**Software Development Forum – 17 November 2015**

**DRAFT Teacher Census Data Collection – Discussion Paper**

1. **Overview**
	1. The collection and analysis of data is to support the development of a pay and conditions forecasting model for Wales. It is also critical to the wider workforce planning work, including the Workforce Partnership Council current project and the development of a 10 year workforce strategy that identifies capacity and skills issues across the workforce. The data collected will be used to model and cost any potential or actual changes in teachers pay and conditions to both inform central budgets and policy development.
	2. The potential data to be collected includes:
* teacher level information;
* teacher sickness absence; and
* recruitment and retention.
	1. To ensure consistency with existing collections and comparability with previous years the preference would be to collect this data in parallel with the Pupil Level Annual School Census (PLASC) in January.
1. **Current position**
	1. **Teacher data**
		1. Aggregate level teacher data is currently collected from schools as part of the PLASC. Information collected includes teacher type and support staff
	2. **Teacher sickness absence data**
		1. Teacher sickness absence data is currently collected separately. This is an aggregated local authority level collection which is undertaken annually in February to March.
		2. Data is collected on an academic year basis for the number of teachers taking a period of sickness and the number of days sick leave taken. The data is compared with teacher numbers from the PLASC data collection to calculate teacher sickness absence rates and average number of days lost due to sickness.
	3. **Recruitment and retention data**
		1. Recruitment data is collected as part of the PLASC return in January. Individual vacancies are recorded along with subject, number of applicants and whether the vacancy was filled.
		2. Teacher retention data is also collected via the annual PLASC return. Information collected includes subject and key stage of vacancy created, years of experience and destination of leaver.
2. **What data will be required to be submitted to Welsh Government?**
	1. The required data collection is likely to be:
* Standard school identifiers;
* Unique teacher identifier;
* Teacher contract and service details (\*including salary and allowances);
* Curriculum information;
* Qualifications;
* Staff personal details;
* Individual teacher sickness absence records.
	1. The data collection will need to cover all local authority maintained schools, including:
* Nursery Schools
* Primary schools;
	+ Middle schools;
	+ Secondary schools;
	+ Special schools; and
	+ Pupil Referral units (PRU)
	1. The data collection would need to cover full and part-time teachers, teaching assistants and other support staff.
	2. “**Teaching Assistants**” comprises those support staff based in the classroom for learning and pupil support, eg HLTAs, teaching assistants, special needs support staff, nursery officers/assistants, minority ethnic pupils’ support staff and bilingual assistants.
	3. “**Other support staff**” comprises those support staff that are not classroom based, eg matrons / nurses / medical staff, advisory staff, librarians, IT technicians, technicians, administrative officers / secretaries, bursars, business managers and other administration/clerical staff, premises and catering staff.
	4. WG are meeting with policy officials and local authority representatives to determine the data requirements for the teacher level data collection.
	5. A more detailed list of the potential data items for collection is contained at Annex A.
1. **Current processes – Cardiff Local Authority**
	1. Payroll for all maintained schools within Cardiff local authority is currently run as part of a Service Level Agreement (SLA) by the local authority. However, it is possible that some schools may opt-out of the local authority SLA and manage their payroll in-house in future.
	2. Certain teacher related data items, such as qualifications, disability and ethnicity are only held by schools in their own Management Information Systems (MIS) and are not shared with the local authority.
	3. Teacher sickness absence is managed via the ‘Digigov’ employee / manager self-serve platform. This means that all teacher sickness absence records can be reported on by the local authority for all schools.
	4. Recruitment and retention information is maintained primarily by schools and would need to be collected directly from the schools.
	5. Evidence indicates that the procedures and processes utilised in maintaining teacher workforce data varies across schools and local authorities.
2. Options going forward for Wales
	1. Individual level survey
		1. An individual level survey to a proportion of schools/local authorities may present the least burden overall to respondents, and was the method used by the School Teacher review Body (STRB) prior to the introduction of the School Workforce Census (SWC). However, there are limited cost and resource savings over conducting a full census due to electronic data collection and the need to conduct an additional full collection of the number of teachers by pay spine. Ultimately, if information was only collected for a proportion of teachers, the pay model would not be able to accurately estimate the total pay bill.
	2. **Aggregated local authority level collection**
		1. Alternatively, there is the potential for a more complex aggregate local authority level collection to be used which differentiates between salary and allowances, on the assumption that local authorities are able to make the distinction which may not be the case.
	3. Individual level census – preferred option
		1. It has not yet been established whether the data would be supplied primarily by local authorities or schools. This will depend on the relative ability and burden for local authorities and schools to provide the data. The data collection ideally will be combination of local authority HR systems and school MIS systems, similar to the SWC in England.
		2. An individual level census of the teaching population can be considered as the optimum form of data collection in terms of the quality of the information provided and the ability to accurately model the pay bill for the teaching workforce.
3. **Department for Education**
	1. The Department for Education has a well established data collection system, collecting the majority of required data through the SWC. The SWC in England uses information held in schools’ Management Information Systems (MIS) and local authority HR and payroll systems, so that data collection is electronic and automatic having limited additional burden on the data providers. Data is collected through the Department for Education’s secure web-based collection tool COLLECT**.**
	2. DFE recognises that schools will not necessarily hold all workforce data as local authorities often hold data on behalf of the schools. It is the responsibility of schools and local authorities to agree at local level which data they should respectively supply. (In some authorities, existing arrangements may mean that all data is provided from one central system).
4. **Issues and considerations**
	1. Teacher level data is held across various systems within local authorities and across schools with different processes employed for maintaining information. WG are to meet with local authorities to identify differences in processes and data systems.
	2. In general, payroll is managed by the local authority. However, there are instances where schools will manage their own payroll. Any data collection system developed will require the flexibility to allow local authorities or, where appropriate, schools to submit the required information.
	3. As previously discussed, the information to be collected is already collected from schools or local authorities at some level. It is important that any data collection does not duplicate work that is currently undertaken and does not increase the burden placed on schools and local authorities.
	4. Members views are sought on:
* Timescales;
* Feasibility of data collection;
* Engagement with local authorities and schools

