



School Workforce Census 2022 Quick Guide & Error Resolutions

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Introduction

What is the purpose of this Quick Guide?

This **Quick Guide** has been designed to assist you in the generation of the **School Workforce Census** and understanding and resolving the variety of **Validation Errors and Queries** which can occur during its generation.

See **School Workforce Census 2022** for further guidance.

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

DfE Guidance on the **School Workforce Census** for 2022 can be viewed at.
<https://www.gov.uk/education/school-workforce-censuses>

For the **School Workforce Census** for 2022:

- Census Day: Thursday 3rd November 2022
- Deadline for submitting your data: Friday 2nd December 2022

What's New?

There are no new changes for the **2022 School Workforce Census**

In **October 2021** one change was made for the **2021 School Workforce Census**.

The DfE had previously introduced **NQT Y1** and **NQT Y2** data items for newly qualified teacher (NQT) to allow schools to receive some additional funding.

Error Resolutions Changes and Additions

Source DfE **School Workforce Census Technical Information**

New Rules:

Staff Level Rules 4711Q, 4712Q, 4825Q

School Level-Vacancies: 7080Q

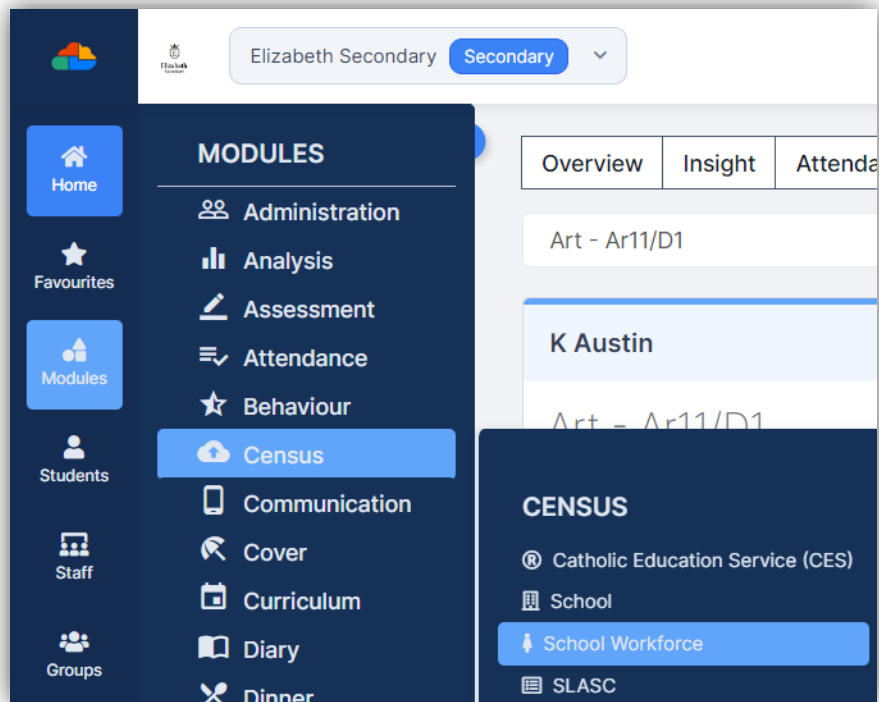
Altered Rules:

Staff Level Rules 4545Q,

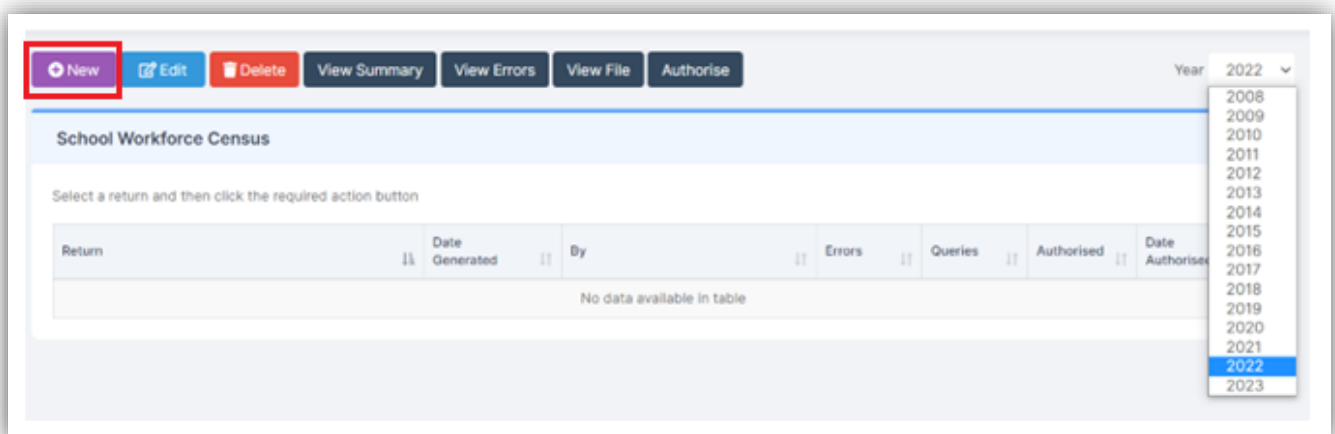
See Page 10 **Understanding Possible Errors & Queries** for more details on these and all other **Errors/Queries**.

