FE Workforce Staff Record Guidance: 2023 to 2024

April 2024

Title	**FE Workforce Staff Data Collection: support manual**
Purpose	Guidance document for returning the FE Staff data collection
Intended Audience	This is a general support manual aimed at those responsible for making staff data returns.

Contents

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1 Version control

Version	Date issued	Description
1.0		Initial version Updated for the 2022-2023 FE workforce staff data collection
1.1		

1.1 Change log: Version 1.0

Table 1: Change Log 2022/2023

Version	Section	Change Description
1.0	All 9.1 12.24 & 12.25 12.32 5 5.2.4, 5.2.5	Created from the 2021-2022 support manual. Changes for 2022-2023: - Deleted section 9.1 Timescales as it stated the open and close dates which should not be in this document. - Clarified that either salary or hourly rate must be supplied for every staff member. - Corrected the field definition description of employment start date to be the start date of employment with the provider, not contract start date. - Scope wording has been refined - Added Legal and sport coach to sub role and changed Teaching Assistant to Teaching Assistant/Support
	6.3 12.29	Reviewed the 'Not known' guidance section in line with changes made Inserted a new section/question – Weeks a year contracted to work

Version			
Version 1.1	10.1	Updated this section with the DfE sign-in account	
	11.2.5	Added this section for clarification around Online form complete collection link	
	11.3.3	Updated Submissions reports page with the complete collection link	

1.2 Change log: Version 2.0

Table 2: Change Log 2023/2024

Version	Section	Change Description
2.0		Created from the 2022-2023 support manual. Changes for 2023-2024:
	5	Amendment to the scope
	10.4	Additional guidance on options when starting a return for the 2023/2024 academic year
	12.7	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.
	12.13	Amendments to the Main Subject Taught Options
	12.32	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 FE 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.
	12.31	If an individual (employee) has more than one concurrent contract with an organisation, then the salary should be given for the contract that accounts for the major of the employee's time.
	12.35	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
	12.34	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

2 Introduction

This document provides guidance for meeting the requirements for returning the annual FE workforce staff data collection.

The document assists providers in preparing and returning the staff data collection using the following methods:

- Online form
- XML upload
- Desktop application alongside the template file

The document includes guidance and examples for completing the return.

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 loan's facility or contract for apprenticeships, to deliver education and training.

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

4 What is FE Workforce staff data collection?

The collection of staff data from learning providers in the Further Education (FE) and Skills sector in England.

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 Provider: 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.

5.1.1 Recording leavers

Staff members that have left the organisation during the 2022/23 academic year must be included in your return.

5.2 Role types

You should tell us about the following types of staff that are employed by or to work for the organisation.

Staff role job titles or job position names vary between providers. The following job roles listed are the full set of roles that are available to be used for the collection. Where provider's job roles do not match these exactly, your judgement should be used to select the closest available option.

5.2.1 Senior Leader

A senior leader is regarded as a staff member who has senior management responsibility. This can include formal governance and director responsibilities. They can be responsible for direction and vision or driving strategic intent.

Job role / title can be known as:

- Assistant Head
- Assistant Principal
- CEO
- Director
- Executive Head Teacher
- Managing Director
- Principal/Head Teacher
- Senior Manager
- Vice-Principal

5.2.2 Manager

A staff member responsible for providing supervision and staff support. Responsibilities can include department lead and administering staff members.

Job role / title can be known as:

- Curriculum Lead
- Faculty Lead
- Functional Manager
- Head of Department
- Programme Lead Quality Assurance Manager

5.2.3 Teacher

A member of staff with teaching responsibilities even if it's not their main role.

Job role / title can also be known as:

- Advanced Practitioner
- Instructor
- Lecturer
- Practitioner
- Teacher
- Trainer
- Tutor

5.2.4 Support

A member of support staff in any function across the organisation.

Job role / title can also be known as:

- Assessor
- Behaviour Specialist
- Bilingual Support Assistant
- Careers Advisor
- Counsellor
- Cover Supervisor
- Education Welfare Officer
- Higher Level Teaching Assistant
- Language Support
- Learning Facilitator
- Learning Mentor
- Learning Support
- Learning Support Assistant (SEN)
- Librarian
- Pastoral Support
- SEN Co-ordinator
- Sport Coach
- Teaching Assistant/Support
- Technician
- Therapist

5.2.5 Administration

Staff members who support the delivery of further education provision in an administrative capacity

Job role / title can also be known as:

- Administrator
- Admissions
- Apprenticeships Administrator
- Bursar
- Business Manager
- Clerk
- Communication Support
- Data Analyst
- DSL and Safeguarding Office
- Employer Engagement
- Examinations Administrator
- External Grants and Funding
- Finance Officer
- Human Resources (HR)
- ICT Network Manager
- Information Services (MIS)
- Legal
- Marketing Administrator
- Office Manager
- Payroll Administrator
- Programme Recruitment
- Receptionist
- Secretary
- Technology Support

5.3 Staff roles not in scope

You do not need to 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 any individuals in support roles that are not directly supporting learning such as:

- Housekeeping/cleaning staff
- Catering assistant/cook/chef
- Driver/transport manager
- Maintenance worker
- Handy person
- Caretaker/grounds person or other such service ancillary support roles

5.4 Is the collection a mandatory requirement?

Yes.

6. What data is collected?

A broad scope of personal data is being collected, along with some special category data. All data collected adheres to GDPR regulations and other legal requirements (such as the Further and Higher Education Act 1992) including the specific exceptions required for special category data.

6.1. Special category data

The special category data collected is staff member disability and staff member ethnicity.

6.2. Relevant data

The data collected has been focused so that only information that is relevant to specific members of staff is collected. For example, if a member of staff has teaching responsibilities, then data will be collected on that staff member around their teaching experience and qualifications. For members of staff with no teaching responsibilities, no additional data is collected.

6.3. 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 option has 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)

7. Privacy and how we use data

Refer to the [FE Workforce document collection page](#) on GOV.UK for the privacy notice about how data is used.

7.1. Security of data

The development of the collection has been security assured through standard DfE policy and process, including authority to operate (AtO).

The personal data will be held within the Submit Learner Data (SLD) environment which is an existing secure platform. Only staff that manage the data will have access granted to them to various data fields.

The specific access to the data will be agreed with analysts and similar (who do it already for the Staff Individualised Record collection (SIR)) as to what they will have and where they will be doing it. The data will be pseudonymised before analysis similar to what is already implemented for the Individual Learner Record (ILR) collection.

There will be a named data set, but analysts will see a pseudonymised / pseudo-anonymous version of the data set only holding the information that the downstream staff will require.   This is implemented within SLD to populate the analysis and stats databases. Pseudo-anonymous data is where personally identifiable information such as first name and last name within a data record that are replaced by one or more artificial identifiers.

For avoidance of doubt, analysts will not have access into the production databases.

7.2. Data required to complete the collection

Gladys Mills

Do they have any teaching responsibilites?

This is in addition to their job role responsibilities

◯ Yes

◯ No

Figure 1: Teaching Responsibilities

Data items required for staff members will vary. For example, some staff members might not have teaching responsibilities (figure 1). Subsequent data items related to the 'teaching responsibilities routing question' will not appear as part of the collection for these types of staff members.

