



Education & Skills
Funding Agency

FE Workforce Staff Data Collection

Technical Specification

April 2024

Title	FE Workforce Data Collection-Staff Record Specification 2023/2024
Purpose	To provide a technical specification and file format of the FE Workforce staff record to enable the intended audience to be able to meet the requirements for FE Workforce staff data return for the 2023/2024 academic year.
Intended Audience	This is a technical document aimed at those responsible for: <ul style="list-style-type: none">• making staff data returns• data specification implementation• MI system design (including MI managers, commercial software suppliers and own software writers)

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1. Document History

Version	Date Issued	Description
1.0	28/03/2024	2023-2024 FE workforce staff data collection

Table 1: Amendments to the documentation from 2022/2023

Version	Section	Change Description
V 1.0	14.2	<p>Created from the 2022-2023 specification. Changes for 2023-2024:</p> <p>New Subjects</p> <ul style="list-style-type: none"> • Functional Skills (English) • Economics • Public Services • SEND (Sensory) • SEND (Communication) • SEND (Supported Learning) • Design and Technology • Engineering and Manufacturing • Education, Training and Childcare • Health and Care Services <p>Subjects and Courses are also grouped in categories by: Academic, Vocational and Other Programmes</p> <p>The option of Community Learning has been removed from the 2023/2024 collection. If Community Learning was selected in a previous collection round or you have recently hired a member of staff who predominantly delivers Community Learning classes.</p>

		Then, please select an option from the Academic, Vocational or Other Programme Category that most closely aligns with the subject or course content. If multiple Community Learning topics are taught by the member of staff, please select the subject option that they spend most time delivering.
V 1.0	12.13	Guidance Amendment The collection only concerns an individual's employment within FE. Therefore, if an employee has transitioned into role related to the delivery of FE from another role within the organisation. Then employment start date of their role within FE should be given in this field.
V1.0	5	Scope Amendment
V1.0	12.14	Current Position Duration – Less than one year 1 to less than 4 years 4 to less than 11 years 11 to less than 21 years Over 21 years
V1.0	12.15	Further Education Duration- Less than one year 1 to less than 4 years 4 to less than 11 years 11 to less than 21 years Over 21 years Not known – Employee chose not to disclose Not Known – Unable to find answer

2. Introduction

This specification is produced to assist providers in collecting and submitting staff data in an XML file for the 2023/2024 FE Workforce Data Collection.

Note: as part of the 2023/2024 FE Workforce Data Collection, providers will also expect to submit organisation level data relating to vacancies and recruitment. This data is not included in this specification and will only be available to be submitted via an online form via the Submit Learner Data Service. Data definitions for the vacancy and recruitment data will be provided in a separate document.

3. Terminology

The terms 'we', 'our', 'us' and 'ESFA' all refer to the Education and Skills Funding Agency.

When we use the term 'you' or 'providers' to mean colleges, training organisations and local authorities who receive funding from the Education and Skills Funding Agency (ESFA) or through a loans facility or contract for apprenticeships, to deliver education and training.

When we refer to 'the collection' (unless otherwise specified), this refers to the staff data collection.

4. Use of FE Workforce Data

The FE and skills sector in England will use the FE Workforce Data Collection to collect data about staff and recruitment in the sector. This will bring our knowledge of the workforce in FE on a par with that of schools and higher education. The workforce collection will include demographic and personal characteristics, such as ethnicity and disability data, which will enable us to plan better and understand the impact of our policies on diversity in FE staffing and leadership. It will support the delivery of technical education reforms crucial to individual and national prosperity and be used to plan, implement, and evaluate FE workforce policy. In addition, it will provide the ability to assess and analyse the capacity of the FE workforce and generate valuable outputs for providers for planning, analysis, bench marking and skills gaps.

4.1 Use of the Not known answer

'Not known' answer options are available for some questions within the collection. This should only be utilised where a provider is unable to collect the data, e.g., the member of staff left during the academic year that the data is being collected for. The use of 'not known' answers by providers will be monitored and would only be expected to be used in a minority of cases.

The 'not known' options have been split into two distinct categories:

- Not known – Employee chose not to disclose.

- Not known – Unable to find the answer (e.g the staff member has left the organisation)

5. Scope of the FE Workforce Data Collection Staff Data

Providers should complete a return if they accessed any of the funding streams specified below during the 2023/2024 academic year (1 Aug 2023-31 July 2024) and do not return the Schools Workforce census or the HESA staff record.

- Adult education budget
- Apprenticeships (including carry-in, procured, non-levy and levy funded)
- 16 to 19 study programme
- 16 to 18 traineeships
- Skills bootcamps (including devolved/delegated contracts)
- Devolved/delegated adult education budget

This will include:

- FE Colleges
- Sixth Form Colleges
- Special Post-16 Institutions
- Local Authorities
- Independent Training Providers
- Third Sector and Voluntary organisations.
- 16-19 Academy Convertors
- 16-19 Free Schools

The following providers are not in scope for the collection:

- Employer providers - an employer that pays the apprenticeship levy and is listed on APAR as either an employer provider or main provider
- Schools and academies (including multi-academy trusts) who's staff are included in the Schools Workforce Census
- HE institutions who return the HESA staff record

You should complete a staff record for an individual if they had one or more contracts of employment with you, the provider, during the 2023/2024 academic year (1 Aug - 31 July).

You do not need complete a staff record for an individual for the following types of staff:

- Agency staff
- Self-employed or freelance staff
- Staff working for a provider through an intermediary, such as a personal service company

You do not need to complete a staff record for an individual in a support role that is not directly supporting learning, e.g., catering, maintenance, or other such service support roles.

5.1 Non ESFA funded provision

Include staff members who contribute to or support both non ESFA and ESFA funded education or training, even if the staff member spends most of their time providing education or training that is a non ESFA funded provision.

You do not have to include any staff solely providing education or training that isn't funded through one of the funding models.

6. FE Workforce Staff Record Structure

This specification details the structure and individual field requirements for the FE Workforce Staff Record.

The FE Workforce Staff Record is based on a data model which defines the entities covered by the FE Workforce Data Collection and the relationship between these entities and is shown in Figure 1:



Figure 1. FE Workforce Data Collection entity relationship diagram

6.1 Entities

StaffData - You should return only one record for each member of staff in scope of the collection. The data recorded in the StaffData for all staff members entity contains basic information specific to the staff member such as their name, date of birth, gender and ethnicity. In line with GDPR regulations, several personal items have a 'Prefer not to say' option should that member of staff not wish to disclose that data.

See the individual field pages for details of when data is required:

JobRole – this entity collects the role/s and sub role/s that a member of staff undertakes within an organisation, one or more roles and sub roles may be collected for a member of staff. If a member of staff has teaching role, then additional data needs to be collected relating to the teaching role.

TeacherData – this entity is required for a member of staff who has a teaching role even if this is not their main role and contains information about teaching such as subject taught, experience and teaching qualifications. If the member of staff does not have a teaching role, then this data is not collected.

This data regarding a member of staff is only required for the period that they are working within FE. For Example, in the circumstance that a provider offers both further education and other levels of education. If a teacher only started working within FE on the 15th of July 2019, but has worked for the company since the 20th of May 2015. Then the former date should be given as the employees start date for employment.

ParticipatedInDfEProgrammes – this entity contains information about the DfE Programmes that a member of staff has benefitted from, directly or indirectly, during the academic year that the collection is for.

MainContract – this entity is required for every member of staff in the collection. It contains information on the main contract for the staff member such as annual salary / hourly rate and weekly hours.

