**New data items for inclusion in SWAC 2020**

With the introduction of the ‘historical’ modules for phase 2 of the School Workforce Annual Census (SWAC) the amount of additional changes to the census should be kept to a minimum and help make the census easier to complete.

Based on discussions with stakeholders and queries received from local authorities and schools during the collection window we are proposing introducing the following data items for the 2020 SWAC:

* **Full-time equivalence (FTE)** recorded against ‘Main’ roles (replacing Hours);
* **Status** (to identify individuals who are on maternity, secondment from school, sabbatical leave etc);
* **Third party staff** to identify individuals who are employed through agencies or 3rd party organisations rather than through local authority payroll.

1. **Full-time equivalence (FTE)**

An issue that was raised by a number of LAs was the difficulties schools encountered in recording the ‘Hours Worked’ for against roles. Different staff roles in different local authorities have different contracted hours and therefore a single. In general, teachers work according to the number of sessions in a week – 5 morning and 5 afternoon sessions. It has been stated that it would be easier for schools to capture the full-time equivalence of individuals’ in specific staff roles.

An <FTE> data item has been added to the staff roles module and will be mandatory for ‘Main’ roles. In addition, there are 3 possible options for changes to recording <HoursWorked>:

1. Keep <HoursWorked> as a required field for ‘Main’ roles – this would not address the difficulties schools face in completing this item.
2. Remove data item <HoursWorked>
3. Change <HoursWorked> to be optional for schools to record actual hours worked – this would require individual members to record their hours worked and input into system and would not provide a complete picture.
4. **Status and Third Party Staff**

To assist the cross-DEWi validation processes, help reduce the volume of errors and queries triggered and avoid double-counting of individuals when publishing outputs 2 other data items are recommended for inclusion in the staff characteristics module:

* <Status> - to identify individuals absent for a period of 1 month or longer on maternity, secondment, long-term absence etc. This will help restrict validation rules and remove double-counting in staff headcounts when reporting. The list of suggested codes are: **MPA** – Maternity / Paternity / Adoption leave; **SEC** – Secondment out of school;  **SAB** – Sabbatical Leave; **Oth** – Other
* <ThirdParty> - identify individuals employed through supply agencies, and other 3rd parties which can then be excluded from cross-DEWi validations and minimise the number of errors and queries triggered.

**Questions**

*Do you agree with the use of FTE rather than Hours against roles?*

*Should Status and Third Party be recorded against an individual or against each role recorded against an individual?*