



Education & Skills  
Funding Agency

# **FE Workforce Staff Record**

**Recommended methods of submission**

**September 2024**

# Contents

Table of figures	3
Accessing the data collection	4
Completing the return using data from a previous collection	7
Amending a previous submission (XML)	7
Online form response	7
Submission options	8
Choosing a collection method	8
Using the online form for returning data	10
Examples of standard online form page controls	10
Details to complete for each staff member	10
Standardised form page design and usage	12
Example of a screen flow	12
Error messaging	13
Online form complete collection link	14
Using XML file upload for returning data	15
XML file upload overview	15
Exporting an XML file using the desktop application	15
Check reports	15
File upload errors	16
Data errors: checking reports after uploading a file	16
Updating and overwriting previous data recorded	18
Filename of the XML staff data file (extracted from the staff record specification)	19
Using a combination of the online form and XML file upload methods for recording data	20
Using the online form to record data and then upload an XML file	20
Example scenario where staff data can be accidentally overwritten	20
Using an XML file for your data return and making changes using the online form	20
Example scenario uploading an XML file and adding data using the online form	21

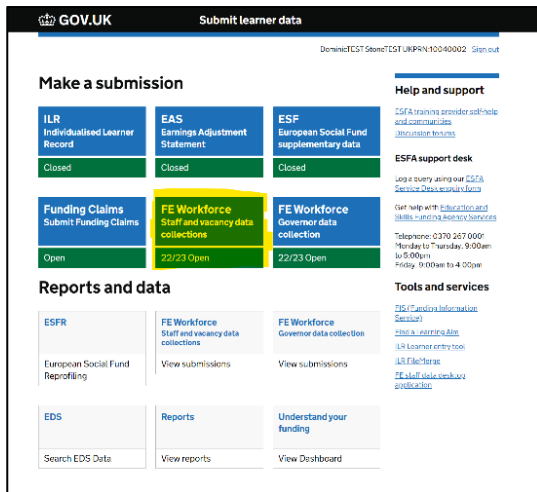
## Table of figures

Figure 1: Submit learner data – make a submission	4
Figure 2: DfE Sign-in ‘sign in page’	4
Figure 3: DfE Sign-in ‘My services’ page	5
Figure 4: DfE Sign-in - ‘Which service do you want to view or edit?’	5
Figure 5: DfE Sign-in – ‘Select a sub-service for: Submit learner data’	5
Figure 6: DfE Sign-in – ‘Review request’	6
Figure 7: Submit learner data - Make a submission	6
Figure 8: FEW reports	7
Figure 9: Select a method for recording staff data	8
Figure 10: Save and Continue buttons	10
Figure 11: Radio buttons	10
Figure 12: Text-input field example	10
Figure 13: Staff member data task screen with 1 section out of 3 completed	11
Figure 14: Staff member data task screen showing 1 section completed, 1 section in progress and 1 section not started	11
Figure 15: Page flow example 1	12
Figure 16: Page flow example 2	12
Figure 17: Example error summary box, linking to the area where a correction is needed	13
Figure 18: Staff list page with the complete collection link	14
Figure 19: File upload interface module	16
Figure 20: XML file upload confirmation screen example	17
Figure 21: Submissions reports page	17

# Accessing the data collection

The collection can be accessed via the FE workforce tile on the submission options page of the Submit learner data portal.

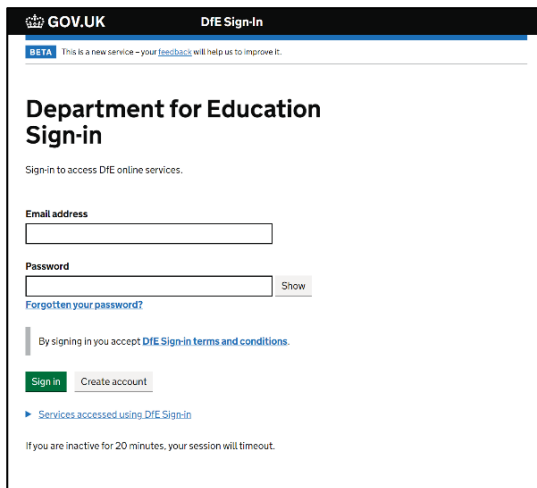
**Figure 1: Submit learner data – make a submission**



If the tile isn't present under the 'Make a submission' title, then follow the following instructions:

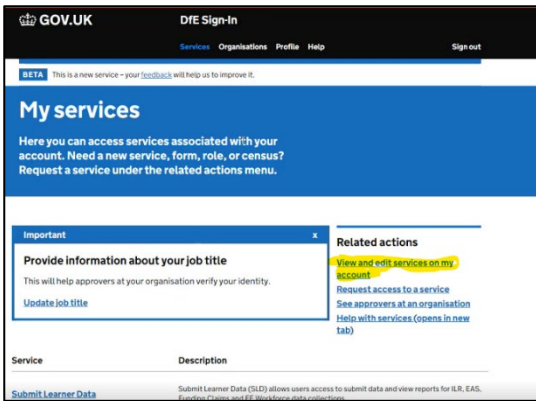
1. Login in DfE Sign In, using the same credentials as the those used to login into SLD.