7. Format of the FE Workforce Staff File

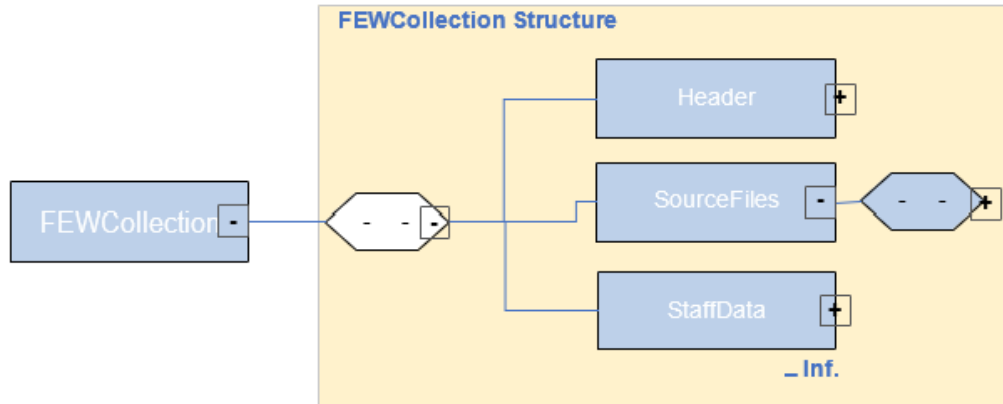


Figure 2: Format of FE Workforce Staff file

8. Filename

FE Workforce Staff files must be given a 36-character filename followed by the XML file extension. The filename format is as follows and is not case sensitive:

FEW-LLLLLLLLL-YYYY-yyyymmdd-hhmmss-NN.XML where:

- FEW
- LLLLLLLL is the UK provider reference number (UKPRN)
- YYYY the academic year of the collection (for example 2023 to 2024 would be 2324)
- yyyymmdd-hhmmss Date/time stamp from provider MIS on file generation
- NN The serial number of the file, this can always be defaulted to 01

Each element is separated by hyphens.

9. Format of data required

The format of data returned must conform to the XML schema included in section 16 of this document.

10. Header Record

Each file must have a header record structured as follows:

```
<Header>
  <CollectionDetails>
    <Collection>
      <Year>
      <FilePreparationDate>
```

```

</CollectionDetails>
<Source>
  <ProtectiveMarking>
  <UKPRN>
  <SoftwareSupplier>
  <SoftwarePackage>
  <Release>      <SerialNo>
  <DateTime>
</Source>
</Header>

```

Table 2: Header Record

Data	Description	Length	Data type	Mandatory field
<Collection>	FEW	3	RestrictedString	Y
<Year>	Academic year of collection (e.g. 2324)	4	RestrictedString	Y
<FilePreparationDate>	Date of preparation of the file in yyyy-mm-dd format.	10	xs:date	Y
<ProtectiveMarking>	OFFICIAL-SENSITIVE-Personal	30	RestrictedString	Y
<UKPRN>	UKPRN of Provider	8	xs:int	Y
<SoftwareSupplier>	Name of the provider's software supplier. Providers who write their own software for producing FEW files should use 'Own Software'	40	RestrictedString	N
<SoftwarePackage>	The name of the software product used to generate the FEW file	30	RestrictedString	N
<Release>	The version number of the software product used to generate the FEW file	20	RestrictedString	N
<SerialNo>	The serial number of the file. The serial number element of the header can be used (if required) to uniquely identify more than one FEW file.	2	RestrictedString	Y

<DateTime>	Date/time stamp from provider MIS on file generation in yyyy-mmddThh:mm:ss format	10	xs:dateTime	Y
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11. Data types and null values

The required data type for each field is detailed on the field specification. All code lists are numeric fields and should be returned without leading zeros. The schema defines the different data types and rules that these must meet.

The different data types that are used within the FE Workforce Staff Record Specification are listed in the table below:

Table 3: Data Types

Data Type	Description
xs:int	A signed 32-bit number
xs:long	A signed 64-bit number
xs:string	A string; typically Unicode
xs:decimal	A decimal number that includes a fractional part but is not specified using an exponent; for example, 123.45
xs:dateTime, xs:date	Date and time related types
RestrictedString	Any of the following characters A-Z, a-z, 0-9, Space, Full stop, Comma, Semi-colon, Colon, ~!"@#%&'()\ /*+ <=>? _[]{}^£€

Dates are formatted according to W3C and UK government schema standards (YYYY-MM-DD). Details of standard XML schema data types (date, decimal, int, long, string) are found within the [W3C schema standards](#).

Where data is not collected or is not required, the XML element must not be returned. Empty tags such as <XXX ></XXX> or </XXX> must not be included.

12. Staff Data

12.1 Staff Data Entity Definition

Table 4: Staff Data Role Entity Definition

Role Entity Definition Details	
Entity	Staff Data
Definition	Records the main attributes for the staff member
Reason Required	This entity is required to collect the key data attributes for all members in an organisation that are in scope for the collection.
Schema Definitions	
XML Entity Name	StaffData
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData
Collection Requirements	
Collected for all members of staff.	
XML Elements	
Schema Mandation	
CampusID	N
FirstName	Y
LastName	Y
DateofBirth	Y
Gender	Y
Ethnicity	Y
Disability	Y
MainRole	Y
MostSeniorLeader	Y
FTE	N
NumberContracts	Y
EmploymentStartDate	Y
CurrentPositionDuration	Y
FurtherEducationDuration	Y
EmploymentEndDate	N
ReasonForLeaving	N

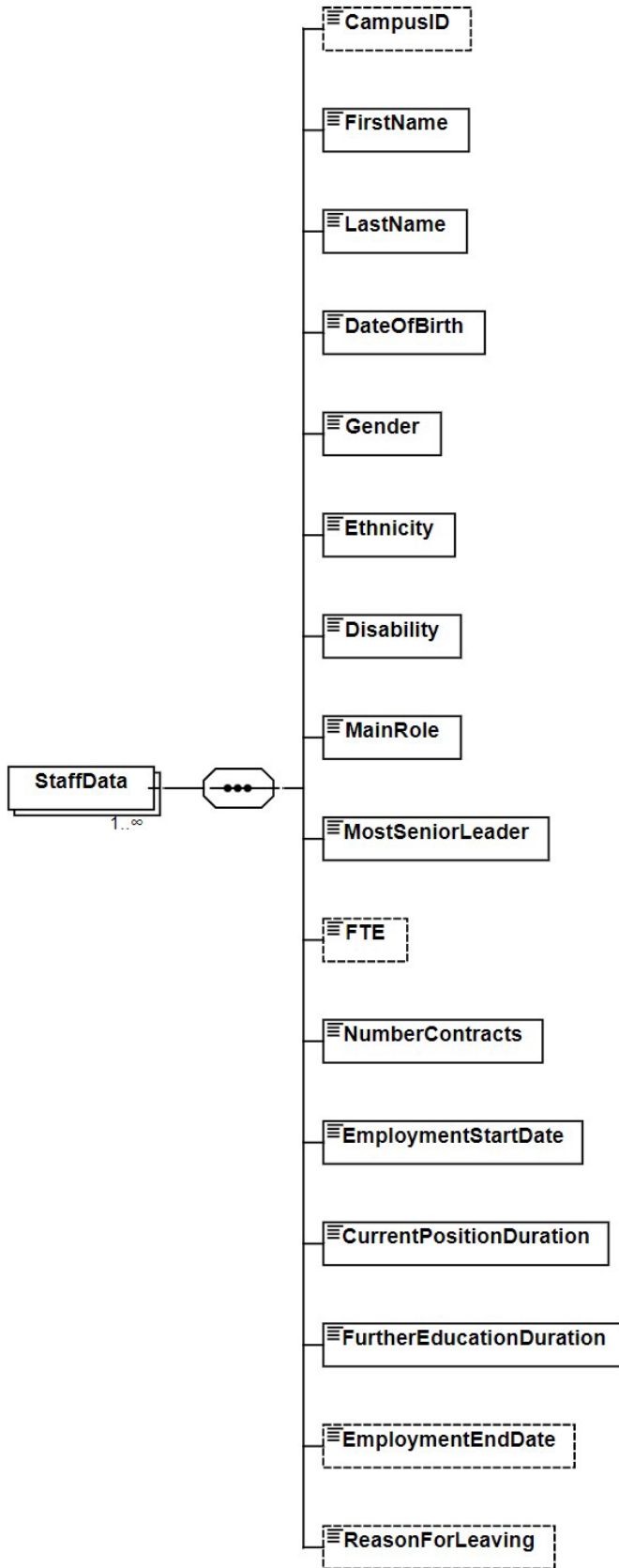


Figure 3: Staff Data Schema

12.2 Campus Identifier

Table 5: Data Element Details: Campus Identifier

Data Element Details	
Field	Campus Identifier
Definition	The identifier of a campus within a college group and no longer a separate legal entity but previously operated as an incorporated college with a UKPRN.
Reason Required	To allow identification of the campus where the staff member works.
Collection Requirements	Collected where a college group has different campus identifiers.
Valid Entries	Must be in a valid look up. This is a 8-digit identifier using alphanumeric characters.
Pattern	[A-Za-z0-9]{1,8}
Notes	<p>This should only be returned where the provider has been notified that they can use this field.</p> <p>The Campus Identifier must be linked to a college group with a separate UKPRN.</p>
Schema Definitions	
XML Element Name	CampusID
Field length	8
Data type	xs:string
Minimum occurrences	0
Maximum occurrences	1
Part of	StaffData

12.3 First Name

Table 6: Data Element Details: First Name

Data Element Details	
Field	First Name
Definition	The first name of the member of staff.
Reason Required	For matching records for statistical purposes, such as to monitor progression and retention. For identification, linking of data and ease of reference in case of enquiries.
Collection Requirements	Collected for all staff members

Valid Entries	Please ensure spelling and case sensitivity is correct e.g. John Smith not JOHN SMITH. Many names include
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characters with accents and other diacritics that are not supported by the standard ASCII character set. The general policy is to support all Latin-based characters but not non-Latin characters.