7.2.1. Full list of data items

The collection is split into 3 categories:

1. Personal details
2. Job role details
3. Employment details

Personal details is the only category where all data items will be collected for staff members. Job role details and employment details will vary between staff members.

Categorised data items:

1. Personal details data items
   a. First name
   b. Last name
   c. Date of Birth
   d. Gender
   e. Ethnicity
   f. Disability

2. Job role details data items
   a. Job roles and sub roles selection
   b. Main role

      c. Head of the FE Provision

      d. Main subject/vocational subject taught

      e. Highest qualification taught

      f. Staff member highest English qualification

      g. Staff member highest maths qualification

      h. Staff member teaching qualification

      i. Teacher qualification currently studying

      j. Teaching qualification funding

      k. Professional teaching status

      l. DfE Programmes taken part in

      m. Industry experience duration

      n. Current industry experience outside of FE

3. Employment details data items

      a. Number of contracts with the provider

      b. Type of contract

      c. Weekly hours

      d. Full time equivalent (FTE)

      e. Annual salary

      f. Hourly rate

      g. Pay rise

      h. Weekly contracted hours

      i. Weeks a year contracted to work

      j. Contract type

      k. Number of contracts

      l. Employment start date

      m. Employment end date

      n. Current position duration

      o. Further education employment duration

      p. Reason for leaving

8. Frequency of the collection

The data is collected annually for the academic year specified. There will be a collection window at the end of each academic year allowing reasonable time to return data.

9. Preparing for the collection

It is recommended to prepare and collate data prior to using either of the collection methods available. This will help reduce the burden when inputting or transferring staff file data.

Administration and storage methods vary between providers. Some may use a combination of paper based and electronic files. Others may use a management information (MI) system.

9.1. Example scenario where a provider uses multiple methods for storing their staff members data.

It is likely, where the provider is an ITP with a small number of staff and it may opt to use the online form for recording the collection.

The provider stores paper CV's containing staff members qualification details and previous employment details. The same provider may have an electronic database storing ethnicity details, consent form to use this and the staff members date of birth.

For recording data, the provider would need to have at hand the paper CV and the electronic database of details of the staff members to record for the collection.

10. Making the return

The FE Workforce Data Collection facility is hosted within the submit learner data (SLD) secure platform. Providers must have a Department for Education (DfE) sign-in account and associated profile to access the FE Workforce data collection methods.

Begin the data return process from the submit learner data (SLD) start page. https://submit-learner-data.service.gov.uk . Users will then sign into DfE signin account (figure 2).

10.1. Department for Education (DfE) sign-in

Users will need a DfE sign-in account to access Submit Learner Data.

Department for Education Sign-in

Sign-in to access DfE online services.

Email address

Password

Show

Forgotten your password?

By signing in you accept **DfE Sign-in terms and conditions**.

Sign in   Create account

▶ Services accessed using DfE Sign-in

Figure 2: DfE Sign In Screen

Organisations with a DfE sign-in account and a user assigned with the 'Submit Learner Data – FE Workforce' role, can access the staff data collection using the Submit learner data sign in process: https://submithttps://submit-learner-data.service.gov.uk/learner-data.service.gov.uk.

User can login or self-registered for a DfE sign-in account.

Users will need to request the 'Submit Learner Data – FE Workforce' role from their organisation's super user to access the collection.

For users who do not have account, refer to gov.uk for details on how to create DfE sign-in account.

Users who are unable to access their account need to complete the Contact us Form for assistance from Service Desk.

10.2. FE Workforce Tile

Organisations with user's setup or assigned with the 'Submit Learner Data - FE Workforce role' will see the FE Workforce ''tile' (figure 3) after logging into the Submit Learner Data portal.

The tile has 2 functions.
- to confirm the FE Workforce profile has been assigned to the user
- provides the link to the collection start page

Figure 3: FE Workforce Collection Tile

10.3. Who at your organisation should administer the data collection?

Due to special category and sensitive data collected such as salary and date of birth, its recommended that HR administrative team staff who are responsible for the management of employee personal data and have access to it. This can include HR information technology officers (in the case of extracting data from a database). It should be restricted to those with permission to access personal data.

It's also recommended that staff members who are familiar with the organisation's staff data storage methods to complete the collection.

11. Recommended methods of submission

11.1 Amending a previous submission (XML)

Figure 4: FEW Reports Section

Providers who submitted a valid return for a previous collection can download their previous submissions as an XML file from the Submit learner data portal.

This file can then be opened in desktop application (see guidance below) and the data altered so that it is relevant for the 2023/2024 academic year.

11.2 Online form response

If a providers submitted the 2022/2023 return, then the data submitted will be migrated into the online form for the 2023/2024 return.

Please refer to the migration data to clarify which fields will be migrated across from the 22/23 collection.

If a provider has a small number of employees or minimal changes, then it may be more efficient to amend the return using the online form in comparison to the desktop application.

11.3 Submission Options

Whilst some further education organisations such as independent training providers (ITPs) may only have a few members of staff, some large colleges may have thousands of staff. It is for this reason there are 2 distinct methods available making the data return:

1. Online form
    a. is designed for providers with up to 30 members of staff but can be used by providers with higher staff numbers
    b. takes approximately 5 minutes to complete per staff member
    c. uses familiar web page buttons and check boxes
    d. contains guidance throughout

2. XML file upload:
    a. Data can be prepared with your own software or by using our free bespoke Staff Data desktop application (windows users only) and template document.
    b. Designed for providers with higher staff numbers, for example, more than 30, but can be used by smaller providers.
    c. Zip file compatible.
    d. Data sheet is prepared offline and can be saved.

11.4 Choosing a collection method

Providers can use either the online form or the XML file upload method to record data as illustrated in figure 4. Each method has been designed to reduce the administration burden taking into account the variation in numbers of staff between providers.

Record staff data: select method

Submissions must use either the online form or an XML file.

Overview

- Use the online form service to record staff member data individually
- XML file data can be prepared and generated using our desktop application or your own system for bulk uploading of staff data

Select an option

◯ Use the online form service

◯ Upload an XML file

[Continue]

Figure 5: Choosing a method of submission

Either method allows for the collection to be completed in one sitting or in unlimited sittings. Administrators can return to the online form or XML source file to add additional details, edit or complete the collection as many times as they wish while the collection is open.

Providers can use either method for this data collection.

The following describes scenarios using the two methods available for the return.

11.5 Using the online form for returning data

The online form has been designed for providers with lower numbers of staff to record on the collection. Staff data is added per member of staff.

The online form provides a typical group of question pages with standard and familiar page controls such as buttons to save and continue or links to go back to a previous page, selectable options and text input boxes. Refer to figures 5,6,7.

[Save and continue]

Figure 6: Save and continue button

Examples of standard online form page controls

Figure 7:"Radio Buttons"

Figure 8: Text input field example

11.5.1 Details to complete for each staff member

The online form has 3 short 'task' elements with sub pages to complete for each staff member.