**Figure 2: DfE Sign-in 'sign in page'**



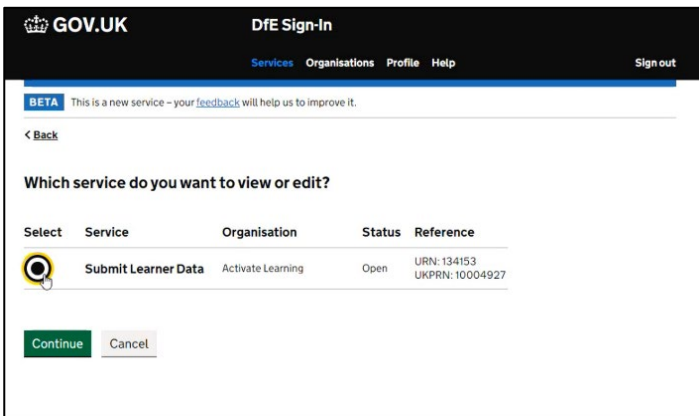
2. Once logged in, select the option, 'View and edit services on my account'.

**Figure 3: DfE Sign-in 'My services' page**



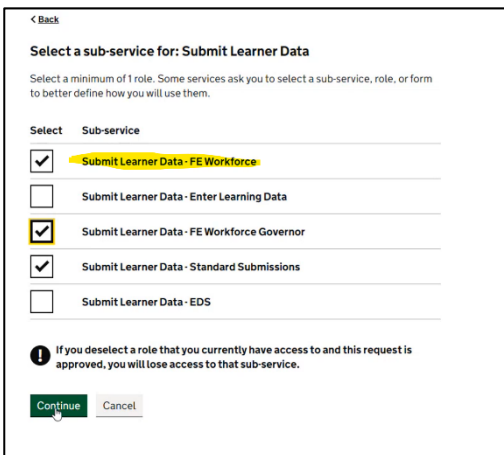
3. Select the Submit Learner Data Service and click 'Continue'.

**Figure 4: DfE Sign-in - 'Which service do you want to view or edit?'**



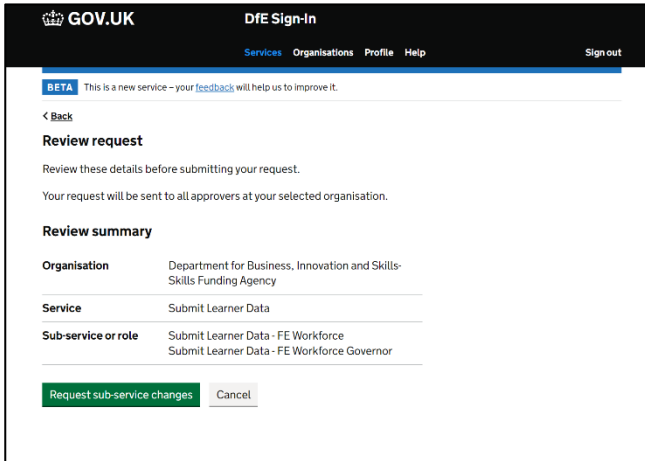
4. Select the 'FE Workforce' sub-service and click 'Continue'.

**Figure 5: DfE Sign-in – 'Select a sub-service for: Submit learner data'**



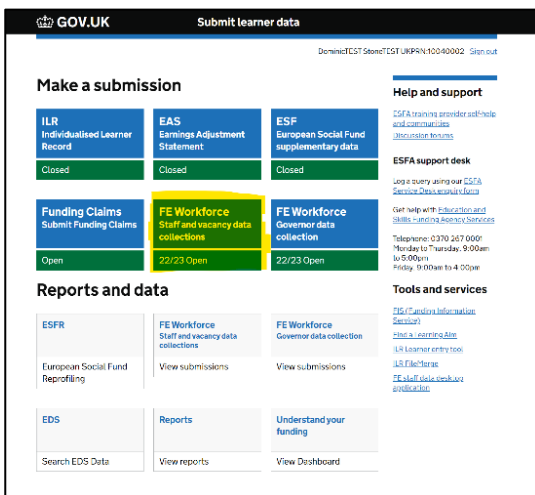
5. Click 'Request sub service change' or (Confirm sub-service change) if you're an approver.

**Figure 6: DfE Sign-in – ‘Review request’**



- Once the request has been approved. Login back into the Submit Learner Data portal and the FE Workforce tile should be present under the 'Make a Submission' section.