- Basic Latin: page with code points U+0000 to U+00FF
- Latin Extended A: page with code points U+0100 to U+01FF
- Latin Extended B: page with code points U+0200 to U+02FF
- Latin Extended C: page with code points U+2C60 to U+2D5F
- Latin Extended D: page with code points U+A720 to U+A81F
- Latin Extended Additions: page with code points U+1E00 to U+1EFF

The Unicode charts that list each of the characters in this range can be found on the Unicode web site.

The character sets listed are those defined in the ISB standard for names. Files must be encoded with UTF-8 and schema validation will be in place to ensure this. Institutions must specify the encoding used in their XML files in the first line of the file (i.e. `<?xml version="1.0" encoding="UTF-8" ?>`) and to ensure that their files are actually saved with that encoding. If XML files are edited with some text editors and the encoding is not specified or does not match the actual file encoding, there may be problems when submitting these files for validation.

The following characters are not valid for this field:

- Carriage returns
- Line feeds
- Double quotes

	<ul style="list-style-type: none"> • Pipes • Numerical characters
Pattern	[^0-9\r\n\t "]{1,100}
Notes	This field should not include maiden names for example Mary Jones - nee Smith / Mary Jones - was Smith.
Schema Definitions	
XML Element Name	FirstName
Field length	100
Data type	xs:string
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData

12.4 Last Name

Table 7: Data Element Details: Last Name

Data Element Details	
Field	Last Name
Definition	The surname or family name of the member of staff.
Reason Required	For matching records for statistical purposes, such as to monitor progression and retention. For identification, linking of data and ease of reference in case of enquiries.
Collection Requirements	Collected for all staff members

Valid Entries	<p>Please ensure spelling and case sensitivity is correct e.g. John Smith not JOHN SMITH. Many names include characters with accents and other diacritics that are not supported by the standard ASCII character set. The general policy is to support all Latin-based characters but not non-Latin characters.</p> <ul style="list-style-type: none">• Basic Latin: page with code points U+0000 to U+00FF• Latin Extended A: page with code points U+0100 to U+01FF• Latin Extended B: page with code points U+0200 to U+02FF• Latin Extended C: page with code points U+2C60 to U+2D5F
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	<ul style="list-style-type: none"> • Latin Extended D: page with code points U+A720 to U+A81F • Latin Extended Additions: page with code points U+1E00 to U+1EFF <p>The Unicode charts that list each of the characters in this range can be found on the Unicode web site.</p> <p>The character sets listed are those defined in the ISB standard for names. Files must be encoded with UTF-8 and schema validation will be in place to ensure this. Institutions must specify the encoding used in their XML files in the first line of the file (i.e. <?xml version="1.0" encoding="UTF-8" ?>) and to ensure that their files are actually saved with that encoding. If XML files are edited with some text editors and the encoding is not specified or does not match the actual file encoding, there may be problems when submitting these files for validation.</p> <p>The following characters are not valid for this field:</p> <ul style="list-style-type: none"> • Carriage returns • Line feeds • Double quotes • Pipes • Numerical characters
Pattern	[^0-9\r\n\t "]{1,100}
Notes	This field should not include maiden names for example Mary Jones - nee Smith / Mary Jones - was Smith.
Schema Definitions	
XML Element Name	LastName
Field length	100
Data type	xs:string
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData

12.5 Date of Birth

Table 8: Data Element Details: Date of birth

Data Element Details	
Field	Date of Birth
Definition	The date of birth of the member of staff.
Reason Required	To monitor and report on FE workforce characteristics. To monitor equality and diversity, inform local and national FE workforce planning. For analysis of the age structure and profile of the FE workforce.
Collection Requirements	Collected for all staff members
Valid Entries	A valid date, using the date pattern YYYY-MM-DD
Notes	Providers must return a date of birth for all staff members. The validation rules will enforce the completion of the date of birth.
Schema Definitions	
XML Element Name	DateOfBirth
Field length	10
Data type	xs:date
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData

12.6 Gender

Table 9: Data Element Details: Gender

Data Element Details	
Field	Gender
Definition	The declared gender of the member of staff.
Reason Required	To monitor and report on FE workforce characteristics. To monitor equality and diversity, inform local and national FE workforce planning.
Collection Requirements	Collected for all staff members
Schema Definitions	
XML Element Name	Gender
Field length	1
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData

Attribute Codes	
Code	Definition
1	Male
2	Female
3	Identifies in another way
4	Prefer not to say

12.7 Ethnicity

Table 10: Data Element Details: Ethnicity

Data Element Details	
Field	Ethnicity
Definition	The ethnic origin of the staff member, based on the 2011 census.
Reason Required	To monitor and report on FE workforce characteristics. To monitor equality and diversity, inform local and national FE workforce planning.
Collection Requirements	Collected for all staff members
Schema Definitions	
XML Element Name	Ethnicity
Field length	2
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData
Attribute Codes	
Code	Definition
31	English, Welsh, Scottish, Northern Irish or British
32	Irish
33	Gypsy or Irish Traveller
48	Roma
34	Any Other White background
35	White and Black Caribbean
36	White and Black African
37	White and Asian
38	Any Other Mixed or Multiple background
39	Indian
40	Pakistani
41	Bangladeshi
42	Chinese
43	Any other Asian background
44	African background

45	Caribbean
46	Any other Black, Black British or Caribbean background
47	Arab
98	Any other ethnic group
99	Not provided / Prefer not to say

12.8 Disability

Table 11: Data Element Details: Disability

Data Element Details	
Field	Disability
Definition	Indicates if the member of staff has reported a disability.
Reason Required	To meet our Public Sector Equality Duty. To monitor the workforce, to understand the structure and nature of the population. This data will inform equality impact assessments for our proposed policy interventions.
Collection Requirements	Collected for all staff members
Schema Definitions	
XML Element Name	Disability
Field length	1
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData
Attribute Codes	
Code	Definition
1	Yes
2	No
3	Prefer not to say

12.9 Main Role

Table 12: Data Element Details: Main Role

Data Element Details	
Field	Main Role
Definition	Indicates the main role that a member of staff has.
Reason Required	For all staff members that work across multiple roles to understand their main role and therefore enable appropriate analysis of the FE Workforce collection data.
Collection Requirements	Collected for all staff members

Notes	Should be determined by the role where the member of staff spends the most time.
Schema Definitions	
XML Element Name	MainRole
Field length	2
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData
Attribute Codes	
Code	Definition
1	Assistant Head
2	Assistant Principal
3	CEO
4	Director
5	Executive Head Teacher
6	Head Teacher
7	Managing Director
8	Principal
9	Senior Manager
10	Vice-Principal
11	Curriculum Lead
12	Faculty Lead
13	Functional Manager
14	Head of Department
15	Programme Lead
16	Quality Assurance Manager
17	Advanced Practitioner
18	Instructor
19	Lecturer
20	Practitioner
21	Teacher
22	Trainer

23	Tutor
24	Assessor
25	Behaviour Specialist
26	Bilingual Support Assistant
27	Careers Advisor
28	Counsellor
29	Cover Supervisor
30	Education Welfare Officer
31	Higher Level Teaching Assistant
32	Language Support