At the end of each task or at the start of the form filling 'journey', a 'task' screen showing what has been completed or not started will display. Refer to Figure 8.

Example illustrating the staff member's personal information has been completed. Information 'tags' are applied automatically to other sections showing 'not started'. The staff list link provides navigation to the staff list page.

Figure 9: Staff member data task screen with 1 section out of 3 completed

Figure 10: Staff member data task screen showing 1 section completed, 1 section in progress, 1 section not started

Figure 10 illustrates the following:
- a staff member's personal information has been completed
- job role details is in progress (partially completed)
- employment contract details not started

Information 'tags' are applied automatically to help identify which sections are completed, not started or in progress.

11.5.2. Standardised form page design and usage

Online form pages are grouped in a particular order for the 'screen flow' to make sense. All page content and screen flows have been through user research and testing sessions culminating in the current live version.

11.5.3. Example of a screen flow

A question page with the first option selected as the response.

Figure 11: Screen flow example 1

The proceeding screen is directly related to the response from the previous screen.

Figure 12: Screen flow example 2

11.5.4. Error messaging

Error messages provide help to fixing a problem.

Messages are standardised using familiar gov.uk error message design techniques.

There's a problem

First name missing, enter a first name

Last name missing, enter a last name

Enter a date of birth

Select a gender option

Select an ethnicity option

Select a disability option
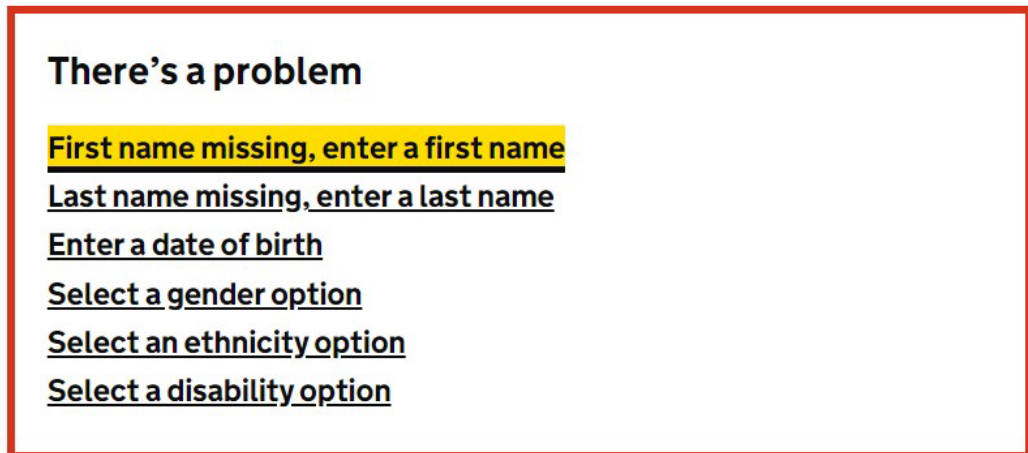
Figure 13: Example error summary box. Error summaries link to the area on a page for making corrections

11.5.5. Online form complete collection link

When you are happy that the FE workforce staff data collection is finished and correct you should click on the Complete collection link on Staff list page to confirm the collection is complete.

A complete confirmation email would be sent to you.

Should you need to update the FE Workforce staff data collection, you can do so by entering or editing data, but you will need to re-confirm that the collection is complete.

Figure 14: Staff list page with the complete collection link

11.6. Using XML file upload for returning data

For full XML file technical specifications, validation rules, XSD and an XML file example refer to the FE Workforce specification on GOV.UK.

11.6.1. XML file upload Overview

Staff data can be prepared for uploading by using your own software or by using our excel template file along with the bespoke [Staff Data desktop application](). (windows users only).

12.6.1.1. Check reports

Reports must be checked after uploading a file. Errors in the uploaded XML data file are contained in the report files.

11.6.2. File upload errors

Upload XML file: staff data collection

Only error free staff records will be included in your return.

After uploading

You must:

- check submission reports for file errors
- correct any errors and upload a new file
- confirm the collection is complete

Select an XML file to upload

Choose File No file chosen

Upload file

Before you start

Make sure the file is:

- accurate
- complete
- in XML format
- using the specified file name format

Figure 15: File upload interface module

Selecting 'Upload an XML file' option illustrated in Figure 4, flows directly to the file upload interface which the provides the facility to choose your file and upload it into the collection system. (figure 15)

File upload error detection will stop the upload progressing. Some errors won't be detected until after uploading. Reports must be checked after uploading a file.

The validation rules document clarifies all rules related to staff data XML file upload.

Some examples where file upload is prevented where any of the following are true:

- Incorrect file extension
- Incorrect file name format
- Attempting to upload the same file with the same filename that has already been uploaded

11.6.3. Data errors: checking reports after uploading a file

Reports must be checked after uploading a file.

The reports may contain error summaries for data uploaded. Errors must be corrected and a new file uploaded to replace the previously uploaded file that contained data errors.

Reports are generated after uploading an XML file.

A link to check reports is found on the upload confirmation screen (figure 13) and on the submission's reports page (figure 14)

Figure 16: XML file upload confirmation screen example

Submissions

FE staff and vacancy collections

Academic Year 2022 to 2023

Vacancy data collection

View your vacancy and recruitment data

Staff data collection

Completed by	Time and date	
Not complete	Not complete	Complete collection

View your staff data

Download your XML file

Date	File	Submitted by	Reference	Reports
9 October 2023 at 3:06pm	FEW-10041007-2021-20220609-080000-02.XML	Shared FE Workforce User	1946270	Download reports

Figure 17: Submissions reports page

When you are happy that the FE workforce XML file upload is finished and correct you should click on the Complete collection link on Submissions page to confirm the collection is complete.

A complete confirmation email would be sent to you.

Should you need to update the FE Workforce staff data collection, you can do so by reuploading updated XML file, but you will need to re-confirm that the collection is complete.

11.6.4. Updating and overwriting previous data recorded

Only 1 XML file can be uploaded at a time. The last file uploaded overwrites all staff data previously recorded with us in the same academic year including data recorded using the online form method.

For example, a provider uploads an XML file with staff data. The provider then makes changes to the source file and reuploads their XML file. The data previously recorded with us is now overwritten with new file data.

Once uploaded, staff data can be viewed and edited by using the online form.

11.6.5. Filename of the XML staff data file (extracted from the staff record specification)

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-LLLLLLLL-YYYY-yyyymmdd-hhmmss-NN.XML where:

• FEW
• LLLLLLLL is the UK provider reference number (UKPRN)
• YYYY the academic year of collection (for example 2022 to 2023 would be 2223)
• 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.

11.7 Using a combination of the online form and XML file upload methods for recording data

The collection systems allow for using both the online form and XML file upload for recording data.

Attempting to use a combined method may result in data loss if you aren't familiar with the processes required.

It's advised to use only one of the collection methods for your initial data return reducing the burden should data become accidentally overwritten.

11.7.1. Using the online form to record data and then upload an XML file

If you use the online form to record staff members and then upload an XML file for the same return with additional staff members (not including the original staff members) data previously recorded through the online form in the current academic year will be overwritten by the last XML file uploaded from your organisation.