Viewing School Workforce Census Errors and Queries

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



The top right **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 a new **Return**.



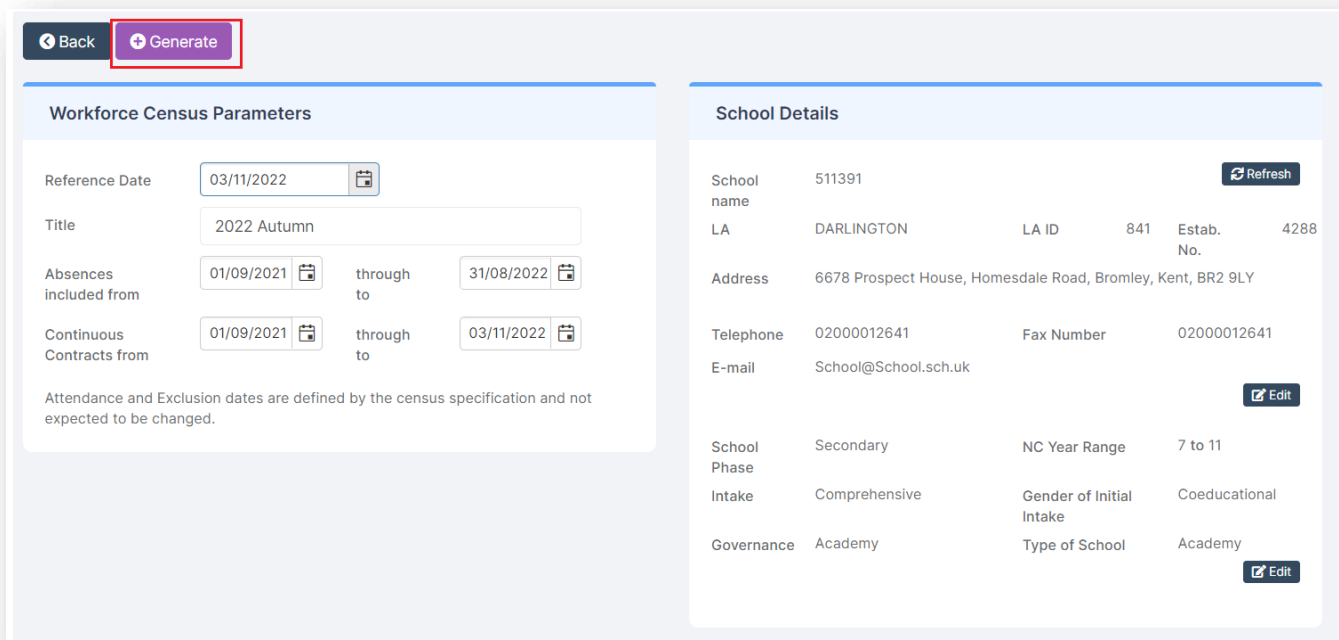
You will now see the **School Workforce Census Parameter** screen.

The **Census** parameters are pre-populated for you, but it is worth checking that all the **School Details** are correct and making changes where required.

If you need to make any changes to the **School Details** panel, click the bottom right **Edit** to be re directed to **Modules>Administration** and either **Core Details** or **Characteristics**.

Once you have made any changes, click **Save** and then return to the **School Workforce Census** page and click **Refresh** in the **School Details** panel.

Once you have confirmed the details are correct, click the **Generate** button to generate your **School Workforce Census**.



Workforce Census Parameters		School Details	
Reference Date	03/11/2022	School name	511391
Title	2022 Autumn	LA	DARLINGTON
Absences included from	01/09/2021 through to 31/08/2022	LA ID	841
Continuous Contracts from	01/09/2021 through to 03/11/2022	Estab. No.	4288
Attendance and Exclusion dates are defined by the census specification and not expected to be changed.		Address	6678 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY
		Telephone	02000012641
		Fax Number	02000012641
		E-mail	School@School.sch.uk
		School Phase	Secondary
		NC Year Range	7 to 11
		Intake	Comprehensive
		Gender of Initial Intake	Coeducational
		Governance	Academy
		Type of School	Academy

Your **Return** will now be generated.

Note: this may take a while, so please be patient and wait for it to complete.

You will now be asked to **Save & Validate** the information produced from the following **eight sections**, some of this information can be **added, edited, or removed**.