33	Learning Facilitator
34	Learning Mentor
35	Learning Support
36	Learning Support Assistant (SEN)
37	Librarian
38	Pastoral Support
39	SEN Co-ordinator
40	Teaching Assistant
41	Technician
42	Therapist
43	Administrator
44	Admissions
45	Apprenticeships Administrator
46	Bursar
47	Business Manager
48	Clerk
49	Communication Support
50	Data Analyst
51	DSL and Safeguarding Officer
52	Employer Engagement
53	Examinations Administrator
54	External Grants and Funding
55	Finance Officer
56	Human Resources (HR)
57	ICT Network Manager
58	Information Services (MIS)
59	Marketing Administrator
60	Office Manager
61	Payroll Administrator
62	Programme recruitment
63	Receptionist
64	Secretary
65	Technology Support
66	Legal
67	Sports Coach

12.10 Most Senior Leader

Table 13: Data Element Details: Most Senior Leader

Data Element Details	
Field	Most Senior Leader

Definition	Indicates the member of staff who is the head of FE provision for the provider.
Reason Required	To meet our Public Sector Equality Duty. To monitor the senior leadership within the workforce, to understand the structure and nature of the population.
Collection Requirements	Collected for all staff members
Schema Definitions	
XML Element Name	MostSeniorLeader
Field length	1
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData
Attribute Codes	
Code	Definition
1	Yes
2	No

12.11 Full Time Equivalent (FTE)

Table 14: Data Element Details: Full Time Equivalent (FTE)

Data Element Details	
Field	Full Time Equivalent (FTE)
Definition	<p>The proportion of Full Time Equivalent (FTE) standard week that a member of staff is contracted to work. 1.0 FTE being what the organisation deems to be 'full time'.</p> <p>Responses should be between 0.01 and 1.5. For example:</p> <ul style="list-style-type: none"> • If a member of staff works full time, their FTE is <ul style="list-style-type: none"> ○ 1.0. • If a member of staff works 60% of a full-time working week, their FTE is 0.6. <p>If a staff member works for part of the year, e.g., they are on a fixed term contract, or their permanent contract ends midway through the year, you should input their weekly FTE for their period of employment.</p>
Reason Required	To enable robust analysis of FE workforce, pay and working pattern data.
Collection Requirements	Collected for those staff members on permanent or fixed term contracts

Notes	Where a member of staff has more than one contract the FTE should be the combined percentage for all contracts.
Schema Definitions	
XML Element Name	FTE
Field length	4
Data type	xs:decimal
Minimum occurrences	0
Maximum occurrences	1
Part of	StaffData

12.12 Number of Contracts

Table 15: Data Element Details: Number of Contracts

Data Element Details	
Field	Number of Contracts
Definition	Indicator to determine whether the member of staff has held single or multiple contracts with the provider during the reporting year.
Reason Required	To understand the proportion of the FE workforce that have multiple contracts and determine whether further insights could be gained by capturing data on all contracts.
Collection Requirements	Collected for all staff members
Schema Definitions	
XML Element Name	NumberContracts
Field length	1
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData
Attribute Codes	
Code	Definition
1	One
2	More than one

12.13 Employment Start Date

Table 16: Data Element Details: Employment Start Date

Data Element Details	
Field	Employment Start Date
Definition	The employment start date for the member of staff.
Reason Required	To better understand retention rates.
Collection Requirements	Collected for all staff members
Valid entries	A valid date, using the date pattern YYYY-MM-DD.
Notes	<p>Providers must return an employment start date for all staff members. The validation rules will enforce the completion of the employment start date. If a staff member has had a number of periods of employment with the provider, then the start date should be the start date of the latest period of employment. Use the original employment start date from the transferring from employer in the case of TUPE transfers and modification orders.</p> <p>The collection only concerns an individual's employment within FE. Therefore, if an employee has transitioned into role related to the delivery of an FE provision from another role within the organisation. Then employment start date of their role within FE should be given in this field.</p>
Schema Definitions	
XML Element Name	EmploymentStartDate
Field length	10
Data type	xs:date
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData

12.14 Current Position Duration

Table 17: Data Element Details: Current Position Duration

Data Element Details	
Field	Current Position Duration
Definition	The length of time, to the 31 st July 2023 the member of staff has worked in their current position.

Reason Required	To understand churn in the sector and give an indication of experience in the sector. To indicate the accessibility of progression pathways.
Collection Requirements	Collected for all staff members
Schema Definitions	
XML Element Name	CurrentPositionDuration
Field length	1
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData
Attribute Codes	
Code	Definition
1	Less than one year
2	1 to less than 4 years
3	4 to less than 11 years
4	11 to less than 21 years
5	Over 21 years

12.15 Further Education Duration

Table 18: Data Element Details: Further Education Duration

Data Element Details	
Field	Further Education Duration
Definition	The length of time, to the 31 st July 2023, the member of staff has worked in further education.
Reason Required	To understand experience in workforce and retention over time.
Collection Requirements	Collected for all staff members
Notes	Please see section 4.1 Use of the Not known answer to understand the implications of providing a Not known answer.
Schema Definitions	
XML Element Name	FurtherEducationDuration
Field length	1
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData
Attribute Codes	
Code	Definition

1	Less than one year
2	1 to less than 4 years
3	4 to less than 11 years
4	11 to less than 21 years
5	Over 21 years
7	Not known – Employee chose not to disclose
8	Not Known – Unable to find answer

12.16 Employment End Date

Table 19: Data Element Details: Employment End Date

Data Element Details	
Field	Employment End Date
Definition	The employment end date for the member of staff.
Reason Required	To understand churn across the FE workforce. To inform development, recruitment and retention policy and to propose financial interventions to support it.
Collection Requirements	Only required when a member of staff has left your organisation during the academic year of the collection.
Valid Entries	A valid date, using the date pattern YYYY-MM-DD.
Schema Definitions	
XML Element Name	EmploymentEndDate
Field length	10
Data type	xs:date
Minimum occurrences	0
Maximum occurrences	1
Part of	StaffData

12.17 Reason for Leaving

Table 20: Data Element Details: Reason for Leaving

Data Element Details	
Field	Reason for Leaving
Definition	The reason for leaving given by a member of staff that has left your organisation during the academic year of the collection.
Reason Required	To understanding churn both inside and outside of the FE sector. To inform development, recruitment and retention policy and to propose financial interventions to support it.
Collection Requirements	Only required when a member of staff has left your organisation during the academic year of the collection.

Schema Definitions	
XML Element Name	ReasonForLeaving
Field length	1
Data type	xs:int
Minimum occurrences	0
Maximum occurrences	1
Part of	StaffData
Attribute Codes	
Code	Definition
1	Resignation - job change outside of education
2	Resignation - job change within FE sector
3	Resignation - job change within education but not FE
4	Resignation - career break
5	Resignation - other
6	End of Contract
7	Retirement
8	Redundancy – voluntary
9	Redundancy – compulsory
10	Deceased
11	Other

13. Job Role

13.1 Job Role Entity Definition

Table 21: Job Role Entity Definition

Role Entity Definition Details	
Entity	Job Role
Definition	Records the various roles and sub roles that a member of staff may have within the provider.
Reason Required	This entity is required to define the role(s) and sub role(s) that a member of staff may undertake in an organisation. To understand the breakdown of roles within an organisation.
Schema Definitions	
XML Entity Name	JobRole
Minimum occurrences	1
Maximum occurrences	5
Part of	StaffData

Collection Requirements	
Collected for all members of staff.	
XML Elements	Schema Mandation
Role	Y
SubRole	Y