11.7.1.1. Example scenario where staff data can be accidentally overwritten

1. Initially you use the online form to record 12 staff member's data manually.
2. You then upload an XML file with additional staff members but excluding the previous 12 members of staff that were recorded using the online form
3. The 12 staff members previously recorded are now overwritten and cannot be retrieved
4. The solution to re-record the overwritten staff member data is to include the data on the same source XML file and re-upload with a new file name or add them individually using the online form

11.7.2. Using an XML file for your data return and making changes using the online form

If you upload staff data in an XML file for your return, you can then use the online form to check details, make changes, delete, add new members of staff.

Data changes made using the online form will supersede data on the uploaded XML file. The XML file remains on the system archive.

11.7.3. Example scenario uploading an XML file and modifying data using the online form

1. You use a spreadsheet or the staff data desktop application to prepare data for your return and output an XML file.
2. You upload the XML file.
3. You can then view and modify staff details through the online system. Any modifications using the online system will display as the latest data collection for the organisation.

12. Data fields

The following uses plain English data field names and reference guidance for completing the collection.

12.1. First name

The first name or forename of the member of staff known by the organisation. This might not be the staff member's legal name but the name used within the organisation.

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.

This field should not include maiden names for example Mary Jones - nee Smith / Mary Jones - was Smith

The field does not accept numeric values for example Richard1st.

12.2. Last name

The surname or family name of the member of staff known by the organisation. This might not be the staff member's legal last name but the name used within the organisation.

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.

This field should not include maiden names for example Mary Jones - nee Smith / Mary Jones - was Smith

The field does not accept numeric values. For example, Johnson3.

12.3. Date of Birth

The date of birth of the member of staff

There is an upper and lower limit predefined for a staff member's date of birth. Staff members must be at least 16 years old and the upper age limit is 115. The system will provide error messaging when inaccuracies are detected.

12.4. Gender

The declared gender of the member of staff.

Options are:
  •   Male
  •   Female
  •   Identifies in another way
  •   Prefer not to say

12.5. Ethnicity

The collection's ethnicity list uses the latest Office for national statistics (ONS) ethnicity groups and sub group options based on the 2021 census.

The ethnic origin of the staff member.

Ethnic group options are:

  • White
    • English, Welsh, Scottish, Northern Irish or British o Irish
    • Gypsy or Irish Traveller
    • Roma
    • Any Other White background
  • Mixed/Multiple ethnic groups
    • White and Black Caribbean
    • White and Black African
    • White and Asian
    • Any Other Mixed or Multiple background
  • Asian/Asian British
    • Indian
    • Pakistani
    • Bangladeshi
    • Chinese
    • Any other Asian background

  • Black/African/Caribbean/Black British
    • African

- Caribbean
  - Any other Black, Black British or Caribbean background
  - Other ethnic group
- Arab
  - Any other ethnic group
  - Not provided / Prefer not to say

12.6. Disability

Indicates if the member of staff has reported themselves as having a disability.

Options are:
- Yes
- No
- Prefer not to say

12.7. Job Roles

Staff members can have multiple job roles. Record all roles applicable to the staff member. For example. Jenny is a manager but also teaches. Additional data is collected for staff members that have teaching responsibilities.

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.

12.8. Sub Roles

Sub roles need to be selected for a staff member. Up to 5 sub roles can be selected for each staff member across the job roles. When a job role has been selected at least one sub role must be selected for that job role.

12.9. Main role

The sub role where the member of staff spends most of their time. For example. Jenny is a manager but also teaches. Jenny has both a Curriculum Lead Manager sub role and Advanced Practitioner Teacher sub role selected.

Her main role is 'Curriculum Lead' because she spends most of her time working in her managerial role.

If an individual's time is split evenly between sub roles, you should make an informed decision as to which role is the main one.

12.9.1. Senior leader

Senior Leader is used here as a generic job role term.
Providers may use different job titles e.g. Assistant Head, Assistant Principal, CEO, Director, Executive Head Teacher, Managing Director, Principal/Head Teacher, Senior Manager, Vice-Principal.

12.9.2. Manager

Manager is used here as a generic job role term. Providers may use different job titles such as Curriculum Lead, Faculty Lead, Functional Manager, Head of Department, Programme Lead, Quality Assurance Manager.

12.9.3. Teacher

A teacher is member of staff who has a teaching role even if this is not their main role. Additional data is collected for staff members that have teaching responsibilities.

Teacher is being used as a generic job role term. Providers may use different job titles for teaching roles for example, Advanced Practitioner, Instructor, Lecturer, Practitioner, Teacher, Trainer, Tutor.

12.9.4. Support

Support is being used as a generic job role term. Providers may use different job titles for support roles for example, Assessor, Behaviour Specialist, Bilingual Support Assistant, Careers Advisor, Counsellor, Cover Supervisor, Education Welfare Officer, Higher Level Teaching Assistant, Language Support, Learning Facilitator, Learning Mentor, Learning Support, Learning Support Assistant (SEN), Librarian, Pastoral Support, SEN Coordinator, Sports Coach, Teaching Assistant, Technician, Therapist.

12.9.5. Administration

Those that support the delivery of the FE provision in an administrative capacity such as Administrator, Admissions, Apprenticeships Administrator, Bursar, Business Manager, Clerk, Communication Support, Data Analyst, DSL and Safe Guarding Officer, Employer Engagement, Examinations Administrator, External Grants and Funding, Finance Officer, Human Resources (HR), ICT Network Manager, Information Services (MIS), Legal, Marketing Administrator, Office Manager, Payroll Administrator, Programme Recruitment, Receptionist, Secretary, Technology Support.

12.10. Head of FE provision

The member of staff who is the head of FE provision for the provider.

A head of FE Provision can be in any Senior Leader role. Heads of provision can have teaching responsibilities. Additional data is collected for staff members that have teaching responsibilities.

12.11. Teaching responsibilities

Staff members who have not been previously indicated as having teaching responsibilities, must have their teaching responsibility recorded. Additional data items related to what they teach, what experience they have outside of FE and any teaching status qualifications if any are collected.

If a staff member has been indicated as having teaching responsibilities, then additional data items are collected.

12.12. Qualifications or programmes taught

Record the qualifications or programmes taught by staff members with teaching responsibilities.

- Academic qualifications: A levels and GCSEs
- Vocational programmes: BTECS, apprenticeships, traineeships, T levels
- Other learning programmes: Functional skills English, Maths and IT, ESOL, SEN or supported learning, Preparation for work and life skills, Community learning and Family

12.13. Main subject area taught

If a staff member teaches more than one subject, the main subject area taught should be determined by where the most time is spent. For example, Kate teaches Agriculture and Horticulture programmes and also teaches Digital / ICT skills. Her week is split but works more hours teaching Agriculture and Horticulture which therefore should be recorded as her main subject area taught.