**Annex A**

|  |  |  |
| --- | --- | --- |
| **Category** | **Data item** | **Currently collected by WG** |
| **Employee Details** | Teacher Reference Number | No |
| ~~Surname~~ | ~~No~~ |
| ~~Forename~~ | ~~No~~ |
| Gender | No |
| Date of Birth | No |
| ~~NI number~~ |  |
| ~~NI category~~ |  |
| Qualified Teacher Status | No |
| Higher Level Teaching Assistant status | No |
| Qualified Teacher Status route | No |
| ~~Pension scheme~~ |  |
| Ethnicity | No |
| Disability | No |
|  |   |   |
| **Qualifications** | Qualification Subject 1 | No |
| Qualification Subject 2 | No |
| Qualification Class | No |
| Qualification Code | No |
|  |   |   |
| **Curriculum** | Hours worked per week | No |
| FTE hours per week | No |
| Subject | No |
| Year Group | No |
|  |   |   |
| **Contract / Service** | Contract Type | No |
| Service Start Date | No |
| End Date | No |
| Date of arrival in school | No |
| Daily rate | No |
| Destination | No |
| Hours worked per week | No |
| FTE hours per week | No |
| Safeguarded salary | No |
| Additional Payment Amount | No |
| Role Identifier | No |
| Origin | No |
| Weeks per year  | No |
| Base Pay | No |
| Pay Range | No |
| Regional Pay Range | No |
| Pay Framework | No |
| Pay Range Minimum | No |
| Pay Range Maximum | No |
| Pay Review Date | No |
| Pay Start Date | No |
| Pay End Date | No |
| Category of Additional Payment | No |
| Post | No |
| LA or School level | No |
|  |   |   |
| **Absence** | First Day | No |
| Last Day | No |
| Working Days Lost | No |
| Absence Category | No |
|  |   |   |
| **Teacher recruitment and retention** | Vacancy identifier | Yes |
| Vacancy Subject | Yes |
| Key Stage | Yes |
| Welsh Medium vacancy | Yes |
| Total Number of Applications received | Yes |
| Appointment made | Yes |
| Unfilled vacancy reason | No |
| Unfilled vacancy covered by? | Yes |
| Vacancy Teacher category | No |
| Days taken to recruit | No |
|   |   |
| Leaver identifier | No |
| Subject taught | Yes |
| Key Stage of Teacher | Yes |
| Teaching experience | Yes |
| Teacher destination | Yes |
| Leaver Teacher category | No |