These are:

- Workforce Census Parameters
- School Details
- School Census Items to Include
- Curriculum Details for Teachers and Teaching Assistants
- Absences
- Teacher Vacancies
- Occasional Teachers on Census Day
- Cover/Agency Staff on Census Day

Workforce Census Parameters

Reference Date

Title

Absences included from through to

Continuous Contracts from through to

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

School Details

School name 511391 [Refresh](#)

LA DARLINGTON LA ID 841 Estab. No. 4288

Address 6678 Prospect House, Homesdale Road, Bromley, Kent, BR2 9LY

Telephone 02000012641 Fax Number 02000012641

E-mail School@School.sch.uk [Edit](#)

School Phase Secondary NC Year Range 7 to 11

Intake Comprehensive Gender of Initial Intake Coeducational

Governance Academy Type of School Academy [Edit](#)

Select Census Items to include

The Census return will automatically include the minimum data set used to cross match records from different sources
-Staff Names, Date of Birth, National Insurance Number and Teacher Number (where available)
We have also checked the additional items below for you. Remove ticks as required and use the arrows to reveal related items to manage partial returns

- ☒ Additional Staff Details
- ☒ Contract / Agreement
- ☒ Staff Absence records for preceding calendar year
- ☒ Timetable where appropriate
- ☒ Qualifications

Curriculum Details for Teachers and Teaching Assistants

The information below is calculated from the timetable model applied on the reference date of the census

[+ Add](#) [Edit](#) [- Remove](#)

Staff Name	Subject Taught	Hours	Year Group
Ainsley Andrew	Physical Education	1.92	7
Ainsley Andrew	Physical Education	3.83	8
Ainsley Andrew	Physical Education	2.88	9
Ainsley Andrew	Physical Education	0.96	10
Ainsley Andrew	Physical Education	1.00	11
Ainslev Andrew	GCSF PF	2.88	10

The Hours figure is calculated from the number of hours a subject is taught across the standard 5 day timetable cycle

(Hours taught accross timetable cycle / Number of days in cycle) * 5

Absences

+ Add Edit Remove

Staff Name	First Day	Last Day	Days Lost	Category
Ainsley Andrew	2021-11-29	2021-11-30	2.0	ILL
Ainsley Andrew	2022-05-16	2022-05-18	3.0	ILL
Ainsley Andrew	2021-11-09	2021-11-09	1.0	OTHS
Ainsley Andrew	2021-09-14	2021-09-14	1.0	OTHP
Ainsley Andrew	2021-11-11	2021-11-11	0.5	OTHP
Ainslev Andrew	2021-11-24	2021-11-24	0.5	OTHP

Teacher Vacancies

+ Add Edit Remove

Post Category	Previous Holder	Subject	Tenure	Temp Filled	Advert.
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Occasional Teachers on Census Day

Occasional Teachers in school on Census Day e.g Supply or Agency staff - enter 0(zero) if none

Qualified

Unqualified

Not Known

Cover / Agency Staff on Census Day

Support staff not directly employed by the School or Local Authority, working at the school on Census Day
(e.g. cleaners employed by a contract cleaning company)

+ Add Edit Remove

Role	No. in school on Census Day
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When you have finished with this page, click on the **Save & Validate** button to **Generate** the **Return**.

Once you have **Generated** it, you will need to deal with the **Errors/Queries** before **Authorising** and submitting the **Return**.

You will now be returned to the **Census** page where you will be able to see the **File(s)** that have been generated.

New Edit Delete View Summary View Errors View File Authorise

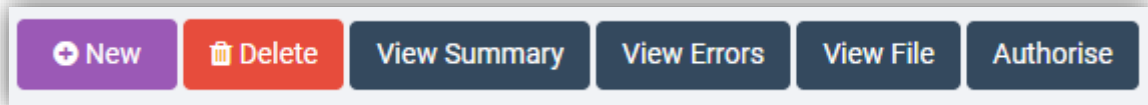
Year 2022

School Workforce Census

Select a return and then click the required action button

Return	Date Generated	By	Errors	Queries	Authorised	Date Authorised
2022 Autumn-001	26/09/2022	B BromcomUser	38	121	No	
2022 Autumn-002	26/09/2022	B BromcomUser	42	137	No	
2022 Autumn-003	29/09/2022	Mrs J Bishop	42	137	No	

You have the following options available to choose from:



- **New:** generates a new **Census Return**
- **Delete:** deletes an existing **Census** file
- **View Summary** – 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 **Census 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

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

Select a return and then click the required action button

Return	Date Generated	By	Errors	Queries	Authorised	Date Authorised
2022 Autumn-001	26/09/2022	B BromcomUser	38	121	No	
2022 Autumn-002	26/09/2022	B BromcomUser	42	137	No	
2022 Autumn-003	29/09/2022	Mrs J Bishop	42	137	No	

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

View Errors

Click on the **View Errors** button and the screen will update and look similar to the following image.