12.13.1 Amendments made to the collection from 2022/2023:

Table 3: Amendments made to Main subject taught

Old Definition (22/23)	Type of Change	New Definition (23/24)
Environmental	Name Clarification	Environmental Conservation
*Community Learning	REMOVED	
Functional Skills (Maths, English and IT)	Division of Category	Functional Skills (Maths)
Functional Skills (Maths, English and IT)	Division of Category	Functional Skills (IT)
Functional Skills (Maths, English and IT)	Division of Category	Functional Skills (English)
Life Skills	Name Clarification	Life Skills (and Independence)
Preparation for Work	Name Clarification	Preparation for Work (and Work Skills)
	New Subject	Economics
Health, Public Services and Care	Division of Category	Public Services
Health, Public Services and Care	Division of Category	Health and Care Services
Supported Learning or Special Educational Needs learning provision	Division of Category	SEND (Sensory)
Supported Learning or Special Educational Needs learning provision	Division of Category	SEND (Communication)

Supported Learning or Special Educational Needs learning provision	Division of Category	SEND (Sensory)
Design, Technology and Engineering	Name Clarification	Design and Technology
Design, Engineering and Manufacturing	Name Clarification	Engineering and Manufacturing
Education and Childcare	Merging Categories	Education, Training and Childcare
Education and Training	Merging Categories	Education, Training and Childcare

* 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.

12.14. Highest qualification Taught

Staff can teach across multiple qualification levels for different amounts of time duration during the academic year.

Record the highest qualification taught regardless of time spent teaching the highest difficulty level.

Refer to [qualification levels and what they mean](#) on Gov.uk for additional guidance

12.15. Staff members highest English qualification

Record the highest English qualification held by staff members that have a teaching role even if it's not their main role.

Please see section 6.3 Use of the Not known answer to understand the implications of providing a Not known answer.

Options are:
• Level 2 (GCSE grade A* - C or equivalent)

- Level 3 (A Level or equivalent)
- Level 4 (Certificate of higher education)
- Level 5 (Foundation degree)
- Level 6 (Undergraduate degree or equivalent)
- Level 7 (Postgraduate degree or equivalent)
- Level 8 (Doctorates, award, certificate diploma in strategic direction)
- Other
- None
- Not known – Employee chose not to disclose
- Not known – Unable to find the answer

12.16. Staff members highest maths qualification

Record the highest maths qualification held by staff members that have a teaching role even its not their main role.

Please see section 6.3 Use of the Not known answer to understand the implications of providing a Not known answer.

Options are:

- Level 2 (GCSE grade A* to C or equivalent)
- Level 3 (A Level or equivalent)
- Level 4 (Certificate of higher education)
- Level 5 (Foundation degree)
- Level 6 (Undergraduate degree or equivalent)
- Level 7 (Postgraduate degree or equivalent)
- Level 8 (Doctorates, award, certificate diploma in strategic direction)
- Other
- None
- Not known – Employee chose not to disclose
- Not known – Unable to find the answer

12.17. Staff members highest teaching qualification

Collected for staff members that have or had a teaching responsibility regardless of teaching being their main role or not.

Record the highest teaching qualification held by the member of staff.

Please see section 6.3 Use of the Not known answer to understand the implications of providing a Not known answer.

Options are:

- Level 3 (Award in Education and Training, Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS))
- Level 4 (in Education and Training, Level 4 Certificate in Teaching in the Lifelong Learning Sector)
- Level 5 (in Diploma in Education and Training, Level 5 Diploma in Teaching in the Lifelong Learning Sector (DTLLS), Level 5 Cert Ed)
- Level 6 (Bachelors in Education (BEd), Professional certificate in education (PGCE))
- Level 7 (Postgraduate Certificate in Education (PGCE) or Masters)
- Level 8 (Doctor of Education (EdD))
- Other
- None
- None, but working towards a teacher training qualification

12.18. Staff member working towards a teaching qualification

Collected for staff members who have or had a teaching responsibility and who are or were working towards achieving a teaching qualification regardless of teaching being their main role or not.

Record the teaching qualification the staff member is working towards.

Options are:

- Level 3 (Award in Education and Training, Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS))
- Level 4 (in Education and Training, Level 4 Certificate in Teaching in the Lifelong Learning Sector)
- Level 5 (in Diploma in Education and Training, Level 5 Diploma in Teaching in the Lifelong Learning Sector (DTLLS), Level 5 Cert Ed)
- Level 6 (Bachelor's in Education (BEd), Level 6 Professional certificate in education (PGCE))
- Level 7 (Postgraduate Certificate in Education (PGCE) or Masters)
- Other

12.19. Teaching qualification funding method

Collected for staff members who have or had a teaching responsibility and who are or were working towards achieving a teaching qualification regardless of teaching being their main role or not.

Options are:
- Yes, we're paying for all of it
- Yes, we're paying for some of it
- No

12.20. Professional teaching status

Collected for staff members who have or had teaching responsibility in the academic year specified regardless of teaching being their main role or not.

Record the professional teaching status of the member of staff.

Please see section 6.3 Use of the Not known answer to understand the implications of providing a Not known answer.

Options are:

- QTS (Qualified Teacher Status)
- QTLS (Qualified Teacher Learning and Skills status)
- Advanced teacher status (Society for Education and Training)
- Chartered teacher status (College of Teaching)
- Other
- None
- Not known – Employee chose not to disclose
- Not known – Unable to find the answer

12.21. DfE programme

Collected for staff members who have or had teaching responsibility in the academic year specified regardless of teaching being their main role or not.

Record all DfE programmes that the staff member has participated in or benefitted from or indicate none or not known.

Please see section 6.3 Use of the Not known answer to understand the implications of providing a Not known answer.

Options are:

- Taking Teaching Further (TTF)
- Mentor Training Programme (either as a mentor or mentee)
- Teach in FE Platform
- Bursaries in FE Teacher Training
- T Level Professional Development
- Strategic Development Fund (SDF)/ Local Skills Improvement Fund (LSIF).
- 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
- None
- Not known

12.22. Industry experience duration

Prior to working in further education, record the length of time the member of staff spent working in industry in a role relevant to the subject they teach.

This field collects historic relevant industry experience duration before working for the provider.

Collected for staff members who have or had a teaching role which can be alongside any other further education role or as a main role.

Example: If a staff member worked in industry for 3 years 11 months or less than 4 years. Record them using the 1 to 3 option. This is because they have worked in industry for less than 4 years.

Please see section 6.3 Use of the Not known answer to understand the implications of providing a Not known answer.

Options are:

- 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
- They haven't had industry experience
- Not known – Employee chose not to disclose
- Not known – Unable to find the answer

12.23. Current industry experience

Collected for staff members that have or had a teaching role which can be alongside any other FE role or as a main role.

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.

Indicates whether the member of staff currently works in industry alongside their role in further education.

Please see section 6.3 Use of the Not known answer to understand the implications of providing a Not known answer.

Options are:
- Yes
- No
- Not known – Employee chose not to disclose
- Not known – Unable to find the answer

12.24. Annual salary

Annual Salary is collected for all staff members where they are contractually paid a salary and not an hourly rate.

Note either salary of hourly rate must be supplied for all staff members. Do not record both an annual salary and hourly rate for the same staff member in XML file returns. This will result in file errors.

If a staff member holds more than one contract, then their 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.

