



## **School Workforce Census 2020 Quick Guide & Error Resolutions**

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## Introduction

### What is the purpose of this Quick Guide?

**Important Note** : The following changes and the relevant section is the **DFE School Workforce Census Guide** have been made to the **School Workforce Census** for 2020 in light of the COVID-19 pandemic.

- Absence data is not required
- Qualification data is not required
- Date of last pay review is not required
- Subject and Tenure are not required for vacancy data
- Data on third party support staff is not required, though data on occasional teachers is still needed

This **Quick Guide** has been designed to assist with you with understanding and resolving the variety of **Validation Errors** which can occur during the **Generation** of the annual **School Workforce Census** which is carried out throughout Schools in England in 2020.

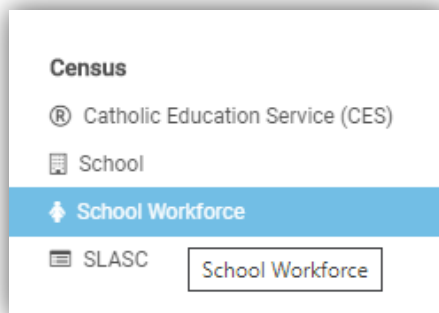
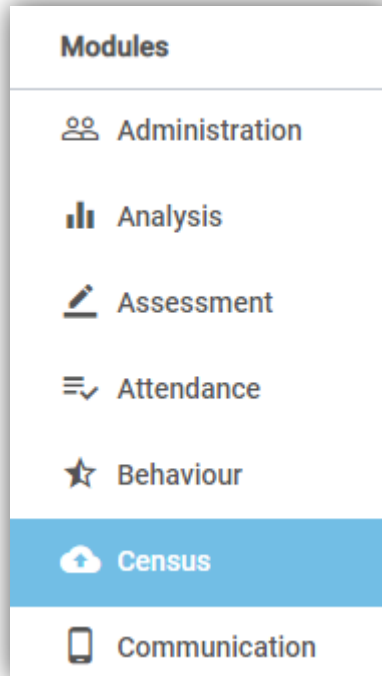
This **Quick Guide** should be used in conjunction with guidelines which are made available to your school via the Department for Education.

Specific documentation for 2020 can be retrieved from the below web site:

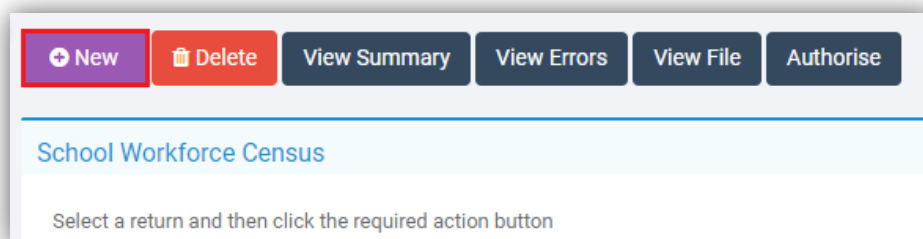
<https://www.gov.uk/education/school-workforce-censuses>

## Viewing School Workforce Census Errors and Queries

To run the **School Workforce Census** go to **Modules > Census > Census > School Workforce**.



The **Year**-dropdown menu will display the **Current Year** by default. The year is the **Calendar** year and **NOT** the **Academic** year. Click on the **New** button to produce your **Return**.



You will now see the **School Workforce Census Parameter** screen. This is pre populated for you but it is worth checking that all the details are correct and making changes where required. Once you have confirmed that the details are correct click the **Generate** button to generate your **School Workforce Census**.

Back
Generate

### Workforce Census Parameters

Reference Date
05/11/2020

Title
2020 Autumn

Absences included from
01/09/2019
through to
31/08/2020

Continuous Contracts from
01/09/2019
through to
05/11/2020

Attendance and Exclusion dates are defined by the census specification and not expected to be changed.

### School Details

School name	Bromcom Technology School			<span>Refresh</span>	
LA	HACKNEY	LA ID	204	Estab. No.	6398
Address	Prospect House, Homesdale Road, Bromley, London, BR2 9LY				
Telephone	020 8290 7171	Fax Number	020 8290 7199		
E-mail	info@bromcom.com			<span>Edit</span>	
School Phase	Secondary	NC Year Range	7 to 14		
Intake	Religious School	Gender of Initial Intake	Coeducational		
Governance	Community	Type of School	Comprehensive all-through, 11-18		
Gender Post 16	Coeducational			<span>Edit</span>	

Your **Return** will now be generated. This may take a while, be patient and wait for it to complete.

You will now be asked to **Validate** the information produced from the following sections, some of which can be edited or modified, these are: **Workforce Census Parameters, Census Items to Include, School Details, Curriculum Details for Teachers and Teaching Assistants, Absences, Teacher Vacancies, Occasional Teachers on Census Day, Cover/Agency Staff on Census Day.**

When you have finished with this page click on the **Validate** button to **Generate** the **Return**.

Once you have generated a **School Workforce Census Return**, you will need to deal with the errors before authorising and submitting the **Return**.

You will now be returned to the **Census** page where you will be able to see the file that has been generated and have the following options available to.

The screenshot shows a web interface for 'School Workforce Census'. At the top, there is a navigation bar with buttons: 'New' (purple), 'Delete' (red), 'View Summary' (dark blue), 'View Errors' (dark blue), 'View File' (dark blue), and 'Authorise' (dark blue). Below this is a header section with the title 'School Workforce Census' and a sub-header 'Select a return and then click the required action button'. A table is displayed with two columns: 'Return' and 'Date Generated'. The table is currently empty, and a message at the bottom right of the table states 'No data available in table'.