Back Save Status

Error Details - Census Return 2022 Autumn-003 - Created on 29/09/2022 - By Mrs J Bishop

There are 42 errors including 42 unresolved errors

There are 137 queries including 137 unresolved queries

Grid actions Copy Excel CSV PDF Print Search:

Error/Query	Number	Staff Code	Staff Name	Detail	#	#
Error	6000	EMS	Proud, Angelina	Teacher Number: 0416290. NI Number: . Name: Proud, Angelina. Date of Birth: 1980-10-16, Female Subject Code is invalid	Q	X
Error	6100	EMS	Proud, Angelina	Teacher Number: 0416290. NI Number: . Name: Proud, Angelina. Date of Birth: 1980-10-16, Female Subject Code is missing	Q	X
Error	6000	STH	Farry, Chloe	Teacher Number: 1138212. NI Number: . Name: Farry, Chloe. Date of Birth: 1987-11-06, Male Subject Code is invalid	Q	X
Error	6100	STH	Farry, Chloe	Teacher Number: 1138212. NI Number: . Name: Farry, Chloe. Date of Birth: 1987-11-06, Male Subject Code is missing	Q	X
Error	6000	EWB	Shearing, Christine	Teacher Number: 0339967. NI Number: . Name: Shearing, Christine. Date of Birth: 1977-09-24, Male Subject Code is invalid	Q	X
Error	6100	EWB	Shearing, Christine	Teacher Number: 0339967. NI Number: . Name: Shearing, Christine. Date of Birth: 1977-09-24, Male Subject Code is	Q	X

Each outstanding **Query** and **Error** will be displayed ready to be dealt with, in addition the entire **Error Details** list can be **exported** in either **Excel**, **CSV** or **PDF format**, **copied** or **printed** using **Grid Actions**;

Working within the Error Summary Screen

Navigating the Error Details 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). **Sort** the columns by clicking on the relevant column header.

You can also enter the name or number in the top right **Search** box and press enter and the **Data Grid** will now display the entered information only. You can also search by student name to find **Errors** against them.

Note: The **Number** filter option displays the **Sequence/Error Number** which can be referenced against the table (page 9 onwards).

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

Across the top use the **Grid Action** panel to either **Export** the data, such as Excel or **Print** in for example PDF format.

Dealing with Errors and Queries

In regard 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. (Not every **Error/Query** offers the **Magnifying Glass**)

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 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	SDS	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.

Important: Changing the status of an **Error/Query** to **Resolved** does **NOT** remove it from the list of outstanding **Errors/Queries**. This function is used as a marker so you know which **Errors/Queries** you have addressed from the list, and if they should **NOT** appear on the next **Census** file you **Generate**.

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 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, for example on your local machine.

New	Edit	Delete	View Summary	View Errors	View File	Authorise	Year	2021
School Workforce Census								
Select a return and then click the required action button								
Return	Date Generated	By	Errors	Queries	Authorised	Date Authorised		
2021 Autumn-001	12/10/2021	Mrs M Kutlay	137	75	No			
2021 Autumn-002	12/10/2021	Mrs M Kutlay	137	75	No			

Understanding Possible Errors & Queries

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

Any new Errors or Queries for 2022 are **highlighted**

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.	<p>This query relates to the data structure content of the return. If it is presented, please ensure that all your Staff have active Contracts with the correct details.</p> <p>Contracts are located on the Contracts Tab of a Staff Members record.</p>
Query	4095Q	Please note that this return contains no absence records. Please ensure that this is correct, and that absence data is being supplied to the Department by another source.	<p>It is unlikely that there have been no Staff Absences between 01/09/2021 to 31/08/2022. If this is correct, please supply a return level note to Collect when uploading the Census.</p> <p>If needed, Absence records can be added via the following path: Staff > Select > View Staff Details > Absences </p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
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 Qualifications and Personal Details panels via the following screen: Path: Staff > Select > View Staff Details > Qualifications Staff > Select > View Staff Details > Personal Details
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 Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details
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 Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details
Error	4120	Given Name is missing or has two or more consecutive spaces.	Given name is present in the Bromcom MIS as Legal first name. Check its format and ensure that no double spacing is present. Check this on the Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details
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 Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details
Error	4150	NI Number has invalid Format	Ensure that all staff possess valid entries for National Insurance Number. Check this on the Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details
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 Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
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 Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details
Error	4180	Gender is missing or invalid.	Ensure that all members of staff possess valid entries for Gender. Check this on the Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details
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 Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details
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 Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details
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 Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details
Error	4220	Ethnicity is missing or invalid	Ensure that all members of staff possess valid entries for Ethnicity. Check this on the Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details
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 Personal details panel via the following screen: Path: Staff > Select > View Staff Details > Personal Details