Example: Use the latest gross annual salary (whole number) for the member of staff. For a salary of £27420.48 enter 27420.

12.25. Hourly rate

Hourly Rate should be collected for all staff members who are contractually paid an hourly rate.

Note either salary of hourly rate must be supplied for all staff members. Do not record both an hourly rate and annual salary for the same staff member in XML file returns. This will result in file errors.

Use the latest gross hourly rate of pay for the member of staff.
For example, enter 11.36 for an hourly rate of eleven pounds thirty-six pence.

Include any London weighting element where applicable for the staff member.

12.26. Pay rise

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.

Options are:
- Yes
- No

12.27. Weekly contracted hours

Providers can set their weekly contracted hours for staff members.

Where an individual has more than one contract, only record the number of hours contracted for their main role.

Responses here are capped at 55 hours per week.

12.28. FTE

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'.
Responses should be between 0.01 and 1.5. For example:
- if a member of staff works full time, their FTE is 1.0.
- If a member of staff works 60% of a full-time working week, their FTE is 0.6.

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.

Though we would expect responses for most staff to be 1.0 or lower, the collection will allow responses up to 1.5. Anything above this will return an error message.

12.29. Weeks a year contracted to work

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 not 52 that should be entered.

Where a member of staff has multiple contracts, the weeks per year contracted to work should be for **the main contract only**.

Why are we collecting this new data item?

This information is important for calculating and performing analysis on pro rata salaries for all staff, regardless of working patterns.

How we use your data?

We will do all scaling of pay data using the information we collect. We will use the following measures to do this:

- FTE / hours worked per week
- Annual Salary / hourly rate
- **Weeks a year contracted to work**

For example:

Employee A

- **Details on employee A:**
  - They have one contract.
  - They are a permanent member of staff.
  - FTE = 1 (i.e., they work a full week).
  - Contracted to work 52 weeks per year (this includes any paid holiday).
  - The employee receives an annual salary of £36,000.
- **You should submit:**
  - Number of contracts = 1
  - FTE = 1.0.
  - Weeks a Year Contracted to Work = 52.
  - Annual Salary = £36,000.

Employee B

- **Details on employee B:**
  - They have one contract.
  - They are a permanent member of staff.
  - FTE = 0.5 (i.e., they work half the week).
  - Contracted to work 52 weeks per year (this includes any paid holiday).
  - The employee receives an annual salary of £18,000.
- **You should submit:**
  - Number of contracts = 1
  - FTE = 0.5
  - Weeks a Year Contracted to Work = 52.
  - Annual Salary = £18,000.

You should **not** attempt to scale up the part time salary to a full-time equivalent salary.

Employee C

- **Details on employee C:**
  - They have one contract.
  - They are a permanent member of staff.
  - FTE = 0.5 (i.e., they work half the week).
  - Contracted to work term time only (41 weeks in this example – 38 weeks working plus 3 weeks holiday).
  - The employee receives an annual salary of £15,000.
- **You should submit:**
  - Number of contracts = 1
  - FTE = 0.5

- Weeks a Year Contracted to Work = 41
- Annual Salary = £15,000.

You should **not** attempt to scale up the part time salary to a full-time equivalent salary.

Employee D

- **Details on employee D:**
  - They are a permanent member of staff.
  - They have two contracts.
    - Their **main contract** FTE = 0.8 (i.e., they work 80% of the week).
    - Their **second contract** FTE = 0.2. (i.e., they work 20% of the week).
  - The **main contract** is to work term time only (41 weeks in this example – 38 weeks working plus 3 weeks holiday). o The employee receives an annual salary for their **main contract** of £22,000.
- **You should submit:**
  - Number of contracts = 2 or more.
  - FTE = 1.0 (FTE should be the combination of **all contracts**).
  - Weeks a Year Contracted to Work = 41
  - Annual Salary = £22,000.

You should **not** attempt to scale up the part time salary to a full-time equivalent salary.

Employee E

- **Details on employee E:**
  - This employee left the establishment 12 weeks into the academic year.
- When they were employed:
  - They had one contract.
  - They were a permanent member of staff.
  - FTE = 0.5 (i.e., worked half the week)
  - Contracted to work term time only (41 weeks in this example – 38 weeks working plus 3 weeks holiday).
  - The employee received an annual salary of £15,000.
- **You should submit:**
  - Number of contracts = 1
  - FTE = 0.5
  - Weeks a Year Contracted to Work = 41
  - Annual Salary = £15,000.
  - Employment end date = 2023/12/01

You should **not** attempt to scale up the part time salary to a full-time equivalent salary.

You should **not** attempt to scale the "Weeks a Year Contracted to Work" measure to show that they left part way through the year. **We** will use the employment end data to calculate this.

Employee F
- **Details on employee F:**
  - They are on a **fixed term contract** of 6 months (i.e., contracted to work 26 weeks, which may include some holiday).
  - They have one contract.
  - FTE = 0.6 (i.e., they work 3 days of the week).
  - The employee receives an annual salary of £10,000.
- **You should submit:** o Number of contracts = 1 o FTE = 0.6.
  - Weeks a Year Contracted to Work = 26
  - Annual Salary = £10,000.

You should **not** attempt to scale up the part time salary to a full-time equivalent salary.

Employee G
- **Details on employee G:**
  - This employee **left the establishment** 12 weeks into the academic year.
  - When they were employed:
    - They had one contract.
    - They were on a **fixed term contract** of 6 months (i.e., contracted to work 26 weeks, which may include some holiday).
    - FTE = 0.6 (i.e., they worked 3 days of the week).
      - The employee received an annual salary of £10,000.
- **You should submit:**
  - Number of contracts = 1
  - FTE = 0.6.
  - Weeks a Year Contracted to Work = 26
  - Annual Salary = £10,000
  - Employment end date = 2023/12/01

You should **not** attempt to scale up the part time salary to a full-time equivalent salary.

You should **not** attempt to scale the "Weeks a Year Contracted to Work" measure to show that they left part way through the year. **We** will use the employment end data to calculate this.

12.30. Contract type

Record the main type of contract that the member holds.

Options are:
- Permanent
- Fixed term
- Variable hours
- Zero hours
- Other

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.

12.31. Number of contracts

Indicator to determine whether the member of staff holds a single or multiple contracts with the provider.

Options are:
- One
- More than one

If an individual (employee) has more than one concurrent contract with an organisation, then the salary should be given for the contract that accounts for the major of the employee's time.

12.32. Employment start date

The employment start date for the member of staff. 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.

For employee transfers, use the original employment start date from the transferring from employer in the case of TUPE transfers and modification orders.

For example, two colleges have merged, record the original contract start date of the staff member from one of the pre-merger colleges (and not the date that the college had merged).

12.33. Employment end date

Only required when a member of staff has left the organisation during the academic year specified.

Record the employment end date for the member of staff.

12.34. Staff member duration in their current role with the organisation

Record the length of time the member of staff has worked in their current position up to the end of July of the academic year.

Options are:

- 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

If a staff member has worked in their current role for 3 years 9 months or less than 4 years. Record them using the 1 to 3 option. This is because they have worked in their current role for less than 4 years.