**Figure 7: Submit learner data - Make a submission**



- If the tile is not present, then sign out of Submit Learner Data and re-sign in to refresh the page. If the tile remains unshown, contact the helpdesk for support.

# Completing the return using data from a previous collection

## Amending a previous submission (XML)

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.

**Figure 8: FEW reports**

The screenshot shows the 'Submit learner data portal' interface. On the left, there are sections for 'Make a submission' and 'Reports and data'. The 'Make a submission' section includes buttons for 'ILR Individualised Learner Record' (Closed), 'EAS Earnings Adjustment Statement' (Closed), and 'FE Workforce Staff and vacancy data collections' (22/23 Open). The 'Reports and data' section includes buttons for 'Funding Claims', 'FE Workforce Staff and vacancy data collections' (View submissions), 'FE Workforce Governor data collection' (View submissions), 'EDS' (Search EDS Data), 'Reports' (View reports), and 'Understand your funding' (View Dashboard).

On the right, the 'Academic Year 2022 to 2023' section shows the status of 'Vacancy data collection' and 'Staff data collection'. Both are marked as 'Not Complete' with a 'Complete collection' link. Below this, there is a 'Download your XML file' section with a table of submissions:

Date	File	Submitted by	Reference	Reports
22 January 2024 at 4:13pm	FEW: 10040002-2223-20240103-180754-01.XML		2031719	<a href="#">Download reports</a>

This file can then be opened in desktop application ([using the desktop application](#)) and the data altered so that it is relevant for the 2023 to 2024 academic year.

## Online form response

If a providers submitted the 2022 to 2023 return, then the data submitted will be migrated into the online form for the 2023 to 2024 return. Refer to the migration data to clarify which fields will be migrated across from the 2022 to 2023 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.

## 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. The 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

## 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 considering the variation in numbers of staff between providers.

### Figure 9: Select a method for recording staff data

#### 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](#)

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.

## 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 and 7.

## Examples of standard online form page controls

**Figure 10: Save and Continue buttons**



**Figure 11: Radio buttons**



**Figure 12: Text-input field example**

	hours per week
--	----------------

## 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.

This example illustrates the submission journey where the staff member's personal information has been completed. 'Tags' are applied automatically to the job role and employment contract sections showing 'Not started'. The staff list link also provides navigation to the staff list page.

**Figure 13: Staff member data task screen with 1 section out of 3 completed**

Gladys Mills

## FE workforce staff data collection

Staff member data

You have completed 1 of 3 sections

<a href="#">Personal information</a>	COMPLETED
<a href="#">Job role</a>	NOT STARTED
<a href="#">Employment contract</a>	NOT STARTED

[Staff list](#)

Figure 13 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.

**Figure 14: Staff member data task screen showing 1 section completed, 1 section in progress and 1 section not started**

Gladys Mills

## FE workforce staff data collection

Staff member data

You have completed 1 of 3 sections

<a href="#">Personal information</a>	COMPLETED
<a href="#">Job role</a>	IN PROGRESS
<a href="#">Employment contract</a>	NOT STARTED

[Staff list](#)

## 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.

### Example of a screen flow

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

#### Figure 15: Page flow example 1

Gladys Mills

#### What is the main academic subject area they teach?

Record the main subject area the staff member teaches. If the staff member teaches more than one subject area, the main subject area taught is the one where most time is spent.

- Ancient Languages
- Archaeology
- Art and Design, History of Art
- Astronomy
- Biology
- Chemistry
- Citizenship studies

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

#### Figure 16: Page flow example 2

Gladys Mills

#### What qualifications or programmes do they teach?

Record the qualifications or programmes taught by the staff member.

