* means used in Vacant Post data item

SLASC posts are also included in code set CS083 but are omitted from this list for clarity

These posts are required for the 2019 School Workforce Census and are needed to be in place in school and LA systems from September 2018 to allow these posts to be recorded in the 2018-19 school year. They are not for use in the 2018 SWF census. In November 2018 the posts of 'Leadership - Non Teacher' and 'Other Support Staff' should be returned as 'Support Staff'. The post of 'Apprentice Teacher' should be returned as 'Classroom Teacher'.

**Reason for change (including benefits):**Non-Teaching School Leaders:

The department wishes to know more about the participation of School Business Professionals in leadership structures within schools, but the current Workforce Census does not allow for this to be recorded. Including information on whether these members of staff are in leadership positions would give us clearer evidence on this.

Schools and local authorities will not be expected to return the Qualification or Additional Payment modules of the 2019 School Workforce Census for 'Other Support Staff', so reducing the burden on schools of completing the census.

Apprentice Teacher

The teaching apprenticeship will be available for new recruits from September 2018. Collecting data on the take up of the apprenticeship is vital for understanding if schools are accessing their apprenticeship levy and maximising the opportunities that paying in to the levy brings by training apprentices. It is also needed as apprentice teachers would otherwise be in a grey area, not covered by any existing post within the School Workforce Census.

**Impact of not doing the change:**

If the changes are not implemented schools would not be able to report data on non-teaching school leaders or on apprentice teachers. It would also prevent the department from lessening the burden on schools by removing the requirements for 'Qualification' and 'Additional Payment' information for 'Other Support Staff'. Not implementing the 'Apprentice Teacher' post would leave schools uncertain how to report these staff members.

**ISB view of the proposed change:**

**Funding availability:** Not Applicable

**Impact assessment to be undertaken by:**

Core software suppliers

SWF Software suppliers

Working Group

**Date consulted:**

14 May 2018

**Response requested by:**

25 May 2018

## Section 2 - Impact Analysis

### (To be completed by Impact Assessors)

**Software Suppliers' Summary of Impact Assessment:****Supplier 1**

None from us.

**Supplier 2**

I have no issues with the RFC.

**Supplier 3**

The change is cumbersome (as it requires us to provide a program to migrate data), but not difficult.

**Supplier 4**

Given that the changes to the codes must not be used for School Workforce Census 2018, we believe that our customers will want us to delay the introduction of these codes until after the DfE has finished with uploading School Workforce Census 2018 (December 2018?). I can't see any problem with such a delay, as the codes would still be provided in plenty of time for use with School Workforce Census 2019.

<b>DfE Internal Colleagues' Summary of Impact Assessment:</b>	
n/a	
<b>Alternative Solutions / Workarounds (if appropriate):</b>	
<b>Estimated Cost of Change:</b>	
<b>Impact Assessed by (name):</b>	<b>Date:</b>
<b>Section 3 - Outcome / Decision</b> <b>(To be completed CBDS administrator)</b>	
<b>Review Meeting:</b> CBDS administrator review	
<b>Attendees:</b> Kirsty Knox, Gerard Hassett & Gary Connell	<b>Date of Review Meeting:</b> 12/6/2018
<b>Brief Summary of Discussion:</b>	
Agreed to sign off RFC based on supplier comments – ensuring highlight in CBDS dual running codesets – as per normal procedure.	
<b>Accept / Reject:</b>	<b>Deferred to:</b>
Accept	n/a
<b>Type of Funding:</b>	<b>Fund Holder Agreement:</b>
n/a	n/a
<b>If Defer, provide details</b>	
n/a	
<b>If Accept, provide details:</b>	
Updated codeset CS083 with codes applicable to SWF 2019 only – highlighted orange to indicate duplicate codeset ran side by side.	
<b>If Reject, provide details:</b>	