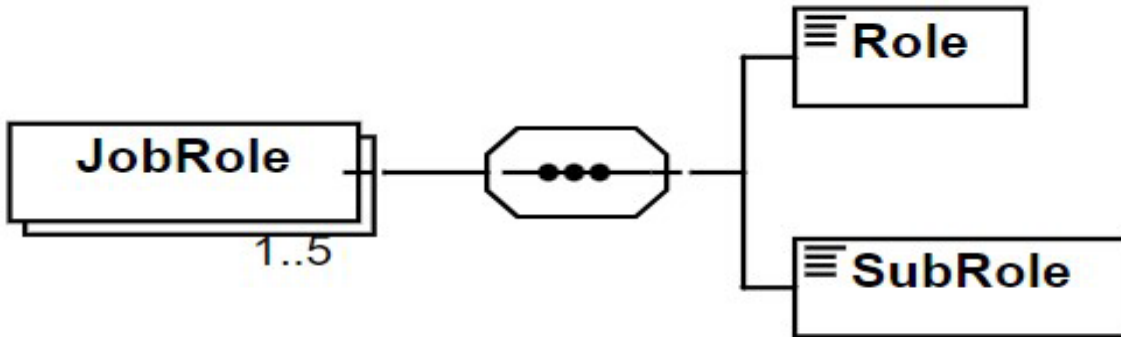


Figure 4: Job Role schema

13.2 Role

Table 22: Data Element Details: Role

Data Element Details	
Field	Role
Definition	Indicates a role that a member of staff has.
Reason Required	To be able to analyse the FE Workforce collection data by the various job roles and sub roles and to enable additional data to be collected for staff members that do some teaching.
Collection Requirements	Collected for all staff members
Notes	If a staff member performs more than one job role then multiple roles and sub roles should be provided, up to 5 roles and sub roles can be provided for each staff member.
Schema Definitions	
XML Element Name	Role
Field length	1
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	Role
Attribute Codes	

Code	Definition
1	Senior Leader
2	Manager
3	Teacher
4	Support
5	Administration

13.3 Sub Role

Table 23: Data Element Details: Sub Role

Data Element Details	
Field	Sub Role
Definition	Indicates a sub role that a member of staff has.
Reason Required	To be able to analyse the FE Workforce collection data by the various job roles and sub roles and to enable additional data to be collected for staff members that do some teaching.

Collection Requirements	Collected for all staff members
Notes	See Appendix A for the allowable sub roles for each role If the individual only has one role within the organisation, then the answer for the main role should match the answer to sub-role 1.
Schema Definitions	
XML Element Name	SubRole
Field length	2
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	Role
Attribute Codes	
Code	Definition
1	Assistant Head
2	Assistant Principal
3	CEO
4	Director
5	Executive Head Teacher
6	Head Teacher
7	Managing Director
8	Principal/ Head Teacher
9	Senior Manager
10	Vice-Principal

11	Curriculum Lead
12	Faculty Lead
13	Functional Manager
14	Head of Department
15	Programme Lead
16	Quality Assurance Manager
17	Advanced Practitioner
18	Instructor
19	Lecturer
20	Practitioner
21	Teacher
22	Trainer
23	Tutor
24	Assessor
25	Behaviour Specialist
26	Bilingual Support Assistant
27	Careers Advisor
28	Counsellor
29	Cover Supervisor
30	Education Welfare Officer
31	Higher Level Teaching Assistant
32	Language Support
33	Learning Facilitator
34	Learning Mentor
35	Learning Support
36	Learning Support Assistant (SEN)
37	Librarian
38	Pastoral Support
39	SEN Co-ordinator
40	Teaching Assistant
41	Technician
42	Therapist
43	Administrator
44	Admissions
45	Apprenticeships Administrator
46	Bursar
47	Business Manager
48	Clerk
49	Communication Support
50	Data Analyst
51	DSL and Safeguarding Officer
52	Employer Engagement
53	Examinations Administrator
54	External Grants and Funding

55	Finance Officer
56	Human Resources (HR)
57	ICT Network Manager
58	Information Servces (MIS)
59	Marketing Administrator
60	Office Manager
61	Payroll Administrator
62	Programme recruitment
63	Receptionist
64	Secretary
65	Technology Support
66	Legal
67	Sports Coach

14. Teacher Data

14.1 Teacher Data Entity Definition

Table 24: Teacher Data Entity Definition

Teacher Data Entity Definition Details	
Entity	Teacher Data
Definition	Records the various qualifications and experience that a member of staff with teaching responsibilities has.
Reason Required	<p>This entity is required for a member of staff who has an Advanced Practitioner, Instructor, Lecturer, Practitioner, Teacher, Trainer or Tutor role recorded even if this is not their main role and contains information about teaching such as subject taught, experience and teaching qualifications. If the member of staff does not have one of these roles, then this data is not collected.</p> <p>To understand the breakdown of knowledge, qualifications and experience across the staff in an organisation that perform a teaching role.</p>
Schema Definitions	
XML Entity Name	TeacherData
Minimum occurrences	0
Maximum occurrences	1

Part of	StaffData
Collection Requirements	
Collected for all members of staff that have a teaching role.	
XML Elements	Schema Mandation
MainSubjectTaught	Y
HighestQualificationTaught	Y
HighestQualificationEnglish	Y
HighestQualificationMaths	Y
HighestTeachingQualification	Y
TeacherQualificationStudied	N
TeacherQualificationFunding	N
ProfessionalTeachingStatus	Y
IndustryExperienceDuration	Y
CurrentIndustryExperience	Y