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4227	Qualified Status is missing for a SENCO	<p>Ensure that all members of staff possess valid entries for Qualified Status. Check this on the Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Qualifications</p>
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. Check this on the Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Qualifications</p>
Query	4229Q	Qualified Status is missing for a SENCO. Under the Special Educational Needs and Disability Regulations 2014 schools are obliged to employ a qualified teacher as a SENCO.	<p>Ensure that all members of staff possess valid entries for Qualified Status. Check this on the Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Qualifications</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. Check this on the Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Qualifications</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 Check this on the Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Qualifications</p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
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 Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Qualifications</p>
Query	4233Q	Please check fewer than 60% of teachers appear to have Qualified Teacher Status.	<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 Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Qualifications</p>
Query	4235Q	Person is not expected to have QT status and be under 21 years of age on Census Date	<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 Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Qualifications</p>
Query	4236Q	Person is not expected to have EYTS and be under 21 years of age on Census Date	<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 Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Qualifications</p>
Error	4237Q	Person is not expected to have QTLS and be under 21 years of age on Census Date	<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 Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Qualifications</p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
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 Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Background Check > Double Click on Professional Details</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 Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Background Check > Double Click on Professional Details</p>
Error	4245	Person cannot be shown as having HLTA status and be under 18 on Census Date	<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 Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Background Check > Double Click on Professional Details</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 Qualified Teacher Status.</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 Background Check panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Background Check > Double Click on Qualifications Check Panel > Enter QTS Route</p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4260	To be recorded as a Newly Qualified Teacher a teacher must be on the Early Career Framework and have QTS.	Newly Qualified Teacher is a new option available on the system within the Staff Record and must be entered for the highlighted Staff., "Newly Qualified Teacher has been added to identify qualified teachers in their first or second year. Not NQT is the default for all staff and will be returned even if no Teacher Status has been added." Path: Staff > Select > View Staff Details > Background Check > Double Click on Qualifications Check Panel
Query	4265Q	Teacher appears to be in second year of induction after more than 4 years in post. Please check	Newly Qualified Teacher is a new option available on the system within the Staff Record and must be entered for the highlighted Staff Path: Staff > Select > View Staff Details > Background Check > Qualification Check
Query	4270Q	Teacher appears to be in first year of induction after more than 2 years in post. Please check	Newly Qualified Teacher is a new option available on the system within the Staff Record and must be entered for the highlighted Staff Path: Staff > Select > View Staff Details > Background Check > Qualification Check
Error	4280	LA or School Level indicator missing or invalid	This query relates to the data structure content of the return. If it is presented, then you should seek advice from the Helpdesk immediately.
Error	4310	Contract/Service Agreement Type is missing or invalid	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. 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 The system only allows entry of these validated items so the error should never occur. Check the Contract/Service Agreement type on the Contracts panel via the following screen: Path: Staff > Select > View Staff Details > Contracts
Error	4350	Contract/Service Agreement Start Date is missing	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. Check the Contract/Service Agreement Start Date on the Contracts panel via the following screen: Path: Staff > Select > View Staff Details > Contracts

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 before or equal to the Census reference date. 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 Contracts panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 up to or before 30 years ago. 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 Contracts panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Contracts</p>
Error	4370	Contract End Date is invalid	<p>If provided, the Contract End Date must be presented in a valid format.</p> <p>Check the Contract/Service Agreement End Date on the Contracts panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Contracts</p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4376	Service agreements and temporary contracts that have lasted less than 28 days, as of reference date, 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 Date will be retrieved by the system. So, this error should not occur. Check the Contract/Service Agreement Start Date on the Contracts panel via the following screen: Path: Staff > Select > View Staff Details > Contracts
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 Date will be retrieved by the system. So, this error should not occur. Check the Contract/Service Agreement Start Date on the Contracts panel via the following screen: Path: Staff > Select > View Staff Details > Contracts
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 Contracts panel via the following screen: Path: Staff > Select > View Staff Details > Contracts
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: Path: Staff > Select > Leavers
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: Path: Staff > Select > Leavers And the Contract panel on: Path: Staff > Select > View Staff Details > Contracts
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 Contracts panel via the following screen: Path: Staff > Select > View Staff Details > Contracts

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

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 Qualifications panel on the below page should include an entry for HLTA Status.</p> <p>Check the Qualifications panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Qualifications</p>
Error	4420	Date of Arrival in School is invalid	<p>Check the Date Started at School on the Contracts panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel via the following screen:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel on the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel on the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel on the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel on the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel on the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel on the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel on the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4516	Teacher should have had a pay review since beginning of previous academic year. If they have not, please supply a reason in a return level note.	This information is normally required and can be entered via the following path. If it is correct that this information is not present, please supply a reason in a return level note. Path: Staff > Select > View Staff Details > Contracts
Query	4517Q	This return contains no Pay Review Dates, please ensure that this is correct.	This information is normally required and can be entered via the following path. If it is correct that this information is not present, please supply a reason in a return level note. Path: Staff > Select > View Staff Details > Contracts
Query	4521Q	Please supply the Framework under which this leadership teacher is being paid, i.e., 'Pre 2014' framework or '2014' framework	The definition of a pay framework as either a 'Pre 2014' or '2014' pay framework is set at base pay structure definition. Check the appropriate base pay structure "version" and set the pay framework dropdown to the correct value on the following page: Path: Staff > Select > View Staff Details > Contracts
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.	The definition of a pay framework as either a 'Pre 2014' or '2014' pay framework is set at base pay structure definition. Check the appropriate base pay structure "version" and set the pay framework dropdown to the correct value on the following page: Path: Staff > Select > View Staff Details > Contracts
Query	4523Q	Please supply the Pay Range Minimum for this leadership teacher	The definition of the minimum pay range is set at base pay structure definition. Check the appropriate base pay structure values on the following page: Path: Staff > Select > View Staff Details > Contracts
Query	4524Q	Please supply the Pay Range Maximum for this leadership teacher	The definition of the maximum pay range is set at base pay structure definition. Check the appropriate base pay structure values on the following page: Path: Staff > Select > View Staff Details > Contracts

