**Implementation of SWAC phase 2**

The census date for the 2020 collection will be **Tuesday 3rd November 2020**.

The 2020 collection will see the introduction of the remaining data modules as part of phase 2 of SWAC. These ‘historical’ modules will collect information for the previous academic year (i.e. 1st September 2019 to 31st August 2020). Schools will need to start capturing the required information from **1 September 2019** in readiness to submit the **school** return successfully in November 2020.

The new modules for the SWAC school include Recruitment; Retention; and Supply.

A summary of the data items to be collected for these modules are shown below:

**Recruitment**

This covers all teacher, teaching assistants and Higher Level Teaching Asistants (HLTAs) vacancies in the previous academic year (see annex A for list of roles recruitment information is required for). Information must be provided for each teacher post that is permanent or a contract of one or more terms. If a school had no vacancies over the previous academic year then no information needs to be recorded. This information is used to identify potential areas of staff shortage in the teaching profession and to gauge the extent and effect of staff turnover.

For each unique post advertised between **1 September** and **31 August of the academic year preceding the census reference date** and for each teacher who left the profession or took early retirement please enter all the valid data items.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Xml Tag** | **Sample Data** |
|
| Vacancy reference number | 2 | Alphanumeric | <VacancyID> | 1 |
| Vacancy role | 2 | Alphanumeric | <StaffRole> | QT |
| Subject of vacancy | 3 | Alphanumeric | <Subject> | ART |
| Year Group(s) | 2 | Alphanumeric | <YearGroup> | 6 |
| Welsh Medium vacancy | 1 | True/False | <WelshMediumVacancy> | 1 |
| Vacancy Tenure | 1 | Alphanumeric | <Tenure> | F |
| Vacancy Start Date | 10 | Date | <VacancyStart> | 2018-02-15 |
| Vacancy End Date | 10 | Date | <VacancyEnd> | 2018-03-20 |
| Number of Applications for Vacancy | 3 | Alphanumeric | <TotalNumberOfApplications> | 6 |
| Number of times advertised | 3 | Alphanumeric | <VacancyAdvertised> | 1 |
| Appointment made | 1 | True/False | <AppointmentMade> | 1 |
| Cover for unfilled vacancies | 2 | Alphanumeric | <VacancyCover> | ST |

**Retention**

This module covers members of staff who left their employment during the previous academic year (i.e. between 1 September 2019 and 31 August 2020). The information is used to identify potential areas of staff shortage in the teaching profession and to gauge the extent and effect of staff turnover.

For retention include all teachers, teaching assistants and Higher Level Teaching Asistants (HLTAs) leaving their job, including voluntary or compulsory redundancy, early or normal age retirement, teachers’ leaving the profession or leaving for another job in teaching or other roles in education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Xml Tag** | **Sample Data** |
|
| Leaver reference number | 2 | Alphanumeric | <LeaverID> | 1 |
| Leaver role | 2 | Alphanumeric | <StaffRole> | DH |
| Subject code | 3 | Alphanumeric | <Subject> | HIS |
| Year Group(s) | 2 | Alphanumeric | <YearGroup> | 2 |
| Destination of leaver | 3 | Alphanumeric | <LeaverDestination> | EDU |
| Teaching experience of leaver | 2 | Alphanumeric | <TeachingExperience> | 8 |

**Supply**

This module contains aggregated data for the school for each supply type for the previous academic year (i.e. between **1 September 2019** and **31 August 2020**). One record should be in each **school** return for each combination of: supply category, supply planned and supply term.

Do **not** include:

* ‘direct employed supply’ who are supernumerary or floating teachers on a contract of a year or more with a school or lead school as part of a cluster; or
* teachers who are employed and deployed directly via a local authority supply pool list.

These should be included as ‘contracted supply teacher (non-agency)’ in the individual level data as part of the **school** data return.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Xml Tag** | **Sample Data** |
|
| Supply Category | 4 | Alphanumeric | <SupplyCategory> | TCHR |
| Supply Planned | 1 | Alphanumeric | <SupplyPlanned> | U |
| Supply Term | 1 | Alphanumeric | <SupplyTerm> | S |
| Number of days supply cover | 10 | Alphanumeric | <SupplyDays> | 2 |
| Total cost of supply | 10 | Alphanumeric | <SupplyCost> | 372.5 |

**Annex A**

**List of Staff Roles to be included in the SWAC recruitment and retention modules**

|  |  |
| --- | --- |
|  | **Role\*** |
| EH | Executive Head Teacher |
| HT | Head teachers |
| AC | Acting head teachers |
| DH | Deputy head teachers |
| AS | Assistant head teachers |
| QT | Qualified teachers |
| UQ | Unqualified Teacher |
| LP | Leading Practitioner |
| HL | Higher Level Teaching Assistant (HLTA) |
| TA | Teaching assistants/aides employed in the classroom |
| FA | Foreign language assistants/language support |
| SN | Special educational needs support staff |
| SC | SEN Co-ordinator |