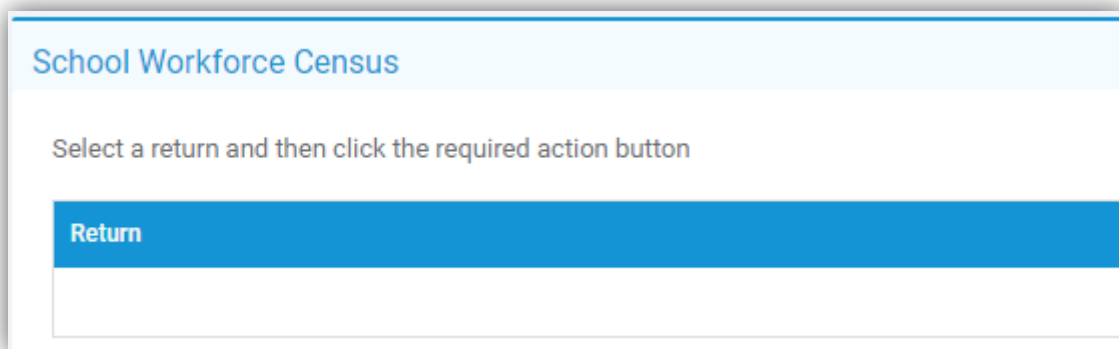
- **View Summary** – This gives you the **Summary** page for the **Return**. You may want to print this and use it as a starting point to check your data.
- **View Errors** - This shows you any **Errors** or **Queries** that the validation process has found.
- **View File** – This gives you the option to **View** and **Save** the **Census XML file**. You will not need to do this until you are ready to send the **Return** to the **LA** or upload to **Collect**.
- **Authorise** – This is used to **Authorise** the completed **Return** after any errors or queries have been resolved.

This screenshot shows a row of six buttons: 'New' (purple), 'Delete' (red), 'View Summary' (dark blue), 'View Errors' (dark blue), 'View File' (dark blue), and 'Authorise' (dark blue).

## Select the Return

Having made your selections, you will see that the screen updates to show any **Returns** which have already been generated. Each **Return** will clearly identify:

- Return Name
- Created Date
- Return Created By
- No. of Errors & Queries
- Authorised (Yes/No)
- Date Authorised



Click on the required **Return** file to select, this will now highlight blue.

## View Errors

Click on the **View Errors** button and the screen will update showing similar to the example below:

Back Save Status

Error Details - Census Return 2020 Autumn-006 - Created on 12/10/2020 - By Mrs J Bishop

There are 121 errors including 121 unresolved errors

There are 83 queries including 83 unresolved queries

Grid actions Copy Excel CSV PDF Print Search:

Error/Query	Number	Staff Code	Staff Name	Detail	#	#
Error	4540	CT	Tailor, Chad	Teacher Number: . NI Number: JA374466C. Name: Tailor, Chad. Date of Birth: 1974-05-06, Female If staff member is not paid by a Daily Rate then Base Pay must be provided	Q	X
Error	4740	CT	Tailor, Chad	Teacher Number: . NI Number: JA374466C. Name: Tailor, Chad. Date of Birth: 1974-05-06, Female Hours worked per week is missing	Q	X
Error	4760	CT	Tailor, Chad	Teacher Number: . NI Number: JA374466C. Name: Tailor, Chad. Date of Birth: 1974-05-06, Female FTE Hours per week is missing	Q	X
Error	4780	CT	Tailor, Chad	Teacher Number: . NI Number: JA374466C. Name: Tailor, Chad. Date of Birth: 1974-05-06, Female Weeks per year is missing	Q	X
Error	4515	CT	Tailor, Chad	Teacher Number: . NI Number: JA374466C. Name: Tailor, Chad. Date of Birth: 1974-05-06, Female No Payment information has been provided	Q	X
Error	4530	T01	Peakes, Jordan	Teacher Number: 1029811. NI Number: JP735018C. Name: Peakes, Jordan. Date of Birth: 1984-09-09, Male Base Pay is an invalid format. Format must be 999999.99	Q	X

Each **Query** and **Error** will now be displayed ready to be dealt with.

## Working within the Error Summary Screen

The **Summary** page has two sections, **Census Return Summary** and the **Error and Queries Data Grid**. Select the required return from the **School Workforce Census** and select **View Errors** to open the **Error and Queries Data Grid**.

### Census Return Summary Area

<a href="#">New</a>	<a href="#">Delete</a>	<a href="#">View Summary</a>	<a href="#">View Errors</a>	<a href="#">View File</a>	<a href="#">Authorise</a>	Year <span>2020</span>
School Workforce Census						
Select a return and then click the required action button						
Return	Date Generated	By	Errors	Queries	Authorised	Date Authorised
2020 Autumn-006	12/10/2020	Mrs J Bishop	121	83	No	

The **Error and Queries Data Grid** displays a summary of the **Return** including the number of **Errors** and **Queries** resolved and unresolved.

### Error and Queries Data Grid

Back

Save Status

Error Details - Census Return 2020 Autumn-006 - Created on 12/10/2020 - By Mrs J Bishop

There are 121 errors including 121 unresolved errors

There are 83 queries including 83 unresolved queries

Grid actions

Copy

Excel

CSV

PDF

Print

Search:

Error/Query	Number	Staff Code	Staff Name	Detail	#	#
Error	4540	CT	Tailor, Chad	Teacher Number: . NI Number: JA374466C. Name: Tailor, Chad. Date of Birth: 1974-05-06, Female If staff member is not paid by a Daily Rate then Base Pay must be provided		
Error	4740	CT	Tailor, Chad	Teacher Number: . NI Number: JA374466C. Name: Tailor, Chad. Date of Birth: 1974-05-06, Female Hours worked per week is missing		
Error	4760	CT	Tailor, Chad	Teacher Number: . NI Number: JA374466C. Name: Tailor, Chad. Date of Birth: 1974-05-06, Female FTE Hours per week is missing		
Error	4780	CT	Tailor, Chad	Teacher Number: . NI Number: JA374466C. Name: Tailor, Chad. Date of Birth: 1974-05-06, Female Weeks per year is missing		
Error	4515	CT	Tailor, Chad	Teacher Number: . NI Number: JA374466C. Name: Tailor, Chad. Date of Birth: 1974-05-06, Female No Payment information has been provided		
Error	4530	T01	Peakes, Jordan	Teacher Number: 1029811. NI Number: JP735018C. Name: Peakes, Jordan. Date of Birth: 1984-09-09, Male Base Pay is an invalid format. Format must be 999999.99		

The **Queries Data Grid** displays each unresolved **Error** or **Query** row by row.



## Navigating the Data Grid

Grid actions						Copy	Excel	CSV	PDF	Print	Search: <input type="text"/>			
Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#						
Error	2475	00705	4RM	4	Harmsworth, Bryony	UPN: G93663980680A. Name: Harmsworth, Bryony. Date of Birth: 2012-07-27, Female Attendance code is invalid.								
Error	2490	00705	4RM	4	Harmsworth, Bryony	UPN: G93663980680A. Name: Harmsworth, Bryony. Date of Birth: 2012-07-27, Female Pupil reporting number of sessions missed with no corresponding reason (attendance code).								