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
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 Contact record under the appropriate Pay item (if the pay scale of Other is in use), or defined in the base pay structure:</p> <p>Path: Staff > Select > View Staff Details > Contracts</p>
Error	4540	If staff member is not paid by a Daily Rate, then Base Pay must be provided	<p>Check the Contract record for the staff member. If "Paid a Daily Rate" is not checked then there should be at least one Pay item within the Contract that has an associated Base Pay value:</p> <p>Path: Staff > Select > View Staff Details > Contracts</p>
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 Contracts panel on the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</p>
Error	4550	Base Pay must not be provided where Daily Rate is Y	<p>Check the Contract 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>Path: Staff > Select > View Staff Details > Contracts</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 Contract 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>Path: Staff > Select > View Staff Details > Contracts</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>Path: Staff > Select > View Staff Details > Contracts</p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
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.	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 Contracts panel on the following page: Path: Staff > Select > View Staff Details > Contracts
Error	4570	Daily Rate is invalid	When provided Daily Rate 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 in the Contracts panel on the following page: Path: Staff > Select > View Staff Details > Contracts
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 Contracts panel on the following page: Path: Staff > Select > View Staff Details > Contracts
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: Path: Staff > Select > Leavers
Error	4585	Leaving Reason is invalid	Check that the listed member of staff was given a valid leaving reason when their contract was ended. Staff > Select > View Staff Details > Contracts
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 Contracts panel of the staff record Path: Staff > Select > View Staff Details > Contracts
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 Contracts panel of the staff record Path: Staff > Select > View Staff Details > Contracts
Error	4588	If leaving reason is 'Deceased' then Destination must be 'Other'.	Check the listed staff members "Destination" on the Contracts panel of the staff record Path: Staff > Select > View Staff Details > Contracts

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
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 Contracts page: Path: Staff > Select > View Staff Details > Contracts
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 st August 2009 you must specify a valid Origin. Check this value on the following Contracts page: Path: Staff > Select > View Staff Details > Contracts
Error	4700	No Role details have been supplied	Each contract or post should have at least one associated Role. This can be checked on the Contracts panel on the following page: Path: Staff > Select > View Staff Details > Contracts
Error	4710	Role Identifier is missing or invalid	Each contract or post should have at least one associated Role. This can be checked on the Contracts panel on the following page: Path: Staff > Select > View Staff Details > Contracts
Query	4711Q	Staff member with Role of Head Teacher should have post of Head Teacher or Executive Head	Where Role is equal to Head Teacher, post should be Head Teacher or Executive Teacher Path: Staff > Select > View Staff Details > Contracts
Query	4712Q	Staff member with Role of Deputy Head Teacher should have post of Deputy Head Teacher	Where Role is equal to Deputy Head Teacher, post should Deputy Head Teacher Path: Staff > Select > View Staff Details > Contracts

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4720	Post is inconsistent with Role Identifier. Non-teaching Post has a teaching role associated for a staff member.	<p>Where Post is equal to Support or Teaching Assistant then the following Role values are invalid:</p> <p>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 Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</p>
Query	4722Q	Post appears to be inconsistent with Role Identifier. Non-teaching Post has a role associated for a staff member that would be expected to be normally filled by a teacher.	<p>Where Post is equal to Support or Teaching Assistant then the following Role values should not be used:</p> <p>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 Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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. These relationships can be checked within the Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</p>
Query	4746Q	The open contract for this member of staff is for less than 0.5 hours per week. If this is 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 pay factor, within the Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel of the following page: Path: Staff > Select > View Staff Details > Contracts
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 Contracts panel of the following page: Path: Staff > Select > View Staff Details > Contracts
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 Contracts panel of the following page: Path: Staff > Select > View Staff Details > Contracts
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 Contracts panel of the following page: Path: Staff > Select > View Staff Details > Contracts