- 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

Continue

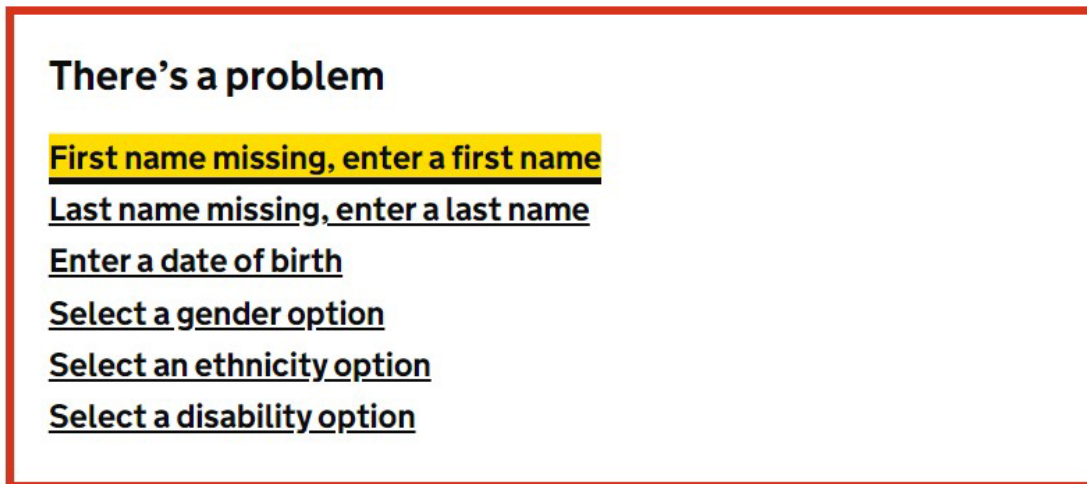


## Error messaging

Error messages provide help to fixing a problem.

Messages are standardised using familiar GOV.UK error message design techniques.

**Figure 17: Example error summary box, linking to the area where a correction is needed**



# Online form complete collection link

When you are happy that the FE workforce staff data collection is finished and correct, click 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 18: Staff list page with the complete collection link**

[Return to dashboard](#)

## Staff list

### Staff data completion details

Completed by	Time and date
Not Complete	Not Complete <a href="#">Complete collection</a>

Completed staff members [Incomplete staff members](#)

There are 2 completed staff members recorded

Name	Date of birth	
Gladys Mills	11 December 1970	<a href="#">Change</a> <a href="#">Delete</a>
Ian Smith	01 February 1977	<a href="#">Change</a> <a href="#">Delete</a>

[Add another staff member](#)

## 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.

### 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).

### Exporting an XML file using the desktop application

Data within the application can only be exported as an XML file when there are no errors within the data. When the data is exported an XML file is created and given a valid file name. The application will not allow a file to be exported if the data contains validation errors.

If a file currently contains errors, then it can save so that the data can be revisited and amended later. However, saving workforce data does not automatically create a valid filename for uploading XML. Refer to 'Export workforce data' in section 11.3.5 of [FE workforce staff record guidance: 2023 to 2024](#) for further guidance.

### Check reports

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

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

## Figure 19: File upload interface module

### 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

## File upload errors

File upload error detection will stop the upload progressing. Some errors will not 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 include:

- incorrect file extension
- incorrect file name format
- attempting to upload the same file, with the same filename, that has already been uploaded

## 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 20) and on the submission's reports page (Figure 21).



**Figure 20: XML file upload confirmation screen example**

**File Uploaded**

Checking file for errors and preparing reports  
Submission Reference: 1946310

**What to do next:**

1. You must check the summary reports for any errors
2. Correct any errors and upload a new file
3. Check email for notifications
4. Confirm the collection is complete

[Check reports](#)

**Upload details**

<b>File</b>	FEW-99999999-2122-20220609-090000-02.XML
<b>Submitted by</b>	Shared FE Workforce User
<b>Time and date</b>	10:19am on Friday 10 June 2022

**Notifications about this submission**

A file has been submitted:

1. An email has been sent to dctestemail@gmail.com
2. Check your email for confirmation of this submission
3. When reports are ready a separate notification email will be sent within thirty minutes of this submission
4. When all the data has been submitted without error, confirm the collection is complete

[Wrong email address or email not arrived](#)

[Submit another data return](#)

**Figure 21: Submissions reports page**

## 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	<a href="#">Complete collection</a>

[View your staff data](#)

Download your XML file

Date	File	Submitted by	Reference	Reports
9 October 2023 at 3:06pm	<a href="#">FEW-10041007-2021-20220609-080000-02.XML</a>	Shared FE Workforce User	1946270	<a href="#">Download reports</a>

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.

## **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.

## 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-LLLLLLLLL-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 is the date and time stamp from provider MIS on file generation
- NN is the serial number of the file, this can always be defaulted to 01

And each element is separated by hyphens.

## 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 are not 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.

## 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.

## 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, 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.

## 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, delete and 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.

## **Example scenario uploading an XML file and adding 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 current staff as well as add additional staff through the online system. Any modifications using the online system will display as the latest data collection for the organisation.



Education & Skills  
Funding Agency

© Crown copyright 2024

This publication is licensed under the terms of the Open Government Licence v3.0, except where otherwise stated. To view this licence, visit [nationalarchives.gov.uk/doc/open-government-licence/version/3](https://nationalarchives.gov.uk/doc/open-government-licence/version/3).

Where we have identified any third-party copyright information, you will need to obtain permission from the copyright holders concerned.

About this publication:

enquiries <https://www.gov.uk/contact-dfe>

download [www.gov.uk/government/publications](https://www.gov.uk/government/publications)

Follow us on X: [@esfagov](https://twitter.com/esfagov)

Connect with us on LinkedIn: [linkedin.com/company/education-and-skills-funding-agency](https://www.linkedin.com/company/education-and-skills-funding-agency)