Columns in the **Data Grid** can be sorted by **Error/Query**, **Number**, **Admission Number**, **Tutor Group**, **Year Group**, **Student Name**, **Detail** or **Status** (unlabelled dropdown menu to the right).

Enter the name or number in the **Search** box and press enter, the **Data Grid** will now display the entered information only.

**Note:** The **Number** filter option displays the **Sequence/Error Number** which can be referenced against the School Census Error Resolutions 2020 Guide.

The **Status** columns can be sorted so you can see which items you have marked as resolved. **Resolved** issues , **Unresolved** issues .

Across the top there are options to export the data, such as Excel.

## Dealing with Errors and Queries

In regards to dealing with the Errors/Queries shown, you are able to use the **Errors and Queries Data Grid** to:

- Link directly to the required MIS Page in order to correct the **Error/Query** (this is not available on all **Errors/Queries** however)
- Mark **Errors/Queries** as **Resolved** or **Unresolved** (initially all will be **Unresolved**)

## Using the Error/Query Link to MIS Page

Within the **Errors and Queries Data Grid**, it is possible to link directly to the MIS Page where the **Error/Query** can be resolved; this is possible for all those **Errors/Queries** where you see a **Magnifying Glass** icon .

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	1840	8475	N1	4	Wragg, Codie	UPN: X830999117065. Name: Wragg, Codie. Date of Birth: 2011-07-11, Male Language is missing or invalid value.		
Error	1840	8476	SJP	5	Marrows, Marther	UPN: A830999117040. Name: Marrows, Marther. Date of Birth: 2011-07-20, Female Language is missing or invalid value.		
Error	1840	8477	SJP	5	Byard, Aleaha	UPN: N830999117021. Name: Byard, Aleaha. Date of Birth: 2011-04-10, Female Language is missing or invalid value.		
Error	1840	8478	SJP	5	Simpson, Jacob	UPN: M830999117057. Name: Simpson, Jacob. Date of Birth: 2010-10-23, Male Language is missing or invalid value.		
Error	1840	8479	SDS	5	Graham-Bell, Alexander	UPN: M830999117028. Name: Graham-Bell, Alexander. Date of Birth: 2011-03-28, Male Language is missing or invalid value.		

Click on the **Magnifying Glass** icon to link to the required MIS Page in order to deal with the **Error** or **Query**, this page will open in a new window.

From any new window which you have opened via the link, correct the **Error/Query**, then **Save** and close that window. From the **Error** and **Query Data Grid**, you should now mark that you have **Resolved** that particular **Error/Query**.

## Marking an Error or Query as Resolved

As at this time there is no refresh option for the **Census** you are running, it is advisable that you mark each **Error** and **Query** you deal with as **Resolved**; this will make it easier to track those **Errors** and **Queries** you still need to deal with.

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	1840	8475	N1	4	Wragg, Codie	UPN: X830999117065. Name: Wragg, Codie. Date of Birth: 2011-07-11, Male Language is missing or invalid value.	Q	✓
Error	1840	8476	5JP	5	Marrows, Marther	UPN: A830999117040. Name: Marrows, Marther. Date of Birth: 2011-07-20, Female Language is missing or invalid value.	Q	✗
Error	1840	8477	5JP	5	Byard, Aleaha	UPN: N830999117021. Name: Byard, Aleaha. Date of Birth: 2011-04-10, Female Language is missing or invalid value.	Q	✓
Error	1840	8478	5JP	5	Simpson, Jacob	UPN: M830999117057. Name: Simpson, Jacob. Date of Birth: 2010-10-23, Male Language is missing or invalid value.	Q	✗
Error	1840	8479	5DS	5	Graham-Bell, Alexander	UPN: M830999117028. Name: Graham-Bell, Alexander. Date of Birth: 2011-03-28, Male Language is missing or invalid value.	Q	✗

To change the **Status** of an **Error/Query**, click on the **Unresolved** icon ✗ the **Error/Query** will change to the green **Resolved** icon ✓ and the row will highlight green.

If required, you can change a **Resolved Error/Query** to **Unresolved**; to do this click on the **Resolved** icon ✓ which will now toggle back to **Unresolved**, removing the green row highlight as well.

## Authorise and View File

Once you have dealt with all of the errors and are happy with any of the outstanding queries please re-run the **Census** and click the **Authorise** button. The file is now ready to be submitted, click the **View File** button and save a copy to a location on your machine.

New	Edit	Delete	View Summary	View Errors	View File	Authorise	Term	Autun	Year	2020
School Census										
Select a return and then click the required action button										
Return	By	Date Generated	Date Validated	Errors	Queries	Authorised	Date Authorised			
2020 Autumn-001	B Buttley	18/09/2020		685	550	No				
2020 Autumn-002	B Buttley	18/09/2020		685	550	No				

If you require any assistance with running the **Census** or have questions about the **Errors** or **Queries** please contact the **Bromcom Helpdesk** on **020 8290 7177**.

## Understanding Possible Errors & Queries

The table below shows you all possible **Errors** and **Queries** which each **School Census** can indicate to you; please use for guidance in correcting and resolving as required.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	10	Census Name invalid, should be 'School Workforce Census'	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	30	Year out of range	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	40	Reference Date, i.e. Census Reference Date, must be provided	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	60	Source level is invalid	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	70	LA Number is invalid	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	80	No Message presented	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	110	No Message presented	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	120	No Message presented	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Query	4085	Please note that this return contains no contract records. Please ensure that this is correct and that contract data is being supplied to the Department by another source.	This query relates to the data structure content of the return. If it is presented then you should seek advice from the Helpdesk immediately. It is possible that this is correct and should be confirmed.
Query	4100Q	Teacher with Teacher Number missing: Please supply a reason in a return level note.	Ensure that all teachers who are assigned Qualified Teacher Status have valid Teacher numbers. Check this on the <b>Qualifications</b> and <b>Personal Details</b> panels via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Qualifications</a> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Personal Details</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4105	Teacher number should be 7 or 8 digits.	If present, the School Staff Number, must be seven or eight digits. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Personal Details</a>
Error	4110	Family Name is missing or has two or more consecutive spaces.	Family name is present in the Bromcom MIS as Legal last name. Check its format and ensure that no double spacing is present. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Personal Details</a>
Error	4120	Given Name is missing or has two or more consecutive spaces.	Given name is present in the Bromcom MIS as Full first name. Check its format and ensure that no double spacing is present. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Personal Details</a>
Error	4140	Former Family Name has two or more consecutive spaces.	Former Family name is present in the Bromcom MIS as Former Last name. Check its format and ensure that no double spacing is present. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Personal Details</a>
Error	4150	NI Number has invalid Format	Ensure that all staff possess valid entries for National Insurance Number. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Personal Details</a>
Error	4155	Temporary NI numbers must not be supplied. This must be replaced or removed	Ensure that all members of staff possess valid entries for National Insurance Number. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Personal Details</a>
Query	4160Q	Member of workforce with missing NI Number	Ensure that all members of staff possess valid entries for National Insurance Number. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Personal Details</a>

