



Net Capacity Assessment Instructions

Part 1 (Establishment Details)

Populating the “Establishment details” tab is mandatory as it contains all the general information on the school covering the following areas: Establishment information, age range, Buildings information, admission details, sixth form stay-on rate, Nursery admission details and SEN Admissions. You can click on each cell to find a pop-up definition of the cell.

Additionally, the “Guidance” tab contains the instructions and definitions of different fields.

There are multiple validation messages that will automatically populate when certain conditions are not met, this will help prompt the user to check the information populated is correct and relevant.

Step 1 – “Establishment Identification”:

Enter all establishment details and select Establishment Type from drop down. All fields are mandatory and needed to identify the school, as is selecting the date in which the tool is populated, to make sure that the sixth form stay on dates are updated correctly.

Step 2 – “Establishment age range”:

From the drop down select the Minimum and Maximum age range based on your school. All these fields are mandatory and needed to calculate Net Capacity.

Step 3 – “Buildings information”:

Enter the number of sites, in most cases it’s one, but can be more. Please also enter the “Total site area,” which is usually available in the school’s data or site plans. This is important for the basic workplace calculation.

Step 4 – “Main admission details”:

Enter all admission information on year groups and number of students as needed.

Step 5 – “Sixth form stay on rate”:

Enter all relevant Sixth form admissions details if applicable, otherwise leave as blank or 0.

Step 6 – “Nursery admission details”:

Enter all relevant Nursery admissions details if applicable, otherwise leave as blank or 0.

Step 7 – “SEN Admissions”:

Enter all relevant SEN admissions details if applicable, otherwise leave as blank or 0.

Step 8 – “Comments”:

Please provide further details here on the details given in steps 4 to 7. This can be used to understand Schools with special cases and for tracking purposes as well.

Part 2 (Convert Primary Data)

Part two is only applicable under two conditions; firstly, if the school is a Primary school and secondly if you have old data from the original 2001 tool. The “Convert Primary Data” tab allows you to convert that room data into something you can use in the next step of the Net Capacity assessment.

This step allows you to use old data and therefore saves time, yet you can also neatly make any additions or changes to the data if needed.

Step 1 – PREVIOUS FORMAT:

Copy data from step 1 to Step 4 and paste the data as values into all the columns labelled under “PREVIOUS FORMAT” (columns A to U). Pasting as values can be done by highlighting the data and then pressing the following keys: Ctrl + C (to copy) and then Ctrl + Alt + V to paste as values.

Step 2 – CONVERTED FORMAT:

Columns X to AR will be auto populated, such that the old data is translated into the new format ready for using in the next step of the process.

Columns AE and AR assumes the room type and Status based on the title/name of the room in the school. Additionally, this can be reviewed and changed in the next step once pasted into the “Room details” tab.

Step 3 – Paste data to room details tab:

Now that the data has been converted into a new format you can paste over the data into the “Room Details” tab by pasting all the columns and data as values. All columns will match, therefore no need for aligning (copy and paste as values from columns X to AS). Now you can change the same data if needed and or add new rooms/buildings if needed, based on any changes to the school since the last survey.

Part 3 (Room Details)

The “Room Details” tab is the part of the process where you input information on every room within the school. The “Guidance” tab contains definitions which can assist when trying to understand room uses and room types as well as other definitions. The room

details tab has a limit of 2000 rooms. The columns highlighted in grey contain calculations and do not need to be manually populated.

Step 1:

1. In the column named "Block Reference / External" (Column B), select a building from the drop-down list. If the area exists outside a building, then please select "OUT." This block reference field is used to match with CDC block naming conventions; it is not mandatory for the NCA calculations.
2. In the column named "Block Name" (column C), you can input the actual name of the school building as referred to by the school/establishment, and which may be useful for your own tracking purposes.
3. In the column named "Floor" (Column D), select a floor number or name for the drop-down list.
4. In the column named "Room" (Column E), input the room number using a logical room reference.
5. Following the input of this data, the Column named "Surveyor Room Reference" (Column F) automatically creates a reference for the room by the amalgamation of the floor and room number, and is highlighted in grey, so no input is required here.
6. In the column named "Establishment Room Reference" (Column G), you can input the actual room reference as referred to by the school/establishment. This may also help for your own tracking purposes.
7. In the column named "Establishment Room Name" (Column H), you can input the actual room name as referred to by the school/Establishment. This may also help for your own tracking purposes.
8. In the column named "Room Type" (Column I), you need to Select the room type via a drop-down menu. This drop-down menu depends on the school/establishment type selected in the "Establishment details" tab. Please refer to the "Guidance" tab for definitions on different room types. Room Type is used in the calculations to determine the workplaces.
9. For all room types apart from 'non-net,' in the column named "Net Area" (Column J), enter the area of the room in this field. This field is mandatory for Net Capacity calculations.
10. For all 'non net' rooms, in the column named "Non-net Area" (Column K), enter the area of the room in this field.
11. In the column named "Net Area Validations" (Column L), this is an automated field that will provide validation feedback based on the Net area values input received. Please pay attention to the validations provided and double check that the correct areas are placed in the correct area types. This field is highlighted in grey, so no input is required here. A validation does not automatically indicate an error, it shows the values are outside of normal ranges, but may still be correct. It is used to prompt a further check by the user.

12. In the column named " Unusable as Basic Workplaces" (Column M), you can select from a drop-down menu, which lists reasons as to why the room is potentially unusable. Further information is available on the "Guidance" tab as to why a room is deemed unusable. If the option "Other" is selected, then it is important to provide further detail in the "Notes" column (Column R).

Step 2:

1. In the column named "Height of Room" (Column N), enter the height of the room, in this field. This field is not mandatory.
2. In the column named "No. of sinks" (Column O), input the number of sinks available in that room. This field is not mandatory.
3. In the column named "Accessibility" (Column P), Select from the drop-down menu (options: "Yes"/" No") whether the room is wheelchair accessible or not. This field is not mandatory.
4. In the column named "Daylight provision" (Column Q), input any daylight provisions. This is particularly important if "Daylight provision" was selected as an Unusable reason earlier. This field is not mandatory.
5. In the column named "Notes" (Column R), input any helpful notes as well as reasons when selecting "other" as highlighted in step 1.

Step 3:

1. In the column named Basic Workplaces (Calculated) (Column S), the number of basic workplaces is calculated based on the area provided. This field is highlighted in grey, so no input is required.
2. In the column named Resource Workplaces (Calculated) (Column T), the number of resource workplaces are calculated based on the area provided. This field is highlighted in grey, so no input is required here.

Step 4:

1. In the column named "Room Use" (Column U), you need to Select the room use via a drop-down menu. This drop-down menu depends on the school/establishment type selected in the "Establishment details" tab and the Room Type selected in Column I.
2. In the column named "Status" (Column V), you need to select the room status via a drop-down menu. The Definitions of each room status are available in the "Guidance" tab. You can select blank option for rooms that are not needed.

3. In the column named “Type of space validation” (Column W), this is an automated field that will provide validation feedback based on the Room type values received. This field is highlighted in grey, so no input is required here.

Part 4 (Net Capacity)

All Net Capacity details/ calculations are provided in the “Net Capacity” tab. No input is required here. All information in this tab is based on the data provided in the “Establishment details” and “Room Details” tabs. A definition of each calculation is provided in a box on the right-hand side of the figures.