12.35. Staff member duration in further education

Record the length of time the member of staff has worked in FE by the academic year specified for the collection.

The length of time the member of staff has worked in further education (FE) either continuous or total if the staff member returns after having a break of employment from FE.

If a staff member has worked in FE 3 years 9 months or less than 4 years. Record them using the 1 to 3 years option.

Please see section 6.3 Use of the Not known answer to understand the implications of providing a Not known answer.

Options are:
- Less than one year
- 1 to 3 years
- 4 to 10 years
- 11 to 20 years
- Over 20 years
- Not known – Employee chose not to disclose
- Not known – Unable to find the answer

12.36. Reason for leaving

The reason for leaving given by a member of staff that has left your organisation during the academic year specified for the collection.

Options are:
- 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

12.37. Campus identifier

Most providers do not need to return campus identifier data.

The campus identifier must only be returned where the provider has been notified that they should use this field. If a provider returns the field and it's not been requested to do so, the file will be flagged as containing errors and the correction must be made to remove the data.

The campus identifier field is only available in the desktop application and its template file.

Providers using their own systems for the collection do not need to include the field unless they've been notified to do so.

This field records the identifier of a campus within a college group who is no longer a separate legal entity but previously operated as an incorporated college with a UKPRN.

The campus identifier must be linked to a college group with a separate UKPRN.

In all instances refer to the FE Workforce staff record specification for technical guidance.

13. Staff Data Desktop Application

13.1 Overview and purpose

General guidance for using the FE staff data (windows) desktop application developed by the Department for Education (DfE).

Providers without a facility to create XML data files can use the bespoke desktop application (windows only) to record and output data to upload to ESFA. A template file to use alongside the application is available for preparing data before using the application.

The grid-based application is configured for the FE staff data collection and exporting XML data. Data fields and validation rules are inbuilt to assist data quality and error prevention.

For technical specification, XML sample file, template file, and validation rules to meet requirements of the data collection refer to the FE Workforce Staff Record Specification document on GOV.UK.

13.2 Using the application

Whilst it's possible to manually enter data into the application row by row, the intended method of using the application is to 'paste' data rows into the application interface reducing the administration burden. The excel template published provides data fields in the correct order for preparing data to paste

into the desktop application prior to modifying or outputting data as an XML file.

The intended users of the application are those with over 20 members of staff. Prepared data can be pasted into the application reducing the time it takes to administer the collection. Data is exported and uploaded to the online system.

The alternative data collection method is via an online form suitable for providers with lower staff numbers. However, users with high staff numbers can use the online form by choice.

We recommend having data prepared or available in advance of using the application.

13.3 Template excel file

Do not return the template file. It will not be accepted as a data return.

The template is designed for using alongside the application and for no other reason.

An excel template file can be downloaded to assist users planning to use the desktop application and preparing for the collection. The template is structured using data field items in the correct order to use alongside the desktop application.

Data from the template can be copied and pasted in full, into the desktop application for exporting as an XML file and uploaded.

This template does not contain any lookup values or validation.

Users must not reorder the field order in the template file which is the same as the field order in the desktop application. Doing so will result in errors.

13.4 Using the template file

Data can be recorded in the template file using either codes or text values detailed in the specification for each field collected.

For all r field values refer to the specification.

Refer to the FE Workforce Staff Data Specification for the details of Codes and Values.

13.4.1 Copy and paste

Data from the template can be copied and pasted in full into the desktop application for exporting as an XML file and uploaded.

13.4.2 Download the template

The excel template can be downloaded from the [FE Workforce data collection documents](#) page on GOV.UK.

13.5 Download the Staff Data Desktop Application

I.T. policy and problems with unzipping and installing
Some organisations may need to contact their I.T. department to allow for the application to be downloaded, unzipped and installed.

[screenshot of error message- Microsoft licence error]

The application can be downloaded from the FE Workforce application download page. Users will need the FE workforce role assigning to access the FE Workforce 'tile' link.

The latest version of the application will appear at the top of the download list with a version number assigned illustrated in figure 15.

Version	Date and time uploaded	Download Link
2223.0.43	12 September 2023 at 1:54pm	Download 2223.0.43
2223.0.39	12 September 2023 at 1:41pm	Download 2223.0.39
2223.0.32	11 September 2023 at 3:54pm	Download 2223.0.32
2223.0.29	11 September 2023 at 10:12am	Download 2223.0.29
2223.0.26	8 September 2023 at 3:41pm	Download 2223.0.26

Figure 18: example of the download page for the staff data application

13.5.1 Unzipping the application

After downloading the zip file, extract or unzip the file and the following files and folders will display.
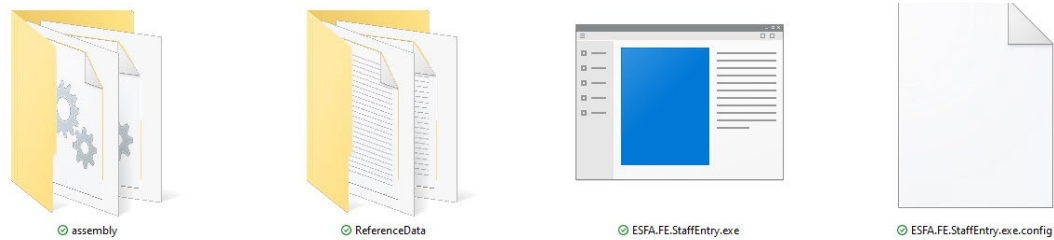

Figure 19: Extracted folders and files.

13.5.2 Opening the application

After unzipping or extracting the downloaded file and noting where the zip file was extracted to:

- Navigate to the extracted folder
- Select the .exe (executable) file to open the application (figure 16)

Figure 20: Exe file icon viewed as extra large icon

After selecting or double clicking the exe file, the application opens displaying the main screen (figure 18).
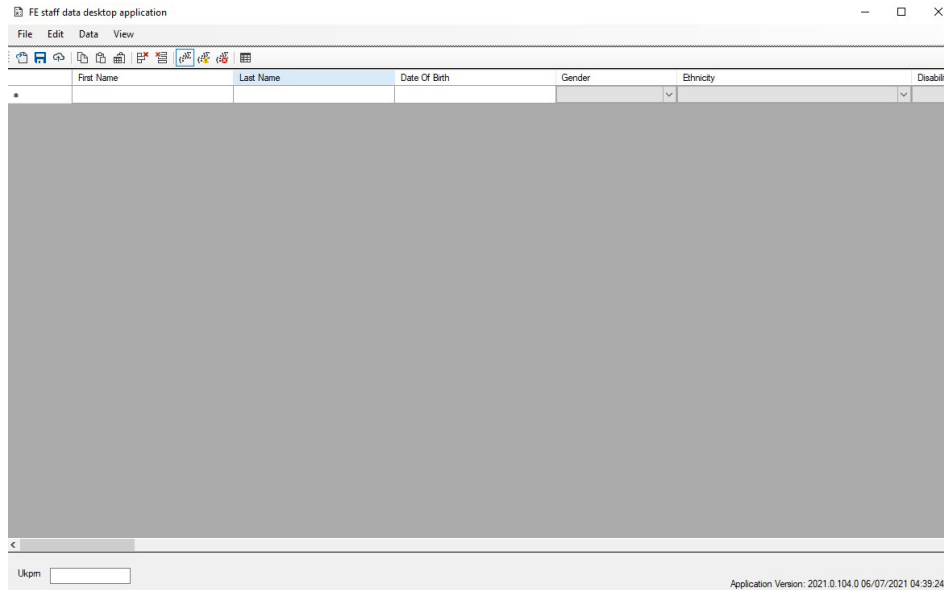
Figure 21: Desktop application interface

13.5.2.1 Getting started

There are 2 ways to use the application:

1. Select file --> open workforce data to open an xml file
2. Select the first left column and paste in data from an external spreadsheet or from the [template file](#).