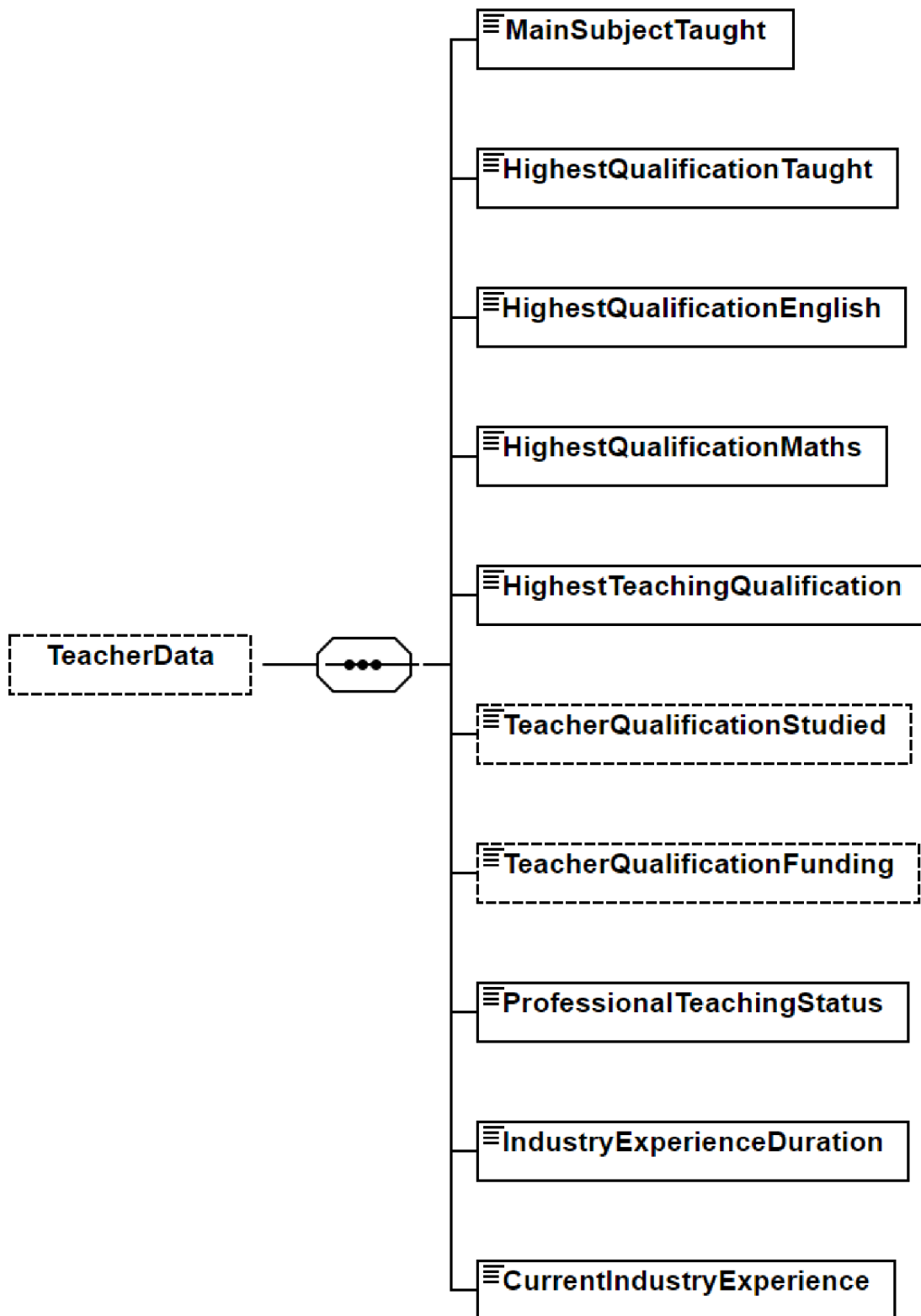


Figure 5: Teacher Data Schema

14.2 Main Subject Taught

Table 25: Data Element Details: Main Subject Taught

Data Element Details	
Field	Main Subject Taught
Definition	The main subject taught by the member of staff.
Reason Required	To understand the main subject area and associated qualification data of teaching staff and enable subject by subject analysis of the FE Workforce collection data. To support: <ul style="list-style-type: none"> • modelling future policy initiatives • targeting areas for recruitment intervention.
Collection Requirements	Collected for those staff members that have a teaching role.
Notes	<p>If a staff member teaches more than one subject, main subject should be determined by where the most time is spent.</p> <p>The option of Community Learning has been removed from the 2023/2024 collection. If Community Learning was selected in a previous collection round or you have recently hired a member of staff who predominantly delivers Community Learning classes. Then, please select an option from the Academic, Vocational or Other Programme Category that most closely aligns with the subject or course content. If multiple Community Learning topics are taught by the member of staff, please select the subject option that they spend most time delivering.</p>
Schema Definitions	
XML Element Name	MainSubjectTaught
Field length	2
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	TeacherData
Attribute Codes	
Academic Courses	
Code	Definition
1	Ancient Languages
2	Archaeology
3	Astronomy
4	Art and Design, History of Art

5	Biology
6	Chemistry
7	Citizenship studies
8	Classical studies
9	Computer science
10	Dance, drama and theatre
12	Electronics
13	English
14	Environmental science
15	Film and media studies
16	Food preparation and nutrition
17	Geography
18	Geology
19	History
20	Mathematics
21	Modern foreign languages
22	Music
23	Physical education
24	Philosophy
25	Physics
26	Politics
27	Psychology
28	Religious studies
29	Sociology
63	Economics
68	Design Technology
59	Other
Vocational Courses	
30	Accounting and Finance
31	Agriculture and Horticulture
32	Animal Care
33	Business Management and Administration
34	Catering and Hospitality
35	Construction, Planning and the Built Environment
36	Crafts, Creative Arts and Design
38	Digital / ICT
41	Environmental Conservation
42	Hair, Beauty and Aesthetics
44	Law and Legal Services
45	Media, Broadcast and Production
46	Performing Arts
47	Retail and Commercial Enterprise
48	Science
49	Sport, Leisure and Recreation

50	Transport and Logistics
51	Travel and Tourism
64	Public Services
69	Engineering and Manufacturing
70	Education, Training and Childcare
71	Health and Care Services
59	Other
Other Programmes	
53	Life Skills (and Independence)
54	Preparation for Work (and Work Skills)
56	ESOL
58	Family Learning
60	Functional Skills (Maths)
61	Functional Skills (IT)
62	Functional Skills (English)
65	SEND (Sensory)
66	SEND (Communication)
67	SEND (Supported Learning)
59	Other

14.2.1 Amendments made to ‘Main Subject Taught’ from the 2022/2023 Collection

The changes to the subject options provided in comparison to the 22/23 Collection are shown below:

Table 26: Amendments to Main Subject Taught

Old Code (22/23)	Old Definition (22/23)	New Code (23/24)	New Definition (23/24)
41	Environmental	41	Environmental Conservation
52	Functional Skills (Maths, English and IT)	60	Functional Skills (Maths)
52	Functional Skills (Maths, English and IT)	61	Functional Skills (IT)
52	Functional Skills (Maths, English and IT)	62	Functional Skills (English)
53	Life Skills	53	Life Skills (and Independence)
54	Preparation for Work	54	Preparation for Work (and Work Skills)
57	Community Learning	REMOVED	
NEW		63	Economics

43	Health, Public Services and Care	64	Public Services
43	Health, Public Services and Care	71	Health and Care Services
55	Supported Learning or Special Educational Needs learning provision	65	SEND (Sensory)
55	Supported Learning or Special Educational Needs learning provision	66	SEND (Communication)
55	Supported Learning or Special Educational Needs learning provision	67	SEND (Supported Learning)
11	Design, Technology and Engineering	68	Design and Technology
37	Design, Engineering and Manufacturing	69	Engineering and Manufacturing
39	Education and Childcare	70	Education, Training and Childcare
40	Education and Training	70	Education, Training and Childcare

14.3 Highest Qualification Taught

Table 27: Data Element Details: Highest Qualification Taught

Data Element Details	
Field	Highest Qualification Taught
Definition	The highest qualification taught by the member of staff.
Reason Required	To understand the highest qualification level taught by teaching staff and enable like for like analysis of the FE Workforce collection data. To support: <ul style="list-style-type: none"> • modelling future policy initiatives • targeting areas for recruitment intervention.
Collection Requirements	Collected for those staff members that have a teaching role.
Schema Definitions	
XML Element Name	HighestQualificationTaught
Field length	2
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	TeacherData
Attribute Codes	
Code	Definition

1	Level 1
2	Level 2
3	Level 3
4	Level 4
5	Level 5
6	Level 6
7	Level 7
8	Level 8
9	Entry level
10	Other

14.4 Highest Qualification English

Table 28: Data Element Details: Highest qualification English

Data Element Details	
Field	Highest Qualification English
Definition	The highest English qualification held by the member of staff.
Reason Required	To understand the level of English qualifications held by all teaching staff.
Collection Requirements	Collected for those staff members that have a teaching role.
Notes	Please see section 4.1 Use of the Not known answer to understand the implications of providing a Not known answer.
Schema Definitions	
XML Element Name	HighestQualificationEnglish
Field length	2
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	TeacherData
Attribute Codes	
Code	Definition
2	Level 2
3	Level 3
4	Level 4

5	Level 5
6	Level 6
7	Level 7
8	Level 8
10	Other
11	None
13	Not Known – Employee chose not to disclose
14	Not Known - Unable to find answer

14.5 Highest Qualification Maths

Table 29: Data Element Details: Highest qualification Maths

Data Element Details	
Field	Highest Qualification Maths
Definition	The highest Maths qualification held by the member of staff.
Reason Required	To understand the level of Maths qualifications held by all teaching staff.
Collection Requirements	Collected for those staff members that have a teaching role.
Notes	Please see section 4.1 Use of the Not known answer to understand the implications of providing a Not known answer.
Schema Definitions	
XML Element Name	HighestQualificationMaths
Field length	2
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	TeacherData
Attribute Codes	
Code	Definition
2	Level 2
3	Level 3
4	Level 4
5	Level 5
6	Level 6
7	Level 7
8	Level 8
10	Other

11	None
13	Not Known – Employee chose not to disclose
14	Not Known – Unable to find answer

14.6 Highest Teaching Qualification

Table 30: Data Element Details: Highest Teaching qualification

Data Element Details	
Field	Highest Teaching Qualification
Definition	The highest teaching qualification held by the member of staff.
Reason Required	To understand the highest teaching qualification held by teaching staff and enable like for like analysis of the FE Workforce collection data. To support: <ul style="list-style-type: none"> • modelling future policy initiatives • targeting areas for recruitment intervention.
Collection Requirements	Collected for those staff members that have a teaching role.
Notes	Please see section 4.1 Use of the Not known answer to understand the implications of providing a Not known answer.
Schema Definitions	
XML Element Name	HighestTeachingQualification
Field length	2
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	TeacherData
Attribute Codes	
Code	Definition
3	Level 3
4	Level 4
5	Level 5
6	Level 6
7	Level 7
8	Level 8
10	Other
11	None
13	None, but working towards a teacher training qualification

14.7 Teacher Qualification Being Studied

Table 31: Data Element Details: Teacher Qualification Being Studied

Data Element Details	
Field	Teacher Qualification Being Studied
Definition	The teaching qualification being studied by the member of staff.
Reason Required	<p>To understand the degree by which teaching qualifications are being pursued by in post teaching staff, to support:</p> <ul style="list-style-type: none"> • modelling future policy implementation • teaching / sector knowledge levels <p>Assess the impact of an intervention:</p> <ul style="list-style-type: none"> • how long any investment may need to continue • • how is the intervention working, are we achieving what we wanted
Collection Requirements	Collected for those staff members that are working towards a teacher qualification.
Schema Definitions	
XML Element Name	TeacherQualificationStudied
Field length	2
Data type	xs:int
Minimum occurrences	0
Maximum occurrences	1
Part of	TeacherData
Attribute Codes	
Code	Definition
3	Level 3
4	Level 4
5	Level 5
6	Level 6
7	Level 7
10	Other

14.8 Teacher Qualification Funding

Table 32: Data Element Details: Teacher qualification funding

Data Element Details	
Field	Teacher Qualification Funding
Definition	Indicates whether the teaching qualification being studied is funded by the provider.