Category	Sequence	Detail ( <b>provided by DfE</b> )	Comments/Resolutions
Error	4180	Gender is missing or invalid.	Ensure that all members of staff possess valid entries for Gender. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Personal Details</a>
Error	4190	Date of Birth missing or has invalid format. Format should be CCYY-MM-DD.	Ensure that all members of staff possess valid entries for Date of Birth. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Personal Details</a>
Query	4195Q	Two other members of staff also have a date of birth of 1 January, please check that this is correct	Ensure that all members of staff possess valid entries for Date of Birth. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Personal Details</a>
Error	4200	Person's age must be between 13 and 100 years	Ensure that all members of staff possess valid entries for Date of Birth and that their Age value is calculated accurately and within the stated boundaries. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Personal Details</a>
Error	4220	Ethnicity is missing or invalid	Ensure that all members of staff possess valid entries for Ethnicity. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Personal Details</a>
Error	4225	Disability is missing or invalid	Ensure that all members of staff possess valid entries or no entry for Disabilities. Check this on the <b>Personal details</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Personal Details</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4228	Qualified Status is missing for a teacher	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) must also have an entry for Qualified Teacher Status. Either the achievement of or the working towards this status must be provided.</p> <p>Check this on the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Qualifications</a></p>
Error	4230	QTS is invalid	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) must also have an entry for Qualified Teacher Status. Either the achievement of or the working towards this status must be provided.</p> <p>Check this on the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Qualifications</a></p>
Error	4231	EYTS is invalid	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Early Years Teacher Status”. Providing this for a non teacher may result in this error</p> <p>Check this on the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Qualifications</a></p>
Error	4232	QTLS is invalid	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Qualified Teacher Learning and Skill status Providing this for non-teaching staff may result in this error Check this on the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Qualifications</a></p>
Query	4235Q	Person is not expected to have QT status and be under 21 years of age on 5th November 2020.	<p>An unusually young member of staff who is assigned a contract which has the Class Teacher role (or similar) must also have an entry for Qualified Teacher Status. Either the achievement of or the working towards this status must be provided. In this case it is more likely that “working towards” is the correct selection.</p> <p>Check this on the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Qualifications</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4236Q	Person is not expected to have EYTS and be under 21 years of age on 5th November 2020	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Early Years Teacher Status”. Providing this for a staff member of the age indicated will result in this query.</p> <p>Check this on the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Qualifications</a></p>
Error	4237Q	Person is not expected to have QTLS and be under 21 years of age on 5th November 2020	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Qualified Teacher Learning and Skill status”. Providing this for a staff member of the age indicated will result in this query.</p> <p>Check this on the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Qualifications</a></p>
Error	4238Q	HLTA Status is missing for a Teaching Assistant	<p>A member of staff who is assigned a contract which has the Teaching Assistant role (or similar) must also have an entry for Higher Level Teaching Assistant Status.</p> <p>The MIS should assign a NULL to this by default so this error should never occur.</p> <p>Check the accurate provision of HLTA status on the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Qualifications</a></p>
Error	4240	HLTA Status is invalid	<p>A member of staff who is assigned a contract which has the Teaching Assistant role (or similar) must also have an entry for Higher Level Teaching Assistant Status.</p> <p>The MIS should assign a NULL to this by default so this error should never occur.</p> <p>Check the accurate provision of HLTA status on the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Qualifications</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4245	Person cannot be shown as having HLTA status and be under 18 on 5th November 2020	<p>A member of staff who is under the age of 18 on the workforce census date and is assigned a contract which has the Teaching Assistant role (or similar) is not likely to have a positive entry for Higher Level Teaching Assistant Status.</p> <p>Check the accurate provision of HLTA status on the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Qualifications</a></p>
Error	4250	QTS Route is invalid	<p>A member of staff who is assigned a QTS value should also be given a defined route for the attainment of QTS.</p> <p>The selections are controlled by the MIS so it should not be possible to assign an invalid value. This error should not be possible to occur.</p> <p>Check the QTS Route on the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Qualifications</a></p>
Error	4280	LA or School Level indicator missing or invalid	<p>This query relates to the data structure content of the return. If it is presented then you should seek advice from the Helpdesk immediately.</p>
Error	4310	Contract/Service Agreement Type is missing or invalid	<p>Each Contract and/or Service Agreement has a type associated with it that is chosen at point of creation. These values are taken from the CBDS definitions.</p> <p>PRM - Permanent FXT - Fixed Term TMP - Temporary SLA - Service Agreement with Local Authority SAG - Service Agreement with an Agency SOT - Service Agreement with other source</p> <p>The system only allows entry of these validated items so the error should never occur.</p> <p>Check the Contract/Service Agreement type on the <b>Contracts</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4350	Contract/Service Agreement Start Date is missing	<p>A member of staff with a current contract of employment should have a start date for that contract. The system treats this as a mandatory field so this error should not occur.</p> <p>Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>



Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4355	Contract/Service Agreement Start Date cannot be in the future.	<p>A member of staff with a current contract of employment should have a start date for that contract. The system prevents the entry of future start dates so this error should not occur.</p> <p>Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Error	4357Q	Contract/Service Agreement Start Date more than 30 years ago.	<p>A member of staff with a current contract of employment should have a start date for that contract that is more recent than the 50 years mentioned. The system will prevent the start date being earlier than the teachers start date in the school. So this error should not occur.</p> <p>Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Error	4360	Contract has invalid end date for this Census.	<p>No contracts outside the Census scope will be retrieved by the system. So this error should not occur.</p> <p>Check the Contract/Service Agreement End Date on the <b>Contracts</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Error	4370	Contract End Date is invalid	<p>No contracts outside the Census scope will be retrieved by the system. So this error should not occur.</p> <p>Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Error	4375	Contract/Service Agreement end date must be at least 27 days after the start date	<p>No contracts less than 27 days in length will be retrieved by the system. So this error should not occur.</p> <p>Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4376	Temporary and Fixed term contracts, (as well as service agreements) that have lasted less than 28 days will be picked up in the next year's census if they go on to last 28 days or more. Do not include them now.	No contracts initiated less than 28 days earlier than the census 5th November 2020 will be retrieved by the system. So this error should not occur. Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>
Query	4377Q	Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement	No open ended contract end dates later than the Census 5th November 2020 will be retrieved by the system. So this error should not occur. Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>
Error	4380	Contract/Service Agreement Type is Fixed Term therefore End Date must be specified.	The system treats End Dates for fixed term contracts as a mandatory field. So this error should not occur. Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>
Error	4385	Destination code must be provided for completed contracts	When a staff contract completes and the staff member leaves the destination must be entered. This information can be entered on the following page:  <b>Path:</b> <a href="#">Staff&gt;Select&gt;Leavers</a>
Query	4390Q	Destination code has been provided therefore contract End Date should be specified: If it cannot be supplied, please give a reason in a return level note.	When a staff contract completes and the staff member leaves the destination must be entered. This information can be checked on the following pages:  <b>Path:</b> <a href="#">Staff&gt;Select&gt;Leavers</a> And the Contract panel on: <b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>
Error	4400	Contract End Date cannot be before contract Start Date	The system validates the end date before save and prevents the entry of end dates earlier than start dates. So this error should not occur. Check the Contract/Service Agreement Start Date and End Date on the <b>Contracts</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4410	Post is missing or invalid	Each valid staff contracts Role should have a post associated with it. Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a>
Error	4413	Post shown as Executive Head. One of the associated Roles must also be Executive Head	Each valid staff contracts Role should have a post associated with it. If the posts include "Executive Head" then at least one Role should also be "Executive Head". Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a>
Error	4414	Post shown as Head Teacher. One of the associated Roles must also be Head Teacher	Each valid staff contracts Role should have a post associated with it. If the posts include "Head Teacher" then at least one Role should also be "Head Teacher". Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a>
Error	4415	Post shown as Deputy Head. One of the associated Roles must also be Deputy Head	Each valid staff contracts Role should have a post associated with it. If the posts include "Deputy Head" then at least one Role should also be "Deputy Head". Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a>
Error	4416	Post shown as Assistant Head Teacher. One of the associated Roles must also be Assistant Head	Each valid staff contracts Role should have a post associated with it. If the posts include "Assistant Head Teacher" then at least one Role should also be "Assistant Head". Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4417Q	If role is HLTA then HLTA Status is expected to be true	<p>Each valid staff contracts should have a Role associated with it.</p> <p>If the Role includes HLTA then the staff details on the <b>Qualifications</b> panel on the below page should include an entry for HLTA Status.</p> <p>Check the <b>Qualifications</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Qualifications</a></p>
Error	4420	Date of Arrival in School is invalid	<p>Check the Date Started at School on the <b>Contracts</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Query	4425Q	Date of Arrival in School is more than 40 years ago. Please confirm if this is correct.	<p>It is unlikely that a member of staff will have begun employment at a school over 40 years ago.</p> <p>Check the Date Started at School on the <b>Contracts</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Query	4430Q	Date of Arrival in School has not been supplied. Please confirm if this is correct.	<p>The Date of Arrival is a mandatory field so this error should not occur.</p> <p>Check the Date Started at School on the <b>Contracts</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Query	4440Q	Date of Arrival in School should not be later than the start of the contract: If Date of Arrival is later, please supply a reason in a return level note.	<p>The Date of Arrival is a mandatory field and no contract can be set to start earlier than its value. So this error should not occur.</p> <p>Check the Date Started at School on the <b>Contracts</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Error	4460	Pay Range is invalid	<p>Each valid contract scale pay item should have valid entries for base pay table and spine point.</p> <p>Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4470Q	Qualified Teacher Status inconsistent with Pay range type	<p>Each valid contract scale pay item should have valid entries for base pay table and spine point. If the member of staff is listed with a positive QTS value they should have an appropriate Base Pay table selection.</p> <p>Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Query	4480Q	The Pay Range supplied is not valid for a support staff or teaching assistant Post	<p>Each valid contract scale pay item should have valid entries for base pay table and spine point. If the member of staff is listed as Support Staff or Teaching Assistant they should have an appropriate Base Pay table selection.</p> <p>Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Error	4490	Pay Range is invalid for the given Post. Head teachers, Deputy Heads and Assistant Heads must be paid under the “Leadership Pay Range” or an “Other Pay Range”.	