13.6 Icons

13.6.1 Error icon

The icon indicates there's a problem within a cell or row. An icon on the row will indicate that there are one of more issues with the data in the row. There will be additional icons on the cell(s) which contain the error.

Hovering over the icon will display the error message(s).

Figure 22: Error Icon

13.6.2 Viewing error messages

There are 2 ways to view error messages:

1. Right click on any error icon and select [Show Errors/Warnings]. All errors for that row will be displayed in a pop out window. Errors can be copied to the clip board from the window. Figure 19.
2. Hover mouse or control device over an error icon. The error for the cell will be displayed.
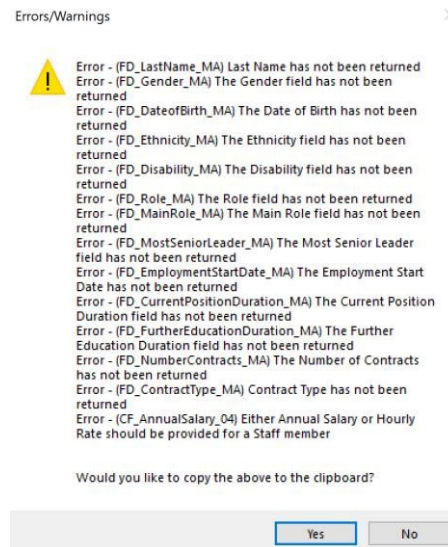
Figure 23: Errors/warnings window

Any of the following will trigger the error icon to display:

- Missing data
- An incorrect option has been selected
- Data is in the wrong format for example 12/13/2022 is incorrect, 13/12/2022 is correct
- Data in fields where data isn't required for example, data in the hourly rate and salary field will trigger an error. We collect either of the data items

13.6.3 Application icon

The application icon will be displayed in the windows taskbar when the application is open. The icon cannot currently be assigned as a shortcut icon to launch the application. Refer to opening the application guidance.

Figure 24: Application Icon

13.7 Application Toolbar

The tool bar is anchored to the application and provides the UKPRN input field and quick access to 12 commands otherwise accessed through text menus and sub menu items.

The tool bar and its icons display regardless of an active data sheet or none being displayed.

Figure 25: Application toolbar

Tool bar structure:

1. UKPRN input field
2. Open file
3. Save Data (use for saving work in progress)
4. Export Data (use for final export for uploading)
5. Copy selected cells
6. Paste item
7. Paste as new row(s)
8. Delete selected row(s)
9. Delete all data
10. Show all rows
11. Show only rows with warnings (yellow triangle)
12. Show only rows with errors (red circle)
13. Freeze first and last columns

13.8 Menus

13.8.1 File menu

The File menu contains 4 options:

1. *Open Workforce data*
2. *Save Workforce data*
3. *Export for upload*
4. *Exit / close application*

Table 4: File Menu options

Name (Function)	Icon	Description
Open Workforce data		Use this menu item to open files previously saved
Saving Workforce data		Work in progress can be saved and reopened. A UKPRN must be entered into the application and is necessary to generate a valid XML file. Invalid or incomplete files can be saved as work in progress. Saved files can be used for uploading a data return but may result in errors. Refer to Export menu option guidance.

		The save option does not use the 36 character automatic file name required for uploading data.
Export workforce data for uploading		Use the export menu option to output an XML file for uploading data. All errors must be fixed before exporting. Attempting to export a file with errors is not possible. A message box stating 'errors must be fixed' will display. If you wish to save a file that contains errors use the 'save workforce data' option. The application is constructed so that the exported file name meets file naming validation rules. The XML file from the application uses a 36-character filename followed by the XML file extension. The predefined filename format is as follows: FEW-LLLLLLLL-YYYY-yyyymmdd-hhmmss-NN.XML where: • *FEW* • *LLLLLLLL is the UK provider reference number (UKPRN)* • *YYYY the academic year of 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*

13.8.3 Edit menu

The Edit menu contains 3 options:

1. Copy selected cells
2. Paste item
3. Paste as new row(s)

Table 5: Edit Menu Options

Name (Function)	Icon
Copy selected cells	
Paste item	
Paste as new rows	

13.8.4 Data menu

The Data menu contains 2 options:
1. Delete selected row(s)
2. Delete all data

Table 6: Data Menu Options

Name (Function)	Icon
Delete selected rows	
Delete all data	

13.8.5 View menu

The View menu contains 4 options:
1. Show all rows
2. Show only rows with warnings (yellow triangle)
3. Show only rows with errors (red circle)
4. Freeze first and last columns

Table 7: View Menu Options

Name (Function)	Icon
Show all rows	
Show only rows with warnings (yellow triangle)	
Show only rows with errors (red circle)	
Freeze first and last columns	

14.9 Valid file names

Saving workforce data does not automatically create a valid filename for uploading XML. Refer to export workforce data for filename guidance.

14.10 Using XML files from other types of data record system.

For full technical guidance refer to the FE Workforce Staff Record Specification to meet the technical requirements of the data return.

14.11 Uploading an XML file.

Refer to guidance: Upload a file using via the FE staff data collection upload facility.

13.9 Data fields and guidance

There is 1 additional field (Campus Identifier) to record when returning data using XML files. Only return this field if it has been specifically requested.

For all other fields refer to guidance for data fields collected.

13.9.1 UKPRN

The UKPRN is a unique number allocated to providers after successful UKRLP registration. This is an 8-digit number that always start with a 1.

The UKPRN must be recorded in the desktop application. The UKPRN input field is located in the toolbar.

The UK Register of Learning Providers (UKRLP) provide a [search facility to find a UKPRN.](#)

14 Reference links

14.1 Department for Education (DfE) sign-in

Details on [how to create a DfE sign-in account](#). Includes guidance on requesting access to your organisation and the services you need for your role.

14.2. Qualifications levels and what they mean

[List of qualification levels](#)

14.3. Submit Learner Data (SLD)

Submit learner data [sign in page](#) is the starting point for the staff data collection.

14.4. Technical specification and related documents

For the staff record technical specification, validation rules, XSD and a sample XML file refer to the [FE Workforce data collection](#) documents on GOV.UK.

14.5. UKPRN

The UKPRN is a unique number allocated to providers after successful UKRLP registration. This is an 8-digit number that always start with a 1.

To find your organisation's UKPRN refer to the [UK Register of Learning providers](#).

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