Reason Required	To understand funding streams for teacher training and whether we can achieve better value for money for providers, teachers and tax payers.
Collection Requirements	Collected for those staff members that are working towards a teacher qualification.
Schema Definitions	
XML Element Name	TeacherQualificationFunding
Field length	1
Data type	xs:int
Minimum occurrences	0
Maximum occurrences	1
Part of	TeacherData
Attribute Codes	
Code	Definition
1	Yes, we're paying for all of it
2	Yes, we're paying for some of it
3	No

a. Professional Teaching Status

Table 33: Data Element Details: Professional teaching status

Data Element Details	
Field	Professional Teaching Status
Definition	The professional teaching status of the member of staff.
Reason Required	To understand the quality and capacity of the FE workforce to support: <ul style="list-style-type: none"> • modelling future policy implementation • teaching / sector knowledge levels Assess the impact of an intervention: <ul style="list-style-type: none"> • how long any investment may need to continue • • how is the intervention working, are we achieving what we wanted
Collection Requirements	Collected for those staff members that have a teaching role.
Notes	Please see section 4.1 Use of the Not known answer to understand the implications of providing a Not known answer.
Schema Definitions	
XML Element Name	ProfessionalTeachingStatus
Field length	2
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1

Part of	TeacherData
Attribute Codes	
Code	Definition
1	QTS
2	QTLS
3	Advanced teacher status
4	Chartered teacher status
10	Other
11	None
13	Not Known – Employee chose not to disclose
14	Not Known – Unable to find answer

14.10 Industry Experience Duration

Table 34: Data Element Details: Industry Experience Duration

Data Element Details	
Field	Industry Experience Duration
Definition	Prior to working in FE, the length of time the member of staff spent working in industry in a role relevant to the subject they teach.
Reason Required	To understand the proportion of the FE workforce that has relevant industry experience prior to working in FE and in what subject areas. To assist with the policy intention of improving links between FE teaching and industry
Collection Requirements	Collected for those staff members that have a teaching role.
Notes	Please see section 4.1 Use of the Not known answer to understand the implications of providing a Not known answer.
Schema Definitions	
XML Element Name	IndustryExperienceDuration
Field length	1
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	TeacherData
Attribute Codes	
Code	Definition
1	Less than one year
2	1 to 3 years
3	4 to 10 years
4	11 to 20 years

5	Over 20 years
6	They haven't had industry experience
8	Not known – Employee chose not to disclose
9	Not Known – Unable to find answer

14.11 Current Industry Experience

Table 35: Data Element Details: Current Industry Experience

Data Element Details	
Field	Current Industry Experience
Definition	Indicator to determine whether the member of staff currently works in industry alongside their role in FE.
Reason Required	To understand the proportion of the FE workforce that work in industry alongside their work in the FE and in what subject areas. To assist with the policy intention of improving links between FE teaching and industry
Collection Requirements	Collected for those staff members that have a teaching role.
Notes	Please see section 4.1 Use of the Not known answer to understand the implications of providing a Not known answer.
Schema Definitions	
XML Element Name	CurrentIndustryExperience
Field length	1
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	TeacherData
Attribute Codes	
Code	Definition
1	Yes
2	No
4	Not known- Employee chose not to disclose
5	Not known – Unable to find answer

15 Participated in DfE Programmes

15.1 Participated In DfE Programmes Entity Definition

Table 36: Entity Definition: Participated in DfE programmes

ParticipatedInDfEProgrammes Entity Definition Details	
Entity	Participated In DfE Programmes
Definition	A DfE Programme that the member of staff has participated in or benefitted from during the academic year.
Reason Required	To assess the impact of an intervention and inform future policy decision making: <ul style="list-style-type: none"> • how long any investment may need to continue • how is the intervention working and are we achieving what we intended
Notes	This entity is required for a member of staff who has an Advanced Practitioner, Instructor, Lecturer, Practitioner, Teacher, Trainer or Tutor role recorded even if this is not their main role.
Schema Definitions	
XML Entity Name	ParticipatedInDfEProgrammes
Minimum occurrences	0
Maximum occurrences	5
Part of	TeacherData
Collection Requirements	
Collected for all staff members that teach.	
XML Elements	
DfEProgramme	Y

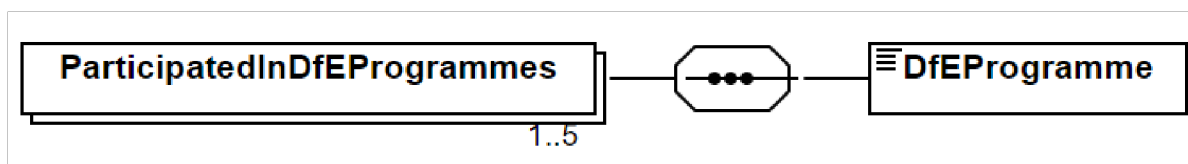


Figure 6: Participated in DfE Programmes

15.2 DfE Programme

Table 37: Data Element Details: DfE Programme

Data Element Details	
Field	DfE Programme

Definition	A DfE Programme that the member of staff has participated in or benefitted from, during the academic year.
Reason Required	To assess the impact of an intervention and inform future policy decision making: <ul style="list-style-type: none"> • how long any investment may need to continue • how is the intervention working and are we achieving what we wanted
Collection Requirements	Collected for those staff members that have a teaching role.
Notes	If a staff member has benefitted from more than one programme then multiple codes should be provided. Please see section 4.1 Use of the Not known answer to understand the implications of providing a Not known answer.
Schema Definitions	
XML Element Name	DfEProgramme
Field length	2
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	TeacherData
Attribute Codes	
Code	Definition
1	Taking Teaching Further (TTF)
2	Mentor Training Programme (either as a mentor or mentee)
3	Teach in FE Platform
4	Bursaries for FE Teacher Training
5	T Level Professional Development
6	Strategic Development Fund (SDF)/ Local Skills Improvement Fund (LSIF)
7	A targeted retention and/or recruitment financial incentive. For example: An early career, joiner, or retention incentive, targeted salary uplift (consolidated) or a targeted non-consolidated payment
10	None
11	Not known

16 Main Contract

16.1 Main Contract Entity Definition

Table 38: Entity Definition: Main Contract

MainContract Entity Definition Details	
Entity	MainContract
Definition	Covers the various methods in which a member of staff's payment for the year is calculated.
Reason Required	<p>This entity is required for every member of staff in the collection. It contains information on the main contract for the staff member such as annual salary / hourly rate and weekly hours.</p> <p>As there are a wide range of approaches to gather this data, various methods need to be supported.</p>
Schema Definitions	
XML Entity Name	MainContract
Minimum occurrences	1
Maximum occurrences	1
Part of	StaffData
Collection Requirements	
Collected for all members of staff.	
XML Elements	
AnnualSalary	N (Field not mandatory on its own but note either AnnualSalary or HourlyRate must be supplied for every staff member)
HourlyRate	N (Field not mandatory on its own but note either AnnualSalary or HourlyRate must be supplied for every staff member)
PayRise	Y
WeekContractedHours	N
WeeksAYearContractedToWork	N
ContractType	Y