<p>Each valid Senior Leadership Team contract should only have valid entries from the “Leadership Pay Scales” or “Other Pay Scale” base pay tables.</p> <p>Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Query	4495Q	Daily Rate should not be used except for agency or service agreement teachers.	<p>Only valid Agency or service agreement recruited teachers should be listed as being paid at Daily Rate.</p> <p>Check the pay items associated with the teacher on the edit pay items section of the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Error	4505	Pay Range is invalid for the given Post. Leading Practitioners must be paid under the “Leading Practitioners” pay Range.	<p>Each valid Leading Practitioner post should only have valid entries from the “Leading Practitioner” base pay tables.</p> <p>Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Error	4515	No Payment information has been provided	<p>At least one contract or pay item associated with a member of staff must have appropriate pay information included.</p> <p>Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4521Q	Please supply the Framework under which this leadership teacher is being paid, ie 'Pre 2014' framework or '2014' framework	<p>The definition of a pay framework as either a 'Pre 2014' or '2014' pay framework is set at base pay structure definition.</p> <p>Check the appropriate base pay structure "version" and set the pay framework dropdown to the correct value on the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Query	4522Q	Teacher is being paid under 'Pre 2014' framework even though they arrived after 31 August 2014: Please supply a reason in a return level note.	<p>The definition of a pay framework as either a 'Pre 2014' or '2014' pay framework is set at base pay structure definition.</p> <p>Check the appropriate base pay structure "version" and set the pay framework dropdown to the correct value on the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Query	4523Q	Please supply the Pay Range Minimum for this leadership teacher	<p>The definition of the minimum pay range is set at base pay structure definition.</p> <p>Check the appropriate base pay structure values on the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Query	4524Q	Please supply the Pay Range Maximum for this leadership teacher	<p>The definition of the maximum pay range is set at base pay structure definition.</p> <p>Check the appropriate base pay structure values on the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4530	Base Pay is in an invalid format. Format must be 999999.99	<p>Check the base pay values against the listed staff member.</p> <p>This will be found either within the staff <b>Contact</b> record under the appropriate Pay item (if the pay scale of Other is in use), or defined in the base pay structure:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4540	If staff member is not paid by a Daily Rate then Base Pay must be provided	<p>Check the <b>Contract</b> record for the staff member. If "Paid a Daily Rate" is not checked then there should be at least one Pay item within the <b>Contract</b> that has an associated Base Pay value:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4545Q	Staff member appears to be paid less than the minimum wage for apprentices, please supply a reason in a return level note.	<p>If Base Pay is provided then Staff contracts must be delivered with a minimum Base Pay value. This information, along with pay scale, Spine point and Regional Spine can be checked on the Edit pay items section of the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4550	Base Pay must not be provided where Daily Rate is Y	<p>Check the <b>Contract</b> record for the staff member. If “Paid a Daily Rate” is checked then there should not be any Pay items within the contract that have an associated Base Pay value:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4555	Pay (i.e. Base Pay, Pay Range, Pay Framework, Pay Range Minimum and Pay Range Maximum) must not be provided for both Post and Role for the same contract or service agreement	<p>Check the <b>Contract</b> record for the staff member to ensure that the correct pay information is present. It should not be possible to get this error within the MIS:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4560	Safeguarded Salary is in an invalid format. Format should be ‘1’ or ‘0’ or ‘true’ or ‘false’	<p>Check the Contract record for the staff member to ensure that the correct safeguarding information is present. The Safeguarded checkbox should be present on the pay item:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Query	4565Q	Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	<p>The guidelines for pay of particular staff types indicate a salary less than £50,000 is expected. Please check the staff members pay on the Edit pay items section of the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4570	Daily Rate is invalid	<p>When provided Daily Rate is validated against the CBDS definitions and entry of an invalid format should not be possible.</p> <p>So this error should not occur.</p> <p>Check this value in the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4575Q	Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	The guidelines for pay of particular staff types indicate a salary less than £80,000 is expected. Please check the staff members pay on the Edit pay items section of the <b>Contracts</b> panel on the following page:  <b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>
Error	4580	Destination code is invalid	When provided Destination Code is validated against the CBDS definitions and entry of an invalid format should not be possible. So this error should not occur. Check this value on the following page:  <b>Path:</b> <a href="#">Staff&gt;Select&gt;Leavers</a>
Error	4585	Leaving Reason is invalid	Check that the listed member of staff was given a valid leaving reason when their contract was ended.  <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>
Error	4586	If leaving reason is 'Left for other teaching Post' or 'Still in Education' then Destination must be employment in education.	Check the listed staff members "Destination" on the <b>Contracts</b> panel of the staff record  <b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>
Error	4587	If leaving reason is 'Not Applicable- Change of Contract' then Destination must be the same	Check the listed staff members "Destination" on the <b>Contracts</b> panel of the staff record  <b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>
Error	4588	If leaving reason is 'Deceased' then Destination must be 'Other'.	Check the listed staff members "Destination" on the <b>Contracts</b> panel of the staff record  <b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>
Error	4600	Origin is invalid	When provided the Origin field is validated against the CBDS definitions and entry of an invalid format should not be possible. So this error should not occur. Check this value on the following <b>Contracts</b> page:  <b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>
Error	4610	Origin must be provided for teachers who joined after 2009-08-31	For Contracted staff (other than Advisory Teachers and Support Staff) whose employment commenced after 31 <sup>st</sup> August 2009 you must specify a valid Origin. Check this value on the following <b>Contracts</b> page:  <b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a>



Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4700	No Role details have been supplied	<p>Each contract or post should have at least one associated Role. This can be checked on the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Error	4710	Role Identifier is missing or invalid	<p>Each contract or post should have at least one associated Role. This can be checked on the <b>Contracts</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Error	4720	Post is inconsistent with Role Identifier	<p>Where Post is equal to Support or Teaching Assistant then the following Role values are invalid:            ASHT – Assistant Head Teacher            DPHT – Deputy Head Teacher            EXHT – Executive Head teacher            HDTR – Head Teacher            MISC – Miscellaneous Teaching Service for the LA            MUSC – Music Tuition (Includes peripatetic)            PERI – Peripatetic Teacher (unattached)            SPLY – LA Supply Pool            TCHR – Classroom Teacher            TMIS – Teacher: Engaged to teach in miscellaneous establishments            TNON – Teacher engaged for non-school education            TPRU – Teacher engaged to teach in a pupil referral unit</p> <p>These relationships can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Query	4722Q	Post appears to be inconsistent with Role Identifier	<p>Where Post is equal to Support or Teaching Assistant then the following Role values should not be used:            CADV – Careers Advisor            HDPT – Head of Department            HDHO – Head of House            HDYR – Head of Year            SENC – SEN Co-Ordinator            INST – Instructor (including sports coach)</p> <p>These relationships can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4723Q	Post appears to be inconsistent with Role Identifier	<p>Where role is not one of:            ASHT – Assistant Head Teacher            DPHT – Deputy Head Teacher            EXHT – Executive Head teacher            HDTR – Head Teacher            MISC – Miscellaneous Teaching Service for the LA            MUSC – Music Tuition (Includes peripatetic)            PERI – Peripatetic Teacher (unattached)            SPLY – LA Supply Pool            TCHR – Classroom Teacher            TMIS – Teacher: Engaged to teach in miscellaneous establishments            TNON – Teacher engaged for non-school education            TPRU – Teacher engaged to teach in a pupil referral unit            CADV – Careers Advisor            HDPT – Head of Department            HDHO – Head of House            HDYR – Head of Year            SENC – SEN Co-Ordinator            INST – Instructor (including sports coach)</p> <p>Then the post should be one of Support or Teaching Assistant. These relationships can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Query	4725Q	Role of TASS (Teaching Assistant) or HLTA (Higher Level Teaching Assistant) should be linked to post of TAS (Teaching Assistant)	<p>Where Role is equal to Teaching Assistant or Higher Level Teaching Assistant then only the Post value of “Teaching Assistant” is to be expected. This relationships can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4730	Hours worked per week is in an invalid format. Format must be 99.99.	<p>Hours per week is checked at point of entry and should conform to the expected formats as defined within the CBDS.</p> <p>So this error should not occur.</p> <p>This information can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4735	Hours worked per week must not be provided for both Post and Role for the same Contract or Service Agreement	<p>Only one of Post or Role should have associated hours. The MIS defines hours in relation to the individual aspect of the contact so this error should not occur.</p> <p>This information can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4740	Hours worked per week is missing	<p>Hours per Week “must” be provided for each valid contract item.</p> <p>This information can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Query	4745Q	Member of staff is working more than 48 hours a week. Please confirm if this is true.	<p>Hours per Week, when provided, should not exceed 48 hours across all open contracts.</p> <p>This information can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Query	4746Q	The open contract for this member of staff is for less than 0.5 hours per week. If this is a zero hours contract it should be removed from the return. Please confirm if the hours recorded are correct.	<p>Hours per Week, when provided, should not be less than 0.5 hours.</p> <p>This information can be checked, paying close attention to the <b>pay factor</b>, within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4750	FTE Hours per week is invalid	<p>FTE Hours per week is checked at point of entry and should conform to the expected formats as defined in the CBDS.</p> <p>So this error should not occur.</p> <p>This information can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4760	FTE Hours per week is missing	<p>FTE Hours per Week “must” be provided for each valid contract item.</p> <p>This information can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4765Q	FTE hours normally expected to be at least 24 and no greater than 40	Where provided FTE hours should not be less than 24 or more than 40. This information can be checked within the <b>Contracts</b> panel of the following page:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Contracts</a>
Error	4770	Weeks per year is invalid	Weeks per year should be supplied as a two digit integer with a maximum value of 99. This information can be checked within the <b>Contracts</b> panel of the following page:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Contracts</a>
Error	4780	Weeks per year is missing	Weeks per year should be supplied as a two digit integer with a maximum value of 99. This information can be checked within the <b>Contracts</b> panel of the following page:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Contracts</a>
Error	4800	Category of Additional Payment is invalid	If Additional Payment items are provided then only the following values are accepted: LIN - Inner London Weighting (Support Staff) LOT - Outer London Weighting (Support Staff) LFR - London Fringe Weighting (Support Staff) MAL - Management Allowances TLE – Teaching and learning Responsibility payments, aka TLR1 and TLR2 TL3 – Teaching and Learning Responsibility payments, aka TLR3 RAR - Recruitment and Retention SEN - SEN Allowances ACT - Acting RES - Residential duties INS - INSET OOS - Out of School Activities RCP - Recruitment Incentive (Pay) RCC - Recruitment Incentive (One Off Payment) RCA - Recruitment Incentive (Other) WEL - Welcome Back GTC - GTC subscription UQT - Unqualified Teachers OTH – Other This information can be checked within the <b>Contracts</b> panel of the following page:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4810	Where Additional Payment Amount is provided the Category of Additional Payment must also be provided	<p>If an Additional Payment Amount is provided then each amount must have an associated Additional Payment Category.</p> <p>The MIS will authenticate the entry of these items and should prevent the entry of one without the other.</p> <p>So this error should not occur.</p> <p>This information can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">- Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4820	Additional Payment Amount is in an invalid format. Format must be 999999.99.	<p>The entry of Additional Payment Amounts is validated at point of entry to conform to the expected format.</p> <p>So this error should not occur.</p> <p>This information can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4830	Where Category of Additional Payment is provided the Additional Payment Amount must also be provided	<p>If an Additional Payment Category is provided then each category must have an associated Additional Payment Amount.</p> <p>The MIS will authenticate the entry of these items and should prevent the entry of one without the other.</p> <p>So this error should not occur.</p> <p>This information can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4832	Pay End Date cannot be before Pay Start Date	<p>The end date of a pay item cannot be before the start date.</p> <p>This information can be checked within the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>
Error	4833	Start and end dates of TLR3 payment must be provided	<p>If a 'Teaching and Learning Responsibility 3 Payments' item is added to a pay record then both the start and end dates should be provided.</p> <p>This information can be checked within the <b>Contracts</b> panel pay items section of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4834Q	Additional payment start date is before beginning of previous academic year: please supply a reason in a return level note.	Additional payment start dates should be reviewed to confirm accuracy. This information can be checked within the <b>Contracts</b> panel pay items section of the following page:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Contracts</a>
Error	6000	Subject Code is invalid	Valid subjects codes used for curriculum are defined within the MIS and are expected to be in line with the detail published in the CBDS. This error will occur if you have used non-standard subject code definitions on your class subjects within Curriculum. In order to remove the error you should adjust the subject code to a valid value For Subject Group and Classification. The subject information can be checked within the <b>Subject Review</b> panel on the following page:  <b>Path:</b> <a href="#">Curriculum &gt; Routines &gt; Subject Review</a>
Error	6100	Subject Code is missing	If data is provided for subject hours or year group then the subject code should be provided also. The system authenticates this information at point of entry so it should not be possible to get this error. The subject information can be checked within the <b>Subject Review</b> panel on the following page:  <b>Path:</b> <a href="#">Curriculum &gt; Routines &gt; Subject Review</a>
Error	6110	Subject Hours is invalid. Subject hours should be in the format 99.99 and should be less than or equal to 40.00	Subject hours should be present and is calculated automatically based on the teacher's curriculum delivery in the week of the census 5th November 2020. This information can be checked on the <b>Timetable</b> panel on the following page:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Timetable</a>
Error	6120	Subject Hours is missing	If data is provided for subject code or year group then the subject hours should be provided also. The system authenticates this information at point of entry so it should not be possible to get this error. The subject information can be checked within the <b>Timetable</b> panel on the following page:  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Timetable</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	6130	Year Group (NC Year Group) is invalid	<p>The year group of class delivery should be one of 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, M or X</p> <p>The year group information can be checked within the <b>class definition</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Groups &gt; Teaching Class &gt; View Group Details</a></p>
Error	6140	Year Group is missing	<p>The year group of class delivery should be one of 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, M or X</p> <p>The year group information can be checked within the <b>Basic Group Details</b> panel on the following page:</p> <p><b>Path:</b> <a href="#">Groups &gt; Teaching Class &gt; View Group Details</a></p>
Error	6145	Two or more curriculum records with the same Subject/Year Group combination	<p>Each subject/year combination should only be provided once within the Census return for each member of staff.</p> <p>This is managed by the MIS automatically so this error should not occur.</p>

