

School Workforce Annual Census (SWAC) Bulletin #2 – February 2019

28 February 2019
Version: SWAC/02/2019

This bulletin produced by the Welsh Government provides an update on the latest developments on the SWAC.

Key dates:

Phase 1:

Census date: Tuesday 5th November 2019

Deadline for submission: Wednesday 18th December

Data to be collected: introduction of 'snapshot' data

Phase 2:

November 2020 (census date to be confirmed)

Data to be collected: full census with Phase 1 **and** historic data

Spotlight on:

Each month we will look at specific elements of the census in more detail.

Module feature: The Minimum Data Set

The following set of data items will be provided from both the school and local authority as part of the 'school' return and the 'HR, Pay & Absences' return for each member of the workforce for whom individual level data is required. This information is the minimum required for matching purposes between data provided from different information systems (i.e. HR, payroll and school MIS) and over time to enable the complex analysis required of trends. This minimum data set is essential to ensure the accuracy and consistency of information submitted and reported.

Where workforce members are shared across schools this information about the individual must be returned separately for each school and linked to the role they carry out at the specific school returning the data.

The minimum data set for matching purposes is laid out in the table below:

Field Name	Field Length	Field Type
Teacher Reference Number	7	Alphanumeric
Surname	35	Alphanumeric
Forename	35	Alphanumeric
Middle Name (s)	35	Alphanumeric
Sex	1	Alphanumeric
Date of Birth	10	Date
National Insurance Number	9	Alphanumeric

Contacts

Schools:

If schools have any questions about SWAC, they should initially contact their local authority's IMS contact.

Local Authorities:

For questions from local authorities about this bulletin or about SWAC in general, please feel free to contact us at:

IMS team

Tel: 03000 625014

IMS@gov.wales

School workforce statistics team

Tel: 03000 625105

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Spotlight on (continued):

Module feature: The Minimum Data Set

Teacher reference number - this is the seven-digit department's Teacher Reference Number (TRN) allocated to individuals upon an award of Qualified Teacher Status (QTS). This is required for all qualified teachers and where available for any other member of workforce who may have been awarded QTS, regardless of their role;

National Insurance number - must be provided for each member of the workforce. Leaving the field blank will generate a query upon submission and a note will need to be added to the return to explain why no National Insurance (NI) number has been provided. Temporary NI numbers must not be returned and will cause an error upon submission..

Name - includes surname, forename and middle name(s). Shortened or familiar versions should not be provided.

Date of birth - This is the date of birth of the staff member using the format CCYY-MM-DD (for example, for 23 January 1963 = 1963-01-23). It is essential that the correct date of birth for the staff member is provided.

Snapshot Data

Data to be collected in the census can be divided into 'Snapshot' data and 'Historical' data.

Phase 1 of the census will only collect Snapshot data which is contained in the Staff details, Curriculum, Roles, and Pay and Contracts modules. This data must be correct as of the census reference date. The software for the SWAC has been developed to extract the relevant snapshot and historical data. To enable this, it is important that information is kept up to date.

The 'Historical' data elements (i.e. Recruitment, Retention, Supply and Absences modules) will not be collected as part of Phase 1. However, schools and local authorities will need to be recording the required information from 1 September 2019 in preparation for returning the data in Phase 2, which will retrospectively look back at the 2019/20 data for these elements..

Resources available and developments

Privacy Notices – a draft privacy notice is currently being reviewed by the Welsh Government's officials. This will be shared with local authority officials so they can consider how to reflect the Welsh Government's data requirements into the school and local authority versions, before disseminating to all members of the school workforce to be included in the census.

Technical Completion Notes – the technical completion notes for the SWAC are currently being developed. A draft version of the technical completion notes are expected to be available by the end of March.

A Powerpoint slide presentation and a draft annex of the data items from the technical completion notes have previously been circulated to local authorities and are available on request. Please see the 'Contacts' details on the first page to request copies.

Engagement events

SWAC Pilot – we are intending to undertake a pilot with a selection of schools to test the data submission process during the summer term. It will help identify if there are any problems with the data held, and enable schools and local authorities to familiarise themselves with the return process.

Further details of the pilot will be provided in future bulletins.

What next

If there are any items you would like to see in future bulletins please let us know at: IMS@gov.wales or educationworkforcedata@gov.wales.

This bulletin is expected to be released monthly in the run up to the first census.

Additional copies:

This document can be accessed from the [Software Development Forum pages of DEWi](#).