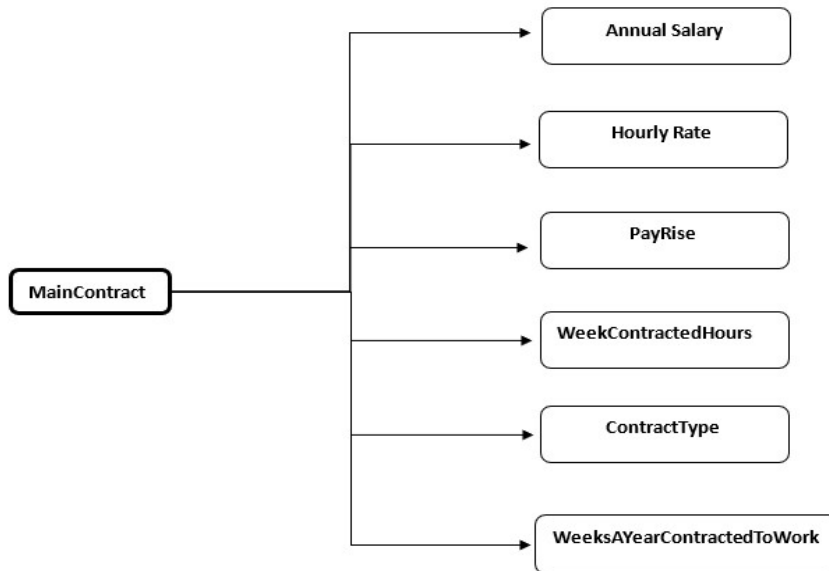


Figure 7: Main Contracts Schema

16.2 Annual Salary

Table 39: Data Element Details: Annual Salary

Data Element Details	
Field	Annual Salary
Definition	The latest gross annual salary for the member of staff.
Reason Required	For comparison with other sectors e.g. HE and schools. Reviewing increases in senior pay compared to other staff. Understand how pay may relate to recruitment and retention or movement within the sector
Collection Requirements	Either Annual Salary or Hourly Rate should be collected for all staff members
Notes	If a staff member holds more than one contract, then Annual Salary should just be for the main contract. The main contract should be the one that is for the most hours. Include any London weighting element where applicable for the staff member.
Schema Definitions	
XML Element Name	AnnualSalary
Field length	7
Data type	xs:int
Minimum occurrences	0

Maximum occurrences	1
Part of	MainContract

16.3 Hourly Rate

Table 40: Data Element Details: Hourly Rate

Data Element Details	
Field	Hourly Rate
Definition	The latest gross hourly rate of pay for the member of staff.
Reason Required	For comparison with other sectors e.g. HE and schools. Reviewing increases in senior pay compared to other staff. Understand how pay may relate to recruitment and retention or movement within the sector
Collection Requirements	Either Annual Salary or Hourly Rate should be collected for all staff members
Notes	If a staff member holds more than one contract, then Hourly Rate should just be for the main contract. The main contract should be the one that is for the most hours. Include any London weighting element where applicable for the staff member.
Schema Definitions	
XML Element Name	HourlyRate
Field length	6
Data type	xs:decimal
Minimum occurrences	0
Maximum occurrences	1
Part of	MainContract

16.4 Pay Rise

Table 41: Data Element Details: Pay Rise

Data Element Details	
Field	Pay Rise
Definition	Indicates whether the staff member has received any form of pay rise over the last academic year, outside of organisation wide increases. For example, those linked to inflation. Examples may include where an individual has been promoted, taken on additional responsibility or progressed up an organisation's agreed pay bands, if appropriate.

Reason Required	To assess the impact of career progression on retention.
Collection Requirements	Collected for all staff members
Notes	If a staff member holds more than one contract, then Pay Rise should just be for the main contract. The main contract should be the one that is for the most hours.
Schema Definitions	
XML Element Name	PayRise
Field length	1
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	MainContract
Attribute Codes	
Code	Definition
1	Yes
2	No

16.5 Week Contracted Hours

Table 42: Data Element Details: Week Contracted Hours

Data Element Details	
Field	Week Contracted Hours
Definition	The weekly contracted hours for the member of staff.
Reason Required	To be able to complete like for like analysis of the FE Workforce collection data, regarding salaries and hours worked.
Collection Requirements	Collected for those staff members on permanent or fixed term contracts
Notes	If a staff member holds more than one contract, then weekly contracted hours should just be for the main contract. The main contract should be the one that is for the most hours.
Schema Definitions	
XML Element Name	WeekContractedHours
Field length	5
Data type	xs:decimal
Minimum occurrences	0
Maximum occurrences	1
Part of	MainContract

16.6 Weeks A Year Contracted to Work

Table 43: Data Element Details: Weeks a year contracted to Work

Data Element Details	
Field	Weeks A Year Contracted To Work
Definition	This data item records the number of weeks per year for which a member of staff is contracted to work, including any paid holiday.
	Where a staff member is contracted to work for less than 52 weeks in a year, but payments are spread equally over the year, it is the number of weeks contracted to work that should be entered. For example, if someone is on a term-time only contract for 37 weeks per year but receives their pay in twelve monthly instalments, it is 37 weeks that should be entered, not 52.
Reason Required	This information is important for calculating and performing analysis on pro rata salaries for all staff, regardless of working patterns.
Collection Requirements	Collected for those staff members on permanent or fixed term contracts
Notes	Where a member of staff has multiple contracts, the weeks per year contracted to work should be for the main contract only.
Schema Definitions	
XML Element Name	WeeksAYearContractedToWork
Field length	2
Data type	xs:int
Minimum occurrences	0
Maximum occurrences	1
Part of	MainContract

16.7 Contract Type

Table 44: Data Element Details: Contract Type

Data Element Details	
Field	Main Contract Type
Definition	The main contract type that the member of staff holds with the provider.

Reason Required	To understand how different contract types are used across the FE sector and for comparison with other sectors e.g. HE and schools.
Collection Requirements	Collected for all staff members
Notes	If a staff member holds more than one contract, then the main contract should be the one that is for the most hours. If a main contract specifies variable or zero hours then the contract type should be recorded as variable or zero hours and not as permanent or fixed term if applicable.
Schema Definitions	
XML Element Name	ContractType
Field length	1
Data type	xs:int
Minimum occurrences	1
Maximum occurrences	1
Part of	MainContract
Attribute Codes	
Code	Definition
1	Permanent
2	Fixed term
3	Variable hours
4	Zero hours
5	Other

17 Appendix A

Table 45: Appendix

Role	Sub Role
Senior Leader	Assistant Head
Senior Leader	Assistant Principal
Senior Leader	CEO
Senior Leader	Director
Senior Leader	Executive Head Teacher
Senior Leader	Head Teacher
Senior Leader	Managing Director
Senior Leader	Principal
Senior Leader	Senior Manager
Senior Leader	Vice-Principal
Manager	Curriculum Lead

Manager	Faculty Lead
Manager	Functional Manager
Manager	Head of Department
Manager	Programme Lead
Manager	Quality Assurance Manager
Teacher	Advanced Practitioner
Teacher	Instructor
Teacher	Lecturer
Teacher	Practitioner
Teacher	Teacher
Teacher	Trainer
Teacher	Tutor
Support	Assessor
Support	Behaviour Specialist
Support	Bilingual Support Assistant
Support	Careers Advisor
Support	Counsellor
Support	Cover Supervisor
Support	Education Welfare Officer
Support	Higher Level Teaching Assistant
Support	Language Support
Support	Learning Facilitator
Support	Learning Mentor
Support	Learning Support
Support	Learning Support Assistant (SEN)
Support	Librarian
Support	Pastoral Support
Support	SEN Co-ordinator
Support	Sports Coach
Support	Teaching Assistant
Support	Technician
Support	Therapist
Administration	Administrator
Administration	Admissions
Administration	Apprenticeships Administrator
Administration	Bursar
Administration	Business Manager
Administration	Clerk
Administration	Communication Support
Administration	Data Analyst
Administration	DSL and Safe Guarding Officer
Administration	Employer Engagement
Administration	Examinations Administrator

Administration	External Grants and Funding
Administration	Finance Officer
Administration	Human Resources (HR)
Administration	ICT Network Manager
Administration	Information Services (MIS)
Administration	Legal
Administration	Marketing Administrator
Administration	Office Manager
Administration	Payroll Administrator
Administration	Programme recruitment
Administration	Receptionist
Administration	Secretary
Administration	Technology Support



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