Error	6500	There is more than one record with the same Teacher Number	<p>Each teacher should only have one entry in each census,. Check to ensure that no teachers share the same teacher number.</p> <p>Check the teacher information on the <b>Personal Details</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Personal Details</a></p>
Query	6510	There is more than one record with the same NI Number	<p>No two teachers should have the same National Insurance details. Check to ensure that no teachers share the same teacher number.</p> <p>Check the teacher information on the <b>Personal Details</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Personal Details</a></p>

Query	6530Q	The same person has a total Full Time Equivalent ratio greater than 1.5	<p>Where a person has a single Role, the FTE ratio for the Role (where the FTE ratio is calculated by dividing the Hours Per Week by FTE Hours must not be greater than 1.5.</p> <p>A person may have more than one Role, either because there is more than one current Contract on 5th November 2020, or because one or more Contracts current on 5th November 2020 contains multiple Roles.</p> <p>In these cases the total FTE ratio for all Roles (where total FTE ratio for all Roles is calculated by accumulating the FTE ratio for each role, and the FTE ratio for each role is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5. (Note: Current Contracts on 5th November 2020 are where Contract End is after 5th November 2020 or Contract End is not supplied).</p> <p>This test should only use Contract/SA records where the Contract/Service Agreement Type is one of Permanent, Temporary or Fixed Term.</p> <p>This is automatically generated by the system and should prevent entry of any data that would cause the error to occur.</p> <p>So this error should not occur.</p>
Query	6540Q	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher.	<p>Across the data return from a single school, at least one staff member should be assigned the role of: HDTR – Head Teacher Check the teacher information on the <b>Personal Details</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Query	6550Q	At least one staff record in this school's return should show a role of SENC (SEN Co-ordinator) under a current contract. Where SENCO is missing please add it to the appropriate staff record.	<p>Across the data return from a single school, at least one staff member should be assigned the role of: SENC – SEN Co-Ordinator Check the teacher information on the <b>Personal Details</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff&gt;Select&gt;View Staff Details&gt;Contracts</a></p>
Error	7000	Vacancy Post is invalid	<p>Where provided, field format and/or allowed values must match associated CBDS entry.</p> <p>This is handled from the School Workforce data entry screen and is validated on that screen.</p> <p>So this error should not occur.</p>
Error	7005	Vacancy Post is missing	<p>Where vacancy information is provided, the post must be included.</p> <p>This is handled from the School Workforce data entry screen and is validated on that screen.</p> <p>So this error should not occur.</p>



Error	7050	Vacancy Temporarily Filled is invalid	Where provided, field format and/or allowed values must match associated CBDS entry. This is handled from the School Workforce data entry screen and is validated on that screen. So this error should not occur.
Error	7060	Vacancy Advertised is invalid	Where provided, field format and/or allowed values must match associated CBDS entry. This is handled from the School Workforce data entry screen and is validated on that screen. So this error should not occur.
Error	7070	Vacancy Temporarily Filled and/or Vacancy Advertised is missing	Where Vacancy Post is provided the data items of Vacancy Temporarily Filled and Vacancy Advertised must also be provided This is handled from the School Workforce data entry screen and is validated on that screen. So this error should not occur.
Error	7100	One figure must be returned for each of Occasional Teachers with Qualified Teacher Status, Occasional Teachers without Qualified Teacher Status and Occasional Teachers with unknown Qualified Teacher Status. Where more than one record has been provided for any of these please combine them, where no record has been provided for one of these categories please provide. Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	This error is directly related to the formatting of the census return. This is managed automatically by the system and so this error should not occur.
Error	7110	Number of Qualified Occasional Teachers present on Census 5th November 2020 value must be a non-negative whole number Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	The count of occasional qualified teachers must be a non-negative whole number. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.

Error	7111	Number of Unqualified Occasional Teachers present on Census 5th November 2020 value must be a non-negative whole number. Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	The count of occasional unqualified teachers must be a non-negative whole number. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Error	7112	Number of Occasional Teachers where not known if qualified or not and who are present on Census 5th November 2020: value must be a non-negative whole number	The count of occasional teachers for whom qualification status is unknown must be a non-negative whole number. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Query	7120Q	Number of Qualified Occasional Teachers present on Census 5th November 2020 is unexpectedly high (40 or more). Please supply a reason in a return level note.	The count of qualified occasional teachers is unusually high. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Query	7121Q	Number of Unqualified Occasional Teachers present on Census 5th November 2020 is unexpectedly high (10 or more). Please supply a reason in a return level note	The count of unqualified occasional teachers is unusually high. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Query	7122Q	Number of Teachers where not known if qualified or not and who are present on Census 5th November 2020 is unexpectedly high (10 or more). Please supply a reason in a return level note.	The count of teachers for whom qualification status is unknown is unusually high. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Query	7240Q	Please note that this return contains no vacancy records. Please ensure that is correct, in which case a note of confirmation must be provided in COLLECT. Please check the 'School Workforce Census: Minimum notepad entries' guidance document for the accepted wording.	No vacancy records have been found. Double check that any appropriate records are entered into the <b>Contracts</b> sections of the MIS.  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Contracts</a>
Error	8000	It is expected that part time headcount would be greater than FTE	Check Staff <b>Contracts</b>  <b>Path:</b> <a href="#">Staff&gt;Select &gt; View Staff Details &gt; Contracts</a>

Error	8010	Part time headcount, full time headcount and full time equivalent values must all be recorded at the LA level for a central return.	<p>Check Staff <b>Contracts</b></p> <p><b>Path:</b> <a href="#">Staff</a>&gt;<a href="#">Select</a>&gt;<a href="#">View Staff Details</a>&gt;<a href="#">Contracts</a></p>
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