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 Contracts panel of the following page:</p> <p>Path: - Staff > Select > View Staff Details > Contracts</p>
Error	4820	Additional Payment Amount is in an invalid format. Format must be 999999.99.	<p>The entry of Additional Payment Amount is validated at point of entry to conform to the expected format. So, this error should not occur.</p> <p>This information can be checked within the Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</p>
Query	4825Q	Additional Payment Amount appears to be high. Please check and confirm value	<p>If an Additional Payment Amount is provided, please check, and confirm value</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel pay items section of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Contracts panel pay items section of the following page: Path: Staff > Select > View Staff Details > Contracts
Error	4900	First Day of absence is invalid	Please ensure a valid absence date is entered within the highlighted Staff member's absence record. Path: Staff > Select > View Staff Details > Absences
Error	4910	First Day of absence is missing	Please ensure a valid absence date is entered within the highlighted Staff member's absence record. Path: Staff > Select > View Staff Details > Absences
Error	4920	First Day of absence must be in the previous academic year (01/09/2021 to 31/08/2022)	Please ensure a valid absence start date is entered within the highlighted Staff member's absence record. Path: Staff > Select > View Staff Details > Absences
Error	4930	Last Day of absence is in an invalid format. Format must be CCYY-MM-DD	Please ensure a valid absence date is entered within the highlighted Staff member's absence record. Path: Staff > Select > View Staff Details > Absences
Query	4935Q	Last Day of absence is missing for a non-maternity absence – please confirm if absence is ongoing	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. If the absence is ongoing, please upload a return level note to collect when uploading the Census or amend the Absence via the following path: Path: Staff > Select > View Staff Details > Absences
Error	4936	Last Day of absence must be in the current or preceding academic year	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. Path: Staff > Select > View Staff Details > Absences
Error	4940	Last Day of absence cannot be before First Day of absence	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. Path: Staff > Select > View Staff Details > Absences
Query	4945Q	Last Day of absence is not expected to be after <ReferenceDate>, except in cases of maternity or paternity leave. Please confirm if last day of absence is correct.	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. If the absence end date is correct, please upload a return level note to collect when uploading the Census or amend the Absence via the following path: Path: Staff > Select > View Staff Details > Absences
Query	4950Q	More than one absence record without an end date, please confirm if this is correct.	Multiple continuous absence records are unlikely. Please upload a return level note to collect confirming if this is correct.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4960Q	More than one absence record with absence category of sickness or pregnancy related absence covering the same date(s): Please supply a reason in a return level note.	Please upload a return level note to collect to confirm that the absence details for the highlight staff members are correct.
Error	4980	Working Days Lost is in an invalid format. Format must be 999.9 and should be to the nearest half-day.	Please ensure that the Days Lost within the Absence Record is entered in a valid format for the Staff Member highlighted. Path: Staff > Select > View Staff Details > Absences
Error	4990	Where Last Day of a sickness absence is provided, then the number of Working Days Lost must be greater than zero.	Please ensure that the number of working days lost is greater than zero for absence records where a last day of absence has been entered. Path: Staff > Select > View Staff Details > Absences
Error	4992	Where Last Day of a pregnancy related absence is provided then the number of Working Days Lost must be greater than zero.	Please ensure that the number of working days lost is greater than zero for absence records where a last day of absence has been entered. Path: Staff > Select > View Staff Details > Absences
Error	5000	Absence Category is invalid	When creating an Absence Record, an Absence category must be provided Path: Staff > Select > View Staff Details > Absences
Error	5010	Absence Category is missing	When creating an Absence Record, an Absence category must be provided. Path: Staff > Select > View Staff Details > Absences
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. To remove the error, you should adjust the subject code to a valid value For Subject Group and Classification. To check the Subject Groups/Classifications, you will need to view and amend the highlighted Subjects individually via the following page: Path: Groups > Group Type Subject > Select a Subject > View

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	6100	Subject Code is missing	<p>If data is provided for subject hours or year group, then the Subject Code should be provided also.</p> <p>The system authenticates this information at point of entry so it should not be possible to get this error.</p> <p>To check the Subject Groups/Classifications, you will need to view and amend the highlighted Subjects individually via the following page:</p> <p>Path: Groups > Group Type Subject > Select a Subject > View</p>
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	<p>Subject hours should be present and is calculated automatically based on the teacher's curriculum delivery in the week of the census</p> <p>This information can be checked on the Timetable panel on the following page:</p> <p>Path: Staff > Select > View Staff Details > Timetable</p>
Error	6120	Subject Hours is missing	<p>If data is provided for subject code or year group, then the subject hours should be provided also.</p> <p>The system authenticates this information at point of entry so it should not be possible to get this error.</p> <p>The subject information can be checked within the Timetable panel on the following page:</p> <p>Path: Staff > Select > View Staff Details > Timetable</p>
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 class definition panel on the following page:</p> <p>Path: Groups > Teaching Class > View Group Details</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 Basic Group Details panel on the following page:</p> <p>Path: Groups > Teaching Class > View Group Details</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>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	6150Q	Normally 'Computer Science' should be taught at KS4, rather than 'ICT'. ICT should only be used for vocational awards, as the ICT GCSE was withdrawn in 2015. Please check that this subject is not actually 'Computer Science'	Please double check this information is correct for the highlighted Subject, if needed it can be amended via the following path: Path: Groups > Subjects > View Group Details
Error	6200	Qualification Code is invalid	Qualification Code is invalid. Please amend this for the highlighted Staff Members via the following path: Path: Staff > View Staff Details > Qualifications
Error	6205	Class of Degree must be provided for teachers with a degree arriving in the school from 1 August 2013	Class of Degree is missing. Please amend this for the highlighted Staff Members via the following path: Path: Staff > View Staff Details > Qualifications
Error	6210	Qualification Code is missing	Qualification Code is missing. Please amend this for the highlighted Staff Members via the following path: Path: Staff > View Staff Details > Qualifications
Error	6220	Subject Code is invalid	Subject Code is invalid. Please amend this for the highlighted Staff Members via the following path: Path: Staff > View Staff Details > Qualifications
Error	6245	Qualification Subject Codes cannot be the same.	Qualification Subject Codes cannot be the same. Please amend this for the highlighted Staff Members via the following path: Path: Staff > View Staff Details > Qualifications
Error	6250	Too many Subjects have been recorded for this Qualification. There must be no more than two.	More than two subjects have been recorded for the highlighted Qualification. Please amend this for the highlighted Staff Members via the following path: Path: Staff > View Staff Details > Qualifications
Query	6260Q	SENCOs should have a NASENCO qualification unless they had been practicing in that role for a year or more prior to 1 September 2009	SENCOs should have a NASENCO qualification. Please double check this for the highlighted Staff Members via the following path: Path: Staff > View Staff Details > Qualifications
Error	6500	There is more than one record with the same Teacher Number	Each teacher should only have one entry in each census. Check to ensure that no teachers share the same teacher number. Check the teacher information on the Personal Details panel of the following page: Path: Staff > Select > View Staff Details > Personal Details

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
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 Personal Details panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Personal Details</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 Census Date, or because one or more Contracts current on Census Date 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 Census Date are where Contract End is after Census Date 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 Personal Details panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</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 Personal Details panel of the following page:</p> <p>Path: Staff > Select > View Staff Details > Contracts</p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	7000	Vacancy Post 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	7005	Vacancy Post is missing	Where vacancy information is provided, the post must be included. This is handled from the School Workforce data entry screen and is validated on that screen. So, this error should not occur.
Error	7010	Vacancy Subject not required for this Vacancy Post	This information is missing/invalid from the Teacher Vacancies section of the Census. It can be amended via the following path: Path: Modules > Census > School > School Workforce > Edit
Error	7020	Vacancy Subject required for this Vacancy Post	This information is missing/invalid from the Teacher Vacancies section of the Census. It can be amended via the following path: Path: Modules > Census > School > School Workforce > Edit
Error	7030	Vacancy Subject is invalid	This information is missing/invalid from the Teacher Vacancies section of the Census. It can be amended via the following path: Path: Modules > Census > School > School Workforce > Edit
Error	7040	Vacancy Tenure is invalid	This information is missing/invalid from the Teacher Vacancies section of the Census. It can be amended via the following path: Path: Modules > Census > School > School Workforce > Edit
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.
Query	7080Q	Unusually high number of vacancies reported.	Only teacher posts that were vacant or temporarily filled on census day should be reported.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
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 Date 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 Date 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 Date: 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 Date 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.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	7121Q	Number of Unqualified Occasional Teachers present on Census Date 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 Date 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.
Error	7210	Number of Agency / Third Party support staff present on Census Reference Date: value must be a non-negative whole number.	This information is missing/invalid from the Occasional Teachers section of the Census. It can be amended via the following path: Path: Modules > Census > School > School Workforce > Edit
Query	7220Q	Number of Agency / Third Party support staff present on Census Reference Date is unexpectedly high (50 or more): Please supply a reason in a return level note.	The number of Agency/Third Party support staff on Census Reference Date is higher than expected within the Occasional Teachers section of the Census. Please double check this via the following path Path: Modules > Census > School > School Workforce > Edit
Error	7230	Count of Agency/Third Party support staff must not include any Teaching Roles	This information is missing/invalid from the Occasional Teachers section of the Census. It can be amended via the following path: Path: Modules > Census > School > School Workforce > Edit
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 Contracts sections of the MIS. Path: Staff > Select > View Staff Details > Contracts
Error	8000	It is expected that part time headcount would be greater than FTE	Check Staff Contracts Path: Staff > Select > View Staff Details > Contracts
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.	Check Staff Contracts Path: Staff > Select > View Staff Details > Contracts

This is the end of the School Workforce Census 